

CAP WING COMPLIANCE INSPECTION GUIDE



OPR: IG
EFFECTIVE DATE: 1 September 2010

Possible CI Grades

Highly Successful (HS): Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies and existing deficiencies do not impede or limit mission accomplishment.

Successful (S): Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.

Marginally Successful (MS): Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

Unsatisfactory (U): Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed or endanger personnel or resources. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

Important Terms

Benchmark Candidate: The best of the best processes observed and researched to date by the assessment team and worthy of posting for consideration for emulation by other units. Benchmark Candidates will be identified by the inspection team and reviewed by National Headquarters, who will make the final decision if the process is of Benchmark quality.

Commendable Item: A highly effective concept, technique, or management practice which enhances mission accomplishment and exceeds the program requirements specified by CAP directives.

Area of Concern (AoC): This term replaces the term "Observation" and is defined as a minor deficiency. An AoC is listed when mission accomplishment, program purpose or membership satisfaction is impaired or threatened. Examples of AoC include, but are not limited to:

- (1) A weakness or impairment that, if uncorrected, may lead to a violation of regulation or other standard.
- (2) A sample which may indicate an unsatisfactory trend or violation if found to be prevalent in the unit.
- (3) Non-mandatory processes or activities that are not accomplished, but would be beneficial or useful to the program.

Finding.

- (1) **"A-Finding":** An A-Finding is any deficiency that is a violation of a CAP directive that results or could result in significant mission impact or widespread mission impact or failure. A-Findings require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence. A-Findings will include all repeat findings, potential Fraud, Waste and Abuse (FWA) findings and Safety findings and will be indicated in the inspection report in the following manner:
 - (a) A-Finding – Repeat: A finding reported in the wing's previous compliance inspection that exists again during the current assessment. Repeat Findings are highly undesirable and may indicate a systemic problem with leadership in the wing, in addition to the area under inspection.
 - (b) A-Finding – Potential FWA: A significant deficiency that may reveal fraud, waste and/or abuse of CAP resources.
 - (c) A-Finding – Safety: A significant deficiency that potentially affects the safety and well being of CAP members, equipment or assets. Safety findings may be highlighted in any inspection area of the inspection report.
- (2) **"B-Finding":** B-Findings are any deficiency that is a violation of a CAP directive that is procedurally incorrect but has less significant mission impact than an A-Finding. B-Findings require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence.

Open Item: A finding from a prior assessment in which the unit or higher headquarters' corrective actions are incomplete and have not been closed by the CAP and CAP-USAF IGs or the assessing agency. Open items are not Repeat Findings.



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

25 July 2010

MEMORANDUM FOR CAP REGIONS, WINGS AND LIAISON OFFICES

FROM: CAP/IG and CAP-USAF/IG

SUBJECT: Wing Inspection Guide

1. The attached CAP Wing Inspection Guide has been revised in its entirety. The effective date of this guide is 1 September 2010. Mission critical items will appear in bold print in each tab of this Inspection Guide.
2. To reduce the burden on the CAP Wing as it prepares for inspection, HQ CAP will obtain reports or listings marked with a diamond (♦). If the information is available, then copies will not be requested during the Compliance Inspection, although that area may still be an item for discussion.
3. The Wing Compliance Inspection is to determine compliance with all current regulations, rules and policies. If there is a conflict between this Inspection Guide and the appropriate governing CAP or other directive, the governing directive will take precedence over the Guide.
4. Changes will be published by inserting pages into the Inspection Guide on the NHQ website and then notifying all region and wing commanders, as well as liaison offices. Commanders/directors are responsible for downloading the changes from the NHQ website. Local reproduction and distribution is encouraged.
5. Questions concerning this guide should be directed to CAP/IGI (capigi@earthlink.net).

MERLE V. STARR, Col, CAP
CAP Inspector General

Approved/~~Disapproved~~

Amy S. Courter, Maj Gen, CAP
CAP National Commander

JOEL D. IRVIN, Lt Col, USAF
CAP-USAF Inspector General (acting)

WILLIAM R. WARD, Col, USAF
CAP-USAF Commander

Attachment:
CAP Wing Inspection Guide

CAP Wing Inspection Guide Index

TAB	DATE	TITLE	PAGE
A		AEROSPACE EDUCATION	
A-1	Change 1	Aerospace Education	1
B		CADET PROGRAMS	
B-1	Change 1	Cadet Programs.....	3
C		EMERGENCY SERVICES	
C-1	Change 1	Operational Mission Management.....	6
C-2	Change 1	Communications	11
C-3	Change 1	Flight Management.....	16
C-4	Change 1	Aircraft Management.....	18
	Original	Aircraft Compliance Inspection Worksheet	20
D		MISSION SUPPORT	
D-1	Change 1	Professional Development.....	22
D-2	Change 1	Chaplain.....	26
D-3	Change 1	Finance.....	28
D-4	Change 1	Administration	30
D-5	Change 1	Personnel	32
D-6	Change 1	Public Affairs.....	34
D-7	Change 1	Supply.....	36
D-8	Change 1	Transportation.....	39
	Original	Vehicle Compliance Inspection Worksheet	41
E		COMMAND	
E-1	Change 1	Commander	42
E-2	Change 1	Safety	46
E-3	Change 1	Inspector General.....	48
E-4	Change 1	Legal Officer.....	51
		DISTRIBUTION.....	52

TAB A-1: AEROSPACE EDUCATION		
	ITEM	REFERENCE
1.	<p>Has the wing commander appointed a Wing Director of Aerospace Education (DAE) in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. How long has the DAE been in the position?</p>	<p>CAPR 280-2 para 3 CAPR 20-1 page 25 CAPR 35-1 para 1-32</p>
2.	<p>What skill level has the Wing DAE attained in the Aerospace Education Officer specialty track?</p> <p>◆ Please provide documentation of all certifications.</p>	<p>CAPR 50-17 para 4-2</p>
3.	<p>Has the wing developed an annual AE Plan of Action (POA) for the wing as a whole (based on the reports received from subordinate groups/units)?</p> <p>a. If the wing:</p> <p>(1) <u>Has groups</u>, was a single POA, for the group, received from each group?</p> <p>(a) Was a consolidated roster of subordinate unit AE staff officers attached to the group POA?</p> <p>(b) Was the group POA approved by the Wing commander?</p> <p>(2) <u>Does not have groups</u>, was a POA received from each subordinate unit?</p> <p>(a) Was a roster of unit AE staff officers attached to the POA?</p> <p>(b) Was the unit POA approved by the Wing Commander?</p> <p>b. Was the wing as a whole POA submitted to the appropriate Region Commander for approval?</p> <p>c. After approval by the Region Commander, was an informational copy of the POA submitted to NHQ CAP/AE?</p>	<p>CAPR 280-2 paras 5a, 5b, 5c, 5c(1), 5c(2)</p> <p>CAPR 280-2 para 5c(1)</p> <p>CAPR 280-2 para 5c(1)</p> <p>CAPR 280-2 para 5c(2)</p> <p>CAPR 280-2 para 5c(2)</p> <p>CAPR 280-2 para 5c(2)</p> <p>CAPR 280-2 para 5c(2)</p> <p>CAPR 280-2 para 5c(1), 5c(2)</p> <p>CAPR 280-2 para 5c(1), 5c(2)</p>
4.	<p>◆ Did the wing prepare a consolidated AE Activity Report (based on the reports received from subordinate groups/units)?</p> <p>a. If the wing:</p> <p>(1) <u>Has groups</u>, was a single AE Activity Report, for the group, received from each group?</p> <p>(2) <u>Does not have groups</u>, was a AE Activity Report received from each subordinate unit?</p> <p>b. Was the consolidated AE Activity Report submitted to the appropriate Region Commander for approval?</p> <p>c. Was a courtesy copy of the consolidated AE Activity Report sent to the Region Commander?</p> <p>d. Was a copy of the consolidated AE Activity Report sent to NHQ CAP/AE?</p>	<p>CAPR 280-2 para 6a</p> <p>CAPR 280-2 para 6b</p>
5.	<p>What does the wing do to advance CAP's Internal AE Program?</p> <ul style="list-style-type: none"> Does the DAE encourage the wing's units to participate in the voluntary Aerospace Education Excellence (AEX) Award program? 	<p>CAPR 280-2 para 2a</p> <p>CAPP 15 page 7</p>

6.	<p>a. Does the wing AE staff monitor completion of the Yeager exam throughout the wing?</p> <p>b. When subordinate units elect to take the Charles E. “Chuck” Yeager Aerospace Education Achievement Award test at the local unit instead of using the on-line test:</p> <p>(1) Are the results sent to the DAE by the local unit on CAPF 126, <i>Unit AE Examination Administration Record and Report Form</i>?</p> <p>(2) Does the DAE prepare and send to the local unit CAP Certificate 20 (CAPC 20), <i>Charles E. “Chuck” Yeager Aerospace Education Achievement Award</i>, for presentation?</p> <p>(3) Does the DAE prepare and submit CAPF 127, <i>Monthly Certification Report</i>, to NHQ CAP/AE by mail, fax or scanned document, so members can receive credit in the national database?</p>	<p>CAPR 280-2 para 2a(1)(a) and 3b(18)</p> <p>CAPR 280-2 para 2a(1)(a)</p> <p>CAPR 280-2 para 2a(1)(a)</p> <p>CAPR 280-2 para 2a(1)(a)</p>
7.	<p>What does the wing do to advance CAP’s External AE Program to ensure the continuing development of aerospace supremacy?</p> <p>a. Does the wing support any aerospace education workshops (AEW)?</p> <p>b. Has the wing supported local schools and other community organizations by promoting AE?</p> <p>c. Does the DAE encourage the wing’s units to participate in the voluntary Fly A Teacher program?</p>	<p>CAPR 280-2 para 2b</p> <p>CAPR 280-2 para 2b(1)</p> <p>CAPR 280-2 para 2b(2)</p> <p>CAPP 15 page 10</p>
8.	<p>Did the Wing DAE submit nominations for any of the following AE awards?</p> <p>a. Brewer Awards (all categories)</p> <p>b. CAP AE Teacher of the Year Award</p> <p>c. AEO of the Year Award</p>	<p>CAPR 280-2 para 4</p> <p>CAPR 280-2 para 4b</p> <p>CAPR 280-2 para 4c</p> <p>CAPR 280-2 para 4d</p>

TAB B-1: CADET PROGRAMS		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Wing Director of Cadet Programs (DCP) in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. How long has the DCP been in the position?</p>	<p>CAPR 20-1 page 25</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level does the Wing DCP hold in the Cadet Programs Officer specialty track?</p> <p>◆ Please provide documentation of all certifications.</p>	<p>CAPR 50-17 para 4-2 and CAPP 216</p>
3.	<p>Cadet Protection:</p> <p>a. How does the Wing ensure all adults who interact with cadets do so in accordance with the Cadet Protection Policy?</p> <p>b. Have there been any instances where the policy was violated or abuse suspected? Did the wing respond to the incident(s) in accordance with CAPR 52-10?</p>	<p>CAPR 52-10 para 3 & 4</p> <p>CAPR 52-10 para 1</p>
4.	<p><u>Professional Development:</u> Can the DCP demonstrate he/she has acquired the expertise necessary to manage and direct all Cadet Program functions for the wing?</p>	<p>CAPR 20-1 page 34 and CAPP 216 page 12</p>
5.	<p><u>Leadership Standards:</u> For cadet activities that are four nights in duration or longer, does the wing ensure that the cadets and senior members on staff complete the “Required Staff Training” curriculum?</p>	<p>CAPR 52-16 para 1-3f</p>
6.	<p><u>Safety:</u></p> <p>a. What safety guidelines does the wing follow in the following scenarios:</p> <p>(1) Training during hot weather?</p> <p>(2) Cadet firearms training?</p> <p>(3) Rappelling?</p> <p>(4) Physical fitness training?</p> <p>b. Do cadets participate in parachute, parasail, flying ultralights, aerolights or engage in similar activities at a CAP activity?</p>	<p>CAPR 52-16 para 1-4a</p> <p>CAPR 52-16 para 1-4c</p> <p>CAPR 52-16 para 1-5e</p> <p>CAPR 52-16 para 1-2c and CAPP 52-18 page 12</p> <p>CAPR 52-15 para 1-5d</p>
7.	<p><u>Supervision & Assistance:</u></p> <p>a. How does the DCP monitor how subordinate units implement the Cadet Program at the local level?</p> <p>b. How does the DCP assist units whose leaders are new to the Cadet Program?</p> <p>c. How does the Wing monitor and assist units in conducting the character development element of the Cadet Program, especially for units who do not have a chaplain or character development instructor assigned?</p>	<p>CAPR 20-1 page 34</p> <p>CAPR 20-1 page 34 and CAPR 52-16 para 1-3e</p> <p>CAPR 20-1 page 34 and CAPR 52-16 para 1-2d</p>
8.	<p><u>Communications:</u> How does the CP staff promote cadet activities, announce new policies, and share best practices within the wing?</p>	<p>CAPR 20-1 page 34</p>

9.	How do the DCP and Commander engage with the Cadet Advisory Council to obtain cadet perspectives on issues affecting the wing?	CAPR 52-16 para 3-1
10.	Cadet Orientation Flights: How does the Wing monitor the Cadet Orientation Flight program to ensure funds are spent properly, and that all cadets have an equal opportunity to fly?	CAPR 20-1 page 34; CAPR 52-16 para 4-2
11.	<u>Cadet of the Year:</u> Does the wing participate in the Cadet of the Year program?	CAPR 39-3 para 24
12.	<u>Scholarships:</u> How does the CP staff assist the Wing Commander in publicizing scholarship opportunities and managing the application process?	CAPR 20-1 page 34 and CAPR 52-16 para 4-3
13.	<u>National Cadet Special Activities:</u> How does the CP staff assist the Wing Commander in publicizing NCSAs and managing the selection and slotting process?	CAPR 20-1 page 34 and CAPR 52-16 para 4-1
14.	<u>Encampment:</u> Does the Wing have records, curriculum plans or schedules that demonstrate that its encampment (if it conducts one) fulfills the minimum requirements of CAPR 52-16?	CAPR 52-16 para 5-8c and Figure 5-1
15.	<u>Wing Activities:</u> a. Does the CP staff provide command-wide special activities for cadets? b. Does the wing have a record of curriculum plans or schedules demonstrating that activities are well-planned and achieve measurable objectives?	CAPR 20-1 page 34-35 and CAPR 52-16 para 1-2e
16.	<u>Drug Demand Reduction Program:</u> Does the unit participate in the Drug Demand Reduction (DDR) program? <u>NOTE:</u> If the inspected unit does <u>NOT</u> participate in the Drug Demand Reduction (DDR) program, mark questions 17-25 as N/A	CAPR 51-1
17.	Has the Wing Commander appointed a Drug Demand Reduction Administrator (DDRA) in writing? a. Does the DDRA have a copy of the appointment? b. How long has the DDRA been in the position? c. Does the Wing have a cadet Assistant DDRA? d. Has the wing DDRA completed Drug Demand Reduction specialty track training? ◆ If yes, please provide documentation for all certifications.	CAPR 51-1, Section II Goal 2 and para 3-1 CAPR 51-1 Goal 2c CAPR 20-1 page 25 CAPR 35-1 para 3 CAPR 50-17 and CAPP 228
18.	Are units that are within 30 miles of Air Force installations receiving DDR funding?	CAPR 51-1 para 3-3a
19.	Please provide a list of units, funded or otherwise, that participate in the DDR Program? a. Is there a DDR Officer (DDRO) in each participating unit? b. Please provide a list of all DDROs and Assistants.	CAPR 51-1, Section II, Goal 2 and Attachment 4
20.	Have joint working relationships been established with Air Force (active, National Guard, Reserve), sister services, Federal Agencies, and local community groups?	CAPR 51-1 para 1-1; Section II, Goal 1

21.	<p>How have you increased awareness of substance abuse issues and their impact on the individual, community and the mission? For instance:</p> <ol style="list-style-type: none"> a. Community/Base-wide coalitions b. Red Ribbon campaign c. Drug Education for Youth (DEFY) with Air Force, Navy, or Department of Juvenile Justice d. Military Youth and Teen Programs. e. Family Community Centers (FCC). f. Community Health Fairs. g. Base Sponsored Community Activities. h. Chaplain Activities. i. Parent groups. j. Base open houses and air shows k. Joint Agency Activities that collaborate with other base agencies l. Encampment participation m. Providing information to squadrons 	<p>CAPR 51-1, para 1-2c, Section II Goal 3</p> <p>CAPR 51-1 para 1-2c(1) CAPR 51-1 para 1-2c(2)(a) CAPR 51-1 para 1-2c(2)(b)</p> <p>CAPR 51-1 para 1-2c(2)(c) CAPR 51-1 para 1-2c(2)(d) CAPR 51-1 para 1-2c(2)(e) CAPR 51-1 para 1-2c(2)(f) CAPR 51-1 para 1-2c(2)(g) CAPR 51-1 para 1-2c(2)(h) CAPR 51-1 para 1-2c(2)(i) CAPR 51-1 para 1-2c(2)(j)</p> <p>CAPR 52-16</p>
22.	<p>Does the wing participate in the voluntary School Program?</p> <ol style="list-style-type: none"> a. What schools participate? b. Who monitors the School Program? c. Maintain 20 active cadets per school. d. If CAP school units were in place prior to this past year, has 80% of the membership been maintained 	<p>CAPR 51-1 para 1-2b and Section II Goal 4</p>
23.	<p>Did the wing develop a financial plan consistent with the DDR goals and objective?</p> <ol style="list-style-type: none"> a. Did the wing request DDR funds from NHQ? Please provide a copy of all activity submission forms. b. If yes, were DDR funds spent in support of the DDR goals and objectives? c. Does the wing match DDR funding by 20% for all reimbursable funding? 	<p>CAPR 51-1, Section II, Goal 5 and paras 3-4 and 3-6</p> <p>CAPR 51-1, Section II, Goal 5d</p>
24.	<p>How does the wing measure DDR program effectiveness?</p> <ol style="list-style-type: none"> a. Does the Wing execute 100% of the DDR Program Budget spending plan? b. Does the Wing statistically validate the program's success? c. Does the Wing have a DDR strategic plan? Please provide a copy. d. How many AF, AFR & ANG family members are participating in DDR activities? 	<p>CAPR 51-1, Section II, Goal 6</p>
25.	<p>Did the DDROs submit their quarterly and/or end of year activity reports to the DDRA in a timely manner?</p> <ul style="list-style-type: none"> • Did the DDRA submit a Wing quarterly activity report (optional) and the end of year report (mandatory) to the DDRC and NHQ in a timely manner? 	<p>CAPR 51-1, Section III, para 3-5 and Attachment 4</p>

TAB C-1: OPERATIONAL MISSION MANAGEMENT		
	ITEM	REFERENCE
1.	<p>a. Has the wing commander appointed a mission management staff in writing?</p> <p>(1) Dir of Operations (DO)</p> <p>(2) ES Director/Officer (DOS)</p> <p>(3) HLS Director/Officer (DOH)</p> <p>(4) CD Officer (DOC)</p> <p>(If the wing participates in the Counterdrug program)</p> <p>(5) Critical Incident Stress Management (CISM) Officer</p> <p>b. Have the above positions been appointed in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>c. How long has the each been in their position?</p> <p>d. Have each of the previous holders of these positions had the assignment deleted when they left the position?</p>	<p>CAPR 20-1 page 25</p> <p>CAPR 60-6 para 1-5e(2)</p> <p>CAPR 60-5 para 3c</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill levels have the mission management staff members attained in the appropriate specialty track?</p> <ul style="list-style-type: none"> • Please provide documentation of all certifications. 	CAPR 50-17 para 4-2
3.	<p>Has the wing published supplements, waivers or operating instructions (OIs) to:</p> <p>a. CAPR 60-3</p> <ul style="list-style-type: none"> • Was the supplement or waiver approved by the region commander, NHQ CAP/DO, and CAP-USAF/XO? <p>b. CAPR 60-5</p> <ul style="list-style-type: none"> • Has any written supplement, letter, clarification, waiver, or operating instructions to this regulation been approved in writing by NHQ CAP/DO prior to issue? <p>c. CAPR 60-6</p> <p>(1) Are all waiver requests forwarded to NHQ CAP/DO through the chain of command, that is, the wing commander for wing issues and region commander for region issues?</p> <p>(2) Have any written supplement; letter, clarification, waiver or OI implementing this regulation received written approval of CAP-USAF/XO and NHQ CAP/DO prior to publication?</p> <p>(3) Did the waiver requests include justification?</p>	<p>CAPR 60-3 para 1-2</p> <p>CAPR 60-5 para 2</p> <p>CAPR 60-6 para 1-3</p>
4.	<p>a. Does the wing have any MOUs with its state or local agencies?</p> <p>b. Are the MOUs approved by NHQ?</p> <p>c. Are the MOUs reviewed and certified as current by the wing commander every 3 years after initial approval?</p> <ul style="list-style-type: none"> ♦ If so, please provide copies of the MOU(s) along with the approval documentation. 	<p>CAPR 60-3 para 1-5b(2)(b) and ICL dtd 16 November 2007</p>

	<p>d. If the Wing does not have a current MOU with the state, has the wing submitted a statement of reasons through their region commander to the national commander with a copy to the NHQ CAP/GC?</p> <p>e. Have any local agreements or joint operating procedures been formulated?</p> <ul style="list-style-type: none"> ◆ If so, please provide copies of the agreements or operating procedures along with the approval documentation. 	
5.	<p>Has the Wing developed a comprehensive annual operations training plan and submitted the plan to the CAP Liaison Region via WMIRS by 31 July for the following fiscal year?</p> <ul style="list-style-type: none"> • Please provide documentation. 	CAPR 60-3 para 1-7
6.	<p>a. Provide a sample of your wing's standardized kit as provided to all ICs.</p> <p>b. Are periodic updates provided for the kit?</p>	CAPR 60-3 para 1-5b(5)
7.	Are qualification suspension/revocation procedures outlined in CAPR 60-3, and CAPR 60-6 properly followed?	CAPR 60-3 para 2-2e(2), and CAPR 60-6 para 2-2f
8.	<p>a. Do you ensure that a current Wing alert roster and resource report is maintained in WMIRS?</p> <p>b. Is this information updated at least annually or as directed by the National Operations Center?</p> <ul style="list-style-type: none"> • Is it reissued as major changes occur? <p>c. Are rosters of operationally mission qualified personnel and available resources readily available?</p> <p>d. Has an alerting system been published?</p> <p>e. Please explain how this alerting system works.</p>	<p>CAPR 60-3 para 1-5b(1)</p> <p>CAPR 60-3 para 1-5b(1)(a)</p> <p>CAPR 60-3 para 1-5b(1)(b)</p> <p>CAPR 60-3 para 1-5c(6)</p>
9.	<p>Have all members qualified in the ES specialties listed below, completed the New Aircraft Ground Handling Video Training Requirement (Initial training to be completed no later than 30 September 2009; annual refresher training thereafter)?</p> <ul style="list-style-type: none"> • All CAPF 5 Pilots (includes Tow Pilots, Glider Pilots, Transport Mission Pilots and SAR/DR Mission Pilots); • Air Ops Branch Director (AOBD); • Operations Section Chief (OSC); • Mission Safety Officer (MSO); • Incident Commander (IC); • Mission Scanner (MS); • Mission Observer (MO); • ARCHER Operator (ARCHOPR); • ARCHER Trac Technician (ARCHTRK); • Flight Line Marshaller (FLM); • Flight Line Supervisor (FLS). 	Memorandum for National Board Members dated 30 March 2009
10.	Does the wing have current documentation on all personnel qualified to support all missions (ES, CD, HLS, & CISM support) that are assigned to the wing?	CAPR 60-3 para 1-5b(4) and 2-2

	<p>a. Are these qualifications listed properly in the “Ops Quals” system?</p> <p>b. Are waivers of the specialty qualification training requirements requested and approved properly, based on equivalent training received from other agencies, substantiated by appropriate documentation, and approved by HQ CAP and HQ CAP-USAF?</p> <p>c. Are renewals, re-qualifications of expired specialties and transfers from other wings being handled IAW national directives?</p> <p>d. Is a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations?</p> <p>e. Have training requirements and training been coordinated with other staff agencies?</p> <ul style="list-style-type: none"> • Please provide documentation to demonstrate this coordination and outline what training has been accomplished since the last inspection. 	<p>CAPR 60-3 para 1-4b(4)(e), CAPR 60-5, and CAPR 60-6 para 3-2</p> <p>CAPR 60-3 para 2-1e</p> <p>CAPR 60-3 para 2-4, 2-5 and 2-6</p> <p>CAPR 60-1 para 3-7i</p>
11.	<p>Are complete records pertaining to each authorized mission maintained for at least 4 years at wing headquarters?</p> <p>a. Are <u>all</u> missions (both AF and Corporate) and sorties loaded into WMIRS and approved via the latest guidance from the NOC?</p> <p>b. Is sortie completion data (effectiveness, flying time, fuel expenses, etc) updated IAW CAPR 173-3 in a timely manner?</p> <p>c. Are requests for reimbursement filed correctly and within a timely manner in accordance with current regulatory requirements?</p> <p>d. Does the Wing Commander or his/her designee approve the WMIRS e108?</p> <p>e. Does the wing submit all mission reimbursement e108 requests within the 30-45 day window specified in CAPR 173-3?</p> <p>f. Were any mission reimbursement e108 requests submitted beyond the 45 day timeline? If so, what was the percentage of these compared to those submitted within the CAPR 173-3 specified timeframe? (compare dollar value totals of each)</p>	<p>CAPR 60-3 para 1-21 CAPR 10-2, Table 8, Rule 8</p> <p>CAPR 173-3 para 2</p> <p>CAPR 173-3 para 2b(1)</p> <p>CAPR 173-3 para 2b(2)</p> <p>CAPR 173-3 para 2d</p> <p>CAPR 173-3 para 2b(1)</p>
12.	<p>Do the staff officers prepare OPLANs for routine, recurring, or ongoing customer mission requests for their areas?</p> <p>a. Are the OPLANS submitted to the wing commander for review and signature?</p> <p>b. Are CD OPLANs forwarded to the customer for approval? (If the wing participates in the Counter Drug program)</p> <p>c. Are copies of the approved OPLANs forwarded to the NOC and CAP-USAF/XO?</p>	<p>CAPR 60-6 paras 1-5e(4) and 1-5g(10)</p>

13.	<p>a. Does a qualified flight release officer properly release all missions?</p> <p>(1) What system is in place to ensure proper mission planning before release?</p> <p>(2) What steps has the wing taken to ensure that aircrews are properly qualified and equipped prior to being released to fly a mission?</p> <p>(3) Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?</p> <p>b. Is flight release and briefing documentation completely filled out to include:</p> <p>(1) Specific mission objectives?</p> <p>(2) Mission requester's name/contact information?</p> <p>(3) A detailed list of mission results?</p> <p>c. Does the wing use member owned aircraft or other (especially twin engine aircraft) or other resources to accomplish its missions? If so, on what types of missions? How is the approval documented?</p>	<p>CAPR 60-6 para 1-5g(11)</p> <p>CAPR 60-6 para 3-7</p> <p>CAPR 60-1 para 2-3 b</p> <p>CAPR 173-3, Attach 1</p> <p>CAPR 60-6 para 3-10c</p>
14.	<p>Are sufficient, trained personnel available?</p> <p>a. How are prospective members selected for critical mission functions?</p> <p>b. Are all personnel conducting law enforcement sensitive missions properly screened and current? How is this determined?</p> <p>c. How does the wing ensure compliance with posse comitatus restrictions?</p> <p>d. Is training of additional personnel scheduled on a frequent and regular basis? How is it scheduled?</p>	<p>CAPR 60-6 para 2-2b</p> <p>CAPR 60-6 para 2-2c</p> <p>CAPR 60-6 para 4-4a</p>
15.	<p>Does the wing participate in the Counterdrug (CD) Missions? NOTE: If the inspected unit does NOT participate in CD missions, mark question 16 as N/A.</p>	
16.	<p>a. Are CD personnel lists periodically purged? How and by whom?</p> <p>b. Has the CDO develop methods to measure/track the wing's CD program success by directly relating missions to quantity/value of drugs taken off the street, agents and evidenced transported, hours of communications relay provided (to support CD task forces and operations), and customer satisfaction, etc., rather than simply flying hours flown in the CD program.</p> <p>c. Describe these methods and how the information is used by the wing.</p>	<p>CAPR 60-6 para 1-5g(23)</p> <p>CAPR 60-6 para 1-5g(31)(f)</p>
17.	<p>Has the wing made an assessment of the need for a Critical Incident Stress Team (CIST) to help implement the CAP CISM program?</p>	<p>CAPR 60-5 para 3g</p>

18.	<p>If the wing has a CIST:</p> <p>a. Have all of the CIST members completed International Critical Incident Stress Foundation training and are the training documents on file for inspection?</p> <p>b. Are all team members current in their training?</p>	<p>CAPR 60-5 para 5a(1)-(3)</p> <p>CAPR 60-5 para 5d</p>
19.	<p>What actions, policies, procedures, or specific emphases has the wing instituted or implemented to ensure that the potential need for CISM services is assessed and evaluated for every mission (optional)?</p>	<p>CAPR 60-5 para 6b</p>
20.	<p>Web Mission Information Reporting System (WMIRS):</p> <p>a. Are all missions (both AF and Corporate) and sorties loaded into WMIRS and approved via the latest guidance from the NOC?</p> <p>b. Is sortie completion data (effectiveness, flying time, fuel expenses, etc) updated IAW CAPR 173-3 in a timely manner?</p> <p>c. Does the wing submit all mission reimbursement e108 requests within the 30-45 day window specified in CAPR 173-3?</p> <p>d. Were any mission reimbursement e108 requests submitted beyond the 45 day timeline? If so, what was the percentage of these compared to those submitted within the CAPR 173-3 specified timeframe? (compare dollar value totals of each)</p>	<p>CAPR 173-3 para 2</p> <p>CAPR 173-3 para 2d</p> <p>CAPR 173-3 para 2b(1)</p>

TAB C-2: COMMUNICATIONS		
	ITEM	REFERENCE
1.	<p>Is the Director of Communications (DC) appointed in writing on a CAPF 2a?</p> <p>◆ Provide a copy of the Transfer of Communications Property Responsibility statement.</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. If appointed since the last inventory, was a joint inventory accomplished?</p> <ul style="list-style-type: none"> • Have corrections to the inventory been initiated? <p>c. How long has the DC been in the position?</p>	<p>CAPR 174-1 para 1-6h(1) and CAPR 35-1 para 1-1</p> <p>CAPR 35-1 para 1-3</p> <p>CAPR 174-1 para 2-17</p>
2.	<p>What skill level has the Wing DC attained in the Communications Officer specialty track?</p> <p>◆ Please provide documentation of all certifications.</p>	<p>CAPR 50-17 para 4-2 And CAPP 214</p>
3.	<p>Are proposed supplements, operating instructions and waivers to CAPR 100-1 approved by NHQ CAP/DO in writing prior to publication?</p>	<p>CAPR 100-1 para 1-8</p>
4.	<p>Are proposed supplements, operating instructions and waivers to CAPR 174-1 submitted through the chain of command to NHQ CAP/LG for approval in writing prior to publication?</p>	<p>CAPR 174-1 para 1-4</p>
5.	<p>◆ Provide a copy of the last two quarterly H-1 Reports.</p>	<p>CAPR 100-1 para 3-2</p>
6.	<p>a. Has the wing developed and published:</p> <ul style="list-style-type: none"> (1) An Emergency Communications Plan (2) An Operations and Training Plan (3) A Repeater Plan? <p>b. Are the plans written in support of the next higher headquarters?</p> <p>c. Have these plans been reviewed annually and kept current by supplements and changes as conditions require?</p> <p>d. Has the wing, not later than 10 January of each year, submitted one copy of each of the plans and changes to:</p> <ul style="list-style-type: none"> (1) Their respective region DCS/ Communications, (2) To NHQ CAP/DOS, (3) To the NTC? <p>◆ Provide a copy of these plans</p>	<p>CAPR 100-1 para 2-2</p> <p>CAPR 100-1 para 2-2</p> <p>CAPR 100-1 para 2-2</p> <p>CAPR 100-1 para 2-2</p>
7.	<p>Does the wing conduct an annual communications effectiveness evaluation with no more than a 12-hour advance notice?</p> <p>a. Is this exercise pre-coordinated and approved by the region DCS/Communications?</p> <p>b. Is an after action report submitted to the CAP-USAF State Director and region DCS/Communications within 30 days after completion of the exercise?</p> <p>◆ Please have copies of the summary reports and critiques available for inspection.</p>	<p>CAPR 100-1 paras 3-3b</p> <p>CAPR 100-1 para 3-3b</p> <p>CAPR 100-1 para 3-3b</p>

8.	Is all Air Force funded CAP communications equipment distributed IAW the Approved Communications Table of Allowances as approved by CAP-USAF?	CAPR 100-1 para 6-8 and CAPR 174-1 para 2-7
9.	Does the wing conduct a “Communicator of the Year” award program? <ul style="list-style-type: none"> • Are wing nominations for “Region Communicator of the Year” submitted to region no later than 15 February each year? 	CAPR 100-1 para 4-8a
10.	Does your wing conduct at least one annual meeting of all communicators and communications officers? <ul style="list-style-type: none"> • If the meeting is conducted, is a summary of the meeting, including a list of the participants, submitted to the next higher echelon within 30 days after the activity? ◆ Please have copies of the wing’s annual communication meeting participant logs and summaries available for inspection. 	CAPR 100-1 para 5-5b CAPR 100-1 para 5-5b
11.	<p>a. Are plans, instructions and other documents containing frequencies prevented from being left unattended in non-secure locations, released to the general public, or made available to unauthorized viewing via the World Wide Web or by other means?</p> <p>b. Within CAP are frequencies only released to members who have a legitimate need to know, have taken the on-line OPSEC training, and have agreed to protect CAP frequency information?</p> <p>c. Where agencies, businesses, or individuals outside of CAP have a legitimate need to know, is permission requested by e-mail, containing full justification, sent to: commpermissions@capnhq.gov?</p> <p>d. Are all documents containing frequencies marked “UNCLASSIFIED//FOR OFFICIAL USE ONLY” at the top and bottom of each page?</p> <p>e. Do all documents containing frequencies have the following statement clearly displayed on the front page?</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>UNCLASSIFIED//FOR OFFICIAL USE ONLY (U//FOUO) Frequency information contained in this document is designated by the Department of Defense (DoD) as For Official Use Only. CAP-USAF approval, obtained through NHQ, is required for release of frequencies</p> </div>	<p>CAPR 100-1 para 1-9a</p> <p>CAPR 100-1 para 1-9a</p> <p>CAPR 100-1 paras 1-9a and 12-10e</p> <p>CAPR 100-1 para 1-9a</p> <p>CAPR 100-1 para 1-9a</p>
12.	Does the wing have a CAP radio station at the meeting location? If so, are these CAPR 100-1 recommendations followed: <ul style="list-style-type: none"> a. Is all communications equipment adequately grounded? b. Are replacement fuses available and of the proper capacity per the equipment manufacturer? c. Are all personnel, having access to the radio station, familiar with the location of the main power switch if such switch(s) exist and are available to operators? 	CAPR 100-1 paras 7-1a-e

	d. Are lightning arrestors or grounding switches installed on all antennas?	
13.	Have the efforts to recover property from members who terminated their membership in CAP or transferred to another unit been documented and uploaded into ORMS?	CAPR 174-1 para 2-24
14.	a. Has the Wing Commander imposed a property freeze on any subordinate unit that received a “Marginal” or “Unsatisfactory” rating in Communications during a Subordinate Unit Inspection? b. Was NHQ CAP/LG informed immediately when a subordinate unit is placed on a property freeze?	CAPR 174-1 para 1-9d CAPR 174-1 para 1-9e
15.	a. Does all radio equipment meet NTIA standards? b. Has noncompliant equipment been removed from service?	
16.	Records and Files. Effective 5 January 2010, units shall manage all non-expendable property within ORMS. a. Has all documentation created prior to 1 October 2009 been retained in accordance with CAPR 10-2, <i>Files Maintenance and Records Disposition</i>? b. For all transactions completed subsequent to this date, has the document upload feature of ORMS been used to retain scanned copies of DD Forms 1348-1A, reports of survey, bills of sale, donation receipts, purchase receipts and other acquisition or disposal records?	CAPR 174-1 para 2-19
17.	Is the Communications Officer utilizing the Operational Resource Management System (ORMS)? a. Is on-line Form 37, Temporary Issue Receipt, used for temporarily issuing property to individuals? • Is the property issuance entered into ORMS within 7 days as recommended? b. Is the on-line Form 111, Expendable Federally-sourced Property Transfer Sheet, used as an ongoing record of expendable property transfers between CAP units? c. Is the on-line Form 111a, Expendable Federally-sourced Property Issue Sheet, used as an ongoing record of expendable property issued to CAP members?	CAPR 174-1 para 2-3a CAPR 174-1 para 2-3a CAPR 174-1 para 2-3b CAPR 174-1 para 2-3c
18.	a. Have all expendable property items obtained from Federal sources been indelibly mark with the letters “DRMO”? b. Has the receipt and transfer of expendable property been recorded on the unit’s on-line Form 111 in ORMS?	CAPR 174-1 para 3-5a CAPR 174-1 para 3-5a
19.	Are commercially procured and donated items properly identified and entered into ORMS? • Please show the inspector an example.	CAPR 174-1 para 2-9 and CAPR 173-4
20.	Has the required annual inventory been performed during the period 1 January to 31 March of each year? a. Have all pending issues, transfers and retirements been completed?	CAPR 174-1 para 2-16b CAPR 174-1 para 2-16d(1)

	<p>b. Has a 100% “eyes on” check to determine the presence, condition and data accuracy of each item on the unit’s property list been accomplished?</p> <p>c. Has a condition check of all non-expendable property been accomplished?</p> <p>d. Has all non-expendable items on hand been properly tagged and accurately reflected in ORMS?</p> <p>e. Have items which cannot be located been recorded as “missing” in the “condition” field in ORMS?</p> <p>f. Has any non-expendable property discovered during the annual inventory been researched to determine its source before loading in ORMS?</p> <p>g. Has off-site property condition and location been validated?</p> <p>h. When all counts are complete, all issued property has been validated, and Reports of Survey for all missing or damaged property have been initiated, did the management officer(s) will log into ORMS and certify the inventory results?</p> <p>i. Did the unit commander also acknowledge completion of the annual inventory after property management officers have completed the inventory?</p> <p>j. Was any on-loan property physically checked during the annual inventory?</p>	<p>CAPR 174-1 para 2-16d(2)</p> <p>CAPR 174-1 para 2-16d(3)</p> <p>CAPR 174-1 para 2-16d(4)</p> <p>CAPR 174-1 para 2-16d(5)</p> <p>CAPR 174-1 para 2-16d(6)</p> <p>CAPR 174-1 para 2-16d(8) CAPR 174-1 para 2-16d(9)</p> <p>CAPR 174-1 para 2-16d(9)</p> <p>CAPR 174-1 para 2-16d(9)</p> <p>CAPR 174-1 para 2-16d(10)</p>
21.	<p><u>Reporting Property Loss or Damage.</u> CAP members have a responsibility to report property loss or damage to their unit commander or property management officer.</p> <p>a. Was the loss or damage reported within seven days of discovery to unit commander or property management officer?</p> <p>b. Upon notification, was a loss report initiated in ORMS by changing the item’s condition to “missing/damaged?”</p>	<p>CAPR 174-1 para 2-25</p>
22.	<p><u>Reports of Survey (RoS).</u> A report of survey is required for the loss or damage of DoD-excess property regardless of value as well as any item of non-expendable property. If an RoS was conducted since the last inspection:</p> <p>a. Did the commander appoint, in writing, an impartial investigator?</p> <p>b. Did the investigating officers record the results of their investigation in the report of survey function of ORMS?</p> <p>c. Did the RoS:</p> <p>(1) Thorough and clearly document the cause of the property loss or damage;</p> <p>(2) When ascertainable, the individual responsible;</p> <p>(3) Establishing accurate assessment values.</p> <p>d. Did the investigating officer clearly state facts useful to commanders for determining whether an individual’s negligence is responsible for the loss or damage?</p>	<p>CAPR 174-1 para 2-26</p> <p>CAPR 174-1 para 2-26a</p> <p>CAPR 174-1 para 2-26b</p> <p>CAPR 174-1 para 2-26b</p> <p>CAPR 174-1 para 2-26c</p>

	<p>e. Did the investigating officers make recommendations to prevent recurrence of conditions that caused or contributed to the loss or damage?</p> <p>f. Was the completed report of survey scanned and uploaded into ORMS where it became an element of that item's master record.</p> <p>g. Was the, region or wing commander, as appropriate, the final assessment authority for all lost or damaged non-Federal property?</p>	<p>CAPR 174-1 para 2-26c</p> <p>CAPR 174-1 para 2-26d</p> <p>CAPR 174-1 para 2-26e</p>
23.	<p>Does the communications officer ensure that the unit property storage area is safe and protected from the elements to prevent deterioration of property?</p>	<p>CAPR 174-1 para 2-18</p>

TAB C-3: FLIGHT MANAGEMENT		
	ITEM	REFERENCE
1.	<p>Has the wing commander appointed a Standardization/Evaluation (Stan/Eval) officer in writing?</p> <p>a. Is the Stan/Eval officer a CAP check pilot?</p> <p>b. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>c. How long has the Stan/Eval officer been in the position?</p> <p>d. Have previous holders of this position had the assignment deleted when they left the position?</p>	<p>PR 20-1 page 25</p> <p>CAPR 20-1 page 28</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level has the Stan/Eval officer attained in the Standardization/Evaluation Officer specialty track?</p> <ul style="list-style-type: none"> • Please provide documentation of all certifications. 	CAPR 50-17 para 4-2
3.	<p>Are proposed supplements, operating instructions, or policy letters to CAPRs 60-1, approved by HQ CAP/DO?</p> <p>a. Are they approved by the region commander, State Director, and the CAP-USAF liaison region office prior to being forwarded to National Headquarters?</p> <p>b. Please provide copies of each with documentation of approval.</p>	CAPR 60-1 para 1-2
4.	Are suspension procedures outlined in CAPR 60-1 properly followed?	CAPR 60-1 paras 2-7
5.	<p>Are corporate aircraft assigned to units according to need and utilization?</p> <p>a. How are corporate aircraft use and condition monitored?</p> <p>b. How is privately owned/rented aircraft use monitored?</p> <p>c. How are corporate glider use and condition monitored?</p>	<p>CAPR 66-1 para 16</p> <p>CAPR 173-3 Attach 1</p>
6.	At the conclusion of all flights, have the flight hours been recorded in the NHQ CAP WMIRS?	CAPR 60-1 para 2-5g
7.	<p><u>Flight Release Program</u></p> <p>a. Have all FROs passed the on-line CAP FRO training course?</p> <p>b. Has the commander appointed a sufficient number of FROs to wing needs? Be prepared to show documentation.</p> <ul style="list-style-type: none"> • Are all FROs designated as Flight Release Officer in Operations Qualifications by the Wing Commander or designee? <p>c. Are all flight releases accomplished using eFlight Release in WMIRS?</p> <p>(1) When WMIRS is not available (no internet access) are flights released using CAPF 99, <i>CAP Flight Release Log</i>, and recorded in the eFlight Release System within 24 hours?</p> <p>(2) Is the appropriate mission symbol used on all flight release documents, logs and entries into WMIRS?</p> <p>d. Are the ICs used on supervised missions a designated FRO?</p>	<p>CAPR 60-1 para 2-5b</p> <p>CAPR 60-1 para 2-5b</p> <p>CAPR 60-1 para 2-5b</p> <p>CAPR 60-1 para 2-5d</p> <p>CAPR 60-1 para 2-5d</p> <p>CAPR 60-1 para 2-5h</p> <p>CAPR 60-1 para 2-5d</p>

	<p>e. Do all eFlight Releases (and flights temporarily released on CAPF 99 for a base with no internet access), record the date, N-number, Mission Symbol, PIC, passengers, estimated flight time and route of flight be recorded prior to release?</p> <p>(1) Is the FRO notified of any changes made prior to flight departure?</p> <p>(2) For flights where an FAA flight plan is not used, are the following additional steps required:</p> <p>(a) Record an estimated landing time prior to release.</p> <p>(b) Initiate missing aircraft procedures 2 hours after the estimated landing time if not notified the flight was safely concluded.</p> <p>f. Describe the wing process when the alternate release process is used for multiple flights at the same location and on the same day</p> <p>g. Describe the Wing process to ensure that at the conclusion of all flights does the PIC (or IC of a supervised mission) ensure all flight hours have been recorded in the WMIRS system.</p>	<p>CAPR 60-1 para 2-5e</p> <p>CAPR 60-1 para 2-5e</p> <p>CAPR 60-1 para 2-5e(1)</p> <p>CAPR 60-1 para 2-5e(2)</p> <p>CAPR 60-1 para 2-5f</p> <p>CAPR 60-1 para 2-5g</p>
8.	<p>Are the following CAP pilots designated in writing or on-line by the wing commander?</p> <p>a. AFROTC/AFJROTC or Cadet Orientation Pilot?</p> <p>b. Instructor pilots</p> <p>c. Check pilots</p> <p>d. Check Pilot Examiner</p> <p>e. Tow Pilot</p> <p>f. Mission check pilots</p> <p>g. Mission Check Pilot Examiner</p>	<p>CAPR 60-1 para 3-7d(7)</p> <p>CAPR 60-1 para 3-7e(3)</p> <p>CAPR 60-1 para 3-7f(3)</p> <p>CAPR 60-1 para 3-7g</p> <p>CAPR 60-1 para 3-7h(5)</p> <p>CAPR 60-1 para 3-7j(5)</p> <p>CAPR 60-1 para 3-7k</p>
9.	<p>a. Are pilot records properly maintained?</p> <p>b. Are copies of all wing check pilots' records maintained at the wing Stan/Eval office?</p>	<p>CAPR 60-1 para 3-8</p>
10.	<p>Have all members qualified in the areas listed below, completed the New Aircraft Ground Handling Video Training Requirement (Initial training to be completed no later than 30 September 2009; annual refresher training thereafter)?</p> <ul style="list-style-type: none"> • All CAPF 5 Pilots (includes Tow Pilots, Glider Pilots, Transport Mission Pilots and SAR/DR Mission Pilots); • Glider wing runners (recommended, not required). 	<p>Memorandum for National Board Members dated 30 March 2009</p>

TAB C-4: AIRCRAFT MANAGEMENT		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed in writing an Aircraft Maintenance Officer (AMO)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. How long has the AMO been in the position?</p>	<p>CAPR 20-1 page 25 CAPR 35-1 para 1-3</p> <p>CAPR 50-17 para 4-2</p>
2.	<p>Does the Wing AMO hold any specialty track levels?</p> <ul style="list-style-type: none"> • Please provide documentation of all certifications. 	
3.	<p>a. Does the Wing AMO or their representative inspect each corporate aircraft at least annually to ensure aircraft meet the requirements of CAPR 66-1?</p> <p>b. How is this documented?</p>	CAPR 66-1 para 6f
4.	How do you manage the wing aircraft inventory?	CAPR 174-1 para 4-2
5.	<p>How do you transfer an aircraft?</p> <p>a. When was the last transfer?</p> <p>b. Why?</p>	CAPR 174-1 para 4-2
6.	<p>a. Has the wing published a centralized maintenance management supplement to CAPR 66-1 to provide specific guidance as to how the provisions of the regulation shall be implemented and controlled?</p> <p>b. Is the supplement updated biennially?</p> <p>c. Has the supplement been coordinated through the respective CAP-USAF Liaison Region?</p> <p>d. Have copies of the supplement been provided to the NHQ CAP/LGM.</p>	<p>CAPR 66-1 para 4</p> <p>CAPR 66-1 para 4 CAPR 66-1 para 4</p> <p>CAPR 66-1 para 4</p>
7.	<p>a. How is aircraft time in service measured?</p> <p>b. How does the wing monitor time in service to ensure maintenance requirements are met?</p>	<p>CAPR 66-1 para 2f CAPR 66-1 paras 4, 8 & 9</p>
8.	<p>a. Are aircraft maintenance records maintained IAW CAPR 66-1 and the FARs?</p> <p>b. Do all aircraft meet airworthiness standards IAW FARs?</p>	<p>CAPR 66-1 para 11</p> <p>CAPR 66-1 paras 1, 2, 6c, 7a, 7b, 8 & 11</p>
9.	How do you track routine maintenance such as oil changes and corrosion control?	FARs and CAPR 66-1 para 6
10.	<p>Does the wing have a current certificate of insurance on file identifying the liability insurance coverage for all facilities performing maintenance <u>NOT</u> performing a part of the Consolidated Maintenance Program?</p> <p>a. For each such facility, please provide a copy of the each certificate.</p> <p>(1) This certificate of insurance, identifying the insurer and the amount of liability coverage, explicitly including "products and completed operations."</p> <p>(2) Has copy of each certificate been forwarded to NHQ CAP/LGM?</p>	CAPR 66-1 para 12

	<p>b. For emergency repairs by a mechanic who does not meet minimum insurance requirements:</p> <p>(1) Is the wing maintenance officer contacted for approval prior to beginning any work on the aircraft?</p> <p>(2) Is NHQ CAP/LGM, during normal duty hours, or NHQ CAP National Operations Center on weekends or holidays, prior to making these repairs?</p> <p>(3) Is this information contained in the Wing supplement to CAPR 66-1</p>	
11.	Is the additional equipment maintained in each aircraft's baggage compartment accounted for on every flight's weight & balance?	
12.	<p>a. Is each corporate powered aircraft equipped with a disposable carbon monoxide detector, including those aircraft equipped with electronic?</p> <p>b. Is the installation date of the disposable carbon monoxide detector written on the detector?</p> <p>c. Are new disposable carbon monoxide detectors replaced in January of each year?</p>	CAPR 66-1 para 9e
13.	<p>a. Has the wing determined the appropriate items to be carried in aircraft survival kits?</p> <p>b. How does the wing document this determination?</p>	CAPR 66-1 para 9f
14.	Inspect aircraft in accordance with attached Aircraft Compliance Inspection Worksheet.	

AIRCRAFT COMPLIANCE INSPECTION WORKSHEET

Date/Wing: _____/_____/_____ Registration # N _____ Make/Model/Year: _____/_____/_____ Inspector(s): _____	Current Tach. Time _____ Date/Tach time last mid-cycle _____/_____ Date/Tach time last 100-hr _____/_____ Date/Tach time last annual _____/_____			
1. Aircraft Records		Y	N	Comments
a.	Engine Logbook			
1	Verify engine oil change history:			
	- Check tach time of last two 100 hour inspections; [CAPR 66-1 ¶ 6b] 10% overfly allowed to fly to ferry if next 1 is same % under 100 hours			
	- Check tach time of last mid-cycle oil change 40-60 hours or 6 calendar months max regardless of tach time [66-1 ¶ 6a]			
2	Verify engine has not exceeded TBO [CAPR 66-1 ¶ 8a]			
b.	Airframe and/or Avionics Logbook			
1	Check tach time of last two 100 hour inspections [CAPR 66-1 ¶ 6b/11]			
2	Check tach time & date of last two annual inspections [CAPR 66-1 ¶ 6c/11] - No overfly auth; may not fly after end of the same cal. mo. of next yr w/o FAA permit			
3	Status of AD compliance included in logbooks [CAPR 66-1 ¶ 7a]			
4	Pitot/Static System check due by end of 24th month [CAPR 66-1 ¶ 6d(1)]			
5	Altimeter System check due by end of 24th month [CAPR 66-1 ¶ 6d(1)]			
6	Transponder System check due by end of 24th month [CAPR 66-1 ¶ 6d(2)]			
7	ELT battery expiration date entered in maintenance logs [CAPR 66-1 ¶ 6d(4)]			
8	Determine date and value of aircraft's last weight & bal. [FARs]			
9	Verify corrosion control treatment has been completed biennially (except in Florida, Hawaii and Puerto Rico, which must be annually) [CAPR 66-1 ¶ 6e]			
c.	VOR operational check (within 30 days if A/C to fly IFR) [66-1 ¶ 6d(3)]			
d.	Propeller Logbook			
	Verify prop. TBO & prop. governor TBO not exceeded [CAPR 66-1 ¶ 8b]			
e.	FAA Forms 337 and FAA Supplemental Type Certificates (STCs)			
1	FAA Fm 337 and STCs on file (ie: 180 hp engine mod.) [CAPR 66-1 ¶ 3e]			
2	Verify STC airspeeds and procedures match aircrew checklist in A/C			
f.	Verify com/nav list from ORMS matches the A/C? [NHQ/LGM Interest Item]			
2. Aircraft Interior				
a.	Obvious defects, leaks, corrosion, cleanliness and condition of interior			
b.	Required Placards:			
1	"Not for Hire" (4" X 6", white, protected) [CAPR 66-1 ¶ 10c(1)]			
2	"Max Crosswind" placard displayed [CAPR 66-1 ¶ 10c(2)]			
3	"Seat Slippage Warning" (except C-172R & later) [CAPR 66-1 ¶ 10c(3)]			
4	Operating Limits (all placards required by POH) [FAR 91.9]			
c.	Avionics control lock installed when A/C not in use [CAPR 66-1 ¶ 7f]			
d.	Fire Extinguisher-fixed mount, serviceable unit with gauge [66-1 ¶ 9b]			
e.	CO Detector-12 or 18 mo. disposable; repl every 12 mos. [66-1 ¶ 9e]			
f.	Shoulder Harnesses - required for pilot & copilot [CAPR 66-1 ¶ 9a] - new A/C have 90 days to comply by installing shoulder harnesses			
g.	Cessna seat rails/tracks - inspect for cracks and wear [AD 87-20-03 rev 2] - annotate any elongated holes present in seat rails			
h.	Secondary seat stop - except C-172R and later models [SEB07-5 (rev1)] (either on lower right side of pilots seat or belt under seat)			
i.	Cargo Tie-Down or Net if any cargo is stored in A/C [CAPR 66-1 ¶ 9d]			
j.	ELT battery expiration date marked on ELT [FAR 91.207]			
k.	Required documents aboard aircraft; A-R-O-W			
1	Airworthiness Certificate from FAA [FAR 91.203]			
2	Registration from FAA [FAR 91.203]			
3	Operating Handbook [FAR 91.9]			

CAP WING COMPLIANCE INSPECTION GUIDE

1 July 2010

4	Weight and Balance - current [check vs. item 1b(10) above] [FARs] - if multiple versions exist, all but most recent marked "superseded"			
1.	Survival Kit-mandatory but contents specified by each wing [66-1 ¶ 11h] - check kit contents for items that have passed their expiration date			
3. Aircraft Exterior				
a.	Aircraft properly chocked and tied down [CAPR 66-1 ¶ 7f] - no chains to hardened anchor points, proper ropes or straps			
b.	Check aircraft for obvious defects, leaks, cleanliness, and condition of paint - check airframe for corrosion, esp. at door openings & wing roots			
c.	Check brakes for leaks, wear and obvious defects [A/C Service Manual]			
d.	Check tires for proper air pressure and serviceability [A/C Service Manual]			
e.	Are door hinge pins original or authorized replacement parts? [FAR 21.45]			
f.	Pitot tube condition, ensure cover(s) are installed [CAPR 66-1 ¶ 7e]			
g.	Engine cowling for proper fit, security, contour and fasteners [66-1 ¶ 7c]			
h.	Propeller condition - evidence of prop strikes, leaks, dents, nicks, corrosion			
i.	External Identification Plate [CAPR 66-1 ¶ 10d] - fireproof w/builder's name, model, & serial number etched, stamped, or engraved on aft exterior - on pre-Mar 7, 1988 models plate may be interior/exterior near entrance, but model & serial number must be on aft fuselage			
j.	CAP Command Patch on door [CAPR 66-1 ¶ 10a & Atch 2]			
k.	"CIVIL AIR PATROL" on vertical stabilizer [CAPR 66-1 ¶ 10a & Atch 2]			
l.	CAP and "Prop & Bar" decals on wings [CAPR 66-1 ¶ 10a & Atch 2]			
4. Exterior and Interior lighting				
a.	Interior Overhead (flood/dome)			
b.	Instruments			
c.	Landing and taxi lights			
d.	Pulse lights			
e.	Nav./Position-green right, red left, white aft; sunset-sunrise [FAR 91.209]			
f.	Rotating Beacon - working if installed on aircraft [FAR 91.209]			
g.	Anti-Collision Strobe - working if installed on aircraft [FAR 91.209]			

Comments:

TAB D-1: PROFESSIONAL DEVELOPMENT		
	ITEM	REFERENCE
1.	<p>Has the Director of Professional Development (DPD) been appointed in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. How long has the DPD been in the position?</p>	<p>CAPR 20-1 page 25 and</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level has the Wing DPD attained in the Senior Program Officer specialty track?</p> <ul style="list-style-type: none"> • Please provide documentation of all certifications. 	<p>CAPR 50-17 para 4-2 and CAPP 204</p>
3.	<p><u>Professional Development Records</u></p> <p>a. Has the unit personnel officer delegated the maintenance of the Senior Member Professional Development records to the PDO?</p> <ul style="list-style-type: none"> • How is the delegation documented? <p>b. If maintenance of the Senior Member Professional Development records has been delegated to the PDO, are the CAPFs 45b and/or CAPFs 45 (Jan 08) current and up to date?</p>	<p>CAPR 50-17 para 2-4a</p> <p>CAPR 50-17 para 2-4b & c CAPR 39-2 para 1-7</p>
4.	<p><u>Reference Library</u></p> <p>a. Does the PDO maintain a library of materials used in the Senior Member Professional Development Program?</p> <p>b. If a library is maintained:</p> <ol style="list-style-type: none"> (1) Is the library should be kept current and maintained separately from the administrative files? (2) Does the library contain the materials listed in CAPR 50-17 para 2-2? 	<p>CAPR 50-17 para 2-2</p>
5.	<p><u>Training Accomplishment – Level I</u></p> <p>a. Have all senior members completed Level I training (which includes Cadet Protection Program Training (CPPT), Operational Security (OPSEC) training, and Equal Opportunity (EO) training, prior to receiving any assigned duty position, directly supervising cadets, wearing the Air Force-style CAP uniform, becoming eligible for promotions, or reenrolling in AU A4/6 courses?</p> <ol style="list-style-type: none"> (1) How many members of the unit (001) have NOT completed their Level I? (2) How are you encouraging these members to complete this training? <p>b. How is the mandatory summary conversations component of the on-line Level I training documented?</p> <p>c. Have all cadets 18 years and older, completed Cadet Protection Program Training (CPPT)?</p> <ol style="list-style-type: none"> (1) Do cadets complete CPPT within 6 months following their 18th birthday? 	<p>CAPR 50-17 para 3-1 CAPR 39-2 para 1-7</p> <p>CAPR 50-17 para 3-8a</p>

	(2) Do cadets who have a promotion due during that 6-month period following their 18th birthday, complete CPPT prior to receiving the promotion?	CAPR 50-17 para 3-4
6.	<u>Training Accomplishment – Level II</u> a. Has the wing conducted a Squadron Leadership School (SLS) at least annually? b. Please review your process for CAPFs 11 for SLS course completions. c. Are CAPFs 11 signed by the wing commander and forwarded to HQ CAP/DPR and region DCS/DP NLT 14 days after completion of the course? ♦ Please provide copies of CAPFs 11 for SLSs during the last 2 years.	CAPR 50-17 para 4-6b CAPR 50-17 para 4-6d CAPR 50-17 para 4-6d
7.	<u>Training Accomplishment – Level III</u> a. Has the wing conducted a Corporate Learning Course (CLC) at least annually? b. Please review your process for CAPFs 11 for CLC course completions. c. Are CAPFs 11 signed by the wing commander and forwarded to HQ CAP/DPR and region DCS/DP NLT 14 days after completion of the course? ♦ Please provide copies of CAPFs 11 for a CLCs during the last 2 years.	CAPR 50-17 para 5-3c CAPR 50-17 para 5-3e CAPR 50-17 para 5-3e
8.	What is your system to ensure Professional Development awards are processed in a timely and appropriate manner?	CAPR 50-17 para 2-5
9.	<u>Test Control Officer and Administrator Appointments</u> a. Has the Wing commander appointed a Test Control Officer (TCO) and Test Administrator(s) (TAs), for CAP tests by letter using the format contained in Attachment 1 to CAPR 50-4? (1) Have the TCO and all TAs been briefed on Air University (AU) Distance Learning (DL) requirements? (2) Have the TCO and all TAs signed for the AU DL briefing on the appointment letter as required? (3) Has the Wing commander kept the appointment letter current? (4) Are the TCOs and TAs at least 21 years old? (5) Have the State Director or Wing Administrator been appointed as the wing TCO? (6) Has the State Director and the Wing Administrator been appointed as TAs? (7) Are the TA duties of the Wing Administrator limited to the receiving and logging the testing material received in the mail and securing the test material in the Test Control Facility (TCF). (8) Has a copy of the appointment letter been sent to HQ AU/CFRR via fax?	CAPR 50-4 para 1-2 CAPR 50-4 para 1-2 CAPR 50-4 para 1-3 CAPR 50-4 para 1-3 CAPR 50-4 para 1-2 CAPR 50-4 para 1-2

	<p>b. Do all subordinate units where testing materials are stored or who anticipate the administration of written tests appoint a TCO and TA(s)?</p> <p>(1) Are the subordinate unit appointments accomplished by letter using the format contained in Attachment 1 to CAPR 50-4?</p> <p>(2) Have the TCO and all TAs been briefed on Air University (AU) Distance Learning (DL) requirements?</p> <p>(3) Have the TCO and all TAs signed for the AU DL briefing on the appointment letter as required?</p> <p>(4) Are the TCOs and TAs at least 21 years old?</p> <p>(5) Have the unit commanders kept the appointment letters current?</p> <p>(6) Have copies of the subordinate unit appointment letters been sent to Wing TCO?</p> <p>c. How are TCOs and TAs made aware of additional requirements for safeguarding AU A4/6 test materials?</p> <p>d. How are TCOs and TAs made aware of situations that are considered potential compromise of testing material?</p>	<p>CAPR 50-4 para 1-3</p> <p>CAPR 50-4 para 1-3</p> <p>CAPR 50-4 para 1-3 CAPR 50-4 para 1-3</p> <p>CAPR 50-4 para 1-3</p> <p>CAPR 50-4 para 1-3 CAPR 50-4 para 1-3</p> <p>CAPR 50-4 para 1-3</p> <p>CAPR 50-4 para 5-5</p> <p>CAPR 50-4 paras 3-3 and 6-2</p>
10.	<p><u>Test Inventory Log:</u></p> <p>a. Has the Wing TCO created a Test Inventory Log for the unit?</p> <p>b. Is the format of the log in accordance with Attachment 2 to CAPR 50-4?</p> <p>c. Are all transactions associated with test materials enter onto the Test Inventory Log by the TCO/TA?</p> <p>d. Are the Test Inventory Logs retained as required?</p>	<p>CAPR 50-4 para 1-4</p> <p>CAPR 50-4 para 1-4</p> <p>CAPR 50-4 para 1-4</p> <p>CAPR 10-2 Table 1 Rule 14</p>
11.	<p><u>Test Inventory:</u></p> <p>a. Does the TCO conduct a test material inventory at least every 90 days and whenever the TCO changes?</p> <p>b. When the inventory is completed, does the TCO annotate and sign the Test Inventory Log on the next available line?</p>	<p>CAPR 50-4 para 1-6</p> <p>CAPR 50-4 para 1-6</p>
12.	<p><u>Testing Material Storage:</u></p> <p>a. Are all testing materials, regardless of source and any related testing materials stored in one of the following:</p> <p>(1) A metal filing cabinet equipped with a steel lock bare and a three-combination dial-type padlock;</p> <p>(2) A metal filing cabinet equipped with an internal (built-in) combination lock;</p> <p>(3) An upright safe or vault.</p> <p>b. Is the lock combination changed:</p> <p>(1) At least annually;</p> <p>(2) Whenever the TCO, TA(s) or wing commander changes;</p>	<p>CAPR 50-4 para 1-5</p> <p>CAPR 50-4 para 1-5c CAPR 50-4 para 1-5c CAPR 50-4 para 1-5c</p>

	<p>c. Is the change of lock combination entered on the test inventory log?</p> <p>d. Is any material other than testing material stored in the testing material storage cabinet?</p> <p>e. How are HQ AU A4/6 supplied CAP produced tests being routed and controlled by the Wing TCO?</p>	<p>CAPR 50-4 para 1-5c</p> <p>CAPR 50-4 para 1-5b</p> <p>CAPR 50-4 para 4-6</p>
<p>13.</p>	<p><u>Destruction of Testing Materials.</u></p> <p>a. Does the Wing TCO destroy used, surplus, damaged or obsolete tests by burning, cross-cut shredding or pulping?</p> <p>b. Are AU A4/6 test materials destroyed no later than 45 days from the date the examinee completed the test, upon notification the examination results have been received or when an untaken test has expired?</p> <p>c. Is the test inventory log annotated with the examination control number (if applicable), reason for destruction, date of destruction, and signature of the person who destroyed the test?</p> <p>d. Does the unit TCO e-mail the wing TCO with the date and method of destruction?</p>	<p>CAPR 50-4 paras 4-7 and 5-11</p> <p>CAPR 50-4 paras 5-7i</p> <p>CAPR 50-4 paras 4-7 and 5-11</p> <p>CAPR 50-4 para 4-7</p>

TAB D-2: CHAPLAIN CORPS		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Chaplain (HC) in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. How long have you been the wing chaplain?</p> <p>c. How much prior experience as a unit chaplain did you have prior to appoint to wing Chaplain?</p>	<p>CAPR 20-1 page 25 CAPR 265-1 para 15f</p> <p>CAPR 35-1 para 1-3</p> <p>CAPR 265-1 para 15f CAPR 265-1 para 15f</p>
2.	<p>Do all of the Chaplains in the wing:</p> <p>a. Received an ecclesiastical endorsement from a faith group listed by the Armed Forces Chaplains Board (AFCB)?</p> <p>b. Meet the requirements of DoD Instruction 1304.28?</p>	<p>CAPR 265-1 para 6b</p> <p>CAPR 265-1 para 6c</p>
3.	<p><u>Chaplain Corps Awards:</u> Is a subordinate unit chaplain nominated for the Region Squadron Chaplain of the Year Award each year?</p>	<p>CAPR 265-1 para 11b</p>
4.	<p>Are any chaplains assigned additional duties as:</p> <ul style="list-style-type: none"> • Unit commander; • Unit deputy commander; • Testing officer? 	<p>CAPR 265-1 para 5</p>
5.	<p><u>CAP Chaplain Corps Training:</u> Are you progressing through the Chaplain Specialty Track?</p> <p>a. Have you completed CAPP 221A, <i>The CAP Chaplain</i>?</p> <p>b. Have you completed CAPP 221B, <i>Chaplains Helping Chaplains—Specialty Track Study Guide</i>?</p> <p>c. Have you completed CAPP 221C, <i>Chaplains Inspiring Chaplains</i>?</p> <p>d. Have you as the wing Chaplain, earned the Grover Loening Aerospace Award?</p> <p>e. Have you as the Wing Chaplain provided a training conference for all Chaplains and CDIs assigned to your wing at least once every 2 years?</p> <p>f. How do you encourage Chaplains and CDIs to attend the Chaplain Service Region Staff College?</p> <p>g. How do you encourage chaplain participation in the total Professional Development training program (i.e., promotions, etc.)?</p>	<p>CAPR 265-1 para 12a CAPR 265-1 para 12b</p> <p>CAPR 265-1 para 12c</p> <p>CAPR 265-1 para 15</p> <p>CAPR 265-1 para 14a</p>
6.	<p>a. Have all Character Development Instructors (CDI) been properly appointed?</p> <p>b. Does each CDI work under the direction of a chaplain assigned by the wing chaplain?</p> <p>c. Is the distinction between Chaplains and CDIs evident especially in matters of privileged communication and confidentiality?</p>	<p>CAPR 265-1 para 7</p> <p>CAPR 265-1 para 4</p> <p>CAPR 265-1 paras 4 & 18</p>

<p>7.</p>	<p><u>Chaplain Statistical Report:</u> a. Has each Chaplain and CDI, even if inactive, submitted a completed CAPF 34, <i>Chaplain Statistical Report</i>, report no later than 5 January and 5 July of each year? (1) Did you, as the wing Chaplain, notify the Wing Commander of any Chaplains/CDIs that did not submit a semiannual report? (2) Are Chaplains and CDIs who are delinquent in filing their semi-annual report made ineligible for Chaplain Corps recognition or awards? b. As the wing Chaplain, did you send copies of the consolidated report (CAPF 34A, <i>Wing Chaplain Statistical Report</i>) to the region chaplain and the wing commander no later than 15 January and 15 July of each year?</p>	<p>CAPR 265-1 para 8 CAPR 265-1 para 8 CAPR 265-1 para 8 CAPR 265-1 para 8</p>
<p>8.</p>	<p><u>Chaplains and CDI member support:</u> a. What steps have you taken to ensure that religious services are provided at weekend activities? Please provide documentation of religious services provided recent wing events. b. Are any of your Chaplains or CDIs assigned to a wing or region critical incident stress team? c. How do you ensure Chaplain Service personnel are prepared to respond to disaster or other community contingencies?</p>	<p>CAPP 221 paras 3-4 & 4-3 CAPR 60-5 para 4 CAPR 265-1 paras 3-4 & 4-3</p>

TAB D-3: FINANCE		
	ITEM	REFERENCE
*	<i>Finance interview by WFA occurs within the 3 months before the CI weekend.</i>	
1.	<p>Who is the Wing Director of Finance?</p> <p>a. Has the Wing Commander appointed a Director of Finance (FM) in writing?</p> <p>b. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>c. Is the Wing Director of Finance a member of the Wing Commander's family or immediate household?</p> <p>d. Are any assistant director(s) of finance member of the Wing Commander's family or immediate household?</p>	<p>CAPR 173-1 para 7a</p> <p>CAPR 35-1 para 1-3</p> <p>CAPR 173-1 para 7a</p> <p>CAPR 173-1 para 7a</p>
2.	<p><u>Wing Finance Committee:</u></p> <p>a. Has the wing commander appointed a finance committee, in writing, within 30 days of assuming command?</p> <p>b. Does the unit finance committee consist of:</p> <p style="padding-left: 20px;">(1) The Wing Commander as the chairperson;</p> <p style="padding-left: 20px;">(2) The Director of Finance;</p> <p style="padding-left: 20px;">(3) At least three other unit senior members?</p> <p style="padding-left: 20px;">(4) Are any of the finance committee members, members of the Wing Commander's family or immediate household?</p> <p>c. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, or Personnel Authorization)?</p> <p>d. Has the finance committee:</p> <p style="padding-left: 20px;">(1) Ensured that the wing is in compliance with all financial, regulatory and reporting requirements?</p> <p style="padding-left: 20px;">(2) Provided oversight, assistance and supervision to subordinate units:</p> <p style="padding-left: 40px;">(a) To ensure that all financial, regulatory and reporting requirements are met.</p> <p style="padding-left: 40px;">(b) To assure that all unit fund transfers and expenditures have been made at the documented request of the subordinate unit finance committee;</p> <p style="padding-left: 40px;">(c) All deposits have been recorded and documented.</p> <p style="padding-left: 20px;">(3) Maintained an adequate system of internal accounting controls over all funds in accordance with generally accepted accounting principles?</p> <p style="padding-left: 20px;">(4) Developed and approved an annual operating budget by 1 October of each year?</p> <p style="padding-left: 20px;">(5) Is the annual operating budget reviewed quarterly?</p> <p style="padding-left: 20px;">(6) Approve all wing-level expenditures in excess of \$1,500 prior to obligating the funds?</p> <p style="padding-left: 20px;">(7) Establish a written Financial Management Procedure for monthly recurring expenses</p>	<p>CAPR 173-1 para 9a</p> <p>CAPR 173-1 para 9a</p> <p>CAPR 35-1 para 1-3</p> <p>CAPR 173-1 para 9a(1)</p> <p>CAPR 173-1 paras 9a(2) & 9a(10)</p> <p>CAPR 173-1 para 9a(3)</p> <p>CAPR 173-1 para 9a(4)</p> <p>CAPR 173-1 para 9a(4)</p> <p>CAPR 173-1 para 9a(5)</p> <p>CAPR 173-1 para 9a(6)</p>

	<p>(8) Complete quarterly internal financial reviews of the wing's financial records no later than 45 days after the end of quarter?</p> <p>(9) Review and evaluate the most recent Internal Financial Review Worksheet at the next finance committee meeting.</p> <p>(10) Meet at least once per quarter</p> <p>(11) Maintain a record of all finance committee meeting, approvals, reviews and corrective actions taken at the meeting and upload these minutes to e-Accounting®.</p> <p>(12) Approve all credit card statements.</p>	<p>CAPR 173-1 para 9a(7)</p> <p>CAPR 173-1 para 9a(8)</p> <p>CAPR 173-1 para 9a(9)</p> <p>CAPR 173-1 para 9a(9)</p> <p>CAPR 173-1 para 9a(11)</p>
3.	<p><u>Banking:</u></p> <p>a. Are all checks pre-numbered, three-part, voucher checks?</p> <p>b. Are all voided checks defaced, recorded and voided in QuickBooks and kept on file?</p> <p>c. Are there any pre-signed checks?</p> <p>d. Do all checks have original signatures?</p> <p>e. Do all checks over \$500 have two original signatures?</p> <p>f. Do all electronic payments over \$500 have two pre-approvals?</p>	<p>CAPR 173-1 para 11c</p> <p>CAPR 173-1 para 11d</p> <p>CAPR 173-1 para 11e</p> <p>CAPR 173-1 para 11f</p> <p>CAPR 173-1 para 11e</p> <p>CAPR 173-1 para 11g</p>
4.	<p><u>Tail Number Accounting:</u></p> <p>Are aircraft maintenance income and expenses effectively tracked by tail number?</p> <p>◆ (Please provide a P&L by tail number)</p>	<p>CAPR 173-1 para 13</p>
5.	<p><u>Debit Cards:</u></p> <p>Does the wing have debit cards?</p> <ul style="list-style-type: none"> • If yes, is the debit card used only for deposits? 	<p>CAPR 173-1 para 19</p>
6.	<p><u>Credit Cards, Credit Accounts Or Prepaid Credit Cards:</u></p> <p>a. Does the wing have any credit cards, credit accounts or prepaid credit cards?</p> <p>b. Has the wing created a Financial Management Procedure for the use of these accounts?</p> <p>c. Does the Financial Management Procedure include penalties for repeated failure to turn in receipts or misuse of the card or account?</p>	<p>CAPR 173-1 para 20a</p>
7.	<p><u>Contributed Facilities and Utilities:</u></p> <p>Has a completed Unit Contributed Facility Worksheet been submitted to the wing financial analyst no later than 1 November of each year?</p>	<p>CAPR 173-1 para 22</p>
8.	<p><u>Travel:</u></p> <p>Has the wing established a written Financial Management Procedure for their travel policy?</p>	<p>CAPR 173-1 para 25</p>
9.	<p><u>Annual Audits:</u></p> <p>Has the wing submitted CAPF 172, <i>Wing Authorization Letter</i>, to their wing financial analyst no later than 31 December each year?</p>	<p>CAPR 173-1 para 32d</p>

TAB D-4: ADMINISTRATION		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Director of Administration (DA) in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. How long has the DA been in the position?</p>	<p>CAPR 20-1 page 25</p> <p>CAPR 35-1 para 3-1</p>
2.	<p>What skill level does the Wing DA hold in the Administration specialty track?</p> <ul style="list-style-type: none"> • Please provide documentation of all certifications. 	<p>CAPR 50-17 para 4-2 and CAPP 205</p>
3.	<p>a. Is the official set of CAP publications for the unit maintained in paper or electronic form?</p> <p>b. If the official set of CAP publications for the unit are maintained in paper form:</p> <p>(1) Are publications and forms spot-checked every 6 months?</p> <p>(2) How are the spot-checks documented?</p>	<p>CAPR 5-4 para 3b</p> <p>CAPR 5-4 para 7a(2)</p>
4.	<p>When publishing supplements, and operating instructions how do you ensure that the content only pertains to those personnel within the wing and that they do not conflict with higher headquarters directives?</p> <p>a. Are supplements and OIs kept to a minimum?</p> <p>b. Is a copy of each publication being forwarded to the immediate higher level of command for review immediately upon publication.</p> <p>c. On the anniversary date of each supplement or operating instruction has the OPR certified that the publication is still current and essential?</p> <ul style="list-style-type: none"> • Has this certification been annotated on the record copy with the name of the person making the certification and the date the certification? 	<p>CAPR 5-4 para 3</p> <p>CAPR 5-4 para 3</p> <p>CAPR 5-4 para 3a(1)</p> <p>CAPR 5-4 para 3b</p>
5.	<p>Are administrative authorizations [Transportation Authorizations (TAs), Personnel Authorizations (PAs), and Participation Letters (PLs)] prepared, reproduced and distributed in accordance with CAPR 10-3?</p>	<p>CAPR 10-3 para 2</p>
6.	<p>Are procedures in place to ensure the most cost effective means available are being used to communicate with unit members, subordinate units, other wings and regions, and National HQs?</p>	<p>CAPR 10-1 para 2d</p>
7.	<p>Are all administrative communications completed IAW CAP guidelines?</p> <ul style="list-style-type: none"> • What procedures are there to ensure prompt action on all communications? 	<p>CAPR 10-1 para 6</p>
8.	<p>Are records filed properly?</p> <p>a. Is there a formal file plan established?</p> <p>b. Does the file plan include other wing sections?</p> <p>c. Are cut-off instructions followed?</p> <p>d. Are records screened for historical significance?</p>	<p>CAPR 10-2 para 1</p> <p>CAPR 10-2 para 9</p> <p>CAPR 10-2 para 10</p>

	e. Are frequent back-up of electronic files made and stored in another building?	CAPR 10-2 para 7
--	---	------------------

TAB D-5: PERSONNEL		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Director of Personnel (DP) in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1(CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. How long has the DP been in the position?</p>	<p>CAPR 20-1 page 25</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level does the Wing DP hold in the Personnel specialty track?</p> <ul style="list-style-type: none"> Please provide documentation of all certifications. 	<p>CAPR 50-17 para 4-2 and CAPP 200</p>
3.	<p>Have all duty appointments for the Wing Headquarters Unit (Charter 001) been accomplished by:</p> <p>a. Using the on-line duty assignment application available in eServices?</p> <p>b. Submission of a CAPF 2a, <i>Request for and Approval of Personnel Actions</i>?</p> <ul style="list-style-type: none"> Did both the individual assuming the new duty position and the individual leaving the position sign the CAPF 2a signifying that the records, property and assets for this position are properly accounted for? <p>c. Published in a personnel authorization in accordance with CAPR 10-3, <i>Administrative Authorizations</i>?</p> <p>d. Has a copy of each appointment been placed in the individual's personnel file?</p>	<p>CAPR 35-1 para 1-3</p> <p>CAPR 35-1 para 1-3a</p> <p>CAPR 35-1 para 1-3a</p> <p>CAPR 35-1 para 1-3b</p> <p>CAPR 35-1 paras 1-3a, b, & c</p>
4.	<p>Have there been any members placed in suspended Member status?</p> <p>a. Were all suspension actions accomplished in accordance with CAPR 35-1 para 2-2</p> <p>b. Was a copy of the suspension action forwarded to NHQ CAP/DP for processing?</p>	<p>CAPR 35-1 para 2-2</p> <p>CAPR 35-1 para 2-2b(3)</p>
5.	<p>Do all subordinate units in the wing meet the minimum membership requirements?</p>	<p>CAPR 20-3 para 2</p>
6.	<p>Are all units properly designated?</p>	<p>CAPR 20-3 para 5c</p>
7.	<p>Are all subordinate unit organizational changes of command promptly reported to NHQ on a CAPF 27?</p> <ul style="list-style-type: none"> Is a file copy of each active subordinate unit's CAPF 27 maintained at the wing headquarters? 	<p>CAPR 20-3 para 3</p> <p>CAPR 20-3 para 3a</p>
8.	<p>Is an organization chart of the wing headquarters posted and current?</p> <ul style="list-style-type: none"> Does the wing headquarters organizational structures conform that shown in CAPR 20-1 part II? 	<p>CAPR 20-1 para 3b</p> <p>CAPR 20-1 para 21a</p> <p>CAPR 20-1 para 21a</p>
9.	<p>Does the wing conduct an annual charter review during February of each year?</p> <p>a. Do units recommended for charter renewal show acceptable progress and have sufficient membership to retain its status?</p>	<p>CAPR 20-3 para 10a</p> <p>CAPR 20-3 para 10a</p>

	<p>b. Does the Wing Commander submit a written waiver request to the Region Commander with justification for those units it is in the best interest of CAP to continue even though they are below minimum membership requirements?</p> <p>c. Is the approved waiver forwarded to NHQ as attachments to the authenticated charter listings?</p> <p>d. Is NHQ advised no later than 31 March of those units that should be continued and those that should be discontinued?</p>	<p>CAPR 20-3 para 10c</p> <p>CAPR 20-3 para 10c(1)</p> <p>CAPR 20-3 para 10b</p>
10.	Are new membership applications handled properly?	CAPM 39-2 para 2-4 and 3-5
11.	Are all members properly assigned to a duty?	CAPR 35-1 Section A
12.	How does the DP ensure that an Emergency Notification Data form (CAPF 60) is completed by each member prior to attending any CAP activity away from his/her local community?	CAPR 35-2 para 1
13.	<p>a. Has the wing personnel officer delegated the maintenance of the Senior Member Professional Development records for the Wing Headquarters Membership Unit (Charter 001) to the Director of Professional Development?</p> <ul style="list-style-type: none"> • If YES, how is the delegation documented? <p>b. If maintenance of the Senior Member Professional Development records has NOT been delegated to the DPD, are the CAPFs 45b and/or CAPFs 45 (Jan 08) current and up to date?</p>	<p>CAPR 50-17 para 2-4a</p> <p>CAPR 50-17 paras 2-4b and c</p> <p>CAPR 39-2 para 1-7</p>
14.	<p>Do personnel records for the Wing Headquarters Membership Unit (Charter 001) contain the minimum documents when applicable?</p> <ul style="list-style-type: none"> • Are inactive personnel records maintained IAW CAP directives? 	<p>CAPM 39-2 para 1-7</p> <p>CAPM 39-2 para 1-8</p>
15.	Are member transfers handled properly?	CAPM 39-2 para 1-11
16.	How do you manage the personnel program (renewals, promotions, awards, etc.)?	<p>CAPM 39-2</p> <p>CAPR 20-1 page 38</p>

TAB D-6: PUBLIC AFFAIRS		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Wing Public Affairs Officer (PAO) in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. Has the next higher headquarters been notified of the appointment?</p> <p>c. How long has the PAO been in the position?</p>	<p>CAPR 190-1 para 3a and</p> <p>CAPR 35-1 para 1-3</p> <p>CAPR 190-1 para 3b</p>
2.	<p>What skill level has the Wing PAO attained in the Public Affairs Officer specialty track?</p> <ul style="list-style-type: none"> • Please provide documentation of all certifications. 	CAPR 50-17 para 4-2 and CAPP 201
3.	Has Wing PAO developed goals and objectives for the wing public affairs program?	CAPR 190-1 para 4c
4.	<p>Has each subordinate unit appointed a PAO?</p> <ul style="list-style-type: none"> • Please provide a listing of all subordinate unit PAOs. 	CAPR 190-1 para 3a
5.	<p>a. Has the Wing PAO developed an annual public relations plan to promote CAP, its goals and missions for:</p> <p>(1) External goals and initiatives that help build relationships with external constituencies of CAP and emphasize their importance in performance of its three mandated missions (ES, AE, and Cadet Programs)?</p> <p>(2) Internal strategies that emphasize CAP's importance, member recognition, retention, and encouragement of member participation in unit/wing/region and national activities and training?</p> <p>(3) A PA crisis plan to ensure a rapid, effective response during crisis situations that may damage CAP's reputation, if mishandled?</p> <p>(4) Has the unit crisis communication plan been approved by the wing commander or designated representative?</p> <p>b. Has it been approved by the wing commander or designated representative?</p> <p>c. Has the Wing PAO implemented and evaluated the effectiveness of each goal and objective of the plan?</p>	<p>CAPR 190-1 para 7</p> <p>CAPR 190-1 para 7a(1)</p> <p>CAPR 190-1 para 7a(2)</p> <p>CAPR 190-1 para 7a(3)</p> <p>CAPR 190-1 para 7a</p>
6.	Has the Wing PAO developed standard plans and procedures for external promotion of key events in the wing, such as participation in training and actual missions, awards and promotions, and special events?	CAPR 190-1 para 7b(3)
7.	<p>Has the Wing PAO assembled current media contact information to foster working relationships?</p> <ul style="list-style-type: none"> • Does the Wing PAO strive to meet periodically with representatives of key media to improve media awareness of CAP and to establish an understanding on the part of the PAO of the information needs and preferences of each media outlet? 	CAPR 190-1 para 7b(2)

8.	Has the Wing PAO assembled standard materials presenting the background of CAP that can be given to the media, prospective members, partner agency officials, and others as needed, including materials developed locally and/or at higher headquarters?	CAPR 190-1 para 7b(4)
9.	Does the Wing PAO utilize available wing websites to inform the public about Civil Air Patrol?	CAPR 190-1 para 7b(6)
10.	Does the Wing PAO: a. Advise the commander on internal public relations strategies and methods in order to conduct an effective program? b. Regularly submit news advisories and releases, with photographs whenever possible, to higher headquarters?	CAPR 190-1 para 7c(1) CAPR 190-1 para 7c(2)
11.	Does the Wing PAO create and distribute a regular newsletter which contains information for both the internal and external audiences?	CAPR 190-1 para 8a
12.	Does the Wing PAO ensure that all distributed multimedia materials, including those distributed by emerging technologies, shall be in good taste, with members shown in proper uniform, depicting the diverse and multi-faceted missions and opportunities of Civil Air Patrol membership	CAPR 190-1 para 9a
13.	Does the Wing PAO have the authority to develop and coordinate the public affairs elements of electronic communications tools employed by the unit for internal and external communications, including unit websites and listservs, which automatically broadcast e-mail to everyone on a list?	CAPR 190-1 para 10
14.	Please describe the Mission Information Officer program for your wing. <ul style="list-style-type: none"> • Is a fully qualified MIO appointed for all emergency missions lasting, or expected to last, more than 48 hours, including but not limited to missing aircraft, missing persons, disaster relief, and homeland security operations? 	CAPR 190-1 para 11 CAPR 190-1 para 11b
15.	How do you track unit PAO activities?	CAPR 190-1 para 12
16.	a. Has the wing PAO selected a Wing Public Affairs Officers of the Year? b. Are nominations solicited from subordinate units? c. Do the nominations document the PAO's outstanding actions, initiatives, and management of a unit public affairs program?	CAPR 190-1 para 13c

TAB D-7: SUPPLY		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Logistics/ Supply Officer (LG/LGS) in writing (or assumed the responsibility him/herself)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. If appointed since the last inventory, was a joint inventory accomplished?</p> <ul style="list-style-type: none"> • Have corrections to the inventory been initiated? <p>c. How long has the LG/LGS been in the position?</p>	<p>CAPR 35-1 para 3; CAPR 174-1 para 1-6h(1)</p> <p>CAPR 35-1 para 1-3</p> <p>CAPR 174-1 para 2-17</p>
2.	<p>What skill level has the Wing LG/LGS attained in the Logistics Officer specialty track?</p> <ul style="list-style-type: none"> • Please provide documentation of all certifications. 	<p>CAPR 50-17 para 4-2 and CAPP 206</p>
3.	<p>Has the wing completed the annual inventory during the 1 January to 31 March period?</p> <p>a. Have all pending issues, transfers and retirements been completed?</p> <p>b. Has a 100% “eyes on” check to determine the presence, condition and data accuracy of each item on the unit’s property list been accomplished?</p> <p>c. Has a condition check of all non-expendable property been accomplished?</p> <p>d. Have all non-expendable items on hand been properly tagged and accurately reflected in ORMS?</p> <p>e. Have items which cannot be located been record as “missing” in the “condition” field in ORMS?</p> <p>f. Has any non-expendable property discovered during the annual inventory been researched to determine its source before loading in ORMS?</p> <p>g. Has off-site property condition and location been validated?</p> <p>h. When all counts are complete, all issued property has been validated, and Reports of Survey for all missing or damaged property have been initiated, property did the management officer(s) will log into ORMS and certify the inventory results?</p> <p>i. Did the unit commander also acknowledge completion of the annual inventory after property management officers have completed the inventory?</p> <p>j. Was any on-loan property physically checked during the annual inventory?</p>	<p>CAPR 174-1 para 2-16b</p> <p>CAPR 174-1 para 2-16d(1)</p> <p>CAPR 174-1 para 2-16d(2)</p> <p>CAPR 174-1 para 2-16d(3)</p> <p>CAPR 174-1 para 2-16d(4)</p> <p>CAPR 174-1 para 2-16d(5)</p> <p>CAPR 174-1 para 2-16d(6)</p> <p>CAPR 174-1 para 2-16d(8) CAPR 174-1 para 2-16d(9)</p> <p>CAPR 174-1 para 2-16d(9)</p> <p>CAPR 174-1 para 2-16d(9)</p> <p>CAPR 174-1 para 2-16d(10)</p>
4.	<p>Have the efforts to recover property from members who terminated their membership in CAP or transferred to another unit been documented and uploaded into ORMS?</p>	<p>CAPR 174-1 para 2-24</p>

5.	<p>Records and Files. Effective 1 October 2009, units shall manage all non-expendable property within ORMS.</p> <p>a. Has all documentation created prior to 1 October 2009 been retained in accordance with CAPR 10-2, <i>Files Maintenance and Records Disposition</i>?</p> <p>b. For all transactions completed subsequent to this date, has the document upload feature of ORMS been used to retain scanned copies of DD Forms 1348-1A, reports of survey, bills of sale, donation receipts, purchase receipts and other acquisition or disposal records.?</p>	CAPR 174-1 para 2-19
6.	<p>a. Is CAPF 37, <i>Temporary Issue Receipt</i>, used for temporarily issuing property to individuals?</p> <ul style="list-style-type: none"> • Is the property issuance should be entered into ORMS within 7 days? <p>b. Is the on-line Form 111, Expendable Federally-sourced Property Transfer Sheet, used as an ongoing record of expendable property transfers between CAP units?</p> <p>c. Is the on-line 111a, Expendable Federally-sourced Property Issue Sheet, used as an ongoing record of expendable property issued to CAP members?</p>	<p>CAPR 174-1 para 2-3a</p> <p>CAPR 174-1 para 2-3a</p> <p>CAPR 174-1 para 2-3b</p> <p>CAPR 174-1 para 2-3c</p>
7.	<p>a. Have all expendable property items obtained from Federal sources been indelibly marked with the letters “DRMO”?</p> <p>b. Has the receipt and transfer of expendable property been recorded on the unit’s on-line Form 111 in ORMS?</p>	<p>CAPR 174-1 para 3-5a</p> <p>CAPR 174-1 para 3-5a</p>
8.	<p>Are commercially procured and donated items properly identified and entered into ORMS?</p> <ul style="list-style-type: none"> • If accomplished, please provide an example for review. 	CAPR 174-1 para 2-9 and CAPR 173-4
9.	<p>Reporting Property Loss or Damage. CAP members have a responsibility to report property loss or damage to their unit commander or property management officer.</p> <p>a. Was the loss or damage reported within seven days of discovery to unit commander or property management officer?</p> <p>b. Upon notification, was a loss report initiated in ORMS by changing the item’s condition to “missing/damaged?”</p>	CAPR 174-1 para 2-25
10.	<p>Reports of Survey (RoS). A report of survey is required for the loss or damage of DoD-excess property regardless of value as well as any item of non-expendable property. If an RoS was conducted since the last inspection:</p> <p>a. Did the commander appoint, in writing, an impartial investigator?</p> <p>b. Did the investigating officers record the results of their investigation in the report of survey function of ORMS?</p> <p>c. Did the RoS:</p> <ul style="list-style-type: none"> (1) Thorough and clearly document the cause of the property loss or damage; (2) When ascertainable, the individual responsible; 	<p>CAPR 174-1 para 2-26</p> <p>CAPR 174-1 para 2-26a</p> <p>CAPR 174-1 para 2-26b</p> <p>CAPR 174-1 para 2-26b</p>

	<p>(3) Establishing accurate assessment values.</p> <p>d. Did the investigating officer clearly state facts useful to commanders for determining whether an individual's negligence is responsible for the loss or damage?</p> <p>e. Did the investigating officers make recommendations to prevent recurrence of conditions that caused or contributed to the loss or damage?</p> <p>f. Was the completed report of survey scanned and upload into ORMS where it became an element of that item's master record.</p> <p>g. Was the, region or wing commander, as appropriate, the final assessment authority for all lost or damaged non-Federal property?</p>	<p>CAPR 174-1 para 2-26c</p> <p>CAPR 174-1 para 2-26c</p> <p>CAPR 174-1 para 2-26d</p> <p>CAPR 174-1 para 2-26e</p>
11.	<p>Does the supply officer ensure that property storage area is safe and protected from the elements to prevent deterioration of property?</p>	<p>CAPR 174-1 para 2-18</p>
12.	<p>How do you manage the Real Property Program?</p> <p>a. Has all purchase, donation, lease, license or other no-cost agreement for real property been approved by the wing and region commander?</p> <p>b. Have all of the documentation of the approval been uploaded into ORMS?</p> <p>c. If the unit owns, leases, rents or occupies real property, including buildings, immobile vehicles and trailers, whether on federal, state, local government, or private land, is a complete and accurate record maintain in ORMS?</p> <ul style="list-style-type: none"> • How is the completeness and accuracy of the recorded data validated? 	<p>CAPR 174-1 chapter 6</p> <p>CAPR 174-1 para 6-2</p> <p>CAPR 174-1 para 6-2(10)</p> <p>CAPR 174-1 para 6-8</p>

TAB D-8: TRANSPORTATION		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed in writing a Transportation Officer (LGT)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. How long has the LGT been in the position?</p>	<p>CAPR 20-1 page 25</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>Does the Wing LGT hold any specialty track levels?</p> <ul style="list-style-type: none"> • Please provide documentation of all certifications. 	CAPR 50-17 para 4-2
3.	<p>Do vehicle record folders contain:</p> <p>a. Title (or Certificate of Origin)?</p> <p>b. Copy of registration (in accordance with state law)?</p> <p>c. Completed CAPF 73 for current year plus previous 2 years?</p> <p>d. History record of all maintenance repairs/expenses on vehicles?</p> <p>e. Copy of the liability insurance card (original card should be in the vehicle)?</p> <p>f. Vehicle justification form (CAPF 175)?</p>	<p>CAPR 77-1 para 3a</p> <p>CAPR 77-1 para 3b</p> <p>CAPR 77-1 para 3c</p> <p>CAPR 10-2, Tbl 10 Rule 8</p> <p>CAPR 77-1 para 3d</p> <p>CAPR 77-1 para 3e</p> <p>CAPR 77-1 para 3f</p>
4.	<p>Are vehicles operated and passengers carried IAW CAPR 77-1?</p> <p>a. Valid state driver's license required</p> <p>b. Valid CAP Motor Vehicle Operator Identification Card (CAPF 75) required</p> <p>c. Are vehicles carrying passengers or towing trailers only operated by drivers who are at least 21?</p> <p>d. Are non-member passengers approved in writing by region or wing commander</p> <p>e. Are Operators' driving records reviewed for any driving infractions incurred within the last two years prior to issuing CAPF 75</p> <p>f. Are Operators' CAP motor vehicle operator identification cards (CAPF 75) revalidated at time of state license expiration date or every 5 yrs, whichever comes first</p> <p>g. Are copies of the driver's record filed and maintained in the member's personnel record after issuance of the operator identification card?</p>	<p>CAPR 77-1 para 5b</p> <p>CAPR 77-1 para 5b</p> <p>CAPR 77-1 para 6b</p> <p>CAPR 77-1 para 6c</p> <p>CAPR 77-1 para 5c</p> <p>CAPR 77-1 para 5g</p> <p>CAPR 77-1 para 5e</p>
5.	<p>Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and the vehicle's owner's manual?</p> <p>a. Are records being maintained on all routine maintenance performed on vehicles?</p> <p>b. Is major maintenance being submitted on CAPF 70) to HQ CAP/LGT for reimbursement?</p> <p>c. Are emergency vehicle repair procedures being followed?</p>	<p>CAPR 77-1 para 9b and Atch 6</p> <p>CAPR 77-1 para 3d</p> <p>CAPR 77-1 para 9c(1)</p> <p>CAPR 77-1 para 9c(2)</p>

6.	<p>Are all Vehicle Self Insurance (VSI) claims submitted IAW CAPR 77-1?</p> <p>a. Are VSI claims submitted within 60 days with all supporting documentation?</p> <p>b. Are VSI windshield claims submitted through appropriate channels on CAPF 70?</p>	<p>CAPR 77-1 para 11b</p> <p>CAPR 77-1 para 11e(9)(e)</p> <p>CAPR 77-1 para 12</p>
7.	<p>Conduct vehicle inspections in accordance with attached Vehicle Compliance Inspection Worksheet.</p> <p>NOTE: All vehicle spare tires should be readily accessible, e.g., removed from the under vehicle storage position, for the inspection.</p>	

VEHICLE COMPLIANCE INSPECTION WORKSHEET									
WING:		Date:			Odometer Reading:				
Vehicle ID:		Make:			Model:		Year:		
1.	Vehicle Documents			Y	N	Comments			
a.	Registration [CAPR 77-1 para 4]								
b.	Proof of Insurance [IAW State rules]								
2.	Vehicle Interior			Y	N				
a.	Vehicle interior's condition								
b.	First aid kit [CAPR 77-1 para 8j]								
c.	Fire extinguisher [CAPR 77-1 para 8j]								
d.	Instruments [CAPR 77-1 para 8a]								
e.	Horn [CAPR 77-1 para 8a]								
f.	Radio mounts [CAPR 77-1 para 8a]								
g.	Inspection stickers [IAW State laws]								
h.	Windows (operation & condition)								
i.	Windshield washer operation								
j.	Windshield wiper operation [para 8a]								
k.	Seat belts and safety devices [para 8a]								
3.	Vehicle Exterior			Y	N				
a.	Windshield wiper condition [para 8a]								
b.	Emergency flashers [para 8a]								
c.	Lights [CAPR 77-1 para 8a]								
d.	Back-up alarm [CAPR 77-1 para 8a]								
e.	Mirrors [CAPR 77-1 para 8a]								
f.	Exhaust system [CAPR 77-1 para 8a]								
g.	Leaks [CAPR 77-1 para 8a]								
h.	Tires [CAPR 77-1 para 8a]				LF	RF	LR	RR	Spare
	Mfr's recommended pressure		[CAPR 77-1 para 9a(5)]						
	Actual pressure found								
	Recommended tire load range		[CAPR 77-1 para 8c]						
	Actual tire load range found								
	General condition								
i.	General condition/damage								
j.	Markings, decals, numbers [77-1 para 10]								
4.	Engine Compartment			Y	N				
a.	Fluid levels [CAPR 77-1 para 8a]								
b.	Battery condition								
c.	Drive belts [CAPR 77-1 para 8a]								
d.	Hoses [CAPR 77-1 para 8a]								
e.	Leaks [CAPR 77-1 para 8a]								
5.	Driving Vehicle								
a.	Steering [CAPR 77-1 para 8a]								
b.	Brakes [CAPR 77-1 para 8a]								

TAB E-1: COMMANDER		
	ITEM	REFERENCE
1.	How do you ensure all essential wing positions are filled with trained personnel?	CAPR 35-1; CAPR 62-1 para 3a
2.	How do you ensure mandated training is accomplished? (Cadet Protection, etc.) <ul style="list-style-type: none"> • What procedures are followed in the event of a sexual/physical abuse allegation involving a cadet? 	CAPR 35-1, 60-3, 50-17, 52-16 CAPR 52-10 para 1a, 1b, 1c, & 1d
3.	How does the wing monitor the completion of the mandatory Operations Security (OPSEC) training? <ol style="list-style-type: none"> a. How does the wing control input of new emergency services specialty qualifications, renewal of expiring qualifications, or printing of new CAPFs 101 in Operations Qualifications for individuals who have not completed OPSEC training and agreed to the Non-Disclosure Agreement (NDA)? b. How does the wing control participation in operational missions and/or the releasing of sensitive information to members who have not completed OPSEC training or agreed to the NDA? 	Memorandum for National Board dated 03 December 2007
4.	Have you, as the Wing Commander, completed the New Aircraft Ground Handling Video Training Requirement (Initial training to be completed no later than 30 September 2009; annual refresher training thereafter)?	Memorandum for National Board Members dated 30 March 2009
5.	Does the wing have any current and approved MOUs with state or local agencies?	CAPR 60-3 para 1-5b(2)(b)
6.	How do you, as the commander, work to minimize the risks faced by our membership in the performance of their volunteer duties? <ol style="list-style-type: none"> a. Do you instill a culture of safety that guides the planning and execution of every CAP activity? b. Have copies of surveys from immediately subordinate units been sent to Wing by 31 Jan? c. Describe your mishap notification procedure. d. Have you had any vehicle accidents/incidents? e. Have you assessed any member for loss or damage to CAP property? 	CAPR 62-1 para 2b CAPR 62-1 para 3c CAPR 62-1 para 3g & 6a(12), CAPR 62-2 para 3 CAPR 77-1 para 11
7.	How do you, as the commander, monitor the financial well being of the Wing? <ol style="list-style-type: none"> a. Has the wing commander appointed a finance committee, in writing, within 30 days of assuming command? b. Does the unit finance committee consist of: <ol style="list-style-type: none"> (1) The Wing Commander as the chairperson; (2) The Director of Finance; (3) At least three other unit senior members? (4) Are any of the finance committee members, members of the Wing Commander's family or immediate household? 	CAPR 173-1 para 9a CAPR 173-1 para 9a

	<p>c. Do you actively participate in Wing Finance Committee Meetings?</p> <p>d. What are the responsibilities of the finance committee?</p> <p>e. Do you insure Internal Fraud Prevention through quarterly audits?</p> <p>f. Please provide copies of minutes for the last 6 months of Finance Committee Meetings.</p> <p>g. Describe how you maintain control over all CAP fund raising activities organized within your wing.</p>	<p>CAPR 173-1 para 9a</p> <p>CAPR 173-1 para 9</p> <p>CAPR 173-4 para 3a</p>
8.	<p>Have any units received a repeat finding in a flying or safety MEI on consecutive inspections?</p> <p>a. If yes, what action(s) were taken?</p> <p>b. Please provide an example, if applicable.</p>	<p>CAPR 123-3 paras 12g and 12 h</p>
9.	<p>a. Have any subordinate units received an overall unsatisfactory grade during an inspection?</p> <ul style="list-style-type: none"> • If yes, was another SUI conducted or scheduled to be conducted within 180 days of the original inspection? <p>b. Did any subordinate unit receive a grade of unsatisfactory in safety?</p> <p>(1) If a subordinate unit received a grade of unsatisfactory in safety, were all flying and/or all vehicle activities of that unit suspended?</p> <p>(2) Was another SUI of the unit's safety function(s) conducted within 30 to 60 days of the original inspection? (with follow-up as necessary)</p> <p>c. Did any subordinate unit receive a grade of unsatisfactory in finance?</p> <ul style="list-style-type: none"> • If a subordinate unit received a grade of unsatisfactory in finance, was appropriate action taken in accordance with the guidance in the governing CAP 173 series regulation? <p>d. If significant equipment/property accountability issues are noted during an SUI, were all required property recovery/report of survey procedures completed prior to closing out the unit's SUI report?</p> <ul style="list-style-type: none"> • Were the appropriate sanctions, to ensure compliance, with CAPR 174-1, <i>Property Management</i>, implemented? 	<p>CAPR 123-3 para 12p</p> <p>CAPR 123-3 para 12p(1)</p> <p>CAPR 123-3 para 12p(2)</p> <p>CAPR 123-3 para 12p(3)</p>
10.	<p>Describe your membership demographics (recruiting & retention for both cadets and seniors).</p> <p>a. To what do you attribute your success or shortfall?</p> <p>b. How do you encourage parental participation?</p> <p>c. Have you ever terminated a member? If so what procedures did you follow?</p> <p>d. What is your procedure for member suspension?</p>	<p>CAPP 33-1 para 4</p> <p>CAPR 35-3 para 6</p> <p>CAPR 35-1 para 2-2</p>
11.	<p>Describe your internal communications procedures.</p> <p>a. How often do you and your staff visit subordinate units?</p> <p>b. How often do you meet with your staff and do you keep minutes of staff meetings?</p>	

12.	<p>Do you enforce the CAP Nondiscrimination Policy throughout your wing?</p> <p>a. How do you implement and enforce CAP policies, procedures, and directives prohibiting discrimination, as well as DOD Directives 5500.11, 1020.1, and AFI 36-2707, throughout your wing?</p> <p>b. How do you ensure that the CAP Nondiscrimination Policy is briefed annually to all members within your wing?</p> <p>c. What records does your wing maintain to ensure compliance with DOD Directives 5500.11, 1020.1, and AFI 36-2707, and CAPR 36-2?</p> <p>d. How many of active senior members have completed the mandatory on-line Equal Opportunity Training (EOT) program at: (1) The Wing Headquarters unit (001)? (2) All subordinate units in the wing?</p> <p>e. What is your procedure for handling/reporting complaints alleging discrimination?</p>	<p>CAPR 36-1 para 4d(1)</p> <p>CAPR 36-1 para 4d(2)</p> <p>CAPR 36-1 para 4d(3)</p> <p>CAPR 36-1 para 5e</p> <p>CAPR 36-2 para 3</p>
13.	<p>Describe your relationship with the Air Force Rescue Coordination Center (AFRCC), AF National Security Emergency Preparedness Center (AFNSEP), and state and local emergency service agencies.</p>	
14.	<p>How are you engaged in the flight release program?</p>	<p>CAPR 60-1 para 2-5</p>
15.	<p>Describe your process for handling IG and Fraud, Waste and Abuse complaints and how you interact in the IG process.</p>	<p>CAPR 123-2 para 4 and 6</p>
16.	<p>Describe your wing's plan/schedule to complete all subordinate unit inspections within the maximum interval window.</p>	<p>CAP/CC & CAP-USAF/CC emphasis item</p>
17.	<p>a. Do you ensure that a current Wing alert roster and resource report is maintained in WMIRS?</p> <p>b. Is this information updated at least annually or as directed by the National Operations Center?</p> <p>c. Are all CAP personnel designated as Wing Alert Officers (WAO) to accept missions on the wing's WMIRS alert roster qualified IC?</p>	<p>CAPR 60-3 para 1-5b(1)</p>
18.	<p>Have you ensured your wing is in compliance with the protection of radio frequency information?</p>	<p>CAPR 100-1 para 1-10</p>
19.	<p>Are you Counterdrug qualified?</p> <p>a. What attributes did you look for when selecting your counterdrug officer (CDO) and counterdrug mission director (CMD)?</p> <p>b. Were signed appointment letters naming the CDO and CMDs forwarded to the National Operations Center (NOC)?</p> <p>c. Do you review and sign all counterdrug OPLANs for routine recurring or ongoing customer mission requests?</p> <p>d. Do you ensure the wing CDO is notified of all wing finance committee meetings dealing with counterdrug funding?</p>	<p>CAPR 60-6 para 1-5e CAPR 60-6 para 1-5e(2)</p> <p>CAPR 60-6 para 1-5e(3)</p> <p>CAPR 60-6 paras 1-5e(4) and 1-5g(10)</p> <p>CAPR 60-6 para 1-5e(5)</p>

20.	How do you ensure members wear the CAP uniform properly?	CAPM 39-1
21.	Do you receive state appropriations? If so, how are those funds primarily used? <ul style="list-style-type: none"> • How do you ensure that reimbursements are not duplicated by state and federal government funds? 	
22.	What are your internal procedures for safeguarding supplies and equipment against theft or misuse? a. When needed do you appoint an investigative officer for a report of survey and notify members of the finding of pecuniary liability? b. Are you the only disposal approval authority for CAP property purchased with Corporate funds?	CAPR 67-1 para 2-2 CAPR 67-1 paras 1-5e(4) and 2-24d CAPR 67-1 para 1-5e(5)
23.	In what situations do you seek the advice of your legal officer? How do you keep them informed?	CAPR 111-1 para 3b(7)
24.	Describe your relationship with your State Director.	CAP-USAF/CC emphasis item
25.	Describe the CAP business relationships, external to CAP, that you have developed during your command. a. How have these relationships fostered improved community outreach for CAP? b. Have you expanded these relationships to other leaders in CAP so that the relationships will persist after your term has concluded?	CAP/CC emphasis item
26.	Describe how you have planned for the future well-being of your wing, after your tenure, through strategic planning.	CAP/CC emphasis item
27.	Describe how you engage with the Chaplain to garner their perspective on the functioning of the membership of your wing?	CAP/CC emphasis item

TAB E-2: SAFETY		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Safety Officer (SE) in writing?</p> <p>a. Does the SE have qualifications appropriate to the risk environment?</p> <p>b. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>c. How long has the SE been in the position?</p>	<p>CAPR 35-1 paras 1 and 3; CAPR 62-1 para 3a</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level has the Wing SE attained in the Safety Officer specialty track?</p> <p>◆ Please provide documentation of all certifications.</p>	CAPR 50-17 para 4-2 and CAPP 217
3.	<p>Has the SE completed the on-line Basic Safety Course and test, located on the Safety page of the National CAP website, within 90 days appointment?</p>	CAPR 62-1 para 3b
4.	Does the SE maintain a roster of subordinate unit safety officers?	CAPR 62-1 para 6a(5)
5.	<p>Have the Wing Headquarters and all subordinate units completed an on-line annual Safety Survey?</p> <p>a. Did the SE and Commander at each higher Headquarters review and comment on the surveys of their subordinate units?</p> <p>b. If hazards or practices were identified for correction, did the unit/wing follow up on corrective actions to ensure they were completed?</p> <p>c. How is the follow-up documented?</p>	CAPR 62-1 para 3c
6.	<p>Has the SE developed a program of regular safety education and accident prevention training?</p> <p>a. Does the program deliver no less than 15 minutes per month (or 3 hours per year) of face-to-face education and training to the membership?</p> <p>b. Is rational flexibility used to get the latest safety meeting information to members before they participate in a CAP activity?</p> <p>c. Does the program emphasize active member participation in CAP activities and document efforts?</p> <p>d. Are brief reports of topics covered and total members attending forwarded to the next higher echelon of command?</p> <p>e. Please present your safety meeting file.</p> <p>f. Please present your safety educational material file.</p> <p>g. Are safety briefings incorporated into all field training exercises, encampments, and other special activities where members face elevated risks?</p> <p>h. Is Operational Risk Management (ORM) discussed, at least once annually for all members?</p> <p>i. Do new CAP members receive ORM training?</p> <p>j. Has the SE established a safety schedule of events?</p>	<p>CAPR 62-1 para 3d</p> <p>CAPR 62-1 para 6a(13) CAPR 62-1 para 6a(14) CAPR 62-1 para 3e</p> <p>CAPR 62-1 para 3d(1)</p> <p>CAPR 62-1 para 3d(2) CAPR 62-1 para 6a(11)</p>

7.	Does the SE visit subordinate units to assist them in identifying and solving safety problems?	CAPR 62-1 para 6a(4)
8.	Are CAPFs 26, CAP Safety Improvement or Hazard Report and FAA Forms 8740-5, Safety Improvement Report-used to suggest ways to reduce operational risk to members?	CAPR 62-1 para 3f
9.	Have internal mishap reporting procedures been established and published in a letter or supplement to CAPR 62-2? • Does this procedure provide for notification of the CAP-USAF State Director having responsibility for that wing?	CAPR 62-2 para 3 CAPR 62-2 para 3
10.	Is an annual Safety Day held sometime during October to focus on improving safety knowledge and attitudes during the new fiscal year?	CAPR 62-1 para 3h
11.	Are all cases of mishaps arising out of CAP activities that can be classified as an accident reported as specified by the regulations? a. Are all mishaps reported using the on-line reporting system? b. Are the mishaps reported within the time frames specified in CAPR 62-2?	CAPR 62-2 para 4a CAPR 62-2 para 4 CAPR 62-2 para 4b
12.	Have the previous year's Certificates of Achievement, CAPC 48, been presented to qualified units?	CAPR 62-1 para 5e
13.	How does the Wing SE encourage pilots to participate in the FAA Pilot Proficiency Program?	CAPR 62-1 para 5f

TAB E-3: INSPECTOR GENERAL		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed in writing a Wing Inspector General (IG)</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>b. How long has the IG been in the position?</p> <p>c. Has the Commander forwarded the name and complete contact information for newly appointed inspectors general, to the HQ CAP Inspector General Administrator (CAP/EXS)?</p>	<p>CAPR 35-1 para 3;</p> <p>CAPR 123-1 para 5a</p> <p>CAPR 35-1 para 1-3</p> <p>CAPR 123-1 para 2d(2)</p>
2.	<p>What skill level has the Wing IG attained in the Inspector General specialty track?</p> <ul style="list-style-type: none"> • Please provide documentation of all certifications. 	<p>CAPR 50-17 para 4-2 and CAPP 203</p>
3.	<p>Is the IG double billeted?</p> <p>a. Have you completed the CAP National Inspector General College?</p> <p>b. Have all Wing Assistant IGs completed the Inspector General Senior Training Course?</p>	<p>CAPR 123-1 para 5e</p> <p>CAPR 123-1 para 9b</p> <p>CAPR 123-1 para 9c</p>
4.	<p>Describe your Subordinate Unit Inspection (SUI) program for inspection of the wing's subordinate units.</p> <p>a. Describe your plan/schedule to complete all subordinate unit inspections within the maximum 36-39 month window.</p> <p>b. Have you implemented the CAP SUI Guide as part of the SUI program?</p> <ul style="list-style-type: none"> • Have you included any additional requirements from region/wing supplements and/ or policy letters? <p>c. Have a sufficient number of inspection team members been selected and trained to conduct the required SUI program inspections?</p> <p>(1) Has each inspection team member completed the IG organizational structure and the subordinate unit inspections segment of the CAP Basic Inspector General Course and is considered a current subject matter expert (as defined in CAPR 123-3) in the assigned inspection area(s)?</p> <p>(2) Is each inspection team member a current subject matter expert in the assigned inspection area(s)?</p> <p>(3) Is each SUI performed with no fewer than two highly qualified inspectors?</p> <p>(a) For inspections of units with a flying program, did the team include at least one qualified mission pilot well versed in aircraft operations and maintenance, flying safety, and CAP flying directives?</p> <p>(b) For inspections of units with a counterdrug flying program, did the team include at least one counterdrug qualified mission pilot?</p>	<p>CAPR 123-3 para 12</p> <p>CAP/CC and CAP-USAF/CC emphasis item</p> <p>CAPR 123-3 para 12f</p> <p>CAPR 123-3 para 12e</p> <p>CAPR 123-3 para 3g</p> <p>CAPR 123-3 para 3g</p> <p>CAPR 123-3 para 12e(1)</p> <p>CAPR 123-3 para 12e(2)</p> <p>CAPR 123-3 para 12e(3)</p>

	d. How are you tracking correction and closure of findings from SUIs?	CAPR 123-3 para 12l
5.	Please have all SUI reports for the last 2 SUI cycles available for review.	CAPR 123-3 paras 12n and 12o
6.	Please have all Subordinate Unit Self-Assessments available for review.	CAPR 123-3 para 12b(2)
7.	Have any units received a repeat finding in a flying or safety MEI on consecutive inspections? a. If yes, what action(s) were taken? b. Please provide an example, if applicable.	CAPR 123-3 paras 12g and 12h
8.	a. Have any subordinate unit received an overall unsatisfactory grade during an inspection? <ul style="list-style-type: none"> • If a subordinate unit received an overall unsatisfactory grade, was another SUI conducted or scheduled to be conducted within 180 days of the original inspection? b. Did any subordinate unit receive a grade of unsatisfactory in safety? (1) If a subordinate unit receive a graded of unsatisfactory in safety, was all flying and/or all vehicle activities of that unit suspend? (2) Was another SUI of the unit's safety function(s) conducted within 30 to 60 days of the original inspection? (with follow-up as necessary) c. Did any subordinate unit receive a grade of unsatisfactory in finance? <ul style="list-style-type: none"> • If a subordinate unit received a grade of unsatisfactory in finance, was appropriate action taken in accordance with the guidance in the governing CAP 173 series regulation? d. If significant equipment/property accountability issues are noted during an SUI, were all required property recovery/report of survey procedures completed prior to closing out the unit's SUI report? <ul style="list-style-type: none"> • Were the appropriate sanctions, to ensure compliance, with CAPR 174-1, <i>Property Management</i>, implemented? 	CAPR 123-3 para 12p CAPR 123-3 para 12p(1) CAPR 123-3 para 12p(2) CAPR 123-3 para 12p(3)
9.	How do you educate and train commanders and members regarding their privileges and responsibilities in regard to the IG system?	CAPR 123-1 para 2c(4)
10.	Describe all IG complaints handled in the past 3 years to include: a. Proper documentation. b. Safeguard of individual identity and c. Complaints closed out at lowest level. d. Have all complaints received (managed through referral, transfer, dismissal, assistance, or investigation) been entered into the EIM System?	CAPR 123-2 CAPR 123-2 para 9a CAPR 123-2 para 8f CAPR 123-2 para 6b

11.	How are CAP personnel in your wing made aware of the IG system? a. Describe any instances in which it should have been utilized but was not. Describe your efforts to rectify the problem. b. Describe how you advertise to your wing, the purpose, capability and authority of the IG to support an effort to handle problems at the lowest level.	CAPR 123-1 para 10
-----	---	--------------------

TAB E-4: LEGAL OFFICER		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Legal Officer in writing?</p> <p>a. Does the JA have a copy of the appointment?</p> <p>b. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>c. How long has the JA been in the position?</p> <p>d. Does the Legal Officer meet the qualifications listed in CAPR 111-1?</p> <p>e. Is the Legal Officer double billeted as the IG?</p> <p>f. Have you attended the National Legal Officers College?</p>	<p>CAPR 20-1 page 25;</p> <p>CAPR 35-1 paras 1 and 3</p> <p>CAPR 35-1 para 1-3</p> <p>CAPR 111-1 para 3</p> <p>CAPR 123-1 para 5e(2)</p>
2.	<p>a. Has the wing commander appointed all legal officers within the wing (either through the on-line duty assignment application or on a CAPF 2a, Request for and approval of Personnel Actions?</p> <p>b. Has a copy of all Legal Officer appointments accomplished on CAPF 2a been submitted to NHQ CAP/DP?</p> <p>c. Do you help the commander ensure all Legal Officer appointments are tendered only to properly qualified individuals?</p>	<p>CAPR 111-1 para 1</p> <p>CAPR 111-1 para 1</p> <p>CAPR 111-1 paras 1 & 3</p>
3.	<p><u>Duties of Legal Officers:</u></p> <p>a. In what manner do you advise the wing commander on the legal implications of CAP programs, directives, records, agreements, investigations, and relations with outside agencies?</p> <p>b. In what ways do you provide legal support to the wing commander?</p> <p>c. How do you monitor compliance with the CAP Constitution and By-laws and other Governing Documents of CAP?</p> <p>c. In what ways do you provide legal support to the wing staff?</p>	<p>CAPR 111-1 paras 4 & 5</p> <p>CAPR 111-1 para 4</p> <p>CAPR 111-1 para 4</p> <p>CAPR 111-1 para 4</p>
4.	<p><u>Management of the Legal Officer Corps:</u></p> <p>a. Do you maintain a list of Legal Officers assigned within the wing?</p> <p>b. Do you review Legal Officer promotions and recommend action to the commander?</p> <p>c. How do you monitor and mentor subordinate legal officers with respect to the quality and continuity of legal services provided?</p> <p>d. Do you encourage other Legal Officers in the wing to attend the National Legal Officers College?</p>	<p>Legal Off. Handbook Pt II, Sec C, para 4, 5, 6</p> <p>CAPR 35-5 paras 5-1d, 5-2, 5-3e, 5-4a(1) & CAPR 111-1 para 4c</p> <p>CAPR 111-1 para 4c</p>
5.	<p>Have you provided a signed memorandum of approval for all completed real property purchase, donation, lease, license or other no-cost agreements to the Commander and Logistics Officer?</p>	<p>CAPR 174-1 para 6-2(10)</p>

WING COMPLIANCE INSPECTION GUIDE

DISTRIBUTION

(All distribution is by electronic means)

CAP National Commander.....	1
CAP National Vice-Commander.....	1
CAP Chief of Staff	1
CAP Inspector General.....	1
CAP Senior Advisors	(1 each) 2
HQ CAP Staff.....	21
CAP Region Commanders	8
CAP Wings.....	52
CAP-USAF Staff.....	14
CAP-USAF Inspector General	1
CAP-USAF Liaison Regions	8
CAP-USAF Wing Liaison Offices.....	52
Total.....	162

Please send suggestions for distribution changes to:

CAP/EXS
105 S Hansell St
Maxwell AFB AL 36112-6332
Comm (877) 227-9142 ext 228;
DSN 493-9142 ext 228
FAX (334) 265-9590