

# **Securing State Funding & Other Supplemental Funding**

## **A Toolkit for Commanders**



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The CAP-USAF Liaison Region staff and your State Director are an excellent resource to call upon for support making contact with DoD or other federal agencies within your state. As you delve into this "Tool Kit" you'll see you are only limited by your imagination, so don't forget to bounce your ideas off the AF Liaison team and ask for their support -- they exist to help you succeed.

- Mark Richardson, III

For questions or suggestions on this "Tool Kit" please contact the National Headquarters (NHQ) Chief, Membership Services & Development at 877-227-9142 ext. 213, or [mneese@cap.gov](mailto:mneese@cap.gov).

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## HOW TO SECURE AND MAINTAIN YOUR STATE FUNDING APPROPRIATION

Success at gaining a state appropriation begins by first determining where in the state organization your CAP Wing fits. Is your Wing under the State Department of Transportation? Are you located in State Guard Bureau structure? Do you sit at the Emergency Operations Center (EOC)?

- ✓ Find where your CAP Wing “plugs” in.

Next step is to make an appointment to meet the state agency head or director that has responsibility for CAP

- ✓ DON'T make a play for money on your initial visit
- ✓ Do emphasize what CAP can do FOR the state and follow the same tips listed above for your discussion with the SAA

Contact the Governor's office and schedule a “meet and greet” session.

- ✓ Ensure every CAP member joining you on the visit is dressed according to CAP regulations and that their uniform is in good order. This will be your first and most lasting impression -- will be hard to survive a negative first impression!

Play to your state legislators. Find and meet the state legislators who budget for CAP activities. Remember that state legislators crave notoriety but don't have the many venues to be seen as federal congressional members. Your CAP Legislative Liaison Committee members can assist you setting up these meetings. They have a wealth of experience to pass along. Consult the CAP Directory for current committee listings and points of contact.

- ✓ May want to develop legislative liaison or government affairs offices to nurture your state expertise
- ✓ CAP Legislative Squadrons are also effective in establishing and maintaining rapport with your state legislators

-- Lt Col John W. Fussner, CAP, National Legislative Team Leader has a wealth of experience in this area and will offer you assistance in establishing such a squadron in your Wing. Refer to the current CAP Directory for his contact information.

- ✓ Contact other state lobbyists and discuss strategies
- ✓ Establish personal contacts. Lawyers are especially good because they tend to be involved in arenas CAP would be interested in.

## Tips to secure and/or maintain state funding

- ✓ Be conversant in your State's organizational structure as it relates to where CAP fits
- ✓ DON'T assume your state legislator is familiar with CAP
  - 🔊 DO be prepared with a hard copy of "CAP 101" to explain, briefly what CAP is
  - 🔊 Consider taking along some of your sharper cadets to emphasize CAP is not just about flying airplanes -- cadets can sometimes seal the deal
  - 🔊 Do some homework and go on-line to find out what bills are working or which legislator is working which bill
- ✓ With every change in administration, schedule the same series of meetings AFTER the new administration has settled down or get to the Governor-elect BEFORE he/she takes office and becomes overwhelmed with the business of the state
- ✓ See if you can get permission to set up a CAP display or booth in the state capitol rotunda with recent copies of the *Report to Congress* or have cadets hand-carry them to all legislators
- ✓ Invite state legislators and committee chairpersons to your various CAP events and venues
  - 🔊 Key note speaker during your Wing conference
  - 🔊 Invite them to other Wing events
  - 🔊 Take pictures! Have cadets in the scene. Coordinate with CAP NHQ Strategic Communications for publication.
  - 🔊 Establish a relationship with your key legislators so you're not just talking to them when you need funding!
- ✓ Think about Congressional letters of support or proclamations
  - 🔊 See the attachments for a sample US House of Representatives proclamation of support for CAP as issued to the North Carolina Wing

- ✓ Be available to your state emergency management agency and military department (as appropriate). Be familiar with their operating methods and learn how your Wing fits into the plan.
- ✓ Keep close tabs and a tight reign on who speaks to the state on behalf of the Wing
  - ☞ Wing Commanders should build and lead a unified program
  - ☞ Watch the “over excitement”
  - ☞ Not everyone has the right personality for dealing in the political realm
    - Be honest with yourself -- if you don’t have the aplomb to speak before state or federal legislators, find those with the talent in your Wing and bring them along to do the delicate negotiations
  - ☞ Keep your message consistent, accurate and doable
  - ☞ A good public affairs office is critical to keep state legislators informed as to what CAP is doing for the state. Develop a quarterly newsletter to send to all state legislators, Governor’s office, Aeronautics Commission Board, etc. Be able to back up and support everything you say.
- ✓ Write letters to US Congressional members when cadets from their district are selected for national CAP competitions
- ✓ Highlight CAP’s effective, force multiplier image
- ✓ Keep a “testimonial file”
  - ☞ Ask families where CAP rescues a loved one to write letters of appreciation to the respective state government on behalf of CAP
  - ☞ Make sure you get a copy for your file








Some CAP Wings publish an annual report to their respective state. If your Wing currently receives state funding, this should be mandatory! State governments need an accounting of the money provided and what gains were seen to support the citizens. If your Wing is not currently providing an annual report, don’t feel you have to create one from scratch; many good examples exist across CAP. The State of North Carolina funds two paid employees whose sole purpose is to interface state requirements with the NC Wing.

- ✓ These state reports can detail your Wing's key statistics, both operational and membership; a synopsis of funding provided and how it was spent; various initiatives underway you'd like highlighted; state agencies you're linked to; exercises and mission activity.
- ✓ Do a comprehensive survey of your Wing members to take full advantage of their talents and responsibilities
- 🔊 Who may be a legislative lobbyist, councilman, party committee person, legislator, county commissioner or simply know legislators or executive branch officials on a personal level?
- 🔊 Who may work in the state Emergency Management Agency or Bureau of Aviation or the State Area Command?
- 🔊 Ensure your folks know why you are asking these questions -- to nurture the relationship with your state for on-going working relations

***Be known to those who slice the state budget!***

## ***Checklist for Success***

### **In Securing State Funding**

-  Determine where in the State your CAP Wing is structured
-  Meet and establish a rapport with that state agency head
-  Meet and greet with the Governor and/or their staff
-  Play to the State Legislators
-  Control the message for CAP and who delivers it across the state
-  If you receive state funding, publish an annual report back to the agency funding you
-  Capture the talents of your Wing members and put them to best use as you secure and maintain state appropriations



## PRIMARY SOURCES OF FUNDING FOR STATE HOMELAND SECURITY MISSIONS

On October 1, 2003 President Bush signed the first ever homeland security (HLS) appropriations bill signaling his continued commitment to protect the American people. The Department of Homeland Security (DHS) allocated over \$4 billion to the Office for Domestic Preparedness (ODP) for assistance to our nation's first responders including formula-based and discretionary grants, as well as Citizen Corps grants.<sup>1</sup>

ODP was transferred to the Border and Transportation Security Directorate within DHS effective March 2003 with "The primary responsibility within the executive branch of Government to build and sustain the preparedness of the United States to reduce vulnerabilities, prevent, respond to and recover from acts of terrorism."<sup>2</sup> Grant funding in FY08 is \$862.9 million to support state assessments and HLS strategy development.

### Tips to secure ODP grant money

- ✓ DON'T attempt to secure funding from ODP directly. ODP was directed to push all HLS grant monies to the individual state governments.
- ✓ Each state was to submit a strategy based on risk and threat assessments in order to receive an ODP grant and state allocation of that grant must be consistent with the strategy submitted.
- ✓ Go to [www.shsasresources.com](http://www.shsasresources.com) to view the State Homeland Security Assessment and Strategy Resources web page. Each Governor was directed to follow the state wide assessment template found at this web site.
- ✓ Once developed, these state strategies are "close hold" due to sensitive information and therefore, not available for review. Each state has established a State Administering Agency (SAA) to administer ODP funding. Determine who your SAA is by reviewing the web site found at [www.dhs.gov/xgovt](http://www.dhs.gov/xgovt). Only the SAA can apply to ODP directly for HLS funding.

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<sup>1</sup> Source: US Department of Homeland Security "FY2004 Budget Fact Sheet" released October 1, 2003.

<sup>2</sup> Source: ODP Overview Briefing presented 3 Dec 03 by Mr. Jay Roorbach, Branch Chief, Central Division, State and Local Operations Directorate, ODP

- ✓ Contact and arrange a meeting with your SAA representative to discuss how your CAP wing can support the state strategy for HLS.
  - ☞ Consider taking along a few of your more seasoned and polished operations members
  - ☞ Speak to how CAP can support the state in its important HLS mission
  - ☞ Leave behind copies of the CAP HLS DVD, the CAPabilities pamphlet, “CAPabilities Handbook: A Field Operations Resource Guide for Emergency Managers” and the most recent copy of the Annual Report to Congress
  - ☞ DON’T oversell your Wing’s capability
  - ☞ DO make commitments you can keep
  - ☞ Discuss the equipment your Wing possesses, the volunteers available and the bargain reimbursement rates charged by CAP. Shoot to get your CAP Wing assets worked into the state strategy. A great assist would be to bring along a listing of your assets.
  - ☞ Be prepared to leave behind a listing of requirements state HLS funds could purchase for the Wing. Arms you for the question “So, how much money do you need and what would it be used for?”
    - Pennsylvania Wing developed a one-page, Homeland Security Funding Request, detailing equipment item needed, quantity, cost-per-item and total. See the attachments section for a copy.
- ✓ For ODP to provide grant funding for aviation resources, your state must show an established aviation unit
  - ☞ Emphasize to your SAA that CAP has aviation assets ready and available negating the need for your state to purchase aircraft it doesn’t already possess
  - ☞ Your State’s government could save money by not buying aviation capability CAP already possesses but could instead fund much less expensive upgrades to CAP aircraft if needed. Then make the pitch that ODP grant money can fund training exercises to test the functionality of CAP working within the state response system.
    - ODP will pay for operation of aircraft, but not maintenance.<sup>3</sup>

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<sup>3</sup> Source: Mr. Roorbach 3 Dec 03 brief

- ✓ Take part in HLS exercises being held in your state. Training is going to be the most visible aspect of these exercises -- participate and cooperate.
- ✓ Review the FEMA web site to learn what Mutual Aid conferences or training may be occurring in your state that you might send a representative to. Opportunities abound for CAP to support FEMA and this will make your Wing more beneficial to the State.
  - 🔊 Go to [www.fema.gov](http://www.fema.gov) and type "Mutual Aid" in the FEMA search box
- ✓ Plug into your LEPCs: Local Emergency Planning Committees
  - 🔊 Have your CAP Squadron Commander's contact their LEPC and join the team
  - 🔊 Show up to the meetings
  - 🔊 Give a CAP 101 briefing and take CAP literature along
- ✓ Likewise, look for your local Community Emergency Response Team (CERT) and have your members volunteer to be CERT members and take the training required
  - 🔊 Every state has formed a CERT, so this will be another excellent opportunity like the LEPC to be team members in a community effort
  - 🔊 Most Emergency Management Agency (EMA) Directors are hard-pressed to find solid volunteers to fill CERT positions
  - 🔊 This will allow your CAP Wing to get a "foot in the door" at the EMA level and establish linkages and rapport that will have potential future benefits as well as provide yet another avenue to ensure CAP stays conversant in the lingo of emergency management actions








County governments are also getting OPD funding. Look for the County Management offices, Citizen Corps Councils (CAP is a national Citizen Corps partner) and task forces. And remember, it will take the support of your local CAP squadrons and units to support your commitments.

- ✓ Pennsylvania Wing produced a “Homeland Security Point Paper” which could serve as a guide for your Wing. This would arm you with something substantial to hand out during your meetings as noted above. See the attachments section for a copy.

***Integrate CAP into your State’s HLS strategy!***

## ***Checklist for Success***

### **In Securing Homeland Security Funding**

-  Don't go to the Federal level for funding -- all HLS funding is pushed to the states to apportion
-  Understand the process whereby your State developed its Security Assessment and Strategy by reviewing [www.shsasresources.com](http://www.shsasresources.com)
-  Find your State Administering Agency charged with allocating HLS funds and discuss what your CAP Wing can do to support the state HLS strategy. Go to [www.dhs.gov/xgovt](http://www.dhs.gov/xgovt).
-  Make commitments your Wing can accomplish and participate in HLS exercises as often as possible
-  Review the FEMA website to determine what Mutual Aid conferences or exercises you might be able to participate in -- [www.fema.gov](http://www.fema.gov)
-  Plug into your local LEPC: Local Emergency Planning Committee
-  Become part of your local CERT: Community Emergency Response Team

## PRIMARY SOURCES OF FUNDING FOR FEDERAL GRANTS

The process of securing grants at the federal level is to first know what's available and to secondly, APPLY. The Catalog of Federal Domestic Assistance (CFDA) lists all program descriptions. The CFDA listing shows what grant programs exist, but to determine if funding is available, you must consult the Federal Register or specific agency websites. Follow the four step process below to find potential funding sources:

1. Go to the CFDA to determine if any grants listed are of interest -- [www.cfda.gov/](http://www.cfda.gov/)
  - a. Not all programs listed will be currently funded
  - b. Can narrow your review by use of a "key word" search at "Search for Assistance Programs" link (youth programs, education, search and rescue, etc.)
  - c. Quick scan of the "Eligibility Requirements" section will tell you if you are eligible to apply
  - d. The CFDA is not a program announcement, so continue to Step 2
2. Locate currently funded programs -- Go to FIND under [www.Grants.gov](http://www.Grants.gov)
  - a. Synopsis will let you know if it's worth your while to read the entire program announcement
  - b. Can search by CFDA number from Step 1
  - c. Can also search by activity or agency
3. Once you've determined a particular listing looks appealing you must review the entire program announcement
  - a. Consult the actual agency website
  - b. Consult the *Federal Register* at [www.gpoaccess.gov/fr/](http://www.gpoaccess.gov/fr/)
4. If you found a potential funding opportunity but did not find any current listings or there is no current funding, you may sign up for automatic e-mail notifications by returning to [www.grants.gov](http://www.grants.gov), go to Find Grant Opportunities, Click Grant E-mail Alerts.






## **Tips to search for and obtain Federal grant money**

- ✓ Tap into your best source for grant writing -- the members of your Wing who have done this before
  - 🔊 Go find them!
- ✓ If you don't submit a grant application, you can NEVER be considered
- ✓ Likewise, do NOT submit for a grant you are not eligible for or that is not really suitable for your unit
- ✓ Watch over-committing your Wing resources in an attempt to secure what looks like a lucrative grant. Many grants have "matching" requirements.
- ✓ Keep the CAP Team informed along the way if you're successful
  - 🔊 Help CAP/MDV keep the National Commander and the Headquarters Corporate Team all in the loop
- ✓ Be realistic about your chances for funding
  - 🔊 CAP is but one of many organizations seeking grants at the federal level and the level of competition will be tough
  - 🔊 Amount of funding available will certainly determine your chances for success
- ✓ Having your grant application turned down is an opportunity to hone your skills
  - 🔊 Fight for feedback from the agency as to why your application was denied
  - 🔊 It's common for grantors to send you a copy of a successful grant package if you ask
  - 🔊 At the very least ask for reviewers comments on the package you submitted
  - 🔊 Use that knowledge for next cycle's application
  - 🔊 It's not in your best interest to challenge a grant award nor appeal the grantor's decision

***Search -- there's Federal grant money available!***

## ***Checklist for Success***

### **In Securing Federal Grants**

-  Review the CFDA listing of grants at [www.cfda.gov](http://www.cfda.gov)  
- Ensure your CAP Wing is first eligible
  
-  Go to [www.Grants.gov](http://www.Grants.gov) FIND to locate funded programs  
- Search by the CFDA number of those that seemed promising
  
-  Consult the Federal Register ([www.gpoaccess.gov/fr/](http://www.gpoaccess.gov/fr/)) or the specific agency website to review the entire program announcement
  
-  Tap into your Wing members who have experience writing grant Proposals
  
-  Watch for “matching fund” requirements -- could overextend the Wing



## PRIMARY SOURCES OF FUNDING FOR GRANTS TO NON-PROFIT INSTITUTIONS

Each year millions of dollars go unasked for or not distributed simply because an agency didn't submit an application. Web sites abound listing grants for non-profits -- one very helpful is [www.fdncenter.org](http://www.fdncenter.org)





- ✓ Search the web; grant sites abound
- ✓ Never lose sight for opportunities at every venue you attend
  - 🔊 A happenstance discussion at the CAP booth during AOPA resulted in a \$10,000 grant!
- ✓ Don't forget the obvious, network in your own "backyard" to get a pulse for grantors in your state or locality. Join the local Kiwanis, the Lions and Rotary Clubs, the AF Association, etc.
- ✓ Go after the United Way/Combined Federal Campaign (CFC) annual campaigns.
  - 🔊 CAP cannot be listed as a "National Organization" due to the overall percentage of federal funds received, but local United Way/CFC chapters may allow CAP participation.

And remember to . . . .

**Network . . . Network . . . Network!**

## ***Checklist for Success***

### **In Securing Grants for Non-Profits**

-  Review the myriad of websites pertaining to foundations providing grant money each year
  - Recommend: [www.fdncenter.org](http://www.fdncenter.org)
-  Remember, every venue where CAP is present is a potential avenue for grant funding!
-  Join your local fraternal organizations and clubs to be known and to meet those in the local community who may be able to assist CAP or who are connected to those who can
-  Contact your local United Way or CFC campaign offices to determine your eligibility to be listed as a local organization in the annual giving drive

## FINAL THOUGHTS

- ✓ Whether your Wing receives a state appropriation, a grant or you are successful in fundraising, you must cultivate the relationship with the agency or individual providing your supplemental funding
  - 🔊 Letters, phone calls, personal visits are ways to stay attached and to show your continued appreciation
  - 🔊 Nurture this relationship in order to sustain it year from year
- ✓ As you or your Wing members make the offers of assistance or ask for funding, we must all strive to know and understand the Emergency Management “lingo”
  - 🔊 To fit in and be a part of the emergency management team, we should be conversant in the terms and definitions in use and know what the various members do in their emergency support function role
  - 🔊 At some point, federal, state or local emergency management personnel will make an assessment of your capabilities and judge how well CAP can fit into their emergency operations plans -- be prepared in advance

Attend, REGULARLY, local, county and state Emergency Management council or planning meetings. Serve on these committees if you can. Attend state legislative committee hearings, especially those geared toward HLS or emergency preparedness issues. Get to know the staffers for the state appropriation committees and testify at those meetings as often as possible on the capabilities of Civil Air Patrol.

## ATTACHMENTS

|   |    |
|---|----|
| - <u>PENNSYLVANIA WING</u> : Briefing Point Paper .....             | 19 |
| Pennsylvania Wing Tri-Fold Handout .....                            | 27 |
| <br>  |    |
| - <u>NORTH CAROLINA WING</u> : End of Year Report (2002-2003) ..... | 30 |
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**Pennsylvania Wing, Civil Air Patrol**  
**Briefing Point Paper**  
Homeland Security – Pennsylvania

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**Purpose:**

Explore how Pennsylvania Wing Civil Air Patrol will function to support Commonwealth agencies in the pre-incident prevention (defense) phase as well as the post-incident response phase. Such activities may include:

- Monitoring the air/water/land borders
- Reconnaissance of critical Pennsylvania infrastructure (i.e. railroads and yards, utility right of ways, waterways and highways)
- Site/Facility/Installation monitoring (i.e. powerplant fencelines, base perimeters, special event reconnaissance, etc)
- Communications & coordination support in both phases – VHF & HF networks, repeaters, aerial communications station, handheld radio “go-kits”, etc.
- Post-incident aerial radiological monitoring and “real time” incident site assessment video
- Traditional disaster response – transporting Commonwealth personnel and light cargo, search & rescue, damage assessment, shelter & victim assistance, site security augmentation

**Statement of Goals:**

The Pennsylvania Wing Civil Air Patrol (CAP) can provide aerial, ground and communications support to Commonwealth agencies in monitoring and controlling Pennsylvania's borders, as well as infrastructure. CAP functions in a supporting role when tasked through an authorizing agency. The following sections specify current capabilities, recommend possible, roles and functions in supporting the Commonwealth in these missions. We estimate expected requirements to perform these missions under certain assumptions. Training, budget and assignment requirements are discussed. Finally, we identify constraints to employment, including mission assignment priorities.

**Existing Plans:**

Civil Air Patrol has always had a role in Homeland Security. Civil Air Patrol was originally formed to provide for the defense of our borders, shorelines and critical infrastructure during World War II. As designated in OPLAN 1000, Civil Air Patrol has always maintained a formal role to support national command authorities in times of disaster or **attack** in the Continental United States. The following documents contain some of the elements necessary to build a framework for planning procedures to employ CAP in the roles discussed.

- State and Regional Disaster Airlift (SARDA) – Pennsylvania Emergency Management Agency (PEMA) & PA Bureau of Aviation (Appendix T)

- Procedures For The Pennsylvania Wing (PAWG) Civil Air Patrol (CAP) Missions– PEMA SOP-3 (Appendix Q)
- Memorandum of Understanding between PAWG CAP and the Commonwealth of Pennsylvania through the Department of Military and Veterans Affairs (DMVA)
- Security and Control of Air Traffic And Navigation Aids (SCATANA)

As roles and missions are more clearly defined in conjunction with the Commonwealth's office of Homeland Security and the Governor's Task Force, we can pull from these and other documents as to develop a comprehensive plan. A Memorandum of Understanding (MOU) can be specifically developed with the Commonwealth through the Office of Homeland Security to address the specific and unique requirements of Security missions. This plan can be developed into a separate Commonwealth annex or a consolidated annex.

### **Constraints:**

Civil Air Patrol performs missions for the Commonwealth under a Memorandum of Understanding (MOU) between Pennsylvania Wing and the Department of Military and Veterans Affairs. However, Civil Air Patrol is the auxiliary of the United States Air Force. As such, CAP responds first to missions assigned by the Air Force.

Normally, CAP is a federal resource and performs missions for the Air Force, other DoD agencies and the Federal government, (such as those assigned by FEMA during disaster responses through the Air Force). In the search and rescue function, the Air Force Rescue Coordination Center (AFRCC) tasks CAP. In federally declared disasters, requests are routed through FEMA and are tasked to CAP by the Air Force National Security Emergency Preparedness Office (AFNSEP). Federal taskings take priority to state and local taskings when resources are constrained by a high volume of federal taskings.

When there is no federal declaration, or the declaration is delayed, Civil Air Patrol resources may be employed by the Commonwealth under our MOU. Taskings and the authority to perform missions for the Commonwealth come through the Department of Military and Veterans Affairs (DMVA) or the Pennsylvania Emergency Management Agency (PEMA). Mission numbers assigned by either of these agencies authorize a CAP mission. Currently, other Commonwealth or local government agencies cannot directly task CAP. They may however submit a request through PEMA or the DMVA for evaluation and assignment.

Finally, through agreement with the United States Air Force, CAP, is constrained by the "posse comitatus" concept. CAP, as the Air Force Auxiliary cannot be employed in direct law enforcement functions. CAP can and does provide support to law enforcement agencies but does not perform functions reserved for sworn officers. As an example, our aerial monitoring can be used in a reconnaissance role but not a "surveillance" role, that is, we cannot watch a suspect but we can monitor an area for anything suspicious.

## Assessment of Current Capabilities

### ***PAWG Membership***

Pennsylvania Wing Civil Air Patrol consists of over 2300 volunteer members, 1300 adults and over 1000 young men and women in our cadet program. These members are a trained, uniformed Corps and have the following documented qualifications:

|   |                         |
|---|-------------------------|
| • Incident Commanders .....   | 15                      |
| • Air Operation Branch Directors.....   | 25                      |
| • Ground Branch Directors .....   | 26                      |
| • Search and Rescue/Disaster Relief Mission Pilots .....  | 86                      |
| • Transport Mission Pilots .....  | 117                     |
| • Mission Observers .....   | 126                     |
| • Mission Scanners .....  | 144                     |
| • Ground Team Leaders.....  | 46                      |
| • Public Affairs Officers.....  | 26                      |
| • Communications Unit Leaders .....   | 31                      |
| • Communications Radio Operators and Personnel trained for Recorder duties at briefing/meetings. .... | 175                     |
| • Urban Direction Finding Teams .....   | 74                      |
| • Flight Line Supervisors.....  | 29                      |
| • General Emergency Service Qualifications .....  | 271 seniors, 377 cadets |
| • Members Cleared by DEA, Customs and FBI to perform confidential missions.....                       | 156                     |
| • Federally Qualified RAD III radiological officers.....  | 5                       |
| • Commonwealth Qualified RM radiological monitors .....   | 25                      |

### ***PAWG Communications Assets***

- 360 Fixed base stations (40 HF, 280 VHF, 40 CB)
- 17 Fixed repeater base stations plus
- 6 portable repeaters
- 400 mobile stations (this includes Handheld Transmitters and mobiles)
- 15 Ground-to-Air AM Radios
- 21 Digital Packet Nodes
- 30 Packet Stations
- 2 Video Slow Scan units
- 2 Mobile Communications Vehicles
- 40 Handheld Transceivers in 5 Portable kits (15 radios have Type 1 encryption capabilities)
- 30 EF Johnson VHF radios for installation into our corporate vehicles. These radio will operate from M136 to M174, analog or digital

## ***PAWG Operational & Emergency Service Capabilities***

### **Air Capabilities**

Pennsylvania Wing has 23 aircraft based within the Commonwealth:

- 15 Cessna C-172 Model N, P, & R single engine, high wing observation and transport aircraft
- 4 Cessna C-182 Model Q & R High performance, single engine, high wing observation and transport aircraft
- 1 Cessna C-182R High performance, single engine retractable, high wing observation and transport aircraft
- 1 Maule MXT7 High performance, single engine, high wing observation aircraft
- 1 Piper PA32 High performance, single engine, low wing transport aircraft
- 1 Blanik L23 Glider
- Air mobile radio communications repeaters
- Aerial digital, photographic, video and air to ground video transmission
- Unobtrusive general aviation planes for discreet reconnaissance

In support of the required program, our aircraft can provide slow scan video transmission, which is near real-time single-frame video transmission from aircraft (or other mobile platform) to ground. It allows ground controllers to evaluate and immediately request updated pictures from the mission crew while the observation asset is still on station. Provides pre-incident intelligence for evaluation and post incident assessment. In addition we have still frame digital camera and regular video camcorder capabilities.

### **Ground Capabilities**

PAWG CAP Ground Teams are trained for:

- Rural and urban land navigation
- Performing skirmish search lines when looking for an object in large or small areas.
- Conduct missing person or missing aircraft searches.
- Survival in a variety of conditions.
- First Aid/Initial Responders and are capable of augmenting medical assets during medical emergencies.
- High angle rescue, use of a Stokes basket and wilderness extraction of victims.
- Augment site security forces.
- Mobile communications vehicles for site support – VHF, HF, Cell, Packet, Internet
- Mobile generators

Additionally, Pennsylvania Wing has 30 vehicles consisting of 12-passenger vans, 15-passenger vans, communications vehicles, 4X4s and miscellaneous other types.

### **Community Emergency Response Teams - CERT**

CERT is a federal/state program to recruit and train neighborhood, business, and government teams that, in essence, will be auxiliary responders. These groups can provide immediate assistance to victims in their area, organize spontaneous volunteers



who have not had the training, and collect disaster intelligence that will assist professional responders with prioritization and allocation of resources following a disaster.

Civil Air Patrol embraces this program in support of State and Federal goals. In Pennsylvania we are rolling out the training to our Squadrons situated in local communities throughout the Commonwealth. More importantly, Civil Air Patrol volunteers can work within the communities to roll out this training to a broad base of citizens, *extending the Commonwealth's reach*. Currently, PAWG CAP has

- 4 qualified federal CERT instructors (“Train-the-Trainers”) on staff.
- Squadron in Northeast Pennsylvania already trained as a Community Emergency Response Team (CERT).

### Other

Other Operational capabilities include:

- Aerial Radiological Monitoring
- Ground Radiological Monitoring
- Trained members for Emergency Operations Center (EOC)/Incident Command Post (ICP) augmentation
- Experienced Air Branch Directors to coordinate responding aircraft/agencies (CAP, Medivac, Police, Military)
- Transport for specialty teams – Canine teams, Urban Search & Rescue, Agents & Officials
- Advanced situational awareness information and picture “maps” for response teams (DOE, WMD/CST, etc.)
- 2 federally certified “Train-the-Trainer” instructors for incident command,
- 3 federal FEMA contract instructors for Radiological Emergency Response Team Training,
- 2 HAZMAT instructors
- 1 Anti-Terrorist Specialist. In addition,

PAWG has other instructors in First Aid, First Responder, Paramedic, EMT and CPR. In addition to the corporately owned assets, Pennsylvania Wing Civil Air Patrol has numerous member owned aircraft, vehicle and communications assets.

### **Recommendations for Action**

- Utilize CAP instructors as “force multipliers” by:
  - Training other instructors in the CERT program.
  - Supervising/coordinating CERT programs with community Emergency Management Agencies.
  - Training other instructors in Incident Command
  - Augment Incident Command and General Staff
- Train and utilize CAP aircraft, volunteer aircrews and support personnel to:
  - Perform "Aerial antenna" or airborne repeater missions to extend communications reach.
  - Transport critical personnel, resources, and assets.

## SAMPLE ONLY

- Courier sensitive materiel and evidence.
- Assist, augment and supplement Coast Guard reconnaissance of ports, shorelines and inland waterways.
- Control and monitor entry and exit into or through a NOTAM (FAA) directed controlled airspace. This mission is often worked in conjunction with FAA radar controllers
- Perform reconnaissance, monitoring, and control of airports within a designated area.
- Monitor high-risk shipments sent by truck, rail or boat.
- Train and utilize CAP aircraft, volunteer aircrews and support personnel together with slow-scan video capabilities for:
  - Disaster assessment
  - Damage assessments
  - Navigational reconnaissance & situation awareness for ground response and law enforcement assets
  - Identifying and monitor traffic and access choke points
  - Assessment of transportation, utility and infrastructure integrity.
  - Land, Air, Water Border monitoring.

Pennsylvania Wing has previously completed missions of rail, water and highway monitoring.

- Train and utilize CAP Ground Teams to:
  - Patrol critical geographic assets by vehicle or foot; Ground Teams are trained to be self-sufficient in the field for 3 or more days.
  - Perform vehicle border patrol.
- Train and utilize PAWG CAP personnel to:
  - Augment current Guard/military personnel in order to release assets for critical or specialized functions.
  - Backfill administrative functions of deployed military personnel.
  - Augment EOC/ICP staff
  - Perform fieldwork and reconnaissance for border security.
  - Provide aircraft marshalling on military and civilian airport ramps.
  - Provide ground parking direction and security patrol for military facilities and public events.
- Utilize PAWG Communicators to:
  - Establish and operate communication stations
  - Maintain communication logbooks on messages received and responses provided.
  - Courier messages for action.

### **Implementation Issues for Action**

Civil Air Patrol Members serve as volunteers, donating their time and funds to training and missions at no cost.

- Potential Issues to address:
  - Liability & Certification authority for CERT classes & teams
  - Job protection for Civil Air Patrol Members called up for missions

SAMPLE ONLY

- Commonwealth mission liability, tort and compensation (Public Safety Officer’s Benefit)
  - Compensation for death & disability on mission like police, fire, etc
  - Address federal missions - “Civil Air Patrol Homeland Security Benefits Act”

**Costs**

Civil Air Patrol Members serve as volunteers. They dedicate their own time to training and mission execution at no cost to the Commonwealth. Last year our professional volunteers provided well over \$8.5 million dollars in documented time (according to a Big 6 Firm valuation). Therefore, with the exception of administrative overhead, we assume personnel wage costs: \$0.00 Other basic assumptions include:

- Per Diem: Not to exceed \$75.00 per day lodging and \$25.00 per day per overnight for food/sundry per person (federal guidelines) or Commonwealth allowance.
- Aircraft - Currently not more than \$40.00/hr + Actual fuel/oil cost (estimate at \$65/hour)
- Vehicles - Actual fuel/oil costs
- Miscellaneous - Actual out of pocket expenses for required supplies
- Equipment - As needed to perform assigned tasks. See below for specific estimates.

Based on the assumptions shown, the following matrix estimates the initial costs required for equipment, training and response. These estimates are for budget for budget purposes and could change as the Commonwealth plan develops.

| Item                             | Assumption  | Qty               | Price        | Total                 |
|----------------------------------|---|-------------------|--------------|-----------------------|
| Live Airborne Video suite        | Technology jump to provide moving video to ground controllers. Expect increased demand. Needed to complete commonwealth coverage.                   | 1 – 2             | \$50,000 ea  | \$50,000 to \$100,000 |
| Digital Video Camera             | For Airborne Slow-Scan, Live video and tape reconnaissance. Improved optics, digital frame capability. (Canon XL1S or like)                         | 2                 | \$5,000 ea   | \$10,000              |
| Digital Airmobile Radio Repeater | To augment digital and secure communications while providing a platform to extend patent communications   | 1                 | \$10,000 ea  | \$10,000              |
| Digital mobile /handheld radios* | Digital radios with encryption - expected need for increased communications security  | 10                | \$1800 ea    | \$18,000              |
| CERT Training to Communities     | 2 Teams – TTT trainer plus Squadron (Community) trainer. 3.5 day classes @ 2/mo., 25 to 30 students, Includes overnight, manual printing & supplies | 24 class per year | \$362 /class | \$8,688               |

SAMPLE ONLY

| Item                                | Assumption  | Qty | Price        | Total    |
|-------------------------------------|---|-----|--------------|----------|
| Notebook PC, Projector, Travel case | “Go kits” for training classes & operational missions. 4 Notebooks, 2 Projectors, 2 travel cases – (2 sets) | 2   | \$9,100 /set | \$18,200 |

| Item  | Assumption   | Qty                      | Price                | Total                                    |
|---|--|--------------------------|----------------------|--|
| <b>EQUIPMENT</b>                            | <b>SUBTOTAL</b>  |                          |                      | \$114,888 to \$164,888                   |
| Aircraft/Vehicle mission cost reimbursement | Aircraft and vehicles assigned to patrol and reconnaissance missions. Estimate 4 missions per week, 3 flight hours/mission @ \$65/hr plus one vehicle mission (fuel at \$35/tank) plus 1 overnight per month. Add the equivalent of 1 training mission per week. | 208 msn per year + train | \$862 /wk + training | \$44,780 + \$10,140 (training)= \$54,920 |
| Administrative, Compliance & Accounting     |  |                          |                      | \$11,880 to \$15380                      |
| <b>TOTAL</b>                                |  |                          |                      | <b>\$181,688 to \$235,188</b>            |

\* Will eventually need approximately 60 radios on the Commonwealth 800 Mhz system as that system comes to completion, particularly if it suffices for response agency interoperability. Evaluating the applicability of the 800Mhz radios as substitutes could modify estimates of digital radio costs above. Additionally, for inter-operative communication with Guard aircraft, we will eventually need 23 aircraft UHF radios at approximately \$25,000 each.

SAMPLE ONLY

**Pennsylvania Wing, Civil Air Patrol  
Tri-Fold Handout**

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SAMPLE ONLY

**For more information  
on PA Wing  
Civil Air Patrol,  
Call 717-861-2335**

**CIVIL AIR PATROL**  
**Pennsylvania Wing**

**SERVICE TO THE COMMONWEALTH**

Emergency services including search and rescue, homeland security, disaster relief, disaster preparedness assistance and damage assessment platforms.

The primary Air Search and Rescue Agency for the Commonwealth, CAP provides video and photographic support, and support to law enforcement – counter drug efforts. Services are provided by the 2600 member corps of dedicated volunteers, all serving without pay.

In 2002, the Commonwealth received volunteer hours worth over \$8.5 million,\* responding to emergency service missions, preparatory training, youth development, Commonwealth missions, aerospace education, mission training, support to law enforcement, counter drug efforts and youth drug demand reduction.

Pennsylvania Wing provided 1000 flight hours in support of law enforcement and National Guard counter drug efforts in Pennsylvania. CAP flew over 4000 hours and over 84 Air Force Rescue Coordination Center search missions with more than 100 flight search hours and credited with saving 2 lives.

\*As part of Congressional Charter to support state and local Authorities, some mission/expenses can be authorized for Federal reimbursement.

**CADET PROGRAMS**

CAP cadets have proven track records of becoming tomorrow's leaders. The CAP Cadet Program includes guidance, family values and self discipline, training in leadership, responsibility, moral/ethical decision making, courtesy and citizenship.

Our Cadets are pre qualified and motivated pool of future community and military leaders. The program is a model for drug demand reduction efforts and avails cadets of educational and scholarship opportunities.

The Cadet Program is proven to reach youth who may be at risk, to benefit from leadership development, discipline and Drug Demand Reduction efforts. The program provides orientation and flight encampment opportunities.

**AEROSPACE EDUCATION**

The educational materials and curriculum CAP develops are used in public and private schools and is increasingly active in the sponsorship of flight safety.\*

\*Cap promotes and sponsors flight safety awareness and training across the Commonwealth for CAP, Pennsylvania Pilots and communities.

**AVAILABLE ASSETS**

Approximately 2600 trained uniformed members in communities across the state.

- 15 Incident Commanders/Unified Command
- 51 Air Branch/Ground Branch Directors
- 117 Mission & Transport Pilots
- 144 Mission Scanners/Observers
- 46 Ground Team Leaders
- 26 Public Affairs Officers
- 360 fixed base radios, 760 mobile stations, 6 portable repeaters, 2 airborne repeaters and over 40 held hand tactical VHF-FM radios in field kits.\*
- 156 DEA, Customs & FBI cleared members for confidential missions (Counter Drug)
- Chaplains for family, victim and rescuer support
- High angle rescue and ground search teams
- 22 aircraft across the state – unobtrusive discreet reconnaissance platforms
- High wing search aircraft
- High performance single engine transport
- 2 Slow Scan air to ground transmitted single frame video (near real time)
- 3 mobile communications vehicles
- 30 vehicles – vans and (4) 4x4s

\*31 Communications Unit Leaders/175 Operators

**North Carolina Wing, Civil Air Patrol**  
**End of Year Report**

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**Civil Air Patrol Division**  
2002-2003 Annual Report

1. CAP and Division Mission Statements
2. Director's note
3. Division and Civil Air Patrol Statistics
4. Mission statistics
5. Funding Synopsis
6. Cadet Program Initiative
7. Projects
  - Past
  - Future/Active



## 1. Missions

- The Civil Air Patrol (CAP) is the official auxiliary of the United States Air Force. Using volunteers, CAP provides assistance in search and rescue missions, disaster relief operations, aerial drug eradication searches, aerial reconnaissance, drug demand reduction programs, homeland security, aerospace education and a variety of cadet programs for youth.
- The CAP Division provides daily administrative, operational and managerial support for these activities and to the volunteers by serving as the liaison between CAP command staff, federal, state and local government agencies; as well as other partnering organizations.

## 2. Director's Note

Over the past year, the division has focused on building partnerships with federal, state, local and private agencies. With the new and existing partnerships, the division plans to continue to build upon the support that the NC Wing of CAP can provide to the citizens of North Carolina. A trend that the division has noted is that the changes within the CAP chain of command and wing level staff have caused support rendered by the volunteers to flux. One of the primary division goals in the coming year is to work with the volunteers and their command staff to foster better working relationships and quicker response to the needs of the state. A secondary goal is to support CAP in acquiring alternative resources in supporting its missions and staff.

## 3. Division and CAP Statistics

The division staff currently fills several key positions in support of the NC Wing:

Administrative Officer  
 State Legislative Squadron Commander  
 Drug Demand Reduction Administrator  
 NC Wing Legislative Liaison Officer

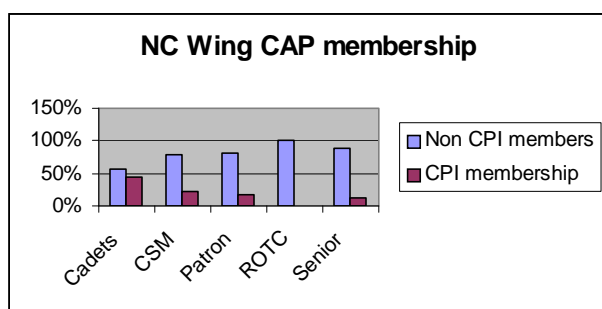
As of September 2, 2003, there are 61 CAP units located in 49 cities across the state. Of those units there are:

|    |   |
|----|---|
| 10 | Headquarters  |
| 9  | Cadet squadrons   |
| 9  | Adult squadrons   |
| 28 | Composite squadrons (contain both cadet and adult programs) |
| 5  | Reserve Officer Training Corps programs                     |

In the NC Wing of CAP there are:

|     |   |
|-----|---|
| 700 | Cadets (ages 11-20)   |
| 9   | Cadet Sponsor Members (family members who have joined to support their family and not become full members of CAP) |
| 34  | Patron members (financial supports)   |
| 88  | ROTC members in more than 5 colleges  |
| 801 | Senior members (ages 18-98)   |
| 7   | CAP Corporate-owned Cessna aircraft   |
| 13  | CAP Corporate-owned vehicles  |

The NC CAP members reside in 315 communities across the state.



The Cadet Program Initiative population represents 25% of the entire wing membership.

## 4. Mission statistics

The NC Wing CIVIL AIR PATROL command staff has supplied the following mission statistics:

### Emergency Location Transmitter Searches

| Missions | Total # of members involved | Total man hours | # of times CAP owned aircraft used | # of times member owned aircraft used | # of aircraft sorties | Total mileage on ground vehicles** | Total invoiced for reimbursement of mission expenses |
|----------|-----------------------------|-----------------|------------------------------------|---------------------------------------|-----------------------|------------------------------------|--|
| 74       | 449                         | 3612            | 39                                 | 4                                     | 44                    | 5485                               | \$5,670.09   |

Funding provided by the US Air Force through the CAP National Headquarters directly to the NC Wing CAP Headquarters.

SAMPLE ONLY

**Training Missions**

| Missions | Total # of members involved | Total man hours | # of times CAP owned aircraft used | # of times member owned aircraft used | # of aircraft sorties | Total mileage on ground vehicles** | Total invoiced for reimbursement of mission expenses |
|----------|-----------------------------|-----------------|------------------------------------|---------------------------------------|-----------------------|------------------------------------|--|
| 38       | 371                         | 5103            | 42                                 | 8                                     | 153                   | 2725                               | \$16,745.25  |

Funding provided by the US Air Force through the CAP National Headquarters directly to the NC Wing CAP headquarters.

**Counterdrug Missions for 2002**

| Missions | Total # of aircraft hours | # of aircraft sorties | Total invoiced for reimbursement of mission expenses |
|----------|---------------------------|-----------------------|--|
| 25       | 140.20                    | 65                    | \$8217.53  |

Funding provided by the US Air Force and Drug Enforcement Administration through the CAP National Headquarters directly to the NC Wing CAP headquarters.

**2002 State Assigned Missions**

| Missions | Total # of members involved | Total man hours | # of times CAP owned aircraft used | # of times member owned aircraft used | # of aircraft sorties | Total mileage on ground vehicles** | Total invoiced for reimbursement of mission expenses |
|----------|-----------------------------|-----------------|------------------------------------|---------------------------------------|-----------------------|------------------------------------|--|
| 7        | 47                          | 496             | 6                                  | 0                                     | 8                     | 836                                | \$1592.00  |

Funding provided by the State of North Carolina – Department of Crime Control & Public Safety Headquarters, NC Emergency Management and DENR’s Division of Water Quality.

**5. Funding Synopsis**

1. US Air Force appropriated funds provided to support CAP programs (nationally). Air Force funds are not used to support the Civil Air Patrol Division or any other state programs/agencies.

|                                |              |
|--------------------------------|--------------|
| Operations and Maintenance     | \$24,430,241 |
| • Liaison Salaries & Benefits  | \$4,186,347  |
| • Liaison Operational Expenses | \$765,168    |
| • Search & Rescue Missions     | \$6,535,817  |

SAMPLE ONLY

|                                       |                     |
|---------------------------------------|---------------------|
| • Counter-drug Missions               | \$2,167,303         |
| • Drug Demand Reduction Program       | \$501,212           |
| • Liability Insurance                 | \$1,022,683         |
| • Vehicle/Equipment Maintenance       | \$618,455           |
| • Aircraft Maintenance                | \$1,017,222         |
| • Communications Maintenance          | \$242,197           |
| • Aerospace Education                 | \$3,473,110         |
| • Cadet Programs                      | \$3,495,733         |
| • General and Administrative          | \$404,994           |
| <b>Procurement</b>                    | <b>\$3,332,908</b>  |
| • Aircraft Procurement                | \$2,188,575         |
| • Vehicle Procurement                 | \$763,000           |
| • Communications/Computer Procurement | \$381,333           |
| <b>Total</b>                          | <b>\$27,763,149</b> |

The Civil Air Patrol Division funding is as follows (per BD-701 03):

|  |              |
|--|--------------|
| Personal Services                          | \$121,244.00 |
| Purchased Services                         | \$63,574.00  |
| Supplies                                   | \$5,982.00   |
| Property, Plant & Equipment                | \$20,490.00  |
| Membership                                 | \$50.00      |
| Other expenses                             | \$50.00      |
| Expenditures                               | \$211,340.00 |
| Transferred from Previous Year (GCC grant) | \$23,473.00  |
| DOJ Drug Enforcement                       | \$70,418.00  |
| Revenues                                   | \$93,981.00  |
| Appropriation                              | \$117,449.00 |

## 6. Cadet Program Initiative

The Civil Air Patrol Division received a grant from the Governor's Crime Commission that was awarded in October 2000. The purpose of the grant is to expand the CAP Cadet Program across North Carolina in an effort to keep youth away from drugs, alcohol, tobacco, gang behavior and other illegal acts. Since the grant was started, membership into CAP has increased by more than 500 – the fastest and largest expansion in the country. The grant also helped create 16 new CAP units and has partnered with more than 100 different agencies (government, commercial and private). The grant will expire in September 2003.

**New Units Created by the Initiative:**

NC154 South Charlotte Cadet Squadron

- Established in Carmel Middle School and later moved to Providence High School

NC155 Apex Cadet Squadron

- Established in Lufkin Road Middle School and partnered with Apex Middle School's cadet flight
- This unit was awarded 2<sup>nd</sup> place nationally in the EAA's 2003 Wild Blue Wonders Aerospace Education Program
- Alternative funding sources: Apex Middle School PTA

**[Partial listing for example purposes]**

## 7. Projects

**Past**

|             |  |
|-------------|--|
| 9/19-25/02  | Drug Demand Reduction Middle School Initiative Program revision (Dallas & Houston, TX) funded by CAP National Headquarters |
| 10/18-20/02 | NC Wing CAP Annual Conference (Clemmons, NC)   |
| 11/4-5/02   | Aviation Days (Denver, NC)   |
| 11/18-19/02 | STARBASE National Board Meeting (Charlotte, NC) Funded by STARBASE   |
| 2/1-2/03    | Squadron Leadership School (Lexington, NC)   |

**[Partial listing for example purposes]**

***Future/active***

Governor's Terrorism Preparedness Task Force  
CC&PS Resource Committee  
CC&PS Customer Satisfaction Team  
Supervision for Supervisors – course offered by the State

**[Partial listing for example purposes]**

**North Carolina Wing, Civil Air Patrol  
General Statute & Administrative Code**

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**Part 5. Civil Air Patrol.**

**§ 143B-490. Civil Air Patrol Division - powers and duties.** (a) There is hereby established, within the Department of Crime Control and Public Safety, the Civil Air Patrol Division, which shall be organized and staffed in accordance with this Part and within the limits of authorized appropriations. (b) The Civil Air Patrol Division shall: (1) Receive and supervise the expenditure of State funds provided by the General Assembly or otherwise secured by the State of North Carolina for the use and benefit of the North Carolina Wing-Civil Air Patrol; (2) Supervise the maintenance and use of State provided facilities and equipment by the North Carolina Wing-Civil Air Patrol; (3) Receive, from State and local governments, their agencies, and private citizens, requests for State approval for assistance by the North Carolina Wing-Civil Air Patrol in natural or man-made disasters or other emergency situations. Such State requested and approved missions shall be approved or denied by the Secretary of Crime Control and Public Safety or his designee under such rules, terms and conditions as are adopted by the Department. (1979, c. 516, s. 1.)

**§ 143B-491. Personnel and benefits.** (a) The Wing Commander of the North Carolina Wing-Civil Air Patrol shall certify to the Secretary or his designee those members who are in good standing as members eligible for benefits. The Wing Commander shall provide the Secretary with two copies of the certification. The Secretary shall acknowledge receipt of, sign, and date both copies and return one to the Wing Commander. The Wing Commander shall, in the form and manner provided above, notify the Secretary of any changes in personnel within 30 days thereof. Upon the Secretary's signature, those members listed on the certification shall be eligible for the benefits listed below. (b) Those members of the North Carolina Wing-Civil Air Patrol certified under subsection (a) of this section shall be deemed and considered employees of the Department of Crime Control and Public Safety for workers' compensation purposes, and for no other purposes, while performing duties incident to a State approved mission. Such period of employment shall not extend to said members while performing duties incident to a United States Air Force authorized mission or any other Wing activities. (1979, c. 516, s. 1; c. 714, s. 2; 1993, c. 389, s. 2.)

**§ 143B-492. State liability.** Unless otherwise specifically provided, the members of the North Carolina Wing-Civil Air Patrol shall serve without compensation and shall not be entitled to the benefits of the retirement system for teachers and State employees as set forth in Chapter 135 of the General Statutes. The provisions of Article 31 of Chapter 143 of the General Statutes, with respect to tort claims against State departments and agencies, shall not be applicable to the activities of the North Carolina Wing-Civil Air Patrol, unless those activities are State-approved missions which are not covered by the Federal Tort Claims Act. The State shall not in any manner be liable for any of the

contracts, debts, or obligations of the said organization. (1979, c. 516, s. 1; 1993, c. 389, s. 1.)

Article 12A. Law-Enforcement Officers', Firemen's, Rescue Squad Workers' and Civil Air Patrol Members' Death Benefits Act.

**§ 143-166.1. Purpose.** In consideration of hazardous public service rendered to the people of this State, there is hereby provided a system of benefits for dependents of law-enforcement officers, firemen, rescue squad workers and senior Civil Air Patrol members killed in the discharge of their official duties. (1959, c. 1323, s. 1; 1965, c. 937; 1973, c. 634, s. 2; 1975, c. 284, s. 6; 1977, c. 797; 1983, c. 761, s. 236.)

**§ 143-166.2. Definitions.** (a) The term "dependent child" shall mean any unmarried child of the deceased officer, fireman, rescue squad worker or senior member of the Civil Air Patrol whether natural, adopted, posthumously born or whether an illegitimate child as entitled to inherit under the Intestate Succession Act, who is under 18 years of age and dependent upon and receiving his chief support from said officer or fireman or rescue squad worker or senior member of the Civil Air Patrol at the time of his death; provided, however, that if a dependent child is entitled to receive benefits at the time of the officer's or fireman's or rescue squad worker's or senior Civil Air Patrol member's death as hereinafter provided, he shall continue to be eligible to receive such benefits regardless of his age thereafter; and further provided that any child over 18 years of age who is physically or mentally incapable of earning a living and any child over 18 years of age who was enrolled as a full-time student at the time of the officer's, the fireman's, the rescue squad worker's or the senior Civil Air Patrol member's death shall so long as he remains a full-time student as defined in the Social Security Act be regarded as a dependent child and eligible to receive benefits under the provisions of this Article. (b) The term "dependent parent" shall mean the parent of the deceased officer, fireman, rescue squad worker or senior member of the Civil Air Patrol, whether natural or adoptive, who was dependent upon and receiving his total and entire support from the officer, fireman, rescue squad worker or senior member of the Civil Air Patrol at the time of the injury which resulted in his death. (c) The term "killed in the line of duty" shall apply to any law-enforcement officer, fireman, rescue squad worker who is killed or dies as a result of bodily injuries sustained or of extreme exercise or extreme activity experienced in the course and scope of his official duties while in the discharge of his official duty or duties. When applied to a senior member of the Civil Air Patrol as defined in this Article, "killed in the line of duty" shall mean any such senior member of the North Carolina Wing-Civil Air Patrol who is killed or dies as a result of bodily injuries sustained or of extreme exercise or extreme activity experienced in the course and scope of his official duties while engaged in a State requested and approved mission pursuant to Article 11 of Chapter 143B of the General Statutes. (d) The term "law-enforcement officer," "officer," or "fireman" shall mean all law-enforcement officers employed full time by the State of North Carolina or any county or municipality thereof and all full-time custodial employees of the North Carolina Department of Correction and all full-time

institutional and detention employees of the Department of Juvenile Justice and Delinquency Prevention. The term "firemen" shall mean both "eligible fireman"; or "fireman" as defined in G.S. 58-86-25 and all full-time, permanent part-time and temporary employees of the North Carolina Division of Forest Resources, Department of Environment and Natural Resources, during the time they are actively engaged in fire-fighting activities; and shall mean all full-time employees of the North Carolina Department of Insurance during the time they are actively engaged in fire-fighting activities, during the time they are training fire fighters or rescue squad workers, and during the time they are engaged in activities as members of the State Emergency Response Team, when the Team has been activated. The term "rescue squad worker" shall mean a person who is dedicated to the purpose of alleviating human suffering and assisting anyone who is in difficulty or who is injured or becomes suddenly ill by providing the proper and efficient care or emergency medical services. In addition, this person must belong to an organized rescue squad which is eligible for membership in the North Carolina Association of Rescue Squads, Inc., and the person must have attended a minimum of 36 hours of training and meetings in the last calendar year. Each rescue squad belonging to the North Carolina Association of Rescue Squads, Inc., must file a roster of those members meeting the above requirements with the State Treasurer on or about January 1 of each year, and this roster must be certified to by the secretary of said association. In addition, the term "rescue squad worker" shall mean a member of an ambulance service certified by the Department of Health and Human Services pursuant to Article 7 of Chapter 131E of the General Statutes. The Department of Health and Human Services shall furnish a list of ambulance service members to the State Treasurer on or about January 1 of each year. The term "Civil Air Patrol members" shall mean those senior members of the North Carolina Wing-Civil Air Patrol 18 years of age or older and currently certified pursuant to G.S. 143B-491(a). The term "fireman" shall also mean county fire marshals when engaged in the performance of their county duties. The term "rescue squad worker" shall also mean county emergency services coordinators when engaged in the performance of their county duties. (e) The term "spouse" shall mean the wife or husband of the deceased officer, fireman, rescue squad worker or senior Civil Air Patrol member who survives him and who was residing with such officer, fireman, rescue squad worker, or senior Civil Air Patrol member at the time of and during the six months next preceding the date of injury to such officer, fireman, rescue squad worker or senior Civil Air Patrol member which resulted in his death and who also resided with such officer, fireman, rescue squad worker or senior Civil Air Patrol member from that date of injury up to and at the time of his death and who remains unmarried during the time benefits are forthcoming; provided, however, the part of this section requiring the spouse to have been residing with the deceased officer, fireman, rescue squad worker or senior Civil Air Patrol member for six months next preceding the date of the injury which resulted in his death shall not apply where marriage occurred during this six-month period or where the officer, fireman, rescue squad worker or senior Civil Air Patrol member was absent during this six-month period due to service in the armed forces of this country. (f) The term "official duties" means those duties performed while en route to, engaged in, or returning from training, or in the course of responding to, engaged in or returning from a call by the department of which he is a member, or from a call for assistance from any department or such



organization within the State of North Carolina or within a service area contiguous to the borders of the State of North Carolina, when served or aided by a department from within the State of North Carolina. While within the State of North Carolina, any eligible person, as defined in this section or in G.S. 58-86-25, who renders service or assistance, of his own volition, at the scene of an emergency, is performing his official duties when: (1) Reasonably apparent circumstances require prompt decisions and actions to protect persons and property; and (2) The necessity of immediate action is so reasonably apparent that any delay in acting would seriously worsen the property damage or endanger any person's life. (1959, c. 1323, s. 1; 1965, c. 937; 1969, c. 1025; 1973, c. 634, s. 2; c. 955, ss. 1, 2; 1975, c. 19, s. 49; c. 284, s. 7; 1977, c. 1048; 1979, c. 516, ss. 2, 3; c. 869; 1981, c. 944, s. 1; 1983, c. 761, s. 237; 1987, c. 812; 1987 (Reg. Sess., 1988), c. 1050, s. 1; 1989, c. 727, s. 218(97); 1989 (Reg. Sess., 1990), c. 1024, s. 32; 1991 (Reg. Sess., 1992), c. 833, s. 5; 1997-443, ss. 11A.118(a), 11A.119(a); 2000-137, s. 4(y).)

**§ 143-166.3. Payments; determination.** (a) When any law-enforcement officer, fireman, rescue squad worker or senior Civil Air Patrol member shall be killed in the line of duty, the Industrial Commission shall award a death benefit to be paid in the amounts set forth in subsection (b) to the following: (1) The spouse of such officer, fireman, rescue squad worker or senior Civil Air Patrol member if there be a surviving spouse; or (2) If there be no spouse qualifying under the provisions of this Article, then payments shall be made to any surviving dependent child of such officer, fireman, rescue squad worker or senior Civil Air Patrol member and if there be more than one surviving dependent child, then said payment shall be made to and equally divided among all surviving dependent children; or (3) If there be no spouse and no dependent child or children qualifying under the provisions of this Article, then payments shall be made to the surviving dependent parent of such officer, fireman, rescue squad worker or senior Civil Air Patrol member and if there be more than one surviving dependent parent then said payments shall be made to and equally divided between the surviving dependent parents of said officer, fireman, rescue squad worker or senior Civil Air Patrol member. (b) Payment shall be made to the person or persons qualifying therefore under subsection (a) in the following amounts: (1) At the time of the death of an officer, fireman, rescue squad worker or senior Civil Air Patrol member, ten thousand dollars (\$10,000) shall be paid to the person or persons entitled thereto. (2) Thereafter, five thousand dollars (\$5,000) shall be paid annually to the person or persons entitled thereto until the sum of the initial payment and each annual payment reaches twenty-five thousand dollars (\$25,000). (3) In the event there is no person qualifying under subsection (a) of this section, twenty-five thousand dollars (\$25,000) shall be paid to the estate of the deceased officer, fireman, rescue squad worker or senior Civil Air Patrol member at the time of death. (c) In the event that any person or persons eligible for payments under subsection (a) of this section shall become ineligible, and other eligible person or persons qualify for said death benefit payments under subsection (a), then they shall receive the remainder of any payments up to the limit of twenty-five thousand dollars (\$25,000) in the manner set forth in subsection (b) of this section. (d) In the event any person or persons eligible for payments under subsection (a) of this section shall become ineligible and no other person or persons qualify for payments under that

subsection and where the sum of the initial payment of ten thousand dollars (\$10,000) and each subsequent annual payment of five thousand dollars (\$5,000) does not total twenty-five thousand dollars (\$25,000), then the difference between the total of the payments made and twenty-five thousand dollars (\$25,000) shall immediately be payable to the estate of the deceased officer, fireman, rescue squad worker, or senior Civil Air Patrol member. (1959, c. 1323, s. 1; 1965, c. 937; 1971, c. 960; 1973, c. 634, s. 2; 1975, c. 284, s. 8.)

**§ 143-166.4. Funds; conclusiveness of award.** Such award of benefits as is provided for by this Article shall be paid from the Contingency and Emergency Fund and such amounts as may be required to pay benefits provided for by this Article are hereby appropriated from said fund for this special purpose. The Industrial Commission shall have power to make necessary rules and regulations for the administration of the provisions of this Article. It shall be vested with power to make all determinations necessary for the administration of this Article and all of its decisions and determinations shall be final and conclusive and not subject to review or reversal except by the Industrial Commission itself. The Industrial Commission shall keep a record of all proceedings conducted under this Article and shall have the right to subpoena any persons and records which it may deem necessary in making its determinations, and the Industrial Commission shall further have the power to require all persons called as witnesses to testify under oath or affirmation, and any member of the Industrial Commission may administer oaths. If any person shall refuse to comply with any subpoena issued hereunder or to testify with respect to any matter relevant to proceedings conducted under this Article, the Superior Court of Wake County, on application of the Industrial Commission, may issue an order requiring such person to comply with the subpoena and to testify; and any failure to obey any such order of the court may be punished by the court as for contempt. (1959, c. 1323, s. 1; 1965, c. 937.)

**§ 143-166.5. Other benefits not affected.** None of the other benefits now provided for law-enforcement officers, or other persons covered by this Article, or their dependents by the Workers' Compensation Act or other laws shall be affected by the provisions of this Article, and the benefits provided for herein shall not be diminished, abated or otherwise affected by such other provisions of law. (1959, c. 1323, s. 1; 1965, c. 937; 1979, c. 245; c. 714, s. 2.) §

**143-166.6. Awards exempt from taxes.** Any award made under the provisions of this Article shall be exempt from taxation by the State or any political subdivision. The Industrial Commission shall not be responsible for any determination of the validity of any claims against said awards and shall distribute the death benefit awards directly to the dependent or dependents entitled thereto under the provisions of this Article. (1959, c. 1323, s. 1; 1965, c. 937.)

**§ 143-166.7. Applicability of Article.** The provisions of this Article shall apply and be in full force and effect with respect to any law-enforcement officer, fireman, rescue squad worker or senior Civil Air Patrol member killed in the line of duty on or after May 13, 1975. The provisions of this Article shall apply with respect to full-time, permanent part-

time and temporary employees of North Carolina Division of Forest Resources, Department of Environment and Natural Resources, killed in line of duty on or after July 1, 1975. The provisions of this Article shall apply to county fire marshals and emergency services coordinators killed in the line of duty on and after July 1, 1988. (1965, c. 937; 1973, c. 634, s. 3; 1975, c. 284, s. 9; 1981, c. 944, s. 2; 1987 (Reg. Sess., 1988), c. 1050, s. 2; 1989, c. 727, s. 218(98); 1997-443, s. 11A.119(a).)

NORTH CAROLINA ADMINISTRATIVE CODE

TITLE 14A

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY

CHAPTER 6

**CIVIL AIR PATROL**

- 14A NCAC 06 .0101      **LOCATION (REPEALED)**
- 14A NCAC 06 .0102      **ORGANIZATION (REPEALED)**
- 14A NCAC 06 .0103      **FUNCTIONS (REPEALED)**

SECTION .0100 - PURPOSE AND ORGANIZATION

**SECTION .0100 - PURPOSE AND ORGANIZATION**

**14A NCAC 06 .0101      NAME: ADDRESS: HOURS OF OPERATION**

The civil air patrol division, Department of Crime Control and Public Safety is located in the Archdale Building 512 North Salisbury Street, Raleigh, North Carolina 27611. The division maintains its staff at the headquarters of the North Carolina Wing--Civil Air Patrol, 6224 Wilkinson Boulevard, Charlotte, North Carolina 28208. Both offices are open to the public for the conduct of business during normal business hours.

*History Note:*      *Authority G.S. 143B-490;*  
                                 *Eff. October 24, 1979.*

**14A NCAC 06 .0102      PURPOSE**

(a) The purpose of the civil air patrol division is to:

- (1) receive and supervise the expenditures of state funds appropriated or otherwise secured by the State of North Carolina for the use and benefit of the North Carolina Wing--Civil Air Patrol;
- (2) supervise the maintenance and use of State provided facilities and equipment by the North Carolina Wing--Civil Air patrol; and
- (3) receive, from state and local governments, their agencies, and private citizens, requests for state approval for assistance by the North Carolina Wing--Civil Air Patrol in natural or man-made disasters or emergency situations.

(b) The purpose of the North Carolina Wing--Civil Air Patrol is to:

- (1) engage in search and rescue operations for missing or downed aircraft;
- (2) operate numerous two-way fixed and mobile transceivers;

SAMPLE ONLY

- (3) assist federal, state, and local authorities during natural or man-made disasters; and
- (4) promote aerospace education.

*History Note:* Authority G.S. 143B-490;  
Eff. October 24, 1979.

**14A NCAC 06 .0103 ORGANIZATION**

- (a) The civil air patrol division is a part of the Department of Crime Control and Public Safety. The division is supervised by and reports to the secretary and an assistant secretary for public safety.
- (b) The North Carolina Wing--Civil Air Patrol is a corporation operating in North Carolina and comprises one part of the civilian auxiliary of the United States Air Force. Members of the North Carolina Wing--Civil Air Patrol are volunteers who operate their privately owned and corporate owned aircraft at their own expense. The State of North Carolina exercises no supervision or control over the conduct of wing activities. The North Carolina wing is directed by a colonel and staff headquartered in Charlotte with squadrons located at various places throughout the state.

*History Note:* Authority G.S. 143B-490;  
Eff. October 24, 1979.

- 14A NCAC 06 .0104 NAME: ADDRESS: HOURS OF OPERATION**
- 14A NCAC 06 .0105 PURPOSE**
- 14A NCAC 06 .0106 ORGANIZATION**

**SECTION .0200 - STATE REQUESTED AND APPROVED MISSIONS.0201 APPLICABILITY OF PROCEDURES**

- 14A NCAC 06 .0201 DEFINITIONS**
  - 14A NCAC 06 .0202 PURPOSES: FUNCTIONS: STATE REQUESTED: APPROVED MISSIONS**
  - 14A NCAC 06 .0203 REQUESTS FOR STATE REQUESTED AND APPROVED MISSIONS**
  - 14A NCAC 06 .0204 ACTION BY THE SECRETARY: ACCEPTANCE BY WING COMMANDER**
  - 14A NCAC 06 .0205 REPORTING**
  - 14A NCAC 06 .0206 TERMINATION**
  - 14A NCAC 06 .0207 NO PAYMENT FOR EXPENSES INCURRED**
  - 14A NCAC 06 .0208 PERSONNEL: QUALIFICATIONS AND VERIFICATION OF SERVICE**
- CHAPTER 6 - CIVIL AIR PATROL

**SECTION .0200 - STATE REQUESTED AND APPROVED MISSIONS**

**14A NCAC 06 .0201 APPLICABILITY OF PROCEDURES**

These procedures apply to state requested and approved missions of the North Carolina Wing--Civil Air Patrol. Nothing herein shall alter or amend the rules and regulations of the Aerospace Rescue and Recovery Service, the national civil air patrol, or the United States Air Force.

*History Note:* Authority G.S. 143B-490;  
Eff. October 24, 1979.

**14A NCAC 06 .0202 DEFINITIONS**

- (a) "Secretary" is the Secretary of the North Carolina Department of Crime Control and Public Safety or his written designee for the purposes of approving state requested and approved missions.
- (b) "Mission" is a requested, accepted, and approved task to be performed by members of the North Carolina Wing--Civil Air Patrol.
- (c) "State requested and approved mission" is a mission approved by the Secretary of the Department of Crime Control and Public Safety, or his designee, accepted by the wing commander of the North Carolina Wing--Civil Air Patrol, and assigned a formal mission number.
- (d) "Mission number" is the number assigned each mission for control and identification as a state requested and approved mission.
- (e) "Department" is the North Carolina Department of Crime Control and Public Safety.

*History Note:* Authority G.S. 143B-490;  
Eff. October 24, 1979.

**14A NCAC 06 .0203 PURPOSES: FUNCTIONS: STATE REQUESTED: APPROVED MISSIONS**

The civil air patrol may perform a state requested and approved mission for the emergency protection of life and property or for such other reasons as the secretary may direct. Civil air patrol services shall include, but are not limited to:

- (1) aerial radiological monitoring;
- (2) courier and messenger service;
- (3) aerial surveillance of surface traffic;
- (4) light transport flights for emergency personnel and supplies;
- (5) reconnaissance flights;
- (6) missing person searches;
- (7) downed or missing aircraft searches.

*History Note:* Authority G.S. 143B-490;  
Eff. October 24, 1979.

**14A NCAC 06 .0204 REQUESTS FOR STATE REQUESTED AND APPROVED MISSIONS**

(a) Any person, group, or political subdivision of the state of North Carolina, or any state department, division, or agency may request the assistance of the civil air patrol in a state requested and approved mission. Such request shall be directed to the secretary orally or in writing and shall contain the following information:

- (1) the name of the requesting person, group, or agency;
- (2) the mission location;
- (3) the mission purpose;
- (4) the nature of the specific assistance requested;
- (5) the reasons for requesting civil air patrol assistance;
- (6) any additional information the secretary may request.

(b) Persons making oral requests shall file a written confirmation of their request within 48 hours. Such writing shall refer to the oral request, and shall contain the information supplied in the oral request as well as any additional relevant information obtained by the requesting party since the time of the oral request.

*History Note:* Authority G.S. 143B-490;  
Eff. October 24, 1979.

**14A NCAC 06 .0205 ACTION BY THE SECRETARY: ACCEPTANCE BY WING COMMANDER**

(a) Upon receiving a request for a state requested and approved mission, the secretary shall consider the propriety of the request and the abilities of the civil air patrol to perform the requested mission. In reaching his decision, the secretary shall evaluate the following:

- (1) the nature and extent of the emergency situation;
- (2) potential conflicts with other agencies or duplication of services;
- (3) the ability of the civil air patrol to carry out the requested activity; and
- (4) the ability of local agencies to respond to the situation.

(b) The requesting party shall supply the secretary with any additional information which he deems necessary to reach a decision.

(c) If the secretary finds the request inappropriate, he shall decline approval and immediately notify the requesting party of his decision and the reasons therefore. Should the secretary find the request incomplete, he shall so notify the requesting party and withhold his decision pending receipt of any additional information. Failure to supply additional information shall be grounds for denial of state approval. If the secretary finds the request appropriate and complete, he shall contact the wing commander, or person acting for the commander in his absence, convey the information contained in the request to the wing commander, and request wing acceptance of the mission. The wing commander shall evaluate the request in light of the Wing's ability to perform. He may request additional information from the secretary or from the requesting party. Upon evaluation, the wing commander shall notify the secretary of his tentative acceptance or rejection of the mission as expeditiously as possible.

(d) Upon tentative acceptance by the wing commander, the secretary shall designate the mission a state requested and approved mission and assign to it a mission number. Such designation shall be in writing, and shall contain a description of the mission, the services to be performed, and a termination date. No mission shall be state requested and approved unless and until it receives a mission number. The secretary shall notify the requesting party and the wing commander of his action.

(e) Should the wing commander decline the requested mission, he shall immediately inform the secretary of his decision and his reason therefore. The secretary shall deny state approval to the proposed mission and immediately so inform the requesting party.

*History Note:* Authority G.S. 143B-490;  
Eff. October 24, 1979.

**14A NCAC 06 .0206 REPORTING**

(a) The wing commander shall, at the request of the secretary, present a full and complete report of civil air patrol activities and the progress of the mission. In any event, the wing commander shall submit a full and complete report to the secretary upon completion of the mission.

(b) The requesting party shall, at the request of the secretary, present full and complete reports of the situation as it develops throughout the mission. Failure to provide timely reports as requested shall be grounds for cancellation of state approval. In any event, the requesting party shall provide a complete report of the mission to the secretary upon completion.

*History Note:* Authority G.S. 143B-490;  
Eff. October 24, 1979.

**14A NCAC 06 .0207      TERMINATION**

The secretary may terminate a state requested and approved mission:

- (1) upon notification from the wing commander that the mission objectives have been reached or the mission operations concluded; or
- (2) upon notification from the wing commander that the wing can accept no further activity in the mission; or
- (3) upon his own motion.

*History Note:*      *Authority G.S. 143B-490;*  
*Eff. October 24, 1979.*

**14A NCAC 06 .0208      NO PAYMENT FOR EXPENSES INCURRED**

The Department of Crime Control and Public Safety shall not reimburse the members of the North Carolina Wing--Civil Air Patrol for expenses incurred in the performance of the state requested and approved missions.

*History Note:*      *Authority G.S. 143B-490;*  
*Eff. October 24, 1979.*

**14A NCAC 06 .0209      PERSONNEL: QUALIFICATIONS AND VERIFICATION OF SERVICE**

- (a) Wing members participating in a state requested and approved mission shall meet the qualifications established by the United States Air Force, the national civil air patrol. and the North Carolina wing for participation in Air Force missions.
- (b) Cadets shall be excluded from any state benefits.
- (c) Upon the request of an individual civil air patrol member who participated in a state approved mission, the secretary shall certify the service of that individual in the mission to that individual's employer for the purposes of securing military leave.

*History Note:*      *Authority G.S. 97-2; 97-29; Chapter 143, Article 12A; 143B-475, -490;*  
*Eff. October 24, 1979.*

- 14A NCAC 06 .0210      LOCATION**
- 14A NCAC 06 .0211      ORGANIZATION**
- 14A NCAC 06 .0212      FUNCTIONS**

*History Note:*      *Authority G.S. 167-2;*  
*Eff. February 1, 1976;*  
*Repealed Eff. October 24, 1979.*

North Carolina Wing, Civil Air Patrol  
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MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN

THE CIVIL AIR PATROL, INC.,  
BY THE NORTH CAROLINA WING OF THE CIVIL AIR PATROL  
AND STATE OF NORTH CAROLINA

1. **Purpose.** The purpose of this Memorandum of Understanding is to set forth, define and establish mutual agreements, understandings and obligations by and between the state of North Carolina and the North Carolina Wing of the Civil Air Patrol, Inc.
2. **The Civil Air Patrol, Inc.** The North Carolina Wing, Civil Air Patrol is a subordinate unit of the Civil Air Patrol, Inc., a federally chartered Corporation under Title 36, U.S.C. 201-208, and the volunteer civilian auxiliary of the United States Air Force. One of Civil Air Patrol's principal functions is to assist state and local governments in responding to the safety needs of the public.
3. **The State of North Carolina .** The State of North Carolina is comprised of many departments, agencies, commissions and services. The North Carolina Department of Crime Control & Public Safety is the key agency responsible for coordination of all emergency operations and homeland security response within North Carolina including the selection and utilization of available resources and organizations Civil Air Patrol able of rendering assistance. Several other state agencies have public safety responsibilities.
4. **The Civil Air Patrol Division of North Carolina Department of Crime Control & Public Safety.** The Civil Air Patrol Division, established by North Carolina General Statute § 143B-490, serves as the liaison agency between the state and the North Carolina Wing of Civil Air patrol. All requests from the state to use Civil Air patrol resources are made through the Civil Air patrol Division office in accordance with North Carolina General Statute § 143B-490 and North Carolina Administrative Code Title 14A NCAC 06.0102.
5. **Air Force Authorized Civil Air patrol Missions for North Carolina.** The North Carolina Wing agrees to provide the state of North Carolina with volunteer



personnel, equipment and other resources at its disposal to assist the state and local agencies responding to the following types of emergencies:

**A. Air and Ground Search and Rescue Operations.**

- 1) When Civil Air patrol assistance for search and rescue operations is needed, the Civil Air patrol Division director, or his/her designated agent, shall immediately contact the Air Force Rescue Coordination Center, and request Air Force reimbursed mission authorization for the North Carolina Wing to initiate emergency support operations. Air Force Rescue Coordination Center may issue Air Force mission numbers in support of the life saving efforts, only when the state has no other adequate resources readily available.
- 2) In the event Air Force authorities are not able to grant Air Force assigned reimbursed mission authorization, the North Carolina Wing may nevertheless conduct search and rescue operations as an Air Force assigned non-reimbursement mission, if so requested by the state. Paragraph 7 of this memorandum provides guidance regarding state reimbursement to Civil Air patrol when an Air Force assigned non-reimbursed mission is requested and completed.

**B. Disaster Relief Operations.**

- 1) When North Carolina Wing assistance is requested in major disasters the state, either the Civil Air patrol Division or the North Carolina Emergency Management Emergency Operations Center should immediately contact the Air Force National Security Emergency Preparedness duty officer, to request an Air Force assigned reimbursed mission authorization for the North Carolina Wing to initiate emergency response operations. Air Force National Security Emergency Preparedness office may grant such authorization in "imminently serious" situations requiring immediate action in order to save human lives, prevent human suffering and/or mitigate great property damage, or in "Presidential Declared" disasters. A verbal request for Civil Air patrol disaster relief assistance must be followed as soon as possible by a written request to Air Force National Security Emergency Preparedness office by the requesting agency.
- 2) In a natural disaster which has not been deemed "imminently serious" nor "Presidential Declared" and for which the Air Force is not able to grant Air Force assigned reimbursed mission authorization, the North Carolina Wing may nevertheless perform disaster relief operations when requested by the state as an Air Force assigned non-reimbursed mission.

**C. Other Authorized North Carolina Wing Missions (Non-Air Force Reimbursed)**

- 1) **Environmental Protection Operations.** The North Carolina Wing may assist the state and appropriate federal agencies, to respond to environmental disasters. In addition, at the request of the state or federal agencies, the North Carolina Wing may conduct environmental surveys of rivers, forest and/or wildlife.
- 2) **State and Regional Disaster Airlift Operations.** The North Carolina Wing may conduct appropriate training and may engage in State and Regional Disaster Airlift missions in support of governing Federal Aviation Administration programs.
- 3) **Organ and Tissue Transportation Operations.** At the request of the state, the North Carolina Wing may fly missions to transport human organs and/or tissue, including organs, bone marrow, blood, and serum, as humanitarian missions. Such missions shall only be conducted by Civil Air patrol in situations where alternative commercial means of transportation are not capable of satisfying underlying requirement necessitating the organ/tissue transportation request.
- 4) **Aerial Reconnaissance.** At the request of the state, the North Carolina Wing may conduct aerial reconnaissance of ground conditions and surface traffic.
- 5) **Transportation of Public Safety Personnel, Equipment and Supplies.** At the request of the state, the North Carolina Wing may provide light air and ground transport of medical supplies, personnel, shelters, etc., in response to a state emergency. Pre-approval to carry any other non-Civil Air patrol passenger aboard a Civil Air patrol flight must be obtained from the National Operations Center of Civil Air patrol.
6. **Command and Control.** Direction and coordination shall be the responsibility of the Civil Air patrol Division, immediate command and control over all Civil Air patrol resources and personnel employed in accordance with this memorandum, shall rest with the Civil Air patrol at all times. Any party to this memorandum may suspend or terminate Civil Air patrol missions conducted pursuant to it, at any time and for any reason, to include but not limited to, unsafe operating conditions. All Civil Air patrol operations conducted pursuant to this memorandum shall be conducted in strict accordance with applicable Civil Air patrol directives.
7. **Reimbursement.** If the Air Force authorizes a reimbursed mission, the North Carolina Wing will only seek reimbursement from the Air Force. The North Carolina Wing may request reimbursement for missions and support provided to the state. At no time will the North Carolina Wing request reimbursement from both the state and Air Force for mission support.
8. **Air Force Assigned Mission Insurance Coverage for Civil Air patrol Members.**

SAMPLE ONLY

- a. Approval of this memorandum by the Civil Air patrol – United States Air Force commander serves to confer Air Force assigned (reimbursed or non-reimbursed) mission status upon missions listed above.
  - b. Air Force assigned mission status serves to confer Federal Tort Claims Act and Federal Employees Compensation Act coverage on eligible Civil Air patrol members. FTCA and FECA coverage applies to both Air Force assigned reimbursable missions and Air Force assigned non-reimbursable missions.
9. **State Insurance coverage for Civil Air patrol members.** In accordance with North Carolina General Statutes § 143B-491 and 143B-492, only current Civil Air patrol members may be eligible for state benefits as long as those members are current Civil Air patrol members of the North Carolina Wing and there has been a valid state assigned mission number issued from the Civil Air patrol Division or Secretary of the North Carolina Department of Crime Control & Public Safety's office.
10. **Effective Date.** This Memorandum of Understanding is not effective unless approved by Civil Air patrol and Headquarters Civil Air Patrol –United States Air Force. It must be signed by an authorized representative of North Carolina and shall remain in effect for a period of 3 years from its effective date. It may be extended for additional 3-year periods with the approval of the North Carolina Wing and the state. Any signatory may terminate this agreement by delivering a 60-day written notice of termination, signed by its designated representative, to the designated representative of each of the other signatories.

To be signed by the following:

Harold J. Schaffer  
Commander, North Carolina Wing, Civil  
Air Patrol

Aaron J. Harper  
Director, Civil Air Patrol Division, North  
Carolina Department of Crime Control  
& Public Safety

Al Allenbeck  
Executive Director, Civil Air Patrol, Inc.

Bryan E. Beatty  
Secretary, North Carolina Department  
of Crime Control & Public Safety

Col. George Vogt  
Commander, Civil Air Patrol – United  
States Air Force

SAMPLE ONLY

**North Carolina Wing, Civil Air Patrol  
Congressional Letter of Support**

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SAMPLE ONLY

CASS BALLENGER  
10TH DISTRICT, NORTH CAROLINA  
DEPUTY MAJORITY WHIP  
REPUBLICAN STEERING COMMITTEE

COMMITTEE ON EDUCATION  
AND THE WORKFORCE  
SUBCOMMITTEE ON WORKFORCE PROTECTIONS  
EMPLOYER-EMPLOYEE RELATIONS

INTERNATIONAL RELATIONS COMMITTEE  
SUBCOMMITTEE ON WESTERN HEMISPHERE  
(CHAIRMAN)  
SUBCOMMITTEE ON INTERNATIONAL  
OPERATIONS AND HUMAN RIGHTS

Congress of the United States  
House of Representatives  
Washington, DC 20515-3310

March 7, 2002

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School Administration

To whom it may concern:

North Carolina's Civil Air Patrol (CAP) has been serving its citizens since 1941. Their 1,400 volunteers assist in efforts from hurricane relief to shark patrols to ensure the safety of North Carolinians, however more volunteers are needed. Cadet programs, through the NC Department of Crime Control & Public Safety's Cadet Program Initiative, are expanding across the state and need adult leadership to help manage these new units. CAP also needs help with their newest roles in homeland security. Aerospace education members are needed to teach students and the public about the history of aviation and aerospace technology advances.

The CAP is the official auxiliary of the United States Air Force and has more than 60,000 dedicated volunteers across the nation who share a love of aviation and community involvement. For more than 60 years, CAP has performed the following missions as mandated by Congress:

- Aerospace Education - teaches about the history of aviation through the latest and greatest aerospace technology. Through this program, CAP provides free curriculum to K-12 teachers in addition to holding numerous educational sessions across the country.
- Cadet Programs - thousands of young people from 6<sup>th</sup> grade through age 21 are introduced to aviation, leadership training, physical fitness, military bearing, drug demand reduction and moral leadership through this 16-step program.
- Emergency Services - growing from its World War II experiences, CAP has continued to save lives and alleviate human suffering through a myriad of emergency services and operational missions such as: search and rescue, disaster aid and relief, humanitarian services, Air Force Support and counter-drug operations.

In addition to their three missions, CAP is preparing for the 2003 First Flight Centennial events across the state such as the Festival of Flight in Fayetteville to the commemorative celebrations at the Wright Brothers National Memorial in Dare County. CAP is going to need more volunteers, equipment and resources to support their involvement in the events surrounding the centennial celebration.

CAP provides a wide variety of philanthropic services such as:

- transporting blood and supplies to New York City for the American Red Cross,
- aerial and ground surveillance in support of law enforcement officials during the 2002 Winter

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Olympics in Salt Lake City,

- aerial digital photography of disaster sites,
- communications support for state emergency operations centers,
- monitoring airports,
- air transportation for government officials,
- aerospace education conferences and training sessions,
- and the expansion of the cadet program.

Public support of the Civil Air Patrol greatly assists our state in being prepared for emergencies, training youth and serving its communities. Support can be shown in the following ways:

- Membership: become a business, associate, adult, affiliate, aerospace education, cadet, or sponsor member,
- Become a CAP champion - help educate the public about all of the great services that CAP provides through the media outlets,
- Contributions: donations and sponsorships,
- Partnership: help start new cadet units at a school in your community through partnerships with local public safety agencies, military units, volunteer groups, community service clubs and youth agencies,

If you have any questions or would like to set up a meeting, please call Major Lucy Davis at the North Carolina Wing Civil Air Patrol Headquarters (336) 570-6894, [ldavis@nc-cap.org](mailto:ldavis@nc-cap.org). Major Aaron Harper of the Cadet Program Initiative Office can be reached at (919) 773-2844, [aharper@nccrimecontrol.org](mailto:aharper@nccrimecontrol.org).

Sincerely,



Jesse Helms  
United States Senator



John Edwards  
United States Senator



Cass Ballenger  
Member of Congress



Richard Burr  
Member of Congress