



OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

ICL 18-06  
4 SEPTEMBER 2018

MEMORANDUM FOR ALL CAP MEMBERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 20-1, *Organization of Civil Air Patrol*

1. CAPR 20-1, 2 January 2013, is currently undergoing revision as a part of the publications reengineering project. This interim change letter will remain in effect until such time as the new CAPR 20-1 is complete and published.

2. Paragraph 14, *Commander Appointments and Command Authority*, is changed as follows (changes are highlighted):

d. Group commanders are appointed by the wing commanders and have command authority over all CAP units, and members within their respective groups. Group commanders will work collaboratively with their wing commanders for the appointment of squadron commanders and flight commanders.

e. Squadron commanders are appointed by the wing commanders and have command authority over their respective units. Prior to selection as a squadron commander, it is highly desired that candidates have completed the following requirements completed.

- (1) Officer Basic Course
- (2) Squadron Leadership School (SLS)
- (3) Unit Commander Course (UCC)

Circumstances may dictate that an individual be appointed to the position of squadron commander without having these courses completed. In this case, the new squadron commander should complete CAP Pamphlet 40-2, *Just in Time Workbook for New Unit Commanders*, within 30 days of their change of command. The squadron commander should then complete the desired training courses as expeditiously as possible.

f. Chaplains are not eligible for appointment as commanders.

3. Paragraph 25 is added as shown below.

25. NCO Duty Positions. NCOs are eligible to hold any position within CAP, including pilot, except those normally reserved for officers (e.g. Unit Commanders) and will be assigned to any CAP organization level: Squadron, Group, Wing, Region or National Headquarters. Where possible, assignments will be rank appropriate and consider the member's professional development training, professional military skills and professional and personal goals. CAP Senior NCOs (MSgt, SMSgt and CMSgt) may be in charge of a unit designated as a flight (if there are no CAP officers assigned); however,

NCOs will not be authorized to command a Squadron, Group, Wing or Region. Any NCO assigned as squadron commander on the date of publication of this Interim Change may complete his or her term, but no additional NCO Commander appointments are authorized.

**a.** NCOs add value to CAP units in many different ways. Examples include:

(1) NCOs both complete and promote Professional Development and professional enhancement courses to develop and cultivate leadership skills and professionalism.

(2) NCOs help to ensure finances, facilities, and other resources are used in an effective and efficient manner and in the best interest of the Civil Air Patrol.

(3) NCOs can plan resource utilization, replenishment, and budget allocation to ensure personnel are provided the equipment and resources needed to effectively accomplish the mission.

(4) NCOs understand and can manage and explain manning requirements and capabilities.

(5) NCOs promote a culture of innovation and continuous process improvement to identify and resolve deficiencies.

(6) NCOs should guide, train, instruct and develop peers so they are technically ready to accomplish the mission and ensure they are prepared to accept increased levels of authority and responsibility.

(7) NCOs bring professional military experience to Cadet Programs and Leadership training, and can be invaluable in guiding cadets as they learn drill and ceremonies, color guard, and other military and leadership functions.

(8) Encampments (and other special activities) can also significantly benefit from NCO involvement. NCOs can provide guidance on large military formations, enhance leadership instruction for the cadre members in attendance, and provide information and advice to encampment leadership on the morale and welfare of the attendees.

**b.** Typical NCO duty assignments by rank and position are described as follows:

(1) CAP Staff Sergeant: Completed Level I of the Professional Development Program and progressing through Level II. Working towards specific skill set within chosen Specialty Track. Should be given opportunities to further develop technical abilities and to demonstrate leadership skills. Responsible for the effective accomplishment of all assigned tasks.

(2) CAP Technical Sergeant: Completed Level II of the Professional Development Program and progressing through Level III. Should be given opportunities

to further develop technical abilities and to demonstrate leadership skills. Assigned to a specific area/position within the unit.

(3) CAP Master Sergeant: Experienced member of the unit. Completed Level III of the Professional Development Program and progressing through Level IV. Assigned to a specific area/position within the unit. Role models/mentors of cadets and newly assigned senior members. Participate in the decision making process, as appropriate, on technical, operational and organizational issues.

(4) CAP Senior Master Sergeant: Assigned to Squadron, Group, Wing or Region. Continue to develop leadership and management skills, complete Level IV of the Professional Development Program, and progress through (5) Level V. Role models/mentors, program, project or policy managers. Program/project oversight responsibilities; Directors of Summer Encampments, Cadet Special Activities; Group, Wing, Region or National Special Activities. Participates in the decision making process, as appropriate, on technical, operational, and organizational issues.

(5) CAP Chief Master Sergeant: Assigned to Squadron, Group, Wing, Region or National Headquarters. Completed Level V of the Professional Development Program. A role model/mentor, Senior NCO Advisor to the commander, Program/project oversight responsibilities. Directors of Summer Encampments, Cadet Special Activities; Group, Wing, Region or National Special Activities. Participates in the decision making process, as appropriate, on technical, operational and organizational issues. Chief Master Sergeants serve in the highest NCO rank and hold strategic leadership positions with tremendous influence at all levels of the Civil Air Patrol. They continue to develop personal leadership and management skills to prepare for ever increasing positions of responsibility.

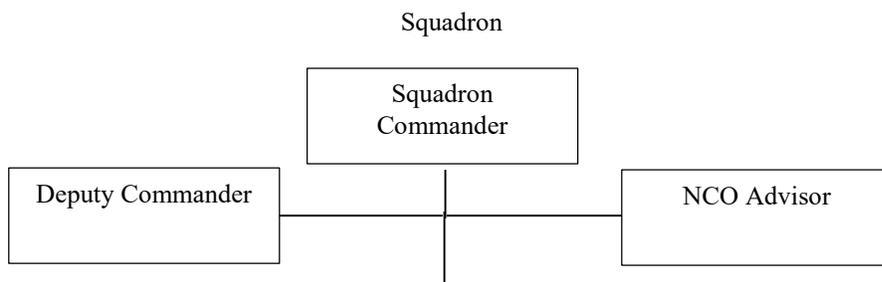
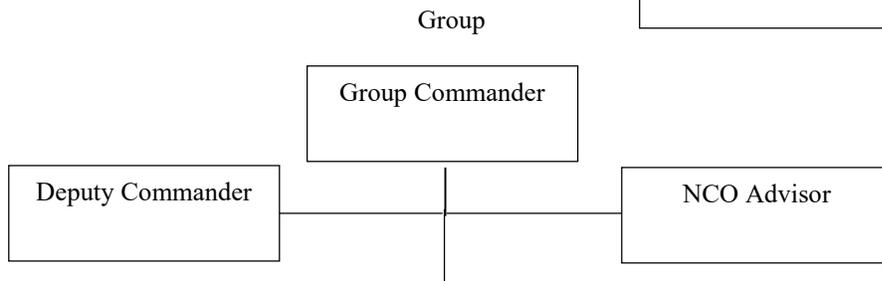
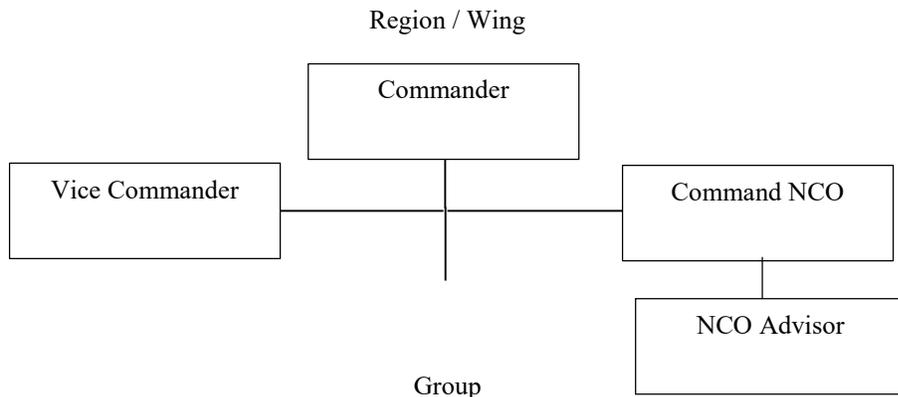
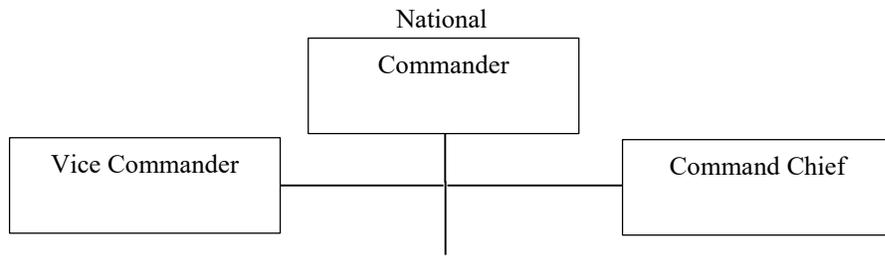
4. Organizational charts in Part II will be updated to include the NCO positions as shown at attachment 1.
5. Part III, Senior Member Position descriptions will be updated to include the position descriptions shown in attachment 2.
6. If you have any comments or concerns, contact Ms. Susan Parker, CAP/DP at (334) 953-7748, extension 212 or email [sparker@capnhq.gov](mailto:sparker@capnhq.gov).

MARK E. SMITH  
Major General, CAP  
National Commander

2 Atch

1. Changes to Organization Charts in Part II
2. Additions to Positions Descriptions in Part III

Part II CAP Organizational Charts



## **National Command Chief.**

The Command Chief is the senior NCO Corps leader of Civil Air Patrol. The Command Chief provides leadership to the NCO members and advises the National Commander and staff on mission effectiveness, professional development, training and utilization of the command's NCOs and takes action to address shortfalls or challenges. The Command Chief will:

Participate in the decision making process, as appropriate, on technical, operational and organizational issues.

Review Air Force, CAP-USAF, and CAP Wing Instructions and policies, provide input and recommend changes for those instructions and policies affecting CAP members

Advise the National Commander for dress and personal appearance items affecting CAP members and specifically NCOs.

Serves as a representative of the National Commander.

Participates on the CAP Senior Advisory Group as a non-voting member.

Serves as the chair to the CAP NCO Corps Committee.

Serves as a member of the CAP National Uniform Committee.

Serves on award and recognition selection committees.

Encourage recognition of deserving CAP NCO members during annual functions.

Encourage the recruitment of enlisted service members currently serving or retired from military service for CAP membership.

## **Region Command NCO**

The Command NCO is the senior NCO Corp leader of their respective region. The Command NCO is responsible for advising the Region Commander and staff on mission effectiveness, professional development, training and utilization of the command's NCO members and takes action to address shortfalls or challenges. The Command NCO will:

Participate in the decision making process, as appropriate, on technical, operational and organizational issues.

Advise the Region Commander for dress and personal appearance items affecting CAP members and specifically NCOs.

Serve as a representative of the Region Commander.

Participates on the CAP NCO Corps Committee.

Serves on award and recognition selection committees.

Encourage recognition of deserving CAP NCO members during annual functions.

Encourage NCO mentorship of cadets and junior officer CAP members.

Encourage the recruitment of enlisted service members currently serving or retired from military service for CAP membership.

### **Region NCO Advisor**

The NCO Advisor will formulate plans and establishes policies, procedures, and programs, designed to assist CAP in attracting enlisted service members currently serving or retired from military service. The NCO Advisor will:

Participate in the decision making process, as appropriate, on technical, operational and organizational issues.

Work closely with their region's command NCO.

Perform other duties as directed by the region commander.

Encourage NCO mentorship of cadets and junior officer CAP members.

Encourage the recruitment of enlisted service members currently serving or retired from military service for CAP membership.

### **Wing Command NCO**

The Command NCO is the senior NCO Corps leader of their respective wing. The Command NCO is responsible for advising the Wing Commander and staff on mission effectiveness, professional development, training and utilization of the command's NCO members and takes action to address shortfalls or challenges. The Command NCO will:

Participate in the decision making process, as appropriate, on technical, operational and organizational issues.

Advise the Wing Commander for dress and personal appearance items affecting CAP members and specifically NCOs.

Serve as a representative of the Wing Commander.

Serves on award and recognition selection committees.

Encourage recognition of deserving CAP NCO members during annual functions.

Encourage NCO mentorship of cadets and junior officer CAP members.

Encourage the recruitment of enlisted service members currently serving or retired from military service for CAP membership.

### **Wing NCO Advisor**

The NCO Advisor will formulate plans and establishes policies, procedures, and programs, designed to assist CAP in attracting enlisted service members currently serving or retired from military service. The NCO Advisor will:

Participate in the decision making process, as appropriate, on technical, operational and organizational issues.

Work closely with their wing's command NCO.

Perform other duties as directed by the wing commander.

Encourage NCO mentorship of cadets and junior officer CAP members.

Encourage the recruitment of enlisted service members currently serving or retired from military service for CAP membership.

### **Group NCO Advisor**

Group NCO Advisor provides leadership, management, and guidance in organizing, professional development, training and utilization of the group's NCO Corps members. Group NCO Advisor will:

Participate in the decision making process, as appropriate, on technical, operational and organizational issues.

Work closely with their wing's command NCO.

Perform other duties as directed by the group commander.

Encourage NCO mentorship of cadets and junior officer CAP members.

Encourage the recruitment of enlisted service members currently serving or retired from military service for CAP membership.

## **Squadron NCO Advisor**

Squadron NCO provides leadership, management, and guidance in organizing, professional development, training and utilization of the squadron's NCO Corps members. Squadron NCO's will:

Participate in the decision making process, as appropriate, on technical, operational and organizational issues.

Work closely with their commander and their group's NCO advisor and/or wing's command NCO.

Perform other duties as directed by the squadron commander.

Encourage NCO mentorship of cadets and junior officer CAP members.

Encourage the recruitment of enlisted service members currently serving or retired from military service for CAP membership.