



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 35-4

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Personnel Procedures

Overseas Cadet Squadrons

This regulation prescribes the policy and procedures for the establishment and administration of Civil Air Patrol (CAP) squadrons formed overseas.

## SUMMARY OF CHANGES.

This is a general update that requires overseas units to report through the Chief of Staff as outlined in the Constitution and Bylaws. **Note: Shaded areas are new or revised material.**

## SECTION A – GENERAL INFORMATION

**1. Purpose.** The purpose of Civil Air Patrol (CAP) overseas squadrons is to provide an organizational unit that will make the Cadet Program available to US dependent youth overseas. Senior members may join the squadron in support of the CAP Cadet Program. Authority for USAF support of CAP squadrons overseas is contained in AFI 10-2701, *Organization and Functions of the Civil Air Patrol*.

**2. Definition.** For the purpose of this regulation, an overseas squadron is defined as a CAP cadet unit located outside the United States, Puerto Rico and the U.S. Virgin Islands.

**3. Charter Policy.** Charters will be limited to cadet squadrons on overseas US Air Force installations. Charters on Air Force installations will be granted only upon request by the installation's commander. Since the success of the squadron depends largely upon the local installation, squadrons will be chartered only where strong base support is assured and only where there is potential for a strong, viable unit.

**a. Minimum Membership.** Minimum squadron membership is fifteen, three of whom must be senior members. Flights will not be chartered, but may be attached to an existing overseas squadron.

**b. Squadron Commander.** Since overseas squadrons operate almost independently, selecting a suitable squadron commander is vitally important. Squadron commanders and their replacements on Air Force Installations must be active duty members in the grade of tech sergeant or higher or U.S. government civilian employees and recommended by the AF installation commander. Units cannot obtain or retain a charter on an AF Installation without a commander who meets these criteria.

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[http://www.capmembers.com/forms\\_publications\\_regulations/](http://www.capmembers.com/forms_publications_regulations/)

c. Requesting a Charter. Air Force installation commanders desiring to establish squadrons on their bases should contact NHQ/DP, 105 South Hansell Street, Maxwell AFB AL 36112-6332 or [sparker@capnhq.gov](mailto:sparker@capnhq.gov) and request a CAPF 27b, *Organization Action – Overseas Squadrons*. After completing the form, it is to be returned to the same address with a check or money order for amount of the charter fee made out to National Headquarters, CAP. A list of dues and fees can be obtained from NHQ/DP.

**4. Base Support Required.** As a minimum, the installation commander must be willing to:

a. Appoint an active duty US officer to assist in establishing the squadron and provide liaison between the base and the unit. If the officer is serving as the CAP unit commander, it is not necessary to appoint an installation liaison officer.

b. Provide meeting facilities and office equipment as necessary for the conduct of the program.

c. As squadron commanders are transferred or leave the position for any reason, AF installation commanders will recommend replacements. To retain the squadron charter, an acceptable commander must be identified in accordance with paragraph 3b above.

**5. Membership Restrictions.** Membership in overseas squadrons will be restricted to those individuals meeting the membership eligibility requirements of CAPR 39-2, *Civil Air Patrol Membership*, and [who] are covered under the provisions of the Status of Forces Agreement (SOFA). (Note: Cadets who are living overseas at a location that is not near an Air Force installation or are not eligible for membership in overseas units, may be eligible to continue in the Cadet Program through independent study. See CAPR 52-16, *Cadet Program Management*, for details.)

**6. Membership Dues.** Current national dues for overseas members can be obtained by contacting NHQ/DP, 105 South Hansell Street, Maxwell AFB AL 36112-6332, (334) 953-7748, ext 207 or DSN 493-7748 or [memberships@capnhq.gov](mailto:memberships@capnhq.gov).

**7. Limitations.** Overseas squadrons will be granted limited charters having all the privileges and benefits of the regular CAP program with the following exceptions:

a. There will be no emergency services (ES) mission, although ES training is allowed if it is within the confines of the applicable Status of Forces Agreement. Training funds are not available for overseas squadrons, but members of overseas units are encouraged to participate in training as possible when in the United States with any wing or by attending scheduled activities like the National Emergency Services Academy. ES training conducted by overseas squadrons should be coordinated with NHQ/DO who will inform the CAP/CC; NHQ/DO validates and approves training in Ops Quals for members assigned to NHQ units including members of overseas squadrons.

b. No CAP corporate aircraft or vehicles will be assigned.

c. There will be no CAP authorized flying activities except for cadet orientation rides on military aircraft or U.S. military aero club flights. If a CAP pilot conducts these flights, he/she is doing this solely as a member of the aero club, and not in his/her capacity as a CAP pilot.

d. Squadron activities will be conducted within the confines of the military installation. Exceptions are field trips, educational tours or recreational activities off base. Squadrons may also participate in activities with the host country, surrounding countries or another military installation, provided there is no conflict with other CAP regulations and/or SOFA requirements. When in doubt, the installation liaison officer will ensure there are no SOFA conflicts.

e. AF style uniforms may be restricted to the installation at the option of the installation commander. Any approved corporate style uniform or appropriate civilian clothing may be authorized in lieu of the AF style uniform. If the AF style uniform is appropriate for any off-base activity, prior written permission from the installation commander or his/her designated representative will be required to ensure no SOFA conflicts.

f. Transmitting radio frequencies will not be authorized. However, there is no objection to simulator training if the equipment and an instructor are available.

g. Overseas airlift will not be scheduled or coordinated by National Headquarters. Members desiring to participate in stateside activities must provide their own transportation to the activity site or to the CONUS pickup point for the activity.

h. Overseas squadron members are not eligible to participate in the National Cadet Competition.

i. Overseas members who have earned Cadet or Senior of the Year Awards must provide their own transportation to the appropriate CONUS pickup point for further transportation to the Annual Conference. If the member cannot attend the Annual Conference, the ranking officer at the overseas installation or a designated representative, will present the award.

**8. Organization.** Since overseas units do not fall within the purview of currently authorized CAP wings and regions, they will operate directly under National Headquarters in cooperation with the CAP/CC. The chain of command will be from the squadron to the National Chief of Staff to the National Commander.

a. Squadron commanders are authorized to correspond directly with the appropriate functional office at National Headquarters on routine administrative matters.

b. The National Commander (CAP/CC) may appoint a volunteer Overseas Team Leader to assist the overseas units as necessary. This position is a part of the National Staff and reports to the National Chief of Staff through the Deputy Chief of Staff for Support. The position has no funding or command status, but will assist overseas unit commanders in those tasks needed by the overseas units to achieve the most successful cadet program possible.

**9. Approval Authority for Administrative Actions.** The commander of the overseas squadron can approve any action normally initiated or approved by a CAP wing commander. Administrative actions normally approved by a region or National Headquarters will be directed to the National Chief of Staff for initiation and approval.

**10. Liaison and Control.** The duties of the officer appointed by the installation commander to provide liaison between the base and the CAP squadron are to:

- a. Monitor the unit's progress and assist in solving problems.
- b. Screen and freeze Department of Defense (DoD) excess property as outlined in Section D.
- c. Review the quarterly reports required by National Headquarters and take actions as appropriate.
- d. Keep the installation commander informed concerning CAP activities and progress of the unit.

**11. Quarterly Reports.** Every quarter, overseas units are required to submit a narrative report on the unit's progress and problems. Reports should arrive at NHQ/DP no later than 30 days after the due dates of 31 March, 30 June, 30 September and 31 December. An information copy should be forwarded to the installation liaison officer, the installation commander, the National Chief of Staff and the Overseas Team Leader. NHQ/DP will forward a copy to CAP/CC .

## SECTION B – THE CADET PROGRAM

**12. General.** The Cadet Program will be administered in accordance with CAPR 52-16.

**13. Study Materials.** Each cadet will receive the necessary study materials for Phases I and II of the Cadet Program from National Headquarters when the cadet's membership application is processed. Additionally, each new squadron will receive, free-of-charge, five packets for use by new cadets until their own materials arrive. When the cadet's first package arrives, it will be used to replace the packet drawn from the squadron library. After the initial issue, any library packets lost or destroyed will be replaced at the squadron's expense. Cadets must remain safety current by participating in approved monthly safety education as required by CAPR 62-1.

**14. Special Activities.** Cadets may apply for regional or national special activities in the CONUS (except National Cadet Competition) with the understanding that they will be responsible for their own transportation to the activity site or to the appropriate CONUS pickup point for the activity. Applications for region activities should be addressed to the appropriate region headquarters. Requests for national activities should be addressed to the National Headquarters Cadet Programs (NHQ/CP) in accordance with published instructions.

## SECTION C – THE SENIOR MEMBER PROFESSIONAL DEVELOPMENT PROGRAM

**15. General.** Since the purpose of overseas units is to provide wholesome activities for dependent youth overseas, the CAP Professional Development (PD) Program will be conducted primarily in support of the Cadet Programs. However, senior members may apply for HQ Air University Education, Logistics and Integration (AU A4/6) courses and complete as much of the PD program as possible. The program will be administered in accordance with CAPR 50-17, *CAP Senior Member Professional Development Program*.

**a.** Senior Member Handbooks. New senior members will automatically receive a senior member handbook from National Headquarters when their membership application is processed.

**b.** Level I Training. All seniors must complete Level I Training which consists of five modules: (1) the Foundations Course, (2) Cadet Protection Program Training (CPPT), (3) Operations Security Awareness (OPSEC) Training (Managed by NHQ/DO), (4) Equal Opportunity (EO) Training (managed by NHQ/EXS) and (5) introductory safety training (managed by NHQ/SE). The Level I Training material may be found on the National CAP website under CAP University. Senior Members must remain safety current by participating in approved monthly safety education as required by CAPR 62-1.

**16. Senior Member Activities.** Senior members may apply for region or national special activities in the CONUS with the understanding that they will be responsible for their own transportation to the activity site or to the appropriate CONUS pickup point for the activity. Applications for region activities should be addressed to the appropriate region headquarters. Requests for national activities should be addressed to the appropriate National Headquarters office in accordance with published instructions.

## SECTION D – USE OF DEPARTMENT OF DEFENSE (DoD) SURPLUS PROPERTY

**17. General.** Air Force support of CAP is provided for by Public Law, 10 U.S.C. 9441. AFI 10-2701 outlines Air Force activities established to support CAP.

**18. Acquisition Procedures.** Overseas units wishing to acquire DoD excess property through a Defense Reutilization and Marketing Office (DRMO) will use the following procedures:

- a. The unit's installation liaison officer will be the screening officer. The installation commander must submit the officer's name, rank and serial number to HQ CAP-USAF/LG.
- b. HQ CAP-USAF/LG will forward a letter to the appropriate DRMO naming the individual as authorized to screen, freeze and pickup excess DoD equipment from the facility.
- c. The CAP unit commander will submit a list of items desired to the installation liaison officer.
- d. When the requested item(s) are located, the installation liaison officer will accomplish DD Form(s) 1348-1, *DoD Single Line Item Release/Receipt Document*, and forward them to HQ CAP-USAF/LG.
- e. HQ CAP-USAF/LG will forward approved forms to the appropriate DRMO.
- f. The DRMO will notify the installation liaison officer when the property is available for pickup.
- g. The installation liaison officer will sign for the property and ensure its accountability is transferred to CAP as outlined in CAPR 174-1 *Property Management and Accountability*. Copies of completed documentation will be forwarded to NHQ/LGS. **Note:** Excess DoD property must be accounted for at all times.

**19. Disposal Procedures.** When excess DoD property is no longer required, the CAP unit will return it to the local DRMO. A copy of the DD Form 1348-1 and the issuing CAP form will be forwarded to HQ CAP-USAF/LG.

**20.** Under no circumstance will any excess DoD property be sold.

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Commander