

CAP WING COMPLIANCE INSPECTION GUIDE



**OPR: IG
EFFECTIVE DATE: 15 June 2013**

Possible CI Grades

Outstanding (O): Performance or operation **far exceeds** mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

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

Area of Concern (AoC): A minor deficiency listed to provide a marker for evaluating trends in future assessments and to place emphasis on the need for resolution before it develops into a more serious problem. An AoC is listed when mission accomplishment, program purpose or membership satisfaction is impaired or threatened by one or more of the following:

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

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

A-Discrepancy: An A-Discrepancy 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-Discrepancies will include all repeat discrepancies, potential Fraud, Waste and Abuse (FWA) discrepancies and Safety discrepancies. A-Discrepancies require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence.

- **(A-Discrepancy – Repeat)** - A discrepancy reported in the wing's previous compliance inspection that exists again during the current assessment. Repeat Discrepancies are highly undesirable and may indicate a systemic problem with leadership in the wing, in addition to the area under inspection, and may be highlighted in any area of the inspection report.
- **(A-Discrepancy – Potential FWA)** - A significant deficiency that may reveal fraud, waste and/or abuse of CAP resources may be highlighted in any inspection area of the inspection report.
- **(A-Discrepancy – Safety)** - A significant deficiency that potentially affects the safety and well being of CAP members, equipment or assets. Safety discrepancies may be highlighted in any inspection area of the inspection report.

B-Discrepancy: B-Discrepancies are any deficiency that is a violation of a CAP directive that is procedurally incorrect but has less significant mission impact than an A-Discrepancy. B-Discrepancies require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence.

Open Item: A discrepancy 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 Discrepancies.



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

26 April 2013

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 15 June 2013. 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 the National Headquarters IG Administrator, who will coordinate with the National and CAP-USAF IG staff.

KENNETH W. PARRIS, Col, CAP
CAP Inspector General

DAVID B. KIRBY, Maj, USAF
CAP-USAF Inspector General

Approved/~~Disapproved~~

CHARLES L. CARR, JR., Maj Gen, CAP
National Commander

PAUL D. GLOYD II, Colonel, USAF
Commander

Attachment:
CAP Wing Inspection Guide

CAP Wing Inspection Guide Index

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TAB A-1: AEROSPACE EDUCATION		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Wing Director of Aerospace Education (DAE)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</p> <p>b. How long has the DAE been in the position?</p>	CAPR 280-2 para 3 and CAPR 35-1 para 1-3
2.	<p>What skill level does the Wing DAE hold in the Aerospace Education Officer specialty track? If the member does not hold a specialty rating in Aerospace Education, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	CAPR 35-1 para 1-2b
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. Was the POA approved by the Wing Commander?</p> <p>b. Was a subordinate unit AEO roster attached to the POA?</p> <p>c. Was a wing-level POA submitted to the appropriate region commander for approval?</p> <p>d. ◆ Was a courtesy copy of the report sent to NHQ/AE?</p>	<p>CAPR 280-2 paras 5a, 5b, 5c</p> <p>CAPR 280-2 para 5c(1)/(2)</p> <p>CAPR 280-2 para 5b</p> <p>CAPR 280-2 para 5c(1)/(2)</p> <p>CAPR 280-2 para 5c(1)/(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. Was the report signed by the Wing Commander?</p> <p>b. Was a courtesy copy of the consolidated AE Activity Report sent to the Region Commander?</p> <p>c. Was a courtesy copy of the report sent to NHQ/AE?</p>	CAPR 280-2 paras 6a, 6b and CAPP 15
5.	<p>How does the wing advance CAP's Internal AE Program?</p> <p>a. Does the DAE support and promote AE programs, including programs with hands-on activities?</p> <p>b. Does the DAE provide leadership and assistance to ensure an effective AE program?</p>	<p>CAPR 280-2 para 2a</p> <p>CAPR 280-2 para 2a(1)(d)</p> <p>CAPR 280-2 para 2a(1)(c)</p>
6.	<p>a. Does the wing AE staff monitor completion of the Yeager exam throughout the wing?</p> <p>b. When members 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, <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/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)</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>

<p>7.</p>	<p>What does the wing do, through academic programs and through contacts between CAP members and their communities, to advance CAP's External AE Program to ensure the continuing development of aerospace supremacy?</p> <p>a. Does the wing recruit Aerospace Education Members.</p> <p>b. Does the wing support any aerospace education workshops?</p> <p>c. Has the wing supported local schools and other community organizations through their AE efforts?</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>CAPR 280-2 para 2b(3)</p>
<p>8.</p>	<p>Did the Wing DAE submit nominations for any of the following AE awards?</p> <p>a. Brewer Awards.</p> <p>b. CAP AE Teacher of the Year Award.</p> <p>c. Major General Jeanne M. Holm Civil Air Patrol Aerospace Education Officer 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)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</p> <p>b. How long has the DCP been in the position?</p>	<p>CAPR 20-1 page 26</p> <p>CAPR 35-1 para 1-3</p>
2.	<p><u>Professional Development:</u></p> <p>a. Describe how the DCP has acquired the expertise necessary to manage and direct all Cadet Program functions for the wing.</p> <p>b. What skill level does the Wing DCP hold in the Cadet Programs Officer specialty track? If the member does not hold a specialty rating in Cadet Programs, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	<p>CAPR 20-1 page 34; CAPR 52-16 para 2-2 and CAPP 216</p> <p>CAPR 35-1 para 1-2b; CAPR 50-17 para 4-2;</p>
3.	<p><u>Communications:</u></p> <p>Describe how the CP staff promote cadet activities, announce new policies and share best practices within the wing.</p>	CAPR 20-1 page 36
4.	<p><u>Cadet Program Elements:</u></p> <p>a. Describe how you ensure that all cadets in the wing receive the required Character Forums.</p> <p>b. Describe how you ensure that all cadet activities are planned to succeed.</p>	<p>CAPR 52-16 para 1-7d(2)(b)</p> <p>CAPR 52-16 para 1-7e(2)</p>
5.	<p><u>Role of Adult Leaders:</u></p> <p>a. Describe how the Wing ensures that all cadet activities have senior members present.</p> <p>b. Describe how the wing assists the subordinate units in meeting the recommendation that every unit with cadets have at least two graduates of the Training Leaders of Cadets (TLC) course assigned.</p>	<p>CAPR 52-16 para 2-1a</p> <p>CAPR 52-16 para 2-1c</p>
6.	<p><u>Adult Professional Development:</u></p> <p>a. Describe how the wing ensures that a Training Leaders of Cadets (TLC) course is conducted at least annually.</p> <p>b. Describe the Wing's process to ensure that the cadets and senior members on staff complete the "Required Staff Training" curriculum at cadet activities that are 4 nights in duration or longer.</p>	<p>CAPR 52-16 para 2-2a</p> <p>CAPR 52-16 para 2-2b</p>
7.	<p><u>Screening and Training:</u></p> <p>a. How does the wing ensure that all senior members who work with cadets have completed the screening process outlined in CAPR 39-2 and completed Cadet Protection Program Training (CPPT)?</p> <p>b. Describe how the wing ensures that all cadets complete CPPT within 6 months following their 18th birthday, or if a promotion is due during that period, prior to promotion.</p>	<p>CAPR 52-16 para 2-4b & CAPR 52-10 paras 3b & 4d</p> <p>CAPR 52-16 para 2-4c</p>

	c. Have there been any instances where the Cadet Protection Policy was allegedly violated or where abuse was suspected? <ul style="list-style-type: none"> • Describe how the wing responded to the incident(s) and met the requirement of CAPR 52-10. 	CAPR 52-10 para 1
8.	<u>Operational Risk Safety:</u> Describe how the wing ensures that all adults who work directly with cadets apply operational risk safety as expected.	CAPR 52-16 para 2-1a
9.	<u>Training in Hot Environments:</u> Describe how the wing ensures that commanders adhere to the fluid replacement and work load limitations for all activities, as described in CAPP 52-18.	CAPR 52-16 para 2-7 and CAPP 52-18 page 8
10.	<u>Flight Safety:</u> <ol style="list-style-type: none"> Describe how the wing ensures that cadet activities involving formal flight instruction, operational flying or intensive flight line work (except for CAP or military orientation flights) meet any special safety requirements of CAPR 60-1 and CAPR 62-1. How does the wing ensure that cadets do not participate in parachuting, parasailing or flying ultralights, aerolights or similar activities at a CAP activity? 	CAPR 52-16 para 2-9a CAPR 52-16 para 2-9b
11.	<u>High Adventure Activities:</u> <ol style="list-style-type: none"> How does the wing assist subordinate unit commanders in offering cadets youth-scaled, high adventure activities (HAA) such as rappelling, obstacle courses, low-ropes courses, water survival courses and similar endeavors? Does the wing use the CAPF 54, <i>High Adventure Activity Request</i>, to ensure approval and that activity directors take required safety precautions? When Rappelling has been approved as an HAA, how does the wing ensure that specified safety conditions are met? 	CAPR 52-16 para 2-10 CAPR 52-16 para 2-10a CAPR 52-16 para 2-10c
12.	<u>Weapons:</u> <ol style="list-style-type: none"> How do you ensure that cadet participation in firearm training is approved in writing, in advance, by the Wing Commander? How do you ensure that paintball is not authorized as a stand-alone CAP Activity? Describe the wing process to approve cadet participation in paint ball or simunition-type (force-on-force marking cartridge) training activities in writing by the Wing Commander. 	CAPR 52-16 para 2-11b CAPR 52-16 para 2-11c CAPR 52-16 para 2-11c
13.	<u>Cadet Recruitment:</u> Describe how the wing and/or groups monitor cadet recruitment and provided mentoring to leaders whose units are not showing positive annual growth.	CAPR 52-16 para 3-1a
14.	<u>Local Special Weekend Activities:</u> <ol style="list-style-type: none"> How do the wing/groups assist units with cadets to provide monthly (on average) opportunities for cadets to participate in one special event beyond the weekly meeting? 	CAPR 52-16 para 4-3b

	b. Provide documentation to show that the wing/groups host at least one cadet activity per quarter as recommended.	CAPR 52-16 para 4-3b(2)
15.	<p><u>Cadet Flying:</u> Describe the wing plan to coordinate subordinate unit cadet flying needs and to maximize flying opportunities for cadets in every unit within the wing.</p> <p>a. ♦ Is the wing providing an orientation flight to each cadet within 90-days of their joining, if budgets and mission tempo allow?</p> <p>b. ♦ In the previous 12 months, has each cadet in the wing received at least one orientation flight?</p>	CAPR 52-16 para 4-5
16.	<p><u>Cadets with Special Needs:</u> Describe how the wing assists subordinate units with making reasonable accommodations for cadets who have special educational or physical needs.</p>	CAPR 52-16 paras 5-6, 2-10a(5) and 2-12
17.	<p><u>Handling of Cadet Medications:</u></p> <p>a. How does the wing ensure written permission from minor cadet's parent or guardian is obtained to allow minor cadets to bring any prescription or non-prescription medications, herbal, vitamins, or supplements to any CAP activity?</p> <p>b. How does the wing ensure written permission from minor cadet's parent or guardian is obtained to allow minor cadets self-administer non-prescription medication at any CAP activity?</p>	<p>CAPR 160-2 para 4</p> <p>CAPR 160-2 para 6a</p>
18.	<p><u>Cadet Program Awards:</u></p> <p>a. How do you ensure that cadet awards are presented in an appropriate award ceremony by an appropriate presenter?</p> <p>b. Describe the Wing's participation in the Cadet of the Year program.</p> <p>c. Describe the Wing's selection process for the John V. "Jack" Sorenson Cadet Programs Officer of the Year Award.</p>	<p>CAPR 52-16 para 6-1</p> <p>CAPR 39-3 para 24</p> <p>CAPR 52-16 para 6-4</p>
19.	<p><u>Cadet Advisory Council (CAC):</u></p> <p>a. Has the wing established a Wing CAC? (1) If there are groups in the wing, has the wing commander approved establishment of CAC at the group level? (2) Has each group established a CAC?</p> <p>b. Has the Wing Commander appointed a region CAC representative and assistant?</p> <p>c. Have all Composite and Cadet units (and groups, where they exist) commanders appointed a CAC representative and assistant to the next higher echelon CAC?</p> <p>e. Do CACs meet at least twice per year (in-person or telecon) under the supervision of a senior member advisor?</p> <p>f. Are the minutes of the Wing CAC forwarded to the Region Director of Cadet Programs within 30 days of each CAC meeting?</p> <ul style="list-style-type: none"> • Please provide copies for review. 	<p>CAPR 52-16 para 7-1</p> <p>CAPR 52-16 para 7-1</p> <p>CAPR 52-16 para 7-1</p> <p>CAPR 52-16 para 7-2a(2)</p> <p>CAPR 52-16 para 7-2a(3)</p> <p>CAPR 52-16 para 7-2d</p> <p>CAPR 52-16 para 7-6</p>

20.	<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 8-6
21.	<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 8-2b
22.	<u>Encampment:</u> (if one is conducted by the wing) <ol style="list-style-type: none"> a. Does the Wing Commander appoint the wing encampment commander? <ol style="list-style-type: none"> (1) Describe the process used by the wing to select the wing encampment commander and staff. (2) Is the wing encampment staff appointed on a wing Personnel Authorization(s)? (3) Does the wing have a supplement to CAPR 52-16 for the wing's encampment program? b. Describe how the wing ensures that the required minimum course content for cadets participating at any encampment is included. <ul style="list-style-type: none"> • Please provide documentation showing that the minimum required content is included in the encampment. c. Describe how the wing ensures that the Required Staff Training is provided to cadets and senior members who serve on the staff of the encampment. d. Describe the steps taken by the wing to ensure that the encampment report is provided to the Wing Commander within 45 days of the conclusion of the encampment. e. Describe the steps taken by the wing to provide the Wing Commander with the necessary data to be able to complete the CAPF 20, <i>Encampment Report</i>, and submit it to National Headquarters within 60 days of the conclusion of the encampment. g. How does the wing ensure that the encampment finance officer submits the final financial statement and any surplus funds to the encampment commander; and that he/she submits the financial reports to the Wing within 30 days of the close of the encampment. h. Describe how the wing evaluates participation in the encampment by cadets and seniors to ensure that graduation requirements are met. i. Does the encampment staff solicit feedback from the encampment participants, using a critique form that the participants may complete anonymously? <ul style="list-style-type: none"> • Describe how the encampment feedback is used by the encampment staff to learn how to improve the encampment program. 	<p>CAPR 52-16 para 9-1c</p> <p>CAPR 52-16 para 9-1c</p> <p>CAPR 52-16 para 9-1d</p> <p>CAPR 52-16 para 9-4a</p> <p>CAPR 52-16 para 9-4c</p> <p>CAPR 52-16 para 9-6a</p> <p>CAPR 52-16 para 9-6a</p> <p>CAPR 52-16 para 9-6b</p> <p>CAPR 52-16 para 9-6c</p> <p>CAPR 52-16 para 9-6d</p>

23.	<u>Drug Demand Reduction Program:</u> ♦ Does the unit participate in the Drug Demand Reduction (DDR) program? <u>NOTE:</u> If the wing does <u>NOT</u> participate in the DDR program, mark questions 24-31 as N/A.	
24.	a. Has the Wing Commander appointed a Drug Demand Reduction Administrator (DDRA) in writing? b. When appointed to the position, was the member also enrolled in the Drug Demand Reduction specialty track of the CAP Senior Member Professional Development Program unless he/she has already earned the Master rating in that specialty? c. How long has the DDRA been in the position? d. Does the Wing have a cadet Assistant DDRA?	CAPR 51-1; CAPR 35-1 para 1-3 ; CAPR 20-1 pg 25 CAPR 35-1 para 1-2b CAPR 51-1 Section II, Goal 2c CAPR 50-17; CAPR 35-1 para 1-2a
25.	Describe the wing's participation in the voluntary School Program. a. What schools participate? b. Who monitors the School Program? c. Is the program able to 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?	CAPR 51-1 para 1-2b and Section II Goal 4
26.	Are units that are within 75 miles of Air Force installations receiving DDR funding?	CAPR 51-1 para 3-3a
27.	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
28.	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
29.	How has the DDR program increased awareness of substance abuse issues and their impact on the individual, community and the mission? For instance: 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.	CAPR 51-1, para 1-2, Section II Goal 3 CAPR 51-1 para 1-2c(1) CAPR 51-1 para 1-2c(2)(a) CAPR 51-1 para 1-2c(2)(b) 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) CAPR 52-16

<p>30.</p>	<p>Did the wing develop a financial plan consistent with the DDR goals and objective?</p> <p>a. ♦ Did the wing request DDR funds from NHQ? [B]</p> <ul style="list-style-type: none"> • Please provide a copy of all activity submission forms. <p>b. If yes, were DDR funds spent in support of the DDR goals and objectives?</p> <p>c. Does the wing match DDR funding by 20% for all reimbursable funding?</p>	<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>
<p>31.</p>	<p>How does the wing measure DDR program effectiveness?</p> <p>a. Does the Wing execute 100% of the DDR Program Budget spending plan?</p> <p>b. Does the Wing statistically validate the program's success?</p> <p>c. Does the Wing have a DDR strategic plan? Please provide a copy.</p> <p>d. How many AF, AFR & ANG family members are participating in DDR activities?</p>	<p>CAPR 51-1, Section II, Goal 6</p>

TAB C-1: OPERATIONAL MISSION MANAGEMENT		
	ITEM	REFERENCE
1.	<p>a. Has the Wing Commander appointed a mission management staff?</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), if the wing participates in the CD program.</p> <p>(5) Critical Incident Stress Management (CIS) Officer</p> <p>b. Have these positions been appointed in accordance with CAPR 35-1?</p> <p>c. How long has the each held his/her position?</p>	<p>CAPR 20-1 page 26</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 do mission management staff members hold in their appropriate specialty track? If the members do not hold a specialty track rating, have they enrolled in a specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	<p>CAPR 35-1 para 1-2b</p> <p>CAPR 50-17 para 4-2</p>
3.	<p>◆ Has the wing published ES personnel alert roster and controlled resource roster?</p> <p>a. ◆ Are the ES rosters maintained in WMIRS?</p> <p>b. ◆ Are ES rosters updated at least annually, as directed by the National Operations Center or when major changes occur?</p> <p>c. ◆ Are the updated wing roster sent to the NOC.</p>	<p>CAPR 60-3 para 1-5b(1)</p> <p>CAPR 60-3 para 1-5b(1)</p> <p>CAPR 60-3 para 1-5b(1)(a)</p> <p>CAPR 60-6 para 1-5e(1)</p>
4.	<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/DO and CAP-USAF/XO? <p>b. CAPR 60-5</p> <ul style="list-style-type: none"> • Was the supplement, letter, clarification, waiver or OI approved in writing by NHQ/DO prior to issue? <p>c. CAPR 60-6</p> <p>(1) Are all waiver requests forwarded to NHQ/DO through the chain of command (wing commander for wing issues and region commander for region issues)?</p> <p>(2) Did the waiver requests include justification?</p> <p>(3) Did the supplement, letter, clarification, waiver or OI receive written approval of CAP-USAF/XO and NHQ/DO prior to publication?</p>	<p>CAPR 60-3 para 1-2</p> <p>CAPR 60-5 para 2</p> <p>CAPR 60-6 para 1-3</p>
5.	<p>Describe how the wing ensures that participants and staff at activities or sub-activities that involve formal flight instruction, operational flying, or intensive flight line work (excluding CAP or military orientation flights), have completed the CAP Aircraft Ground Handling Video and associated quiz.</p>	<p>CAPR 62-1 para 3i(5)</p> <p>CAPR 60-1 para 2-1r</p>

6.	<p>a. Are there any wing MOUs with 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 at least every 3 years after initial approval?</p> <p> ♦ If so, please provide copies of the MOU(s) along with the certification documentation.</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/GC?</p> <p>e. Have any local agreements or joint operating procedures been formulated?</p> <p> • If so, please provide copies of the agreements or operating procedures along with the approval documentation.</p>	<p>CAPR 111-2 para 3a(2)</p> <p>CAPR 111-2 para 3a(4)(b)</p> <p>CAPR 111-2 para 4j</p> <p>CAPR 111-2 para 3a(2)</p> <p>CAPR 111-2 para 3a(2)</p>
7.	<p>a. Provide a sample of your wing's standardized IC Kit as provided to all ICs.</p> <p>b. Are periodic updates provided for the kit?</p>	<p>CAPR 60-3 para 1-5b(5)</p>
8.	<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> <p>• Please provide documentation.</p>	<p>CAPR 60-3 para 1-7</p>
9.	<p>Are mission qualification suspension/revocation procedures outlined in CAPR 60-3 and CAPR 60-6 properly followed?</p>	<p>CAPR 60-3 para 2-2e(2), and CAPR 60-6 para 2-2f</p>
10.	<p>a. Are waivers of the specialty qualification training requirements requested and approved, based on equivalent training received from other agencies, properly substantiated by appropriate documentation and approved by HQ CAP and HQ CAP-USAF?</p> <p>b. Are renewals, re-qualifications of expired specialties and transfers from other wings being handled in accordance with national directives?</p> <p>c. Is a CAPF 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations?</p>	<p>CAPR 60-3 para 2-1e, CAPR 60-5 para 2 and CAPR 60-6 para 3-2</p> <p>CAPR 60-3 paras 2-4, 2-5 and 2-6</p> <p>CAPR 60-1 para 3-7i(2)</p>
11.	<p>Are all records pertaining to each authorized mission loaded into WMIRS or maintained for at least 4 years at Wing HQ?</p>	<p>CAPR 60-3 para 1-21</p> <p>CAPR 10-2, Tbl 8, Rule 2</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 copies of the approved OPLANs forwarded to the NOC and CAP-USAF/XO?</p> <p>c. Are CD OPLANs forwarded to the customer for approval (if the wing participates in the CD program)?</p>	<p>CAPR 60-6 paras 1-5e(4) and 1-5g(10)</p>
13.	<p>Does the wing use member owned aircraft or other (especially twin engine aircraft) resources to accomplish its missions?</p> <p>a. If so, on what types of missions?</p> <p>b. How is the approval documented?</p>	<p>CAPR 60-1 para 2-4g</p> <p>CAPR 60-3 para 1-10c</p>

14.	Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?	CAPR 60-1 para 2-3b
15.	Does the wing participate in Counterdrug (CD) Missions? <u>NOTE:</u> If NOT, mark question 16 through 18 as N/A.	
16.	<p>a. Does a qualified FRO release all CD sorties?</p> <p>(1) How do you 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 CD mission?</p> <p>b. Is 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>CAPR 60-6 para 1-5g(11) CAPR 60-6 para 3-7</p> <p>CAPR 60-6 para 5-3</p>
17.	<p>Are sufficient, trained CD qualified personnel available?</p> <p>a. How are members selected for CD mission functions?</p> <p>b. Are 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 CAPR 60-6 para 2-2c</p> <p>CAPR 60-6 para 1-6e</p>
18.	<p>a. Are CD personnel lists periodically purged of inactive CD members, as appropriate? 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 evidence transported, hours of communications relay provided (to support CD task forces and operations), customer satisfaction, etc., rather than simply 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(21)</p> <p>CAPR 60-6 para 1-5g(25)(f)</p>
19.	Has the wing assessed the need for a Critical Incident Stress Team (CIST) to help implement the CAP CISM program?	CAPR 60-5 para 3g
20.	<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>
21.	What actions, policies, procedures or specific emphasis has the wing instituted or implemented to ensure that the potential need for CISM services is assessed and evaluated for every mission?	CAPR 60-5 para 6b
22.	Has wing commander established a point of contact for the wing CIS to coordinate activities of the CISM team?	CAPR 60-5 para 6b

23.	<p>Web Mission Information Reporting System (WMIRS):</p> <p>a. Are all missions (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 within 72 hours of completing the sortie or shorter as required by the NOC or customers?</p> <p>c. Who is approving WMIRS e108s?</p> <p>d. ◆ Does the wing submit all mission reimbursement e108 requests within the required 30-45 day window?</p> <p>e. 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 1-15a</p> <p>CAPR 173-3 para 2</p> <p>CAPR 173-3 para 2b(2)</p> <p>CAPR 173-3 para 2d</p> <p>CAPR 173-3 para 2d</p>
24.	<p>If the wing conducts operations in the Canadian or Mexican Border Zones, does the wing comply with all altitude based communications restrictions?</p> <ul style="list-style-type: none"> • What is the wing's plan for ensuring all operations comply with these restrictions? 	<p>Communications Altitude and Geographic Restrictions Document (available on-line)</p>

TAB C-2: COMMUNICATIONS		
	ITEM	REFERENCE
1.	<p>Is the Director of Communications (DC) appointed?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</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>CAPR 174-1 para 1-6h(1); CAPR 35-1 para 1-1; and CAPR 35-1 para 1-3</p> <p>CAPR 174-1 para 2-17</p>
2.	<p>a. How long has the DC held the position?</p> <p>b. ◆ What skill level does the Wing DC hold in the Communications Officer specialty track? If the member does not hold a specialty rating in Communications, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <ul style="list-style-type: none"> ◆ Please provide documentation of certifications. 	<p>CAPR 35-1 para 1-2b; 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/DO in writing prior to publication?</p>	<p>CAPR 100-1 para 1-8</p>
4.	<p>a. Has the wing developed and published a Communications Plan?</p> <p>b. Is the plan written in support of the next higher headquarters' plans?</p> <p>c. Has these plan been reviewed annually and kept current by supplements and changes as conditions require?</p> <p>d. Has the wing, not later than 10 April of each year, submitted one copy of each of the plans and changes to:</p> <ol style="list-style-type: none"> (1) ◆ To NHQ/DOS? (2) The region DCS/Communications? <ul style="list-style-type: none"> ◆ Provide a copy of these plans 	<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>
5.	<p>Does the wing conduct annual radio communications effectiveness evaluations?</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 region DCS/Communications and CAP-USAF Liaison Region within 30 days after completion of the exercise?</p> <ul style="list-style-type: none"> • Please have copies of the summary reports and critiques available for inspection. 	<p>CAPR 100-1 paras 3-3b</p> <p>CAPR 100-1 para 3-3b</p> <p>CAPR 100-1 para 3-3b</p>
6.	<p>Is all Air Force funded CAP communications equipment distributed IAW the Approved Communications Table of Allowances as approved by CAP-USAF?</p>	<p>CAPR 100-1 para 6-9 and CAPR 174-1 para 2-7</p>
7.	<p>Does the wing conduct a "Communicator of the Year" award program?</p> <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? 	<p>CAPR 100-1 para 4-8a</p>

8.	<p>Does your wing conduct at least one annual meeting/conference of all communicators and communications officers?</p> <ul style="list-style-type: none"> • <i>If the meeting is conducted</i>, is a summary of the meeting, including a list of the participants, submitted to the next higher echelon within 30 days after the activity? <ul style="list-style-type: none"> • Please have copies of the wing's annual communication meeting participant logs and summaries available for inspection. 	<p>CAPR 100-1 para 5-5b</p> <p>CAPR 100-1 para 5-5b</p>
9.	<p>How 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 other means?</p> <p>a. 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>b. 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>c. Are all documents containing frequencies marked "UNCLASSIFIED//FOR OFFICIAL USE ONLY" at the top and bottom of each page?</p> <p>d. 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 1-9b</p>
10.	<p>If the wing has a CAP radio station at the meeting location, are the following CAPR 100-1 recommendations implemented (if applicable):</p> <p>a. Is all communications equipment adequately grounded as judged by the Communications Officer to be appropriate to the equipment, facility, and installation?</p> <p>b. Are replacement fuses available and of the proper capacity per the equipment manufacturer?</p> <p>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?</p> <p>d. Are lightning arrestors or grounding switches installed on all antennas?</p>	<p>CAPR 100-1 paras 7-2a-e</p>

11.	<p>a. Describe the wing plan to recover property from members who terminated their membership in CAP; transferred to another unit, or when property is no longer needed to perform assigned duty.</p> <p>b. Are recovery efforts documented in writing and are scanned copies upload into ORMS?</p>	<p>CAPR 174-1 para 2-24 CAPR 174-1 para 2-15e</p> <p>CAPR 174-1 para 2-24</p>
12.	<p>Has the Wing Commander imposed a property freeze on any subordinate unit that received a Marginally Successful or Unsatisfactory grade in Communications, due to property management issues, during a Subordinate Unit Inspection?</p>	<p>CAPR 174-1 para 1-9d</p>
13.	<p>a. Does all radio equipment meet NTIA standards?</p> <p>b. Has noncompliant equipment been taken out of service?</p>	<p>CAPR 100-1 para 10-1a</p>
14.	<p><u>Records and Files.</u> For all transactions completed subsequent to implementation of ORMS, 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>	<p>CAPR 174-1 para 2-19</p>
15.	<p><u>Use of the Operational Resource Management System (ORMS).</u></p> <p>a. Is on-line Form 37, Temporary Issue Receipt, used for temporarily issuing property to individuals?</p> <ul style="list-style-type: none"> • Is the property issuance entered into ORMS within 7 days, as recommended? <p>b. Is the on-line Form 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 2-3c</p>
16.	<p><u>Property Issue.</u></p> <p>a. <u>Expendable property issue.</u> Has all issue of expendable property not listed in ORMS (e.g., uniform items, sleeping bags and other individual use items) been accomplished using the on-line Form 111a?</p> <p>b. <u>Non-expendable property issue.</u></p> <p>(1) Has all issue of non-expendable property to individuals been accomplished through ORMS?</p> <ul style="list-style-type: none"> • If immediate access to ORMS is not available, was a hand-written CAPF 37 used to initially issue property? <p>(2) When non-expendable property is to be issued to an individual under the age of 18, is ORMS used to generate a property receipt which is co-signed by the individual's parent(s) or legal guardian(s)?</p>	<p>CAPR 174-1 para 2-15a</p> <p>CAPR 174-1 para 2-15b</p> <p>CAPR 174-1 para 2-15c</p>
17.	<p><u>Property Turn-in.</u> Has all turn-in of non-expendable property from individuals been accomplished through ORMS?</p> <ul style="list-style-type: none"> • If immediate access to ORMS is not available, was a hand-written CAPF 37 used to turn-in property? 	<p>CAPR 174-1 para 2-15b</p>
18.	<p>Have all expendable property items obtained from Federal sources been indelibly mark with the letters "DRMO"?</p>	<p>CAPR 174-1 para 3-5a</p>

19.	<p>Are commercially procured and donated items properly identified and entered into ORMS?</p> <ul style="list-style-type: none"> Please show the inspector an example. 	CAPR 174-1 para 2-9 and CAPR 173-4
20.	<p>◆ Has the required annual inventory been performed during the period 1 January to 31 March of each year?</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. Has all non-expendable items on hand been properly tagged and accurately reflected in ORMS?</p> <p>e. Have items that 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/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) log into ORMS and certify the inventory results?</p> <p>i. Did the Wing 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)</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(9)</p> <p>CAPR 174-1 para 2-16d(10)</p>
21.	<p><u>Reporting Property Loss or Damage.</u> Has there been any loss or damage to communications property within the last 3 years?</p> <p>a. Was the loss or damage reported within 7 days of discovery to the 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> <ul style="list-style-type: none"> Please provide documentation of the report of survey completed for this/these item(s). 	CAPR 174-1 para 2-25
22.	<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>	CAPR 174-1 para 2-18
23.	<p>Have all corporate VHF-FM radios able to function on 129 or more channels been programmed IAW the current standardized national VHF channelization and programming plan?</p> <ul style="list-style-type: none"> Does the wing have written authorization to operate on non-CAP frequencies that have been programmed into CAP radios other than those contained in the standardized national VHF channelization and programming plan? 	<p>CAPR 100-1 paras 6-13 and 8-2</p> <p>CAPR 100-1 para 11-5</p>

24.	Do systems used to interconnect repeaters and remote base stations support encryption at all times?	CAPR 100-1 para 6-14c
25.	<p>a. Are all repeater sites and relocations approved by the National Repeater Coordination Group prior to being placed into service?</p> <p>b. Is the wing continuing to comply with the “Special Permissions” requirements concerning repeaters?</p> <ol style="list-style-type: none"> (1) Strictly prevent interconnection of outside equipment to the repeaters. (2) Not permit reprogramming of repeaters. (3) Not allow physical reconfiguration of repeaters. (4) Liability for damage from unauthorized technicians or unauthorized modifications. (5) Submit photos of completed installations. 	<p>CAPR 100-1 para 6-10</p> <p>CAPR 100-1 para 6-12</p>
26.	<p>Explain the wing’s transition program from traditional HF to ALE operations.</p> <ul style="list-style-type: none"> • If transition to ALE has not been completed, what is the wing’s plan to complete the transition? 	CAPR 100-1 para 6-13b

TAB C-3: FLIGHT MANAGEMENT		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Standardization/Evaluation (Stan/Eval) officer?</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?</p> <p>c. How long has the Stan/Eval officer been in the position?</p>	<p>CAPR 20-1 page 26</p> <p>CAPR 20-1 page 28</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level does the Wing Stan/Eval Officer hold in the Standardization/Evaluation Officer specialty track? If the member does not hold a specialty rating in the Standardization/Evaluation Officer specialty track, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	<p>CAPR 35-1 para 1-2b</p> <p>CAPR 50-17 para 4-2</p>
3.	<p>a. Are proposed wing supplement(s) to CAPR 60-1 approved by the region commander, NHQ/DO and CAP-USAF/SD/LR /XO?</p> <p>b. Please provide copies of supplement(s) with approval documentation.</p>	<p>CAPR 60-1 para 1-2</p>
4.	<p>Are flight privilege suspension procedures outlined in CAPR 60-1 properly followed?</p> <ul style="list-style-type: none"> If yes, please provide documentation showing the procedure(s) followed. 	<p>CAPR 60-1 paras 2-7</p>
5.	<p>◆ Are corporate aircraft properly assigned in ORMS?</p> <p>When was the last transfer of an aircraft?</p>	<p>CAPR 174-1 para 2-2</p>
6.	<p><u>Flight Release Program</u></p> <p>a. Has the Commander appointed a sufficient number of FROs for wing needs? <i>Be prepared to show documentation.</i></p> <ul style="list-style-type: none"> Are all FROs designated as Flight Release Officer in WMIRS by the Wing Commander or designee? <p>b. Are all flight releases accomplished using eFlight Release in WMIRS?</p> <p>(1) When internet access is not available, are flights released using CAPF 99, <i>CAP Flight Release Log</i>, and recorded in the eFlight Release System within 24 hours?</p> <ul style="list-style-type: none"> Please provide documentation. <p>(2) Is the appropriate mission symbol used on all flight release documents, logs and entries into WMIRS?</p> <p>c. Are the ICs for supervised missions designated as FROs?</p> <p>d. ◆ 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 prior to release?</p> <p>(1) Is the FRO notified of any changes made prior to flight departure?</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>CAPR 60-1 para 2-5e</p> <p>CAPR 60-1 para 2-5e</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>e. 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>f. Describe the Wing process to ensure that at the conclusion of all flights the PIC (or IC of a supervised mission) enter all flight hours in the WMIRS system.</p>	<p>CAPR 60-1 para 2-5e(1) CAPR 60-1 para 2-5e(2)</p> <p>CAPR 60-1 para 2-5f</p> <p>CAPR 60-1 para 2-5g</p>
7.	<p>Are the following CAP pilots designated in writing or on-line by the Wing Commander?</p> <p>a. ROTC/JROTC and 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) CAPR 60-1 para 3-7e(3) CAPR 60-1 para 3-7f(3) CAPR 60-1 para 3-7g CAPR 60-1 para 3-7h(5) CAPR 60-1 para 3-7j(5) CAPR 60-1 para 3-7k</p>
8.	<p><u>Pilot Records:</u> Is the required data for all wing pilots entered into Ops Quals and validated by the commander or designee?</p>	<p>CAPR 60-1 para 3-9a</p>
9.	<p>◆ Biennially (every second year), have all CAP aircrew in the wing reviewed the “Aircraft Ground Handling Video” and taken the test?</p>	<p>CAPR 60-1 para 2-1r</p>
10.	<p><u>Trend Analysis Reporting.</u></p> <p>a. Does the wing prepare a report of check ride statistics on a semi-annual basis?</p> <p>b. Does each report contain:</p> <p>(1) The number of CAPF 5 evaluations administered, the number of failures, and the areas of the CAPF 5 failed.</p> <p>(2) The number of CAPF 91 evaluations administered, the number of failures, and the areas of the CAPF 91 failed</p> <p>c. ◆ Have these reports been entered directly into WMIRS, e-mailed, or faxed to NHQ/DOV, no later than 31 July and 31 January of each year?</p>	<p>CAPR 60-1 para 3-10</p>

TAB C-4: AIRCRAFT MANAGEMENT		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed an Aircraft Maintenance Officer (AMO)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</p> <p>b. How long has the AMO been in the position?</p>	CAPR 20-1 page 26 CAPR 35-1 para 1-3
2.	<p>a. How long has the AMO held this post?</p> <p>b. Does the Wing AMO hold a rating in any specialty track of the CAP Senior Member Professional Development Program?</p> <p>◆ Please provide documentation of certifications.</p>	CAPR 50-17 para 4-2
3.	<p>Does the Wing AMO or his/her representative inspect each corporate aircraft at least annually to ensure aircraft meet the requirements of CAPR 66-1?</p> <p>• How is this documented?</p>	CAPR 66-1 para 6f
4.	<p>◆ Are corporate aircraft properly assigned in ORMS?</p> <p>• When was the last transfer of an aircraft?</p>	CAPR 174-1 para 2-2b
5.	<p>Has the wing published a supplement to CAPR 66-1 providing specific guidance on their centralized maintenance management program?</p> <p>a. Is the supplement updated biennially?</p> <p>b. Has the supplement been coordinated through the respective CAP-USAF Liaison Region?</p> <p>c. ◆ Has a copy of the supplement been provided to NHQ/LGM.</p>	CAPR 66-1 para 4 CAPR 66-1 para 4 CAPR 66-1 para 4 CAPR 66-1 para 4
6.	<p>Describe how the wing pilots utilize the online eAircraft Discrepancy System located in WMIRS.</p>	CAPR 66-1 para 7d
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>	CAPR 66-1 para 3i CAPR 66-1 paras 4, 8 & 9
8.	<p>a. Are aircraft maintenance records maintained IAW CAPR 66-1 and the FARs?</p> <p>b. Do all aircraft meet airworthiness standards specified by the FARs?</p>	CAPR 66-1 para 11 CAPR 66-1 paras 1, 2, 6c, 7a, 7b, 8 & 11
9.	<p>How do you track routine maintenance such as oil changes and corrosion control?</p>	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 on wing assigned aircraft?</p> <p>a. Please provide a copy of the each certificate for each facility.</p> <p>(1) Does this certificate of insurance identify the insurer and the amount of liability coverage, explicitly including "products and completed operations?"</p> <p>(2) ◆ Has a copy of each certificate been forwarded to NHQ/LGM?</p> <p>b. For emergency repairs by a mechanic who does not meet minimum insurance requirements:</p>	CAPR 66-1 para 12

	<p>(1) Is the wing maintenance officer contacted for approval prior to beginning any work on the aircraft?</p> <p>(2) Is NHQ/LGM, during normal duty hours, or CAP National Operations Center on weekends or holidays, contacted 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?	FARs
12.	<p>Is each corporate powered aircraft equipped with a disposable carbon monoxide detector, including those aircraft equipped with an electronic detector?</p> <p>a. Is the installation date of the disposable carbon monoxide detector written on the detector?</p> <p>b. Are new disposable carbon monoxide detectors replaced in January of each year?</p>	CAPR 66-1 para 9e
13.	<p>Has the wing determined the appropriate items to be carried in aircraft survival kits?</p> <ul style="list-style-type: none"> • How does the wing document this determination? [B] 	CAPR 66-1 para 9f
14.	Inspect aircraft in accordance with attached Aircraft Compliance Inspection Worksheet. [A/B/AoC]	

AIRCRAFT COMPLIANCE INSPECTION WORKSHEET				
Date/Wing: _____/_____/_____		Current Tach. Time _____		
Registration # N _____		Date/Tach time last mid-cycle _____/_____/_____		
Make/Model/Year: _____/_____/_____		Date/Tach time last 100-hr _____/_____/_____		
Inspector(s): _____		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" [CAPR 66-1 ¶ 10c(3)]			
4	"Remove Towbar Before Engine Start" [CAPR 66-1 ¶ 10c(4)]			
5	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]			
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 ¶ 9f] - 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?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</p> <p>b. How long has the DPD been in the position?</p>	<p>CAPR 20-1 page 26 and</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level does the Wing DPD hold in the Professional Development specialty track? If the member does not hold a specialty rating in Professional Development, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	<p>CAPR 35-1 para 1-2b</p> <p>CAPR 50-17 para 4-2</p>
3.	<p><u>Professional Development Records</u></p> <p>a. Has the Wing Director of Personnel delegated the maintenance of the Senior Member Professional Development records to the DPD?</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 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 and CAPR 39-2 para 1-7</p> <p>CAPR 50-17 para 2-4b &c</p> <p>CAPR 39-2 para 1-7</p>
4.	<p><u>Training Accomplishment – Level I</u></p> <p>a. ◆ Have all senior members completed Level I training prior to receiving any assigned duty position, directly supervising cadets, wearing the Air Force-style CAP uniform, becoming eligible for promotions, or enrolling in AU A4/6 courses?</p> <p>(1) How many members of the unit (001) have NOT completed Level I?</p> <p>(2) How are you encouraging these members to complete this training?</p> <p>b. How does the DPD ensure that subordinate units' PDOs are meeting the quality and content requirements in teaching Level I to new members?</p>	<p>CAPR 50-17 para 3-1</p> <p>CAPR 50-17 para 3-9b</p>
5.	<p><u>Training Accomplishment – Level II</u></p> <p>a. ◆ Has the wing conducted a Squadron Leadership School (SLS) at least annually?</p> <p>b. Are the SLS CAPFs 11, signed by the Wing Commander, and course critiques forwarded to HQ CAP/DPR NLT 14 days after completion of the course?</p> <p>c. ◆ Is a copy of the signed SLS CAPFs 11 sent to the region DCS/DP?</p>	<p>CAPR 50-17 para 4-6b</p> <p>CAPR 50-17 para 4-6d</p> <p>CAPR 50-17 para 4-6d</p>
6.	<p><u>Training Accomplishment – Level III</u></p> <p>a. ◆ Has the wing conducted a Corporate Learning Course (CLC) at least annually?</p> <p>b. Are CLC CAPFs 11, signed by the Wing Commander, and critiques forwarded to HQ CAP/DPR NLT 14 days after</p>	<p>CAPR 50-17 para 5-3c</p> <p>CAPR 50-17 para 5-3e</p>

	<p>completion of the course?</p> <p>c. ♦ Is a copy of the signed CLC CAPF 11 to the region DCS/DP?</p>	CAPR 50-17 para 5-3e
7.	Describe your system to ensure Professional Development awards are processed in a timely and appropriate manner?	CAPR 50-17 para 2-5
8.	<p>Testing Officer Appointments:</p> <p>a. Has the Wing Commander appointed a Wing Testing Officer (TO) for test security and administration?</p> <ul style="list-style-type: none"> • Is the Wing TO's appointment entered into eServices? <p>b. Do all subordinate units where testing materials are stored or who anticipate the administration of written (paper) tests appoint a TO?</p> <ul style="list-style-type: none"> (1) Are all unit TO appointments entered into eServices? (2) Are any unit commanders appointed as a TO? <p>d. What steps are taken should there be a potential compromise of testing material?</p>	<p>CAPR 50-4 para 1-2</p> <p>CAPR 50-4 para 1-3</p> <p>CAPR 50-4 para 3-3a</p>
9.	<p><u>Test Inventory Log:</u></p> <p>a. Has the Wing TO created a Test Inventory Log?</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 entered onto the Test Inventory Log by the TO? [A]</p> <p>d. Is the test inventory log annotated with the examination number (if applicable), reason for destruction, date of destruction and signature of the person who destroyed the test?</p> <p>e. 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 50-4 para 1-4</p> <p>CAPR 10-2, Tbl 3, Rule 4</p>
10.	<p><u>Test Inventory:</u></p> <p>a. Does the TO conduct a test material inventory at least every 180 days and whenever the TO, assistant or commander change?</p> <p>b. When the inventory is completed, does the TO 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 1-6b</p>
11.	<p><u>Testing Material Storage:</u></p> <p>a. Are all testing materials, regardless of source and any related testing materials locked in a metal filing cabinet?</p> <p>b. Is the lock or combination changed at least annually or whenever the TO, assistant(s) or Wing Commander change?</p> <p>c. Is the change of lock or combination entered on the test inventory log?</p> <p>d. Is any material other than testing material stored in the locked testing material storage area?</p>	<p>CAPR 50-4 para 1-5</p> <p>CAPR 50-4 para 1-5b</p> <p>CAPR 50-4 para 1-5b</p> <p>CAPR 50-4 para 1-5</p>

TAB D-2: CHAPLAIN CORPS		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Chaplain (HC)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</p> <p>b. How long have you been the wing chaplain?</p> <p>c. How much experience as a unit chaplain did you have prior to being appointed as Wing Chaplain?</p>	<p>CAPR 20-1 page 26 CAPR 265-1 para 15f</p> <p>CAPR 265-1 para 15f CAPR 265-1 para 15f</p>
2.	<p>What skill level does the Wing HC hold in the CAP Chaplain specialty track? If the member does not hold a specialty rating in CAP Chaplain, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	<p>CAPR 35-1 para 1-2b CAPR 50-17 para 4-2</p>
3.	<p><u>Chaplain Corps Awards:</u> Is a subordinate unit chaplain nominated annually for the Region Squadron Chaplain of the Year Award?</p>	<p>CAPR 265-1 para 11b</p>
4.	<p>Are any chaplains assigned additional duties as:</p> <p>a. Unit commander;</p> <p>b. Unit deputy commander;</p> <p>c. Testing officer;</p> <p>d. Investigating officer as prescribed by CAPR 123-2.</p>	<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 as the Wing Chaplain, earned Grover Loening Aerospace Award, Paul E. Garber Award, and Gill Robb Wilson Award?</p> <p>d. 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>e. How do you encourage chaplains and CDIs to attend the Chaplain Corps Region Staff College?</p>	<p>CAPR 265-1 para 12a CAPR 265-1 para 12b</p> <p>CAPR 265-1 para 14c</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 4b and 17c</p>
7.	<p><u>Chaplain Statistical Report:</u></p> <p>a. Has each Chaplain and CDI submitted a completed Semi-annual activity/Statistical Report, no later than 15 January and 15 July of each year?</p>	<p>CAPR 265-1 para 8</p>

	b. Did the Wing Chaplain notify the Wing Commander of those Chaplain Corps members did not meet the semi-annual reporting requirement?	
8.	<p><u>Chaplains and CDI member support:</u></p> <p>a. How do you ensure CAP members have the opportunity for worship, liturgies, rites and ceremonies that enable them to exercise their faith and fulfill their religious needs?</p> <p>b. How do you ensure Chaplain Corps personnel are prepared to respond to disaster or other community contingencies?</p>	<p>CAPR 265-1 para 16a</p> <p>CAPR 265-1 para 2c</p>
9.	<p><u>Chaplain Administration:</u></p> <p>a. Do you follow the delineated process for creating and tracking Chaplain and CDI application packages?</p> <p>b. How do you communicate to chaplain and CDI candidates the progression of their packages through the system?</p>	<p>CAPR 265-1 paras 6d(2) and (3)</p>

TAB D-3: FINANCE		
	ITEM	REFERENCE
1.	<p>Who is the Wing Director of Finance?</p> <p>a. Has the Wing Commander appointed a Director of Finance (FM)?</p> <p>b. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?</p> <p>c. Did the Wing Commander avoid the appointment of either a family member or a member of their immediate household as either the director of finance or as an assistant director of finance?</p>	<p>CAPR 173-1 para 7a</p> <p>CAPR 35-1 para 1-3</p> <p>CAPR 173-1 para 7a</p>
2.	<p>a. How long has the Wing FM held this post?</p> <p>b. ◆ What rating does the Wing FM hold in the Finance Officer specialty track? If the member does not hold a specialty rating in Finance, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development? ◆ Please provide documentation of certifications.</p>	<p>CAPR 35-1 para 1-2b</p> <p>CAPR 50-17 para 4-2</p>
3.	<p><u>Wing Finance Committee:</u></p> <p>a. Did the Wing Commander appoint a finance committee, in writing, within 30 days of assuming command?</p> <p>b. Does the wing finance committee consist of:</p> <ol style="list-style-type: none"> (1) The Wing Commander as the chairperson; (2) The Director of Finance; (3) At least three other senior members? (4) Members who are not members of the Wing Commander's family or immediate household? <p>c. Has the Finance Committee:</p> <ol style="list-style-type: none"> (1) Ensured that the wing is in compliance with all financial, regulatory and reporting requirements? (2) Provided oversight, assistance and supervision to subordinate units to ensure that all: <ol style="list-style-type: none"> (a) Financial, regulatory and reporting requirements are met. (b) Unit fund transfers and expenditures have been made at the documented request of the subordinate unit finance committee. (c) Deposits have been recorded and documented. (d) Subordinate unit budgets have been submitted to wing and are entered into QuickBooks. (e) Subordinate units are reviewing and reviewing budget reports at least quarterly. (3) Maintained an adequate system of internal accounting controls over all funds in accordance with generally accepted accounting principles? (4) Developed and approved an annual operating budget by 1 October of each year? 	<p>CAPR 173-1 para 9b</p> <p>CAPR 173-1 para 9b</p> <p>CAPR 173-1 para 9b(1)</p> <p>CAPR 173-1 paras 9b(2) and 9b(10)</p> <p>CAPR 173-1 para 9c(9)</p> <p>CAPR 173-1 paras 7c and 9c(9)</p> <p>CAPR 173-1 para 9b(3)</p> <p>CAPR 173-1 para 9b(4)</p>

	<p>(5) Reviewed the annual operating budget quarterly?</p> <p>(6) Approved all wing-level expenditures in excess of \$1,500 prior to obligating the funds using Sertifi®?</p> <p>(7) Established monthly recurring expenses on CAPF 172, Consolidated Finance Authorization, if applicable?</p> <p>(8) Completed CAPF 173, Quarterly Internal Financial Review, of the wing's financial records no later than 45 days after the end of quarter and uploaded to SmartVault®?</p> <p>(9) Reviewed and evaluated the most recent CAPF 173 worksheet at the next finance committee meeting?</p> <p>(10) Met at least once per quarter?</p> <p>(11) Maintained a record of all finance committee meeting, approvals, reviews and corrective actions taken at the meeting and upload these minutes to SmartVault?</p> <p>(12) Approved all credit card statements via Sertifi?</p>	<p>CAPR 173-1 para 9b(4)</p> <p>CAPR 173-1 para 9b(5)</p> <p>CAPR 173-1 para 9b(6)</p> <p>CAPR 173-1 para 9b(7)</p> <p>CAPR 173-1 para 9b(8)</p> <p>CAPR 173-1 para 9b(9)</p> <p>CAPR 173-1 para 9b(9)</p> <p>CAPR 173-1 para 9b(11)</p>
4.	Are units receiving monthly cash and investment reports from the wing?	CAPR 173-1 para 7c
5.	<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. Did the wing avoid using pre-signed checks?</p> <p>d. Do all checks have original signatures?</p> <p>e. Do all checks over \$500 have two signatures, unless approved through Sertifi®?</p> <p>f. Do all electronic payments over \$500 have two pre-approvals, unless approved through Sertifi®?</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 11g</p> <p>CAPR 173-1 para 11g</p>
6.	<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 for deposits only? 	CAPR 173-1 para 19
7.	<p><u>Credit Cards, Credit Accounts or Prepaid Credit Cards:</u></p> <p>a. Does the wing have any credit cards or credit accounts?</p> <p>b. Has the wing completed a CAPF 172 for the use of these accounts?</p> <p>c. Is all credit card usage documented with detailed receipts?</p> <p>d. Is the wing enforcing penalties for non-compliance of credit card rules?</p>	<p>CAPR 173-1 para 20a</p> <p>CAPR 173-1 para 20a</p> <p>CAPR 173-1 paras 20c and 20d</p> <p>CAPR 173-1 para 20d</p>
8.	<p><u>Contributed Facilities and Utilities:</u></p> <p>Has a completed CAPF 174, Unit Contributed Facility Worksheet, been submitted to the wing financial analyst no later than 1 November of each year?</p>	CAPR 173-1 para 22
9.	<p><u>Travel:</u></p> <p>Has the wing established a written Financial Management Procedure for their travel policy?</p> <p>a. Was all travel documented on a wing travel expense report?</p>	CAPR 173-1 paras 3 & 24

	b. Was the business purpose of the travel included on the form?	
10.	Is the wing scanning documents as required? • Are they using SmartVault for supporting documentation of expenditures and deposits?	CAPR 173-1 paras 6g, 6j, 9b(7), and 9b(9).
11.	Are unknown unit deposits being distributed to all units participating in the bank account after 1 year and 3 written attempts to identify the funds?	CAPR 173-1 para 11r
12.	If the wing was notified by NHQ/FM that funds were held in banks with a rating of 1 or less, did the wing move the funds to a more securely rated bank?	CAPR 173-1 para 11t
13.	Internal Controls: Are all financial records filed and maintained at wing HQ in locked file cabinets or a locked room?	CAPR 173-1 para 10c

TAB D-4: ADMINISTRATION		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Director of Administration (DA)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</p> <p>b. How long has the DA been in the position?</p>	<p>CAPR 20-1 page 26</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level does the Wing DA hold in the Administration specialty track? If the member does not hold a specialty rating in Administration, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	<p>CAPR 35-1 para 1-2b</p> <p>CAPR 50-17 para 4-2</p>
3.	<p>a. Is the wing's official set of CAP publications maintained in paper or electronic form?</p> <p>b. If the official set is maintained in paper form:</p> <p>(1) Are publications & 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 OIs, how do you ensure that the content only pertains to those personnel within the wing/chartered unit 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 forwarded to the next higher level of command for review immediately upon publication?</p> <p>c. On the anniversary date of each supplement or OI, has the OPR certified that it 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 of the certification? <p>d. If the wing has published OIs, do they only apply to the wing headquarters (charter WG-001)?</p>	<p>CAPR 5-4 para 3a(1)</p> <p>CAPR 5-4 para 3a(1)</p> <p>CAPR 5-4 para 3a(1)</p> <p>CAPR 5-4 para 3b</p> <p>CAPR 5-4 para 1g</p>
5.	<p>If the wing publishes wing forms, is the use of each form specified in an official wing directive publication?</p>	<p>CAPR 5-4 para 6a</p>
6.	<p>Are administrative authorizations [Transportation (TA), Personnel (PA) and Participation Letters (PL)] prepared, reproduced and distributed in accordance with CAPR 10-3?</p>	<p>CAPR 10-3 para 2</p>
7.	<p>Are all administrative communications completed IAW CAP guidelines?</p> <ul style="list-style-type: none"> • How do you ensure prompt action on all communications? 	<p>CAPR 10-1</p> <p>CAPR 10-1 para 12</p>
8.	<p>Are records filed properly?</p> <p>a. Is there a formal file plan established?</p> <ul style="list-style-type: none"> • Does the file plan include other wing sections? <p>b. Are frequent back-up of electronic files made and stored in another building?</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 2</p> <p>CAPR 10-2 para 7</p> <p>CAPR 10-2 para 9</p> <p>CAPR 10-2 para 10</p>

TAB D-5: PERSONNEL		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Director of Personnel?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</p> <p>b. How long has the DP been in the position?</p>	<p>CAPR 20-1 page 26</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level does the Wing DP hold in the Personnel specialty track? If the member does not hold a specialty rating in Personnel have they enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	<p>CAPR 35-1 para 1-2b</p> <p>CAPR 50-17 para 4-2 and CAPP 200</p>
3.	<p>Have all duty appointments for the headquarters unit (Charter 001) been accomplished by either:</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, and c</p>
4.	<p>If any members have been 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/DP for processing?</p>	<p>CAPR 35-1 para 2-2</p> <p>CAPR 35-1 para 2-2b(3)</p>
5.	<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>
6.	<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>b. Does the Wing Commander submit a written waiver request to the Region Commander with justification for those units it deems 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 which units should be continued and which should be discontinued?</p>	<p>CAPR 20-3 para 10a</p> <p>CAPR 20-3 para 10a</p> <p>CAPR 20-3 para 10c</p> <p>CAPR 20-3 para 10c(1)</p> <p>CAPR 20-3 para 10b</p>

7.	Are new membership applications processed properly? <ul style="list-style-type: none"> • Does the unit commander validate the applicant's proof of identity and annotate the membership application (CAPF 12 /15) accordingly, as required?" 	CAPR 39-2 paras 2-4, 3-5, 3-6, 5-3 and 6-10
8.	How does the DP ensure that a CAPF 60, <i>Emergency Notification Data</i>, is completed by each member prior to attending any CAP activity away from his/her local community?	CAPR 35-2 para 1
9.	a. Has the DP delegated the maintenance of the Senior Member Professional Development records for the headquarters unit (XX-001) to the Director of Professional Development? <ul style="list-style-type: none"> • If YES, how is the delegation documented? b. If maintenance of the Senior Member Professional Development records has <u>NOT</u> been delegated to the DPD, are the CAPFs 45b and/or CAPFs 45 (Jan 08) current and up-to-date?	CAPR 50-17 para 2-4a & CAPR 39-1 para 1-7 CAPR 50-17 paras 2-4b/c CAPR 39-2 para 1-7
10.	Has a personnel record been established for each member of the headquarters unit (charter 001)? <ol style="list-style-type: none"> Is membership data reviewed monthly to ensure correct and complete information is reflected for each member? Are any changes to personal information such as address, contact information, etc., updated through the online application or submitted to NHQ/PMM for update of the National file? Are inactive personnel records maintained IAW CAP directives? 	CAPM 39-2 para 1-7 CAPR 39-2 para 1-10 CAPM 39-2 para 1-8
11.	Describe how member transfers are handled.	CAPR 39-2 para 1-11
12.	How do you manage the personnel program (renewals, promotions, awards, etc.)?	CAPR 39-2 CAPR 20-1 page 38

TAB D-6: PUBLIC AFFAIRS		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Wing Public Affairs Officer (PAO)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</p> <ul style="list-style-type: none"> Has the next higher headquarters been notified of the appointment? <p>b. How long has the PAO been in the position?</p>	<p>CAPR 190-1 para 3a and CAPR 20-1 page 26 CAPR 35-1 para 1-3</p> <p>CAPR 190-1 para 3b</p>
2.	<p>What skill level does the Wing PAO hold in the Public Affairs Officer specialty track? If the member does not hold a specialty rating in Public Affairs, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	<p>CAPR 35-1 para 1-2b CAPR 50-17 para 4-2</p>
3.	<p>Has each subordinate unit appointed a PAO?</p> <p>◆ Please provide a listing of all subordinate unit PAOs.</p>	<p>CAPR 190-1 para 3a</p>
4.	<p>List subordinate unit PAO training provided in the past year.</p> <ul style="list-style-type: none"> Note topics discussed for each, along with speaker(s) name, title and professional expertise and the number of PAO attendees. 	<p>CAPR 190-1 para 6</p>
5.	<p>Has the Wing PAO developed an annual public relations plan to promote CAP, its goals and missions?</p> <ul style="list-style-type: none"> Provide a copy of the PA plan for the current year. <p>a. Provide examples of how the plan's goals and initiatives helped build relationships with external constituencies of CAP and emphasized their important in performance of its three missions (ES, AE, and Cadet Programs).</p> <p>b. Provide examples of strategies used for external promotion of key events in the wing, such as participation in training and actual missions, awards and promotions, and special events.</p> <p>c. Provide examples of internal strategies used to emphasize CAP's importance, member recognition, retention, and encouragement of member participation in unit/wing/region and national activities and training.</p> <p>d. Provide examples of how the wing's newsletter, magazine, and/or website were used to support the plan's action strategies.</p> <p>e. What were the outcomes of each action strategy cited above?</p> <ul style="list-style-type: none"> Provide documentation of success (news clippings, data, media who ran the story) 	<p>CAPR 190-1 para 7a</p> <p>CAPR 190-1 para 7a(1)</p> <p>CAPR 190-1 para 7b(3)</p> <p>CAPR 190-1 para 7a(2)</p> <p>CAPR 190-1 paras 7b(5) and 8</p>
6.	<p>Provide a copy of the wing's PA crisis plan developed to ensure a rapid, effective response during crisis situations that may damage CAP's reputation, if mishandled.</p> <ul style="list-style-type: none"> If the plan was used in the past year, provide documentation of its effectiveness. 	<p>CAPR 190-1 para 7a(3)</p>

<p>7.</p>	<p>Describe the wing's external PA program.</p> <p>a. Provide documentation of the wing's success in generating local, state and/or national publicity; include examples of social media platforms.</p> <p>b. Provide a copy of the wing's standard media kit.</p>	<p>CAPR 190-1 para 7b</p>
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TAB D-7: SUPPLY		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Logistics/Supply Officer (LG/LGS)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</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 174-1 para 1-6h(1) and CAPR 35-1 para 1-3 CAPR 35-1 para 1-3</p> <p>CAPR 174-1 para 2-17</p>
2.	<p>What skill level does the Wing LG/LGS hold in the Logistics Officer specialty track? If the member does not hold a specialty rating in Logistics, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	<p>CAPR 35-1 para 1-2b CAPR 50-17 para 4-2</p>
3.	<p>Has the wing published a supplement or OI to CAPR 174-1?</p> <ul style="list-style-type: none"> • If yes, was the supplement/OI submitted through the chain of command to NHQ/LG for approval in writing prior to publication? 	<p>CAPR 174-1 para 1-4</p>
4.	<p>◆ Did the wing complete an annual inventory between 1 January and 31 March?</p> <p>a. Are all non-expendable items on hand accurately reflected in ORMS and do they have a properly tag?</p> <p>b. Have items that cannot be located been record as “missing” in the condition field in ORMS?</p> <p>c. Has off-site property condition and location been validated?</p> <p>d. 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(4)</p> <p>CAPR 174-1 para 2-16d(5)</p> <p>CAPR 174-1 para 2-16d(8)</p> <p>CAPR 174-1 para 2-16d(10)</p>
5.	<p><u>Property Issue.</u></p> <p>a. <u>Expendable property issue.</u> Has all issue of expendable property not listed in ORMS (e.g., uniform items, sleeping bags and other individual use items) been accomplished using the on-line Form 111a?</p> <p>b. <u>Non-expendable property issue.</u></p> <p>(1) Has all issue of non-expendable property to individuals been accomplished through ORMS?</p> <ul style="list-style-type: none"> • If access to ORMS was not available, was a hand-written CAPF 37 used to initially issue property? <p>(2) When non-expendable property is to be issued to an individual under the age of 18, is ORMS used to generate a property receipt which is co-signed by the individual’s parent(s) or legal guardian(s)?</p>	<p>CAPR 174-1 para 2-15a</p> <p>CAPR 174-1 para 2-15b</p> <p>CAPR 174-1 para 2-15c</p>
6.	<p><u>Property Turn-in.</u> Has all turn-in of non-expendable property from individuals been accomplished through ORMS?</p>	<p>CAPR 174-1 para 2-15b</p>

	<ul style="list-style-type: none"> If immediate access to ORMS is not available, was a hand-written CAPF 37 used to turn-in property? 	
7.	Has NHQ/LG been informed immediately whenever a subordinate unit was placed on a property freeze?	CAPR 174-1 para 1-9e
8.	<p>a. Describe the wing plan to recover property from members who terminated their membership in CAP; transferred to another unit, or when property is no longer needed to perform assigned duty.</p> <p>b. Are recovery efforts documented in writing and are scanned copies upload into ORMS?</p>	<p>CAPR 174-1 para 2-24 CAPR 174-1 para 2-15e</p> <p>CAPR 174-1 para 2-24</p>
9.	<p><u>Records and Files.</u> 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
10.	<p>Is CAPF 37, <i>Temporary Issue Receipt</i>, used for temporarily issuing property to individuals?</p> <p>a. Is the property issuance entered into ORMS within 7 days?</p> <p>b. Is a CAPF 37, <i>Temporary Issue Receipt</i>, indicating turn-in, given to members returning property?</p> <p>c. Is the on-line 111a, <i>Expendable Federally-sourced Property Issue Sheet</i>, 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 2-15b</p> <p>CAPR 174-1 para 2-3c</p>
11.	Have all expendable property items obtained from Federal sources been indelibly marked with the letters “DRMO”?	CAPR 174-1 para 3-5a
12.	<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
13.	<p><u>Reporting Property Loss or Damage.</u> Has there been any loss or damage to property within the last 3 years?</p> <p>a. Was the loss or damage reported within 7 days of discovery to the 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
14.	<p><u>Reports of Survey (RoS).</u> Has there been any RoS conducted since the last inspection:</p> <p>a. Did the Commander appoint, in writing, an impartial investigating officer?</p> <p>b. Did the investigating officer record the results of his/her investigation in the report of survey function of ORMS?</p> <p>c. Did the RoS:</p> <p>(1) Thoroughly and clearly document the cause of the property loss or damage?</p> <p>(2) When possible, identify the individual responsible?</p> <p>d. Did the investigating officer clearly state facts useful to commanders for determining whether or not an individual’s negligence was 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>

	e. Did the investigating officer make recommendations to prevent recurrence of conditions that caused or contributed to the loss or damage?	CAPR 174-1 para 2-26c
	f. Was the completed RoS scanned and upload into ORMS where it became an element of that item's master record.	CAPR 174-1 para 2-26d
15.	Is found on base (FoB) property being disposed of through DRMO and are disposal documents scanned into ORMS?	CAPR 174-1 para 2-10
16.	Does the supply officer ensure that property storage area is safe and protected from the elements to prevent deterioration of property?	CAPR 174-1 para 2-18
17.	How is the Real Property Program managed? a. Have all purchase, donation, lease, license or no-cost agreements for real property been approved by the wing and region commander? b. Are all required Real Property documents maintained in a Real Property file at the Wing HQ? • Please have the real property file(s) available for review. c. Is a real property inventory conducted concurrently with the annual physical inventory?	CAPR 174-1 chapter 6 CAPR 174-1 para 6-2 CAPR 174-1 para 6-2b CAPR 174-1 para 6-10

TAB D-8: TRANSPORTATION		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Transportation Officer (LGT)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</p> <p>b. How long has the LGT been in the position?</p>	<p>CAPR 20-1 page 26</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>Does the Wing LGT hold a rating in any specialty track of the CAP Senior Member Professional Development Program?</p> <p>◆ Please provide documentation of certifications.</p>	CAPR 50-17 para 4-2
3.	<p>a. Do vehicle record folders contain:</p> <p>(1) Copy of registration (in accordance with state law)?</p> <p>(2) Completed CAPF 73, CAP Vehicle Inspection Guide and Usage Data, (at least last 12 months)?</p> <p>(3) Records of all vehicle maintenance repairs/expenses?</p> <p>(4) Copy of the liability insurance card (original card should be in the vehicle)?</p> <p>b. Is vehicle data from CAPFs 73 reported to National online no later than the 10th of the following month?</p>	<p>CAPR 77-1 para 1-3a</p> <p>CAPR 77-1 para 1-3b</p> <p>CAPR 10-2, Tbl 10, Rule 1</p> <p>CAPR 77-1 para 1-3c</p> <p>CAPR 77-1 para 1-3d</p> <p>CAPR 77-1 para 5-1b(1)</p>
4.	<p>Have the original vehicle titles for all vehicles in the wing been sent to the Wing Headquarters for retention?</p> <p>a. Are the original vehicle titles stored in a secure location at the Wing Headquarters?</p> <p>b. ◆ Has each vehicle title been scanned and uploaded into the vehicle information in ORMS?</p>	CAPR 77-1 para 1-4
5.	<p>Are vehicles operated/passengers carried IAW CAPR 77-1?</p> <p>a. How does the Wing ensure that all Air Force personnel (active, reserve or civilian) have explicit permission from the CAP-USAF/CC prior to operating any CAP vehicles?</p> <p>b. Is a valid state driver license required to operate CAP vehicles?</p> <p>c. Are all vehicle operators approved in OPS QUALs prior to being allowed to operate the vehicle?</p> <p>(1) Does the Wing ensure that all vehicle operators' driving records are reviewed for any driving infractions within the last 2 years prior to approving driving privileges?</p> <p>(2) How does the Wing ensure that driving privileges are revalidated at the same time as the state driving license?</p> <p>d. How does the Wing ensure that vehicles carrying passengers or towing trailers are operated by drivers who are at least 21?</p> <p>e. How does the Wing ensure that non-member passengers are approved in writing by a region or wing commander prior to riding in CAP vehicles?</p>	<p>CAPR 77-1 para 1-7c</p> <p>CAPR 77-1 para 1-5f</p> <p>CAPR 77-1 para 1-5h</p> <p>CAPR 77-1 para 1-5d</p> <p>CAPR 77-1 para 1-5h</p> <p>CAPR 77-1 para 1-7a</p> <p>CAPR 77-1 para 1-7a</p>

6.	Are all vehicles assigned to the unit where the vehicle is normally located? • When was the last transfer?	CAPR 174-1 para 2-2b
7.	How does the wing ensure: a. That POVs used for official CAP transportation are inspected using a CAPF 73 prior to use and are not used if not in safe working order? b. That tobacco products are not used in CAP vehicles? c. That drivers do not use hand-held cellular phones or texting devices while operating CAP vehicles?	CAPR 77-1 para 2-1a CAPR 77-1 para 2-2n CAPR 77-1 para 2-1o
8.	What is the Wing process to ensure all rescue vehicle markings conform to federal, state and local laws and that: a. Any light bar used on vehicles is approved in writing by the Wing Commander and follows the narrowest guidelines established by the resident and all surrounding states? b. Only amber/amber-white colors are used on light bars? c. That red or blue light colors are <u>not</u> used on light bars? d. That sirens are <u>not</u> installed on any CAP vehicle?	CAPR 77-1 para 3-5c
9.	Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and the vehicle owner's manual? a. Are records being maintained on all routine maintenance performed on vehicles? b. What is the wing procedure for submission of vehicle maintenance requests, CAPF 70, to HQ CAP/LGT for reimbursement? c. Are emergency vehicle repair procedures being followed? • How are wing members made aware of the emergency vehicle repair procedures?	CAPR 77-1 para 3-1a and Atch 1 CAPR 77-1 para 1-3c CAPR 77-1 para 3-2 CAPR 77-1 para 3-3
10.	When a Corporate Owned Vehicle (COV) is involved in a mishap: a. Does the wing commander or property management officer change the condition of the vehicle to "missing/damaged" in ORMS? b. Is a report of survey initiated? c. Does the wing submit the following items to NHQ/LGT immediately upon completion of the mishap investigation- (1) Police reports, if accomplished? (2) Pictures of vehicles showing the damage? (3) A completed CAPF 70, along with two written repair estimates from reputable facilities?	CAPR 77-1 paras 4-1b & c
11.	How does the wing ensure that all windshield replacement requests are submitted to NHQ/LGT using CAPF 70, <i>Vehicle Reimbursement Request</i> , accompanied by one estimate?	CAPR 77-1 para 4-2
12.	Has Attachment 5 of CAPR 77-1 been posted in a prominent location in each FEMA-Sourced travel trailer? • Is a <i>No Smoking</i> sign posted near the entrance to each trailer?	CAPR 77-1 para 6-1a CAPR 77-1 para 6-1b
13.	Conduct vehicle inspections in accordance with attached Vehicle Compliance Inspection Worksheet. [A/B/AoC]	NOTE: Vehicle spare tires must be removed from the vehicle storage position and be accessible for the inspection.

VEHICLE COMPLIANCE INSPECTION WORKSHEET									
WING:		Date:		Odometer Reading:					
Vehicle ID:		Make:		Model:			Year:		
1. Vehicle Documents				Y	N	Comments			
a.	Original Registration (per state law) [para 1-3]								
b.	Proof of Insurance [IAW State rules]								
2. Vehicle Interior				S	U				
a.	Vehicle interior's condition								
b.	First aid kit (optional or per state law) [para 2-2k]								
c.	Fire extinguisher (per state/local law) [para 2-2j]								
d.	Instruments [para 2-1]								
e.	Horn [para 2-1]								
f.	Radio mounts [para 2-1]								
g.	Inspection stickers [IAW State laws]								
h.	Windows (operation & condition) [para 2-1]								
i.	Windshield washer operation [para 2-1]								
j.	Windshield wiper operation [para 2-1]								
k.	Seat belts and safety devices [para 2-1/2]								
3. Vehicle Exterior				S	U				
a.	Windshield wiper condition [para 2-1]								
b.	Emergency flashers [para 2-2]								
c.	Lights [para 2-2]								
d.	Back-up alarm [para 2-2h]								
e.	Mirrors [para 2-1]								
f.	Exhaust system [para 2-1]								
g.	Leaks [para 2-1]								
i.	General condition/damage								
h.	Tires				LF	RF	LR	RR	Spare
	Mfr's Tire pressure on wheel hub or well [para 2-1b]								
	Mfr's recommended pressure		[para 3-1a(5)]						
	Actual pressure found								
	Recommended tire load range		[para 3-1a(6)]						
	Actual tire load range found								
	General Tire condition			Good					
				Marginal					
				Unsatisfactory					
j.	Vehicle Markings			S	U				
	Vehicle Identification Number [para 3-5a]								
	Command Emblem on door [para 3-5b]								
	CAP Website Decal [para 3-5b]								
	CAP Banner Decal [para 3-5b]								

Paragraph references above are found in CAPR 77-1

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VEHICLE COMPLIANCE INSPECTION WORKSHEET			
4. Engine Compartment	S	U	Comments
a. Fluid levels [para 2-1]			
b. Battery condition			
c. Drive belts [para 2-1]			
d. Hoses [para 2-1]			
e. Leaks [para 2-1]			
5. Driving Vehicle			
a. Steering [para 2-1]			
b. Brakes [para 2-1]			

VEHICLE FILE COMPLIANCE INSPECTION WORKSHEET			
1. Vehicle Folder Content	Y	N	Comments
a. Copy of registration (per state law)[1-3a]			
b. Completed CAPF 73 [1-3b] At least past 12 months			
c. Record of repairs and maintenance expenses [1-3c]			
d. Copy of insurance card [1-3d]			
2. Oil Changes			
Date:			
Mileage:			

Notes:

TAB E-1: COMMANDER		
	ITEM	REFERENCE
1.	How do you ensure all essential wing positions are filled with trained personnel?	CAPR 20-1 page 26 CAPR 35-1; CAPR 190-1 CAPR 62-1 para 3a(1)
2.	<p>How do you ensure mandated training is accomplished? (Cadet Protection, Introduction to CAP Safety, OPSEC, Aircraft Ground Handling, etc.)</p> <p>a. What procedures are followed in the event of a sexual/physical abuse allegation involving a cadet?</p> <p>b. How does the wing monitor the completion of the mandatory Operations Security (OPSEC) training?</p> <p>(1) 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)?</p> <p>(2) 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?</p> <p>c. ♦ How many of the active senior members have completed the mandatory on-line Equal Opportunity Training (EOT) program at:</p> <p>(1) The Wing Headquarters unit (001)?</p> <p>(2) All subordinate units in the wing?</p> <p>d. Describe how the wing ensures that participants and staff at activities or sub-activities that involve formal flight instruction, operational flying, or intensive flight line work (excluding CAP or military orientation flights), have completed the CAP Aircraft Ground Handling Video and associated quiz.</p>	<p>CAPR 35-1, 60-3, 50-17, 52-16</p> <p>CAPR 52-10 paras 1a, 1b, 1c and 1d CAPR 60-3 para 1-35</p> <p>CAPR 36-1 para 5e</p> <p>CAPR 62-1 para 3i(5) CAPR 60-1 para 2-1r</p>
3.	Does the wing have any current and approved MOUs with state or local agencies?	CAPR 111-2 para 3a(2)
4.	<p>How do you, as the commander, work to minimize the risks faced by our membership in the performance of their volunteer duties?</p> <p>a. How do you instill a culture of safety that guides the planning and execution of every CAP activity?</p> <p>b. Describe your mishap notification procedure.</p> <p>c. What process do you have in place to ensure an online mishap notification is accomplished within 48 hours of a mishap?</p> <p>d. ♦ Have you had any aircraft or vehicle mishaps classified as accidents or incidents?</p>	<p>CAPR 62-1 para 3d(5)</p> <p>CAPR 62-2 para 3 CAPR 62-2 para 4d</p>

5.	<p>Mishap Review Procedures.</p> <p>a. How do you ensure that reviews of all CAP mishaps within you wing, that require a review, are accomplished?</p> <p>b. How do you appoint the mishap review officer or chairman of a review board?</p>	<p>CAPR 62-2 para 5c(1)</p> <p>CAPR 62-2 para 5c(1)</p>
6.	<p>How do you, as the commander, monitor the financial well being of the Wing?</p> <p>a. ♦ Did the Wing Commander appoint a finance committee, in writing, within 30 days of assuming command?</p> <p>(1) ♦ Does the unit finance committee consist of the Wing Commander as the chairperson, the Director of Finance and at least three other unit senior members?</p> <p>(2) Are any of the finance committee members, members of the Wing Commander's family or immediate household?</p> <p>(3) Do you actively participate in wing finance committee meetings?</p> <p>(4) What are the responsibilities of the finance committee?</p> <p>(5) ♦ Please provide copies of minutes for the last 6 months of Finance Committee Meetings.</p> <p>b. Do you ensure Internal Fraud Prevention through quarterly audits?</p> <p>c. 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 9b(7)</p> <p>CAPR 173-4 para 3a</p>
7.	<p>Does the wing receive state appropriations? If so, how are those funds primarily used?</p> <ul style="list-style-type: none"> How do you ensure that reimbursements are not duplicated by state and federal government funds? 	<p>CAPR 173-3 paras 1a(2)(c) and 1a(2)(d)</p>
8.	<p>Describe your wing's plan/schedule to complete all subordinate unit inspections within the maximum interval window.</p>	<p>CAP-USAF /CC and CAP/CC emphasis item</p>
9.	<p>Have any units received a repeat discrepancy in a flying or safety MEI on consecutive subordinate unit inspections (SUI)?</p> <p>a. If yes, what action(s) were taken?</p> <p>b. Please provide an example, if applicable.</p>	<p>CAPR 123-3 para 12i</p>
10.	<p>Have appropriate follow-up actions been taken when a subordinate unit received an overall grade of "Unsatisfactory" or received an Unsatisfactory grade in a specified key area?</p> <p>a. Re-inspection within 180 days if an overall Unsatisfactory.</p> <p>b. Suspended flying/vehicle activities and re-inspect within 30 to 60 days if Unsatisfactory in Safety.</p> <p>c. Appropriate action in accordance with CAP 173 series regulations if Unsatisfactory in Finance.</p> <p>d. Required property recovery/report of survey procedures completed if significant equipment/property accountability issues identified.</p> <p>e. A property freeze imposed on any subordinate unit that received a Marginal or Unsatisfactory grade in Supply or Communications, due to property management issues.</p>	<p>CAPR 123-3 para 12n</p> <p>CAPR 123-3 para 12n(1)</p> <p>CAPR 123-3 para 12n(2)</p> <p>CAPR 123-3 para 12n(3)</p> <p>CAPR 174-1 para 1-9d</p>

11.	Describe your membership demographics (recruiting & retention for both cadets and seniors). a. To what do you attribute your success or shortfall? b. How do you encourage parental participation? c. Have you ever terminated an individual's membership? If so what procedures did you follow? d. What is your procedure for member suspension?	CAPP 33-1 para 4 CAPR 35-3 para 6 CAPR 35-1 para 2-2
12.	Describe your internal communications procedures. a. How often do you and your staff visit subordinate units? b. How often do you meet with your staff; do you keep minutes of staff meetings?	
13.	Describe how the CAP Nondiscrimination Policy is enforced throughout your wing? a. How do you implement and enforce CAP policies, procedures and directives prohibiting discrimination? b. How do you ensure that the CAP Nondiscrimination Policy is briefed annually to all members within your wing? c. What records does your wing maintain to ensure compliance with CAPR 36-2? d. What is your procedure for handling/reporting complaints alleging discrimination?	CAPR 36-1 para 4d(1) CAPR 36-1 para 4d(2) CAPR 36-1 para 4d(4) CAPR 36-2 para 3
14.	Describe how you are engaged in the wing flight release program?	CAPR 60-1 para 2-5
15.	Describe your process for handling IG and/or Fraud, Waste and Abuse complaints and how you interact in the IG process.	CAPR 123-2 paras 6 and 7
16.	Have there been any instances where the Cadet Protection Policy was allegedly violated or where abuse was suspected? • Describe how the wing responded to the incident(s) and met the requirement of CAPR 52-10.	CAPR 52-10 para 1
17.	Describe your relationship with state and local emergency service agencies. a. Do you ensure that a current Wing alert roster and resource report is maintained in WMIRS? b. Is this information updated at least annually or as directed by the National Operations Center? c. Are all CAP personnel designated as Wing Alert Officers (WAO) to accept missions on the wing's WMIRS alert roster qualified ICs?	CAPR 60-3 para 1-5b(1) CAPR 60-3 para 1-5b(1)(a) CAPR 60-3 para 1-5b(1)(a)
18.	Describe your efforts to ensure your wing is in compliance with the protection of radio frequency information requirements?	CAPR 100-1 para 1-9
19.	Are you Counterdrug qualified? a. What attributes do you look for when selecting your counterdrug officer (CDO) and counterdrug mission directors (CMD)? b. Are CDOs appointed in eServices? c. Are signed letters appointing CMDs forwarded to the National Operations Center (NOC) if the wing is not using CD qualified ICs?	CAPR 60-6 para 1-5e CAPR 60-6 para 1-5e(2) CAPR 60-6 para 1-5e(3) CAPR 60-6 para 1-5e(3)

	c. Do you review and sign all counterdrug OPLANs for routine recurring or ongoing customer mission requests?	CAPR 60-6 paras 1-5e(4) and 1-5g(10)
20.	Describe how you, as the wing commander, ensure that all members, individually and collectively, present a professional, well-groomed appearance, which will reflect credit upon CAP as the auxiliary of the United States Air Force. a. How do you ensure all members are continually informed as to the proper wear of the uniform in accordance with the provisions of CAPM 39-1? b. Describe your process for identification and correction of uniform violations are promptly corrected.	CAPM 39-1 para 1-2
21.	What are your internal procedures for safeguarding supplies and equipment against theft or misuse? a. When needed do you appoint an investigating officer for a report of survey? b. Are you the only disposal approval authority for CAP property purchased with Corporate funds? c. Have you made assessment recommendations to the region commander against any wing member for loss or damage to CAP property?	CAPR 174-1 para 2-16 CAPR 174-1 para 2-26a CAPR 174-1 para 2-28c CAPR 174-1 paras 2-27c and 1-6h(5)
22.	Have you appointed a Legal Officer? a. Does the Legal Officer meet the qualifications listed in CAPR 111-1? b. Has the Legal Officer attended the National Legal Officers College?	CAPR 111-1 paras 1a & 2a CAPR 111-1 para 3
23.	In what situations do you seek the advice of your legal officer? How do you keep him/her informed?	CAPR 111-1 para 4b(7)
24.	Does your Legal Officer: a. Provide legal support to the wing staff? b. Monitor and mentor subordinate legal officers with respect to the quality and continuity of legal services provided? c. Signed a memorandum of approval for all completed real property purchase, donation, lease, license or other no-cost agreements to the Commander and Logistics Officer? d. Participate in the negotiation and revision of MOUs?	CAPR 111-1 para 4b(11) CAPR 111-2 para 4c CAPR 174-1 para 6-2(10) CAPR 111-2 para 4a
25.	Describe the 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 his/her perspective on the functioning of the membership of your wing?	CAP/CC emphasis item

TAB E-2: SAFETY		
	ITEM	REFERENCE
1.	Has the Wing Commander appointed a Safety Officer (SE)? a. Does the SE have qualifications appropriate to the risk environment? b. Was the appointment accomplished in accordance with CAPR 35-1? c. How long has the SE been in the position?	CAPR 62-1 para 3a(1) CAPR 35-1 para 1-3
2.	What skill level does the Wing SE hold in the Safety Officer specialty track? If the member does not hold a specialty rating in Safety, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development? ◆ Please provide documentation of certifications.	CAPR 35-1 para 1-2b CAPR 50-17 para 4-2
3.	◆ Did the SE complete the on-line Basic Safety Course and test within 90 days appointment?	CAPR 62-1 para 3e(15)
4.	How does the wing encourage units that have cadet members actively participating, to assign a cadet safety officer as an assistant to the unit staff safety officer?	CAPR 62-1 para 3f
5.	◆ Have the Wing Headquarters and all subordinate units completed an on-line annual Safety Survey between 1 October and 31 January for the preceding fiscal year? a. Does commander at the next higher echelon, or designee review and comment on the surveys of their subordinate units? b. If hazards or practices were identified for correction, did the unit/wing follow up on corrective actions or verify due dates in the database to ensure they were completed?	CAPR 62-1 para 6c
6.	a. How does the wing commander ensure all members within their command do not participate in any CAP activities unless they are compliant with the safety education requirements described in CAPR 62-1 paragraph 4, Safety Education Requirements? b. How is member currency verified prior to participation in CAP activities?	CAPR 62-1 para 3d(7)
7.	◆ Have all wing HQ members completed the introductory safety education module, Introduction to CAP Safety?	CAPR 62-1 para 4i
8.	Is Operational Risk Safety discussed at least once annually during a unit safety meeting?	CAPR 62-1 para 4j
9.	Describe how the wing ensures that participants and staff at activities or sub-activities that involve formal flight instruction, operational flying, or intensive flight line work (excluding CAP or military orientation flights), have completed the CAP Aircraft Ground Handling Video and associated quiz.	CAPR 62-1 para 3i(5) CAPR 60-1 para 2-1r
10.	a. Is an annual Safety Day held in all active units during the months of January, February, or March each year? b. Does the unit Safety Day require a day focused entirely on safety subjects applicable to the unit?	CAPR 62-1 para 4m

11.	<p>How does the wing ensure that, during particular activities and/or sub-activities:</p> <p>a. Required Operational Risk Safety Briefings, to discuss risks associated with a particular activity and/or sub-activity are conducted with members who are about to engage in the activity or sub-activity, are accomplished?</p> <p>b. At the start of each new day, operational risk safety briefings are accomplished to ensure new participants are included and members that were present are updated on the hazards of the day.</p> <p>c. New participants who arrive throughout an activity or sub-activity receive the same mandatory operational risk safety briefing before participating.</p>	CAPR 62-1 para 5
12.	Does the SE visit subordinate units to assist them in identifying and solving safety concerns?	CAPR 62-1 para 3e(9)
13.	Is the on-line CAP Hazard Report, used to suggest ways to reduce operational risk to members and does the Wing close the loop on all reported hazards?	CAPR 62-1 para 6b
14.	<p>Have internal mishap reporting procedures been established and published in a letter or supplement to CAPR 62-2?</p> <p>a. Does this procedure provide prompt notification of the wing commander and safety officer of all mishaps within the wing?</p> <p>b. Does this procedure provide for notification of the wing's CAP-USAF Liaison Region?</p>	CAPR 62-2 para 3
15.	<p>Are all mishaps, as defined in CAPR 62-2, arising out of CAP activities reported as specified by regulation?</p> <p>a. Are all mishaps reported using the on-line reporting system?</p> <p>b. Are the mishaps reported within the time frames specified in CAPR 62-2?</p>	CAPR 62-2 para 4
16.	How does the Wing SE encourage pilots to participate in the FAA Wings Pilot Proficiency Program?	CAPR 62-1 para 4n(4)

TAB E-3: INSPECTOR GENERAL		
	ITEM	REFERENCE
1.	<p>Has the Wing Commander appointed a Wing Inspector General (IG)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1?</p> <p>b. How long has the IG been in the position?</p>	<p>CAPR 35-1 para 1-3</p> <p>CAPR 123-1 para 5a</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level does the Wing IG hold in the Inspector General specialty track? If the member does not hold a specialty rating in Inspector General, has he/she enrolled in the specialty track of the CAP Senior Member Professional Development?</p> <p>◆ Please provide documentation of certifications.</p>	<p>CAPR 35-1 para 1-2b</p> <p>CAPR 50-17 para 4-2</p>
3.	<p>a. Did the Inspectors General and Inspector General staff members complete the CAP Inspector General Basic Course prior to assuming any responsibility for investigation, inspection, or any other kind of inspector general activities?</p> <p>b. ◆ Has the Inspector General completed Inspector General Senior Level Training Course?</p> <p>c. Have all Assistant Inspectors General completed the Inspector General Senior Level Training Course within 13 months of their appointment?</p> <p>d. ◆ Has the Inspector General completed Civil Air Patrol Inspector General College?</p>	<p>CAPR 123-1 para 10d</p> <p>CAPR 123-1 para 10c</p> <p>CAPR 123-1 para 10b</p>
4.	<p>Is the IG double billeted to any other organizational position?</p>	<p>CAPR 123-1 para 6g(1)</p>
5.	<p>Describe your wing program for subordinate unit inspections.</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 Subordinate Unit Inspection (SUI) Guide as part of the SUI program?</p> <ul style="list-style-type: none"> • Have you included any additional requirements from wing/region supplements and/or policy letters? <p>c. Have a sufficient number of team members been selected and trained to conduct the required SUI program inspections?</p> <p>(1) Has each SUI team member completed the IG organizational structure and the subordinate unit inspections segments of the CAP Basic IG Course</p> <p>(2) Is each SUI team member considered a current subject matter expert (as defined in CAPR 123-1) in his/her 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, does the team include at least one qualified mission pilot well versed in aircraft operations and maintenance, flying safety, and CAP flying directives?</p>	<p>CAPR 123-3 para 12</p> <p>CAP-USAF /CC and CAP /CC emphasis item</p> <p>CAPR 123-3 para 12f</p> <p>CAPR 123-3 para 12f</p> <p>CAPR 123-3 para 12e</p> <p>CAPR 123-1 para 10d(2)</p> <p>CAPR 123-3 para 12e(1)</p> <p>CAPR 123-3 para 12e(2)</p>

	(b) For inspections of units with a Counterdrug flying program, does the team include at least one counterdrug qualified mission pilot? d. How are you tracking corrective actions and closure of discrepancies from SUIs?	CAPR 123-3 para 12e(3) CAPR 123-3 para 12 m
6.	Please have all reports for the last two SUI cycles available for review. • Are SUI reports sent to the inspected unit within 45 days?	CAPR 123-3 para 12 p CAPR 123-3 para 12 l
7.	Please have all Subordinate Unit Self-Assessments available for review.	CAPR 123-3 para 12b(2)
8.	Have any units received a repeat discrepancy 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 12 i
9.	a. Has any subordinate unit received an overall unsatisfactory grade during an inspection? • 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 unit receive a grade of unsatisfactory in Safety during an SUI? (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 unit receive a grade of unsatisfactory in Finance during an SUI? • 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 were noted during an SUI, were all required property recovery/ report of survey procedures completed prior to closing out the unit's SUI report? • Were appropriate sanctions to ensure future compliance with CAPR 174-1 implemented?	CAPR 123-3 para 12 n CAPR 123-3 para 12 n (1) CAPR 123-3 para 12 n (2) CAPR 123-3 para 12 n (3)
10.	How do you educate and train commanders and members regarding their privileges and responsibilities in regard to the IG system?	CAPR 123-1 para 11b(4)
11.	Describe all complaints handled in the past 3 years to include: a. Proper documentation. b. Safeguard of individual identity. c. Complaints closed out at lowest level. d. Have all complaints received (managed through referral, transfer, dismissal, assistance or investigation) been entered into the ECIM System?	CAPR 123-2 CAPR 123-2 para 9a CAPR 123-2 para 8 k CAPR 123-2 para 6b CAPR 123-2 para 7f

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