



CHARLES COMPOSITE SQUADRON (MER-MD-019)
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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18 Mar 13

MEMORANDUM FOR CDs, DP, C/CC, and flt/CCs

FROM: CC

SUBJECT: Roster Policy

1. The squadron maintains its own roster for many necessary reasons. Firstly, while National Headquarter's secure on-line database (hereafter, "E-Services") keeps track of many different things, it doesn't keep track of everything we want, nor does it make it all accessible in one, easy-to-read format. Secondly, as soon as a member expires, even less of his/her information can be found in E-Services, which is especially unhelpful given that members will often renew during the 90-day window that they have before they are completely dropped, and while they are technically not members until they renew and are thus prohibited from participating in any CAP activities until then, if they are planning on renewing it makes sense that we should be able to keep track of them and be able to contact them as needed. Thirdly, even for those members who are not planning on renewing, we still need to keep track of them and their contact info until they have returned any and all uniform items and gear issued to them. Fourthly, the squadron staff needs to be able to keep track of and be able to contact all of our prospective members, especially those in the middle of the application process, as they will of course not appear in E-Services until their membership application is completely processed.
2. The Directorate of Personnel (DP) is responsible for maintaining the squadron roster, and will ensure that the following process happen each week. First, before each meeting, the roster is to be printed out, with the date of that meeting handwritten on the top of the first page, and then the roster must be placed in a conspicuous place such that all members will see it upon arriving, make any corrections to their own info, and then initial in the left margin next to their name as a means of signing-in. Any prospective members should be instructed to sign in as well in one of the blank rows, giving at least their name, phone number, and email address. About halfway through the meeting, once all members have been given an opportunity to sign-in, DP will input whatever changes and additions that have been written in and will then email out that updated version as a PDF (such that it cannot be edited by anyone else) to the CC, CDs, and C/CC. **It is extremely important that this updated version be emailed out that very night such that the squadron staff will be able to keep track of any new or prospective members, especially given that the weekly report process begins on Wednesday of each week.**
3. The following process will be used to handle potential members. As above, at the very first meeting to which a potential member shows up, s/he should be instructed to sign in on the roster such that his/her info will be inputted into the roster and made available to the staff. In the case of a potential cadet, as soon as s/he appears on the roster, they must be reported on the weekly report, and since s/he is not likely to be submitting a weekly report (as would be expected of a full member), this means that the training staff will be responsible for contacting that potential cadet to find out if s/he is planning on coming as well as to answer any questions the potential cadet may have. If a potential member does end up deciding to join, once his/her membership application is processed by NHQ and s/he appears in E-Services, his/her row of the roster should be dragged from the potential members' section to the active members' section, and his/her newly-created CAPID should be inputted along with his/her date of joining. Other than when

a potential member actually joins and is thus moved from the potential members' section, there are 2 other ways by which a potential member will be removed from the roster: (1) the potential member makes it clear to the training staff that s/he is no longer interested in joining, or (2) the potential member does not show up for 2 months. Once either of these has happened, the training staff should contact DP directly to have the potential member removed from the roster. **In the case of a potential cadet, it is only once s/he is no longer on the roster that s/he may be removed from the weekly report. The rule of thumb is that as long as a potential cadet is on the roster, s/he should be both contacted weekly and accounted for on the weekly report.**

4. The following process will be used to move a member from active to inactive status. Once a member has done one of the following things, his/her name should be forwarded to the appropriate CD: (1) reported that s/he has no intention of ever being active with our squadron again (e.g., moving out of town, wants to quit for some reason, etc.), (2) reported some sort of circumstance that will prevent him/her from coming to squadron meetings for an extended period of time (e.g., a cadet gets grounded, seasonal sports team commitment, etc.), or (3) missed three consecutive meetings without a valid excuse. Once the CD has received the name(s) of such members, the CD must personally call that member on the phone to talk with the member about the situation and inform him/her that s/he will be moved to inactive status, which will mean that such a member will no longer be able to participate in activities until returning to active status, and will no longer be contacted by squadron staff for their weekly report (though the member will remain on the squadron email list until s/he removes him/herself using the instructions at the bottom of each email that goes over the list). In the case of a member who has simply lost interest, the CD should make every effort to see what happened and if anything can be done to get that member involved. Once the CD has made the phone call and confirmed that the member should indeed be moved to inactive status, the CD will direct the DP to drag that member's row from the active members' section to the inactive members' section. **In the case of a cadet, it is only once the roster shows that this member has been made inactive that the appropriate flight staff may remove that cadet from the weekly report.**

5. The following process will be used to remove a member from the roster altogether. Since we need to be able to keep track of and contact someone who is either a member or an expired member still within the 90-day window in which s/he can renew without having to re-apply, we must keep such a person on our roster, even if s/he has already gone through the process above to be made inactive. Of course, when an inactive member expires, there really is no point in telling him/her about the 90-day window since s/he has already gone through the above process to be made inactive, unless the reason why s/he is inactive is something temporary (e.g., a cadet who's grounded, on a seasonal sports team, etc.), in which case s/he should be counseled by his/her direct superior to renew sometime within the 90-day window so as to not have to re-apply when s/he is able to return to active status. In the case of an active member who allows his/her membership to expire, s/he should also be counseled by his/her direct superior to renew sometime within the 90-day window lest s/he have to re-apply entirely. In any case, once a member has expired and the 90-day window has lapsed, the appropriate CD must ensure that any and all uniform items, gear, and practice rifle be returned to the squadron, including the free Blues uniform which cadets can get mailed to them for free from NHQ. **Only once the appropriate CD has certified that the 90-day window has lapsed and that all items have been returned may the CD direct the DP to delete that person's row entirely from the roster.**

6. Please direct any questions through the Chain of Command.


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Commander