

507.3 Maryland

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April 15, 1942

Mr. Ralph G. Holt, Staff Officer,
Congressional Squadron,
Wing No. 33, Civil Air Patrol,
1800 Wyoming Ave. N.W.,
Washington, D. C.

Dear Mr. Holt:

This is to acknowledge receipt of your letter of April 14th,
enclosing copies of your Squadron Bulletin.

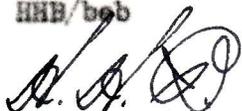
We have read this Bulletin with a great deal of interest
and wish to compliment you on the excellent job you are doing with
regard to the Training Program in your Squadron.

Assuring you of our appreciation of your cooperation and
interest, I am

Sincerely yours,

Harry H. Blee
Colonel, Air Corps
Training & Operations Officer

HNB/bob



FILE COPY



OFFICE OF CIVILIAN DEFENSE

CIVIL AIR PATROL

Washington, D. C.



April 14, 1942

CIVIL AIR PATROL , O.C.D.
Washington, D. C.

Attention: *O. E. Johnson*
COL. HARRY BLEE, Training & Operations Officer

Dear Col. Blee:

I thought that you might be interested in our first attempt at a Squadron Bulletin. I am enclosing a couple of copies which were designed for the new member.

Because we are using equipment through the courtesy of another organization we are not sure just how long we will be able to continue the Bulletin but hope that we will be able to publish an issue twice each month. The second is now in process.

We hope to include instructional or study helps, resumes of material from your office, schedules and occasionally, activities of other squadrons. So, if you happen to run into other squadrons publishing similar organs I would appreciate it if you would steer them our way!

Incidentally, I am writing Mr. Dick Martin of the Oklahoma Wing suggesting that we exchange publications.

I want to take this opportunity to thank you for the generous help you have always given me through your office and for the pleasant courtesy with which I have been received when I've dropped in with this or that problem.

LET'S KEEP FLYING FOR OUR UNCLE!

Ralph G. Holt

Ralph G. Holt, Staff Officer
Congressional Squadron
1800 Wyoming Ave., N.W.
Washington, D. C.

RGH/rh

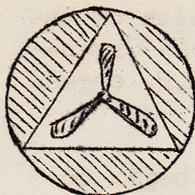
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FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

SO. - - - You Have Joined the Civil Air Patrol! We Salute You!



334-1

THIS LITTLE MESSAGE is to welcome you into our Squadron, the Congressional Squadron, 334-1 of the Maryland Wing.

We are glad to have you: There is a JOB TO DO; there is an important place for you, no matter what your previous training or experience may be. Your success and advancement will depend almost entirely upon the amount of time and energy you put into your activities with us. Your previous experience and training will determine to some extent the type of work that you will do.

Those of us who have been in the Squadron for "some time" have found that our whole life has resolved itself into earning a living, meeting a minimum of social obligations and our activities in the Civil Air Patrol.

It was tough for you to become a member - the requirements are high. So, we are assuming that you are one with us in the determination to see this thing out and to prepare yourself for Civil Air Patrol's part in the plan for National Defense.

The Civil Air Patrol is a purely voluntary organization - pretty strong, though, we have over 30,000 members so far. Many of us own our own planes, too. The Civil Air Patrol is the result of the desire of these aviation enthusiasts, plane owners and private flyers to place their property, time and services at the disposal of the Government for purposes of Civilian Defense or for the furtherance of the war effort.

The possibilities for service seem to grow with each day that passes. Many Squadrons are already rendering valuable service in the Defense Program by patrolling coastlines, by observing and reporting possible invasion landing fields, by mapping areas hitherto unknown from the air and by assisting in ferrying aircraft from factory to destination airfields. There is an ever-increasing cooperation in training and testing aircraft spotters and aircraft detection equipment and systems.

These are just a few of the various missions awaiting us. Some of these would not be so difficult for the private pilot, operating individually in cooperation with one agency. But we are a large group of flyers, navigators, observers and ground people who will operate in close cooperation with many agencies. The machinery is great. We need organization and training.

ORGANIZATION After careful consideration of every type of mission that we may be called upon to perform and with a recognition of the necessity for close cooperation with other Civilian Defense Organizations and with the Military and Naval forces, our C.A.P. organization and training program were planned.

As you become more familiar with our activities you will begin to realize that every Pilot, Observer, Navigator, Communications Officer and, indeed, every member of the organization is being trained pretty much along the same lines as are the Aviation Cadets of the U.S. Army Air Corps. Our organization and "chain of command" also very closely follow that of the Air Corps.

You can see how important this is, considering the nature of the jobs confronting us! We are preparing to take over many of the routine flying missions and ground jobs that would otherwise tie up highly trained Army personnel and valuable machines and equipment.

For C.A.P. Administrative purposes the United States is divided into nine Regions corresponding to the nine Army Corps Areas. Each Region has its headquarters comprising a Commander and his staff. Each lower unit has the same staff officers designated by the duties they perform: Executive Officer, Adjutant, Personnel & Medical Officer, Intelligence and Public Relations Officer, Training & Operations Officer, Transportation Officer, Communications Officer, Engineering Officer and Supply Officer. Page 3 shows a Table of Organization which indicates the relative rank of these officers along with other information with which you should become quite familiar.

In succession, the lower units comprising the Region are the Wings, the State Organizations (we are in the Maryland Wing), the Groups (ours is the fourth Group) and then the Squadrons. Ours is the Congressional Squadron, No. 334-1.

TRAINING . You can see from a glance at the table on page 3 that there is plenty for each of us to do; there is an important position for you in this Squadron. The successful completion of any and all missions assigned us will depend upon (1) the smooth running of our organization and (2) the degree to which each of us is trained. With this in mind our training program was set up by the National Commander and his staff. See Page 4 for your immediate place in this program.

TABLE OF ORGANIZATION

Rel. Rank

Personnel designated by Duties

<u>10</u>	<u>9</u>	<u>8</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
									Wing Commander A. C. HYDE
									Wing Staff Officers
C									Group Commander
O									Group Staff Officers
M									Squadron Commander <u>R. K. THOMPSON</u> , Cong. Squadron
M									<u>Squadron 334-1 Staff Officers:-</u>
I									Executive Officer H. I. KLIENPETER
S									Adjutant W. E. ALLEN
S									Personnel & Med. Officer E. P. TOMLINSON
I									Intelligence & Pub. Rel. Officer K. KEELER
P		O							Training & Op. Officer Capt. V. B. BARNES, U.S.A.
E		N							Transportation Officer Lt. K. CHRISHOLM, U.S.A.
R		E							Communications Officer F. G. SHENKEL
S		D							Engineering Officer L. B. KIMBALL
O									Supply & Equipment Officer R. G. HOLT
N									<u>Squadron Officers:-</u>
N									Hqs. Flight Leader Lt. F. A. SPENCER, U.S.A.
E									Flight "A" Leader
L									Flight "B" Leader
									Flight "C" Leader
									Deputy Staff Officers
									Deputy Flight Leaders
									Pilot Officers
									Observer Officers
NON - COM-									Pilots
MISSIONED									Observers
O									Line Chief
F									Flight Chief
F									Crew Chief
I									Section Chief
C									Unit Chief
E									Detail Chief
R									Photographer
S									Clerk
									Stenographer
									Mechanic
									Radio Operator
									Chauffeur
									Messengers and all other personnel

B A S I C C O U R S E

<u>Training Directive</u>	<u>Subject</u>	<u>Required Instruction</u>
1	Military Courtesy and Discipline.....	3 hours
2	Infantry Drill Regulations for Foot Troops	20 hours
3	Local Civilian Defense Familiarization	2 hours
4	First Aid Course for Civilian Defense	20 hours
5	Interior Guard Duty	4 hours
6	Defense Against Gas	6 hours
7	Airport Protection	10 hours
8	Crash Procedure	6 hours
9	Organization of the Army	3 hours
10	Organization of the Navy	2 hours
11	Organization of the Navy Air Forces	2 hours
12	Organization of the Office of Civilian Defense	2 hours
TOTAL MINIMUM of INSTRUCTION		80 hours

A FEW SUGGESTIONS

1. Uniforms - Get yours as soon as possible---Get a good fit---Wear it correctly---Be proud of it---Keep it fresh, starched.
2. Bible - Get a good, 3-ring, loose-leaf binder and filler---Keep all printed material---Complete notes on all courses---Study it, know it!
3. Budget your time! Don't wait to be told what to do, or to be checked on---Cut out all non-essential activities---Plan to devote at least the time asked for on the schedule below.
4. Be Agressive! Get into training courses---Train thoroughly---Report completed courses to the Adjutant.
5. Get Help when you actually need it---Consult fellow members or ask the Staff Officer involved.
6. Don't Expect "Something for Nothing"---chances are you won't get it---We put in but don't take out!
7. Be Patient when things go slowly or are not running smoothly---this is a new organization from the top down---We are all learning.
8. Be Smart - Maintain a military bearing and remember that you are almost in the Air Corps itself---Our standards are high.
9. If you fly, plan to do so at a time that will not conflict with our ground training. Flying and regular ground school are not a part of our Squadron training schedule (Missions, excepted).

SQUADRON SCHEDULE

Sunday:- Plenty to do all day; Fly 'til Drill at 11:00; Lunch, 12-1:00

Tuesday:- First Aid at National Airport // Wednesday:- 8:00 Meeting