



GALLATIN COMPOSITE SQUADRON
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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01 Feb 2016

MEMORANDUM FOR RECORD

FROM: RMR-MT-037/CC

SUBJECT: Roster policy

Overview:

The squadron maintains its own roster for many necessary reasons.

- A. While National Headquarters' (NHQ) 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.
- B. When a membership expires, even less of their information is available in E-Services. During the 90-day renewal window, before a member is dropped from the rolls, they are prohibited from participating in CAPR activities (CAPR 39-2 (4-2)) We need to maintain contact with these expired members if they are plan to renew their membership.
- C. In order to maintain property accountability, and recover all issued uniforms and equipment, we still need to keep track of members who do not plan on renewing their membership.
- D. Squadron staff needs stay in contact of prospective members. The information for those in the middle of the application process will not appear in E-Services until their application is complete.

Personnel Officer (DP) Responsibilities:

The Personnel Officer (DP) is responsible for maintaining the squadron roster, and will ensure that the following process happens each week:

- A. Prior to each meeting, the roster will be printed, with the meeting date handwritten on the top of the first page. The roster made available to attending members. Members correct their own info (as required), and initial in the left margin next to their name to sign in. Any prospective members should be instructed to sign in as well in one of the blank rows, to provide their name, phone number, and email address.
- B. During the meeting, once all members have signed-in, the DP will input any changes and additions and will email that updated version to the CC, CDs, and C/CC, in PDF format, before the end of the meeting. The squadron staff need to be able to track all new or prospective members prior the weekly report process, which begins on Wednesday of each week.

Potential Members.

Prospective members need to sign in on the attendance roster in order to collect information to be added to the roster and made available to the staff.

- A. Potential cadets will be added to the weekly report, in the same manner as a full member. Cadet Staff will be responsible to follow-up with the Prospective Cadet in order to coordinate upcoming events and answering any questions.
- B. Once a potential member's application is processed by NHQ and they appear in E-Services, their information will be moved from the potential members' section to the active members' section, along with their CAPID and Date of membership.

There are two ways by which a potential member will be removed from the roster:

- 1. The potential member makes it clear to the training staff that they are no longer interested in joining, or
- 2. The potential member does not show up for 2 months.

The cadet staff will notify the DP directly in order to remove the potential member from the roster. Remove a potential cadet from the weekly report only after they have been dropped from the roster. As long as a potential cadet is on the roster, they should be contacted weekly and accounted for on the weekly report.

Change to Inactive Status.

Membership will be changed to Inactive Status for the any one of the following reasons:

- A. Report that they no longer intent to be active with our squadron (e.g., moving out of town, wants to quit for some reason, etc.),
- B. Report of circumstances that will prevent them from attending squadron meetings for an extended period of time (e.g., a cadet gets grounded, seasonal sports team commitment, etc.).
- C. No attendance for three consecutive meetings without good reason.

Names of Inactive members will be forwarded to the appropriate Deputy Commander (CD). Once the CD has received the name(s) of such members, the CD will personally call that member to discuss the situation and inform them that they will be changed to inactive status. Inactive members will no longer be able to participate in activities, and will no longer be contacted by squadron staff for their weekly report (though the member will remain on the squadron email list until they unsubscribe from the email list.) For members who have lost interest in the program, 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 change that member from the active to the inactive section of the roster. In the case of a cadet, once the roster shows membership change to inactive, the appropriate flight staff can remove that cadet from the weekly report.

Removal from Roster (Dropped from Rolls).

Personnel will remain on the roster while they are within the 90-day renewal window. We need to maintain contact with someone who is either a member or an expired member still within the 90-day window in which they can renew without having to re-apply.

- A. An active member who allows their membership to expire should also be counseled by their direct superior in order to renew within the 90-day window so that they will not have to re-apply for membership.
- B. Personnel in inactive status will remain on the roster. When an inactive member expires, there is no need to inform them about the 90-day window, unless the reason for inactive status is temporary (e.g., a cadet who's grounded, on a seasonal sports team, etc.).
- C. *Temporary inactive/expired* members will be counseled by their direct superior and advised to renew sometime within the 90-day window so as to ensure they don't have to re-apply when they are able to return to active status.

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. Free Cadet Blues uniforms from NHQ will be turned-in at the Squadron level. Once all items have been returned, and the appropriate CD has certified that the 90-day window has closed, will the CD direct the DP to drop that person from the roster.

Please direct any questions through the Chain of Command.

//SIGNED//

STEVEN N. POTRATZ, Maj, CAP
Commander