

# **2000/2001 CAP WING COMPLIANCE INSPECTION GUIDE**



**OPR: CAP-USAF/IG  
DATE: 15 November 2000**

## Possible CI Grades & Important terms

**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.

**Excellent (E):** 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.

**Satisfactory (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.

**Marginal (M):** 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. Significant deficiencies exist that preclude or seriously limit mission accomplishment, or endanger personnel or resources.

**Benchmark Candidate**--The best of the best processes observed and researched to date by the assessment team to be considered for emulation by other units.

**Commendable Item**--A highly effective concept, technique, or management practice not observed in other units or significantly better than those found in other units.

**Finding**--A significant deficiency that requires specific answers to CAP-USAF on actions taken to correct the deficiency. In the report, a finding is identified by either a single asterisk (\*) or, if potential for FWA exists, a double asterisk (\*\*). Units must answer findings with enough detail to permit the HQ CAP and CAP-USAF staffs to determine the adequacy of corrective actions and provide assistance as required. See CAP-USAFI 90-201 details.

**Observation**--A minor deficiency documented to place emphasis on the need for resolution before it develops into a more serious problem, to provide crossfeed to other units or to act as an indicator of overall unit health.

**Open Item**--An answerable finding from a prior assessment in which the unit or higher headquarters' corrective actions are incomplete and CAP-USAF/IG has not closed the item. Corrective action progress is evaluated and documented in the report. If corrective actions were complete, but not reported, and the inspector determined the problem or deficiency solved, the open item is closed, indicating that no further actions required. If corrective actions are incomplete or inadequate, the item remains open. Open items are not repeat write-ups.

**Repeat Finding**--A finding reported in the units previous IG inspection report or recent audit agency report, which was subsequently closed, which exists again during the current assessment. Repeat findings are normally answerable findings.



**DEPARTMENT OF THE AIR FORCE**  
AIR UNIVERSITY (AETC)  
MAXWELL AIR FORCE BASE ALABAMA

15 November 2000

MEMORANDUM FOR CAP WINGS AND LIAISON OFFICES

FROM: CAP-USAF/IG  
105 South Hansell Street  
Maxwell AFB AL 36112-6332

SUBJECT: Wing Compliance Inspection Guide

1. Attached is the 2000 CAP Wing Compliance Inspection Guide. It is a compilation of the guides used in 1997, 1998, 1999 and new criteria required under compliance inspections. **Checklist items annotated in bold will be critical compliance items.** Tab V, the LO/LNCO Program, is still available to reduce workload. This guide replaces the blue 1 Jan 99 Wing Assessment Guide. Feel free to locally modify this guide for wing self-inspection purposes. Each wing will be provided five copies of this guide. Local reproduction and distribution is encouraged.
2. See the inside back cover for making recommendations for changes. Changes will be published by the page insert method.

//Electronic Version//

STEVEN J. SAMPLE, Major, USAF  
Inspector General

Attachment:  
CAP Wing Compliance Inspection Guide

## **CAP Wing Compliance Inspection Guide Index**

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<b>TAB A: COMMAND</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	How do you ensure all essential wing positions are filled with trained personnel? Cadets? Seniors?	CAPR 35-1 CAPR 35-2, para 2 & CAPR 62-1, para 2a
2.	<b>How do you ensure mandated training is accomplished?</b> (Cadet Protection, etc.)	CAPR 35-1, 50-15, CAPM 50-16, 50-17, 50-18 & CAPP 2XX)
3.	<b>Show me your ground and flying safety records over the past 3 years.</b> <ul style="list-style-type: none"> <li>• To what do you attribute your success or problems?</li> <li>• What changes have you made as a commander?</li> <li>• How have you implemented Operational Risk Management into CAP operations?</li> </ul>	CAPR 62-1, para 2b, 2e and 2f
4.	Describe your membership demographics (recruiting and retention for both cadets and seniors) for the past 3 years <ul style="list-style-type: none"> <li>• To what do you attribute your success or shortfall?</li> <li>• How do you encourage parental participation?</li> <li>• How does your Public Affairs staff assist in both recruiting and retention?</li> </ul>	CAPM 190-1, para 3-4, CAPP 33-1
5.	Describe the recent, current, and future actions of your facilities board, group or committee.	
6.	Describe your internal communications procedures. <ul style="list-style-type: none"> <li>• Frequency of wing staff meetings, conference calls, etc., written minutes.</li> <li>• <b>Budget planning, review, and execution. Do you receive state appropriations? If so, how are those funds primarily used? How do you ensure that reimbursements are not duplicated by state and federal</b></li> </ul>	

	<p><b>government funding?</b></p> <ul style="list-style-type: none"> <li>• How good are your internal procedures for safeguarding supplies and equipment against theft or misuse?</li> <li>• How often do you and your staff visit subordinate units and what are the purposes of these visits?</li> <li>• How do you ensure your wing files disposition plan meets your need for continuity?</li> </ul>	<p>CAPR 66-1, para 5; CAPM 67-1, Ch 2; and CAPR 55-1, para 1-20 (CAPR 123-3, para 9)</p> <p>CAPR 10-2, para 4, 7, 8, 14, 15, and 16</p>
7.	Describe your relationship with the Air Force Rescue Coordination Center (AFRCC), AF National Security Emergency Preparedness Center (AFNSEP), and state and local emergency service agencies.	CAPR 55-1, para 3.3, 4-3, 5-5, and q.1a.f
8.	Describe your relationship with US Customs, Drug Enforcement Agency (DEA), Immigration and Naturalization Service (INS) and state and local drug and law enforcement agencies. How satisfied are these agencies with your wing's mission results?	CAPR 50-15, para 2-4-g, h, j; and CAPR 55-1, para 1-15 and 7-1a
9.	<b>How do you ensure your wing's flight release program protects CAP member's benefits in the event of an accident?</b>	CAPR 60-1, Ch 5
10.	<b>Describe your process for handling IG and Fraud, Waste and Abuse complaints</b> • <b>Have complaints, investigations and results of investigation been handled in a timely manner?</b>	.CAPR 123-2, para 2 and 6 IG 2000 initiative
11.	Describe your discrimination and sexual harassment policies.	CAPR 39-1, para 2a
12.	Describe your relationship with your LO/LNCO.	
13.	What assistance do you need from HQ CAP? CAP-USAF? Your CAP Region? Your CAP-USAF Liaison region?	



<b>TAB B: ADMINISTRATION</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p>Are publications posted correctly?</p> <ul style="list-style-type: none"> <li>• Are publications and forms spot-checked every 6 months and spot-checks documented?</li> <li>• Are supplements and OIs kept to an absolute minimum?</li> </ul>	<p>CAPR 5-4, para 1g</p> <p>CAPR 5-4, para 2a</p> <p>CAPR 5-4, para 3</p>
2.	<p>Are procedures in place to ensure the most cost-effective means available are being used to communicate with unit members, subordinate units, other states and regions, and the National Headquarters?</p> <ul style="list-style-type: none"> <li>• Are administrative communications clear and concise?</li> <li>• Are letters prepared in proper style?</li> <li>• Does wing letterhead contain required information/format?</li> <li>• What procedures are there to ensure prompt action on all communications.</li> <li>• Are records filed properly?</li> <li>• Are record cut-off instructions followed?</li> <li>• Are records screened for historical significance?</li> <li>• Are administrative authorizations prepared in proper format?</li> </ul>	<p>CAPR 10-1, para 2d</p> <p>CAPR 10-1, para 3a</p> <p>CAPR 10-1, para 4a/4b</p> <p>CAPR 10-1, para 5a &amp; 5b</p> <p>CAPR 10-1, para 6</p> <p>CAPR 10-2, para 3</p> <p>CAPR 10-2, para 9</p> <p>CAPR 10-2, para 10</p> <p>CAPR 10-3, para 2</p>
3.	Are electronic methods used in processing your administration program?	
4.	How is your suspense control managed?	
5.	How do you determine the effectiveness of your wing administration program.	

<b>TAB C: AEROSPACE EDUCATION</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p>How do you know your wing's Aerospace Education Program is relevant? (Wing/CC, Wing/DAE)</p> <ul style="list-style-type: none"> <li>• Wing plan of action, semi-annual and annual activity reports. (Written, Distributed)</li> <li>• Unit visitations and feedback from field personnel. (Frequency, Assistance)</li> <li>• Seminars (Topics, Type Attendees [AEO, General Member, Teacher], Locations)</li> <li>• Conferences (Purpose, Scope, Frequency, Evaluations)</li> </ul>	HQ CAP/AE Policy Letter
2.	<p>How do you ensure your key processes are maintained to satisfy customer requirements? (Wing/DAE)</p> <ul style="list-style-type: none"> <li>• Plan of Action: Provides annual aerospace education (AE) vision, measurable goals, mission objectives with prioritization, sequencing, standards explicitly delineated. Developed annually. Developed by Wing DAE with Wing CC sign off.</li> <li>• Staffing: Verify qualified, interested personnel are recruited to AE positions: orient and train AE officers, visit, monitor activities and performance of AE personnel in wing staff, squadron and group positions.</li> <li>• Internal AE: Cadet Support with encampment AE program, squadron meeting AE programs, and cadet competition teams.</li> <li>• Internal AE: Senior Member Support: Conduct AE in Squadron Leadership School (SLS); support and record Yaeger/AEPSM achievement; recruit, orient, train aerospace education specialists (215 track); prepare aerospace education articles, displays, activities.</li> </ul>	<p>CAPR 280-2, para 3c.(3)</p> <p>CAPR 280-2, para 3</p> <p>CAPR 280-2, para 2a(1), para 3c, d and CAPM 52-16 Fig 2-1</p> <p>CAPR 280-2, para 2a(2), para 3c, d</p>

	<ul style="list-style-type: none"> <li>• Information: Through AE newsletter, AE seminars, and unit bulletin boards, Internet Web pages, etc.</li> <li>• National Award Nominations: Prepared for AE mission awards and Brewer Awards.</li> <li>• External AE: Workshop support to educational institutions, especially colleges and universities. Liaison with schools, civic groups, state agencies, national agencies, and other AE groups. National Award Nominations prepared for Brewer, Crown Circle and Crossfield awards. National Congress on Aviation and Space Education recruit and assist participants.</li> <li>• Assessment: Gather AE reports from units; compile information into semi-annual activity reports; compare results to goals in annual Plan of Action.</li> </ul>	<p>CAPR 280-2 para 3c and d</p> <p>CAPR 280-2, para 4</p> <p>CAPR 280-2, para 2b and 3c, d</p>
<p>3.</p>	<p>How will you continue to improve processes and the quality of the AE Program? (Wing/DAE)</p> <ul style="list-style-type: none"> <li>• Needs Assessment: Annually conduct a needs assessment of staffing, the internal AE program, the external AE program and incorporated desirable and achievable changes in Plan of Action.</li> <li>• Performance Check: Annually assess Plan of Action achievement and subordinate unit achievement through review of submitted reports. Do personal reviews with cadets, seniors, teachers, RDAEs, AE personnel and Wing Commander.</li> <li>• Apply Feedback: Make personnel, Plan of Action, process changes based on needs and past performance.</li> </ul>	<p>(CAPP 15)</p>
<p>4.</p>	<p>What successes have resulted from your improvement efforts? (Wing/DAE)</p>	
<p>5.</p>	<p>How do you measure how well you are doing achieving your goals, standards and mission? (Wing/DAE)</p>	

	<ul style="list-style-type: none"> <li>• Reports from squadron and group, Wing AE Activity Reports, and Plan of Action.</li> <li>• Mission Award nominations, and subsequent “winners.”</li> <li>• Feedback from superiors and subordinates (individuals and organizations).</li> <li>• Feedback from wing/group/unit involved, AEMs.</li> <li>• Number of AEPSMs completed, units participating in the Aerospace Education Excellence Award and number of AEMs in your state.</li> </ul>	
<p>6.</p>	<p>Has the Wing AEO sought advice and assistance from the CAP Region DCS of AE (Volunteer) or the CAP Region DAE (corporate employee)? If not, why not? If so, what was the benefit to the Wing AE program?</p> <ul style="list-style-type: none"> <li>• Operations Monthly Activity Report Report should be available for review.</li> </ul>	<p>CAPR 60-1, para 2-8</p>

<b>TAB D: CADET PROGRAMS</b>		
	<b>ITEMS</b>	<b>REFERENCE</b>
1.	How are Cadet Program Elements monitored and recorded?	CAPR 52-16, para 1-3
2.	How is the Physical Fitness program monitored and where are categories recorded?	CAPR 52-16, para 1-3b
3.	Under the Leadership section of CAPR 52-16, para 1-3c, what areas are covered in training and where is this training recorded? <ul style="list-style-type: none"> <li>Who monitors and instructs Cadets on proper wear of the uniform?</li> </ul>	CAPM 39-1 CAPR 52-16, para 1-3b
4.	How is Moral Leadership conducted, when and by whom?	CAPR 52-16, para 1-3e
5.	<b>Who monitors the Wing's Cadet Protection Policy?</b> <ul style="list-style-type: none"> <li><b>Where is this information recorded?</b></li> <li><b>Have you had any incidents reported?</b></li> <li><b>If so, how have they been handled?</b></li> </ul>	CAPR 52-16, para 1-4 CAPR 52-10
6.	How are cadets progressing through the Cadet Program? <ul style="list-style-type: none"> <li>How many cadets have received Mitchell, Earhart, Eaker, and/or Spaatz awards?</li> <li>Is the Wing Director of Cadet Programs involved in setting up presentations of these awards?</li> </ul>	CAPR 52-16, para 2-3
7.	Do you have a schedule or operations plan for upcoming Cadet Program events and activities? <ul style="list-style-type: none"> <li>Do you publish a wing calendar of events?</li> <li>Orientation and membership is a crucial item in maintaining cadet membership. What program do you have in place to monitor the mentoring program?</li> </ul>	CAPR 52-16, para 2-2
8.	What kinds of activities are being made available to cadets within the wing? <ul style="list-style-type: none"> <li>How are cadets being informed about local, wing, region, and national activities?</li> <li>How often does your wing conduct a basic encampment?</li> <li>How many cadets attended a basic</li> </ul>	(CAPR 52-16, Chapter 4)

	<p>encampment this year?</p> <ul style="list-style-type: none"> <li>• Of those, how many were first time encampment attendees?</li> <li>• Are the plans of the most recent encampment available?</li> <li>• If so, how closely do they conform to CAP directives?</li> <li>• How many cadets have been given orientation flights this year?</li> <li>• Do cadets receive several flights on the same day or is it spread out over a period of time?</li> <li>• What priority do cadet orientation flights take within your wing's flight operations?</li> <li>• How often does the Cadet Advisory Council meet?</li> <li>• What is the Cadet Advisory Council's role at your wing?</li> <li>• Are the Cadet Advisory Council's meeting minutes on file, and are these reports distributed in a timely fashion?</li> </ul>	<p>CAPR 52-16, Chapter 5, para 5-5b</p> <p>CAPR 52-16, Chapter 4, para 4-2</p> <p>CAPR 52-16, Chapter 3, para 3-2</p>
9.	Has the wing been supporting region activities such as the Region Cadet Competition, speech and/or writing competitions, and cadet leadership schools?	CAPR 52-16, Chapter 4
10.	How many cadets applied for National/Regional Cadet Special Activities? How many cadets participated in these activities?	CAPR 52-16, Chapter 4
11.	How many cadets applied for IACE? Has your wing sponsored/hosted IACE?	CAPR 52-16, Chapter 4, para 4-9
12.	How does information on CAP Scholarships get out to the cadets? How many cadets applied from your wing?	CAPR 52-16, Chapter 4, para 4-3 & 4-4
13.	Are cadets being utilized in all areas of the CAP missions?	CAPR 55-1, para 1-8f
14.	How many cadets participated in Emergency Services training and actual missions?	CAPR 55-1, para 1-8f
15.	How many cadets have soloed and/or received pilot ratings through CAP flight programs?	CAPR 55-1, para 1-8f

<b>TAB E: CHAPLAIN SERVICE</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	How long have you been the wing chaplain?	
2.	Using a 1 (poor) to 10 (excellent) scale, rate the overall effectiveness of your Wing Chaplain Service program.	
3.	<p>Evaluate your involvement as a member of the Wing Commander's staff by answering the following questions:</p> <ul style="list-style-type: none"> <li>• Are you included in Wing staff meetings? If no, please explain why not?</li> <li>• Do you attend Wing Conferences? If no, please explain why not?</li> <li>• When you attend, do you report on Chaplain Service activities at Wing Conferences? If no, please explain why not?</li> <li>• Do you meet at least annually with Chaplains/MLOs assigned to your Wing? If no, please explain why not?</li> <li>• Explain how the Command Staff notifies you when a chaplain is needed for a mission?</li> <li>• How do you ensure religious services are provided for all CAP activities that last over a weekend? Explain.</li> <li>• How do you ensure that every encampment and cadet special activity has a chaplain present on its staff? Explain.</li> </ul>	
4.	<p>Recruitment of Chaplain Service personnel is a top priority of the Chaplain Service. Please evaluate your Wing's involvement in this area.</p> <ul style="list-style-type: none"> <li>• How many chaplains and moral leadership officers were recruited in the past 12 months?</li> <li>• Do you keep in contact with prospective chaplains/MLOs whose application is pending? How?</li> <li>• Explain how you keep in contact with new</li> </ul>	

	<p>chaplains/MLOs appointed to your Wing? For example, do you have a mentoring program in effect?</p> <ul style="list-style-type: none"> <li>• In what ways do you encourage Commanders of squadrons without an assigned chaplain or MLO to recruit one?</li> <li>• In what ways could the National Staff Chaplain be of assistance to you in your recruiting efforts?</li> </ul>	
<p>5.</p>	<p>Several times during the year, the National Staff Chaplain furnishes you a copy of Chaplain Service personnel assigned to your Wing.</p> <ul style="list-style-type: none"> <li>• How do you use this information to contact chaplains/MLOs whose dues are up for renewal?</li> <li>• Show examples of how you write to chaplains/MLOs who have moved outside your Wing to encourage them to transfer their membership?</li> <li>• Do you write a letter or call the gaining Wing Chaplain?</li> <li>• Do you initiate a CAP Form 2a on chaplain personnel who need to be transferred?</li> <li>• How do you coordinate with appropriate staff agencies to ensure Chaplain Service personnel in your Wing, who have requirements for promotion, are processed in a timely manner?</li> </ul>	
<p>6.</p>	<p>Providing for the ongoing training of chaplains and MLOs is an important part of a Wing Chaplain's job.</p> <ul style="list-style-type: none"> <li>• How do you encourage chaplain participation in the total senior member training program (i.e., promotions etc.)?</li> <li>• How do you encourage attendance of Chaplains and MLOs at the Chaplain Service Region Staff College?</li> <li>• How do you insure chaplain service personnel are involved in Wing SAR/DR</li> </ul>	

	training scenarios?	
7.	What improvements---not covered above--- have you made in the past 2 years or while serving as Wing Chaplain?	
8.	What suggestions would you like to give to the National Staff Chaplain or Chief of the Chaplain Service to improve the CAP program for chaplains and MLOs?	

<b>TAB F: COMMUNICATIONS</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p>Program Effectiveness:</p> <ul style="list-style-type: none"> <li>• What communications support requirements do you have?</li> <li>• Internal to CAP (Commanders, staff officers, units, lower &amp; higher HQ)</li> <li>• External to CAP (Federal, State, Local agencies, or other organizations)</li> <li>• What methods do you use to measure the effectiveness of your support both internal and external to CAP? (surveys, tracking, etc.)</li> </ul> <p>What do you do with the feedback you receive?</p>	
2.	<p>Planning:</p> <ul style="list-style-type: none"> <li>• Are Communications Plans reviewed and/or updated annually?</li> <li>• Was the plan rewritten since the revision of CAPR 100-1 Vol.1?</li> <li>• Do you have a forward-looking strategic plan for you communications program?</li> <li>• What goals and milestones are used to keep the plan on time and on track?</li> <li>• Do you and your staff periodically review and update the strategic plan?</li> </ul>	CAPR 100-1 Vol 1 para 2-2
3.	<p>Processes:</p> <ul style="list-style-type: none"> <li>• How do you review the records?</li> <li>• How do you regularly purge records when members transfer or do not renew?</li> <li>• How are unit communications periodically monitored?</li> <li>• How do you periodically review the resources available to the communications program?</li> <li>• How do you periodically review and purge your wing communications staff and critical communications assignments?</li> <li>• How do you periodically review the assignment of communications equipment for the best support of the mission?</li> <li>• How is communications equipment</li> </ul>	CAPR 100-1 Vol 1 para 6-4 & CAPM 20-1 pg 31 Ref CAPM 20-1 pg 30

	<p>accounted for and tracked?</p> <ul style="list-style-type: none"> <li>• How do you work to improve your program?</li> <li>• Do you solicit suggestions or critiques for the improvement of your program? (internal and external to CAP)?</li> </ul>	
4.	<p>Coordination/Communication:</p> <ul style="list-style-type: none"> <li>• Is your commander kept informed about your communications program and its activities?</li> <li>• Do you hold regular meetings of your communications officers on the air or at wing conferences and commanders calls?</li> </ul>	<p>CAPR 100-1 Vol 1 para 5-5b</p>
5.	<p>Program Successes:</p> <ul style="list-style-type: none"> <li>• What successes have resulted from your mission effectiveness? (This is your chance to brag)</li> <li>• How do you gather and report your mission effectiveness?</li> <li>• Have you up channeled your program successes and activity?</li> </ul>	<p>CAPR 100-1 Vol 1 para 3-2</p>

<b>TAB G: COUNTERDRUG</b>		
	<b>ITEMS</b>	<b>REFERENCE</b>
1.	<p><u>MANAGEMENT:</u></p> <ul style="list-style-type: none"> <li>• Are the wing commander, director of operations, and wing liaison office kept informed on the wing CD program and its activities? How and how often?</li> <li>• Is the LO/LNCO involved in training/objective setting/monitoring? How?</li> <li>• <b>Is the CAPF 82, Counterdrug Activity Report, reviewed on a recurring basis?</b> <ul style="list-style-type: none"> <li>• <b>How is the review documented?</b></li> </ul> </li> <li>• Is the CAPR 84, Counterdrug Flight/Mission Plan completely filled out to include mission requester name/phone number and a list of mission results?</li> <li>• Are periodic visits made to observe unit CD operations? By whom and how often?</li> <li>• Are meetings of CD personnel held periodically (e.g. wing conferences and commanders' calls)? How are they documented?</li> <li>• <b>Does a qualified flight release officer properly release CD missions?</b></li> <li>• Are sufficient records kept/is a specific plan in place to ensure the wing's aerial marijuana search, clandestine airfield, and airport survey CD missions are productive and not simply flown to/over the same areas time and time again?</li> <li>• <b>Are all CD missions only flown at the direction of the responsible Customs, DEA, or other Federal-authorizing agency?</b></li> <li>• <b>Are training missions properly requested and approved via the CAP Form 10 IAW CAPR 50-15 procedures?</b></li> <li>• <b>Do CD transportation missions adhere to the 500 mile maximum HQ CAP/DOC guidelines?</b></li> </ul>	CAPR 50-15

	<ul style="list-style-type: none"> <li>• Have prisoners been specifically prohibited from flying in CAP aircraft?</li> <li>• How does the wing CD officer ensure compliance with posse comitatus restrictions?</li> <li>• Does the wing CD officer ensure search and survey CD missions adhere to HQ CAP/DOC stated guidance by requiring a crew compliment of at least a pilot and observer?</li> <li>• Does the wing use twin aircraft to accomplish its CD mission? If so, on what types of missions?</li> </ul>	
<p>2.</p>	<p><u>MANNING:</u></p> <ul style="list-style-type: none"> <li>• Are sufficient, trained personnel available?</li> <li>• <b>Are all CD personnel properly screened?</b> <ul style="list-style-type: none"> <li>• How is this determined?</li> </ul> </li> <li>• Is training of additional personnel scheduled on a frequent and regular basis? How is it scheduled?</li> <li>• Have all counterdrug personnel been CAP members for at least two years (or a waiver obtained)? <ul style="list-style-type: none"> <li>• How is this determined?</li> </ul> </li> <li>• Are CD personnel lists periodically purged? How and by whom?</li> </ul>	<p>CAPR 50-15, para 2-2c, Atch 18 &amp;19 CAPR 50-15, para 2-2c, Atch 18 &amp;19</p> <p>CAPR 50-15, para 2-4g(1) and 2-4h(1)</p> <p>CAPR 50-15, para 2-2c</p>
<p>3.</p>	<p><u>RESOURCES:</u></p> <ul style="list-style-type: none"> <li>• Are the resources available to the CD program periodically reviewed?</li> <li>• Are equipment resources adequate for the CD mission?</li> <li>• How is CD equipment accounted for and tracked?</li> <li>• How is additional required equipment identified and purchased?</li> <li>• Are non-CAP personnel flying in CAP aircraft properly authorized?</li> <li>• What is your percentage of use of private aircraft in the CD mission?</li> </ul>	<p>CAPR 60-1, para 2-6</p>

	What actions have been taken to meet training for current federal/state/local MOUs?	
4.	<p><u>PROGRAM QUALITY:</u></p> <ul style="list-style-type: none"> <li>• Are CD customers periodically contacted to see if their needs are being met? How?</li> <li>• How are suggestions for program improvement handled?</li> <li>• <b>Does the wing have a separate CD funds account and how are the expenditure of said funds tracked?</b></li> <li>• Are CD mission numbers open for a specific period of time (recommend one week or less)?</li> <li>• Are specific mission objectives identified and associated with the issuance of mission numbers?</li> <li>• Is the wing CD officer involved in the decisions on how the CD funds are spent?</li> <li>• Does the CDO prepare a budget of CD expenditures for the CC and Region Counterdrug Director (CDD)?</li> <li>• If equipment is purchased with CD funds for the wing headquarters, how is the cost prorated?</li> </ul>	

<b>TAB H: EMERGENCY SERVICES</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p>MANNING:</p> <ul style="list-style-type: none"> <li>• <b>Has the wing ES officer completed Emergency Services Level II Specialty Track training?</b> <ul style="list-style-type: none"> <li>• If yes, please provide documentation for all certifications.</li> </ul> </li> <li>• Does the wing ES officer have any assistants?</li> <li>• If yes, explain the duties and responsibilities of each assistant, and how each is qualified to hold that position?</li> </ul>	CAPP 213
2.	<p>EMERGENCY SERVICES PLANNING &amp; COORDINATION:</p> <ul style="list-style-type: none"> <li>• Has the wing published additional guidance to CAPR 55-1? <ul style="list-style-type: none"> <li>• If yes, please provide copies of all additional guidance, and approvals from higher headquarters as required.</li> </ul> </li> <li>• <b>Is the agreement with the state's emergency management agency and its supporting plans updated on a scheduled basis to ensure currency and effectiveness?</b> <ul style="list-style-type: none"> <li>• If yes, please provide documentation of the last update.</li> </ul> </li> <li>• <b>Has the wing coordinated with the state SARDA director to ensure that CAP is an integral part of the SARDA plan?</b> <ul style="list-style-type: none"> <li>• If yes, provide documentation of this coordination.</li> </ul> </li> <li>• Has the wing established contact with the primary SAR agencies in its area? <ul style="list-style-type: none"> <li>• If yes, provide documentation of this contact.</li> </ul> </li> <li>• Are the commander and operations personnel knowledgeable of the responsibilities and capabilities of the primary and secondary SAR agencies?</li> </ul>	<p>CAPR 55-1, para 1-4</p> <p>CAPR 55-1, para 2-2a(3)</p> <p>CAPR 55-1, para 6-7b</p> <p>CAPR 55-1, para 4-2</p> <p>CAPR 55-1, para 4-2</p>

	<ul style="list-style-type: none"> <li>• Have any local agreements and joint operating procedures been formulated? If yes, please provide copies of them.</li> <li>• What training is being conducted to meet the National SAR/DR Plans and existing federal/state/local MOU/MOAs?</li> </ul>	CAPR 55-1, para 4-2 and CAPR 55-1, chapter 3
3.	<p><u>ALERTING PROCEDURES:</u></p> <ul style="list-style-type: none"> <li>• <b>Does the wing ensure that responsible wing personnel can be contacted at any time by the Air Force Rescue Coordination Center (AFRCC), Air Force National Security Emergency Preparedness (AFNSEP) Office, state emergency response agencies or other organizations that may require CAP services?</b> <ul style="list-style-type: none"> <li>• How is this accomplished? Explain.</li> </ul> </li> <li>• <b>Is accurate status of corporate equipment (i.e. ground vehicles, aircraft, radios, airborne video equipment, etc) readily available to mission coordinators?</b></li> <li>• Does the wing maintain a current alert roster of ES personnel and equipment, and has it been forwarded to all agencies as required (AFRCC, AFNSEP, HQ CAP/DO, etc..)? <ul style="list-style-type: none"> <li>• If yes, please provide a copy</li> </ul> </li> <li>• What method is used to alert wing personnel and ensure that accurate mission data is disseminated? (i.e. fax, e-mail, voice mail, etc.) Please explain.</li> <li>• When was the last test of the wing alerting system outside of normal mission operations conducted? <ul style="list-style-type: none"> <li>• Please provide documentation as to who was available for that test.</li> </ul> </li> <li>• Have standardized mission coordinator kits been provided for all MCs? Please provide a copy.</li> </ul>	<p>CAPR 55-1, para 2-2a(1) and CAPR 55-1 Chapter 2, Section C</p> <p>CAPR 55-1, para 2-2a and CAPR 55-1, Chapter 2, Section C</p> <p>CAPR 55-1, 2-2a</p> <p>CAPR 55-1, Chapter 2, Section C</p> <p>CAPR 55-1, para 2-8 CAPR 55-1, 2-2b(5)</p>
4.	<p>4. <u>EMERGENCY SERVICES TRAINING:</u></p> <ul style="list-style-type: none"> <li>• Does the wing have current documentation on all ES qualified personnel and trainees</li> </ul>	CAPR 55-1, para 2-2b(4)

	<p>(CAPF 100s and supporting documentation)?</p> <ul style="list-style-type: none"> <li>• <b>Was a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations?</b></li> <li>• Do ground team members possess a current Red Cross basic first aid card or equivalent?</li> <li>• Has the wing developed a program to track currency requirements for all ES qualified personnel? <ul style="list-style-type: none"> <li>• Show us how this was accomplished</li> </ul> </li> <li>• Have training requirements and training been coordinated with other staff agencies? <ul style="list-style-type: none"> <li>• Please provide documentation to demonstrate this coordination and outline what training has been accomplished since the last inspection.</li> </ul> </li> </ul>	<p>CAPR 50-15, para 2-4f(2)(d)</p> <p>CAPR 50-15, para 2-4m</p> <p>CAPR 55-1, para 1-3</p> <p>CAPR 55-1, para 2-2b(3)</p>
<p>5.</p>	<p><u>MISSION RECORDS:</u></p> <ul style="list-style-type: none"> <li>• <b>Are complete records pertaining to each authorized mission maintained for at least four years at wing headquarters?</b></li> <li>• <b>Are requests for reimbursement filed in a timely manner?</b></li> </ul>	<p>CAPR 55-1, para 1-13</p> <p>CAPR 173-3, para 2.b.(2)(e)</p>

<b>TAB I: FINANCE</b>		
	<b>ITEM</b>	<b>REFERENCE:</b>
1.	How has management created an environment for effective control of Civil Air Patrol funds?	CAPR 173-2 and 173-3)
2.	What checks and balances have been established to avoid errors or misuse of funds?	
3.	<b>How are the minor maintenance portions of counterdrug and SAR mission reimbursements accounted for and what type documentation is maintained to show that payments are used for the proper purposes?</b>	
4.	Are aircraft maintenance income and expenses tracked by tail number?	
5.	If state funding is received: <ul style="list-style-type: none"> <li>• <b>Is there written documentation which describes the appropriate use(s) of the funds?</b></li> <li>• How are the funds tracked?</li> </ul>	
6.	How do you account for any donated land, buildings and other fixed assets donated by: <ul style="list-style-type: none"> <li>• The Department of Defense?</li> <li>• State or local governments?</li> <li>• Private individuals?</li> </ul>	
7.	<b>How are reimbursements for counterdrug and search and rescue missions distinguished from one another in your accounting records?</b>	
8.	<b>How do you account for counterdrug administrative fee reimbursements?</b>	
9.	How are membership dues accounted for?	
10.	Has a finance committee been established?	
11.	What is the purpose of the finance committee and how often does it meet?	
12.	How do you ensure that members of the finance committee are properly trained in and have adequate understanding of accounting procedures?	
13.	<b>How are accounting records maintained?</b>	
14.	How are petty cash funds administered and controlled?	

15.	How many checking accounts are maintained?	
16.	Who has the authority to administer funds and sign checks for the checking accounts?	
17.	<b>Does a member of the finance committee perform and document quarterly audits of accounting records?</b>	

<b>TAB J: INSPECTIONS</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Describe the training and/or prior experience you have, which qualifies you for the position of Wing Inspector General.	CAPP 203
2.	Describe your program for inspection of subordinate units to include: <ul style="list-style-type: none"> <li>• Formal scheduling</li> <li>• Review of inspection report by staff</li> <li>• <b>Follow-up on corrective action</b></li> <li>• <b>Discrepancy close-out (CAPR 123-3, para 8a(4))</b></li> <li>• <b>Short-notice inspections of flying units</b></li> </ul>	CAPR 123-3 and CAPR 60-2 Statement of Work between CAP & USAF CAPR 123-3, para 10 CAPR 123-3, para 8aU CAPR 123-3, para 3c, 3d, 3e, 8a(4) CAPR 60-2, para 4a and 6
3.	Do you utilize a unit self-assessment program of any type?	
4.	How have you implemented the CAP Squadron Compliance Inspection Guide?	
5.	Review the Inspector General (IG) complaints you have handled in the past 3 years to include (all paras from CAPR 123-2): <ul style="list-style-type: none"> <li>• Proper documentation (para 1, 5a, 6e)</li> <li>• Safeguard of individual identity (para 6a)</li> <li>• Closeout of complaint at lowest level (5b)</li> </ul>	CAPR 123-2
6.	Describe how you advertise to your wing, the purpose, capability, and authority of the IG to support an effort to handle problems at the lowest level.	
7.	Do CAP personnel in your wing use the IG system? If so, how?	
8.	What evidence or what proof do you offer your membership that the IG works for the commander?	
9.	<b>Have you completed required inspections of your assigned groups and/or squadrons?</b>	Statement of Work

10.	Have you briefed the new IG 2000 program to your wing?	
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<b>TAB K: REAL PROPERTY</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	How do you manage the Real Property Program? <ul style="list-style-type: none"><li>• Licenses</li><li>• Leases (CAPR 87-1, para 3)</li><li>• Deeds (CAPR 87-1, para 4)</li></ul>	CAPR 87-1, para 1,3,4
2.	What efforts have you made to update and/or change your S-6 report?	
3.	Is there a wing representative on your local base (building, airport, etc.) facilities (space allocation) board? <ul style="list-style-type: none"><li>• How has this representation helped your wing?</li></ul>	

<b>TAB L: AIRCRAFT MANAGEMENT</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p><b>How do you manage the wing aircraft inventory?</b></p> <ul style="list-style-type: none"> <li>• <b>CAP Forms 37a</b></li> <li>• <b>Registration</b></li> <li>• <b>Operations Monthly Activity Report</b> <ul style="list-style-type: none"> <li>• <b>Report should be available for review.</b></li> </ul> </li> </ul>	<p>CAPR 67-4, para 2-6</p> <p>CAPR 67-4, para 2-7</p> <p>CAPR 60-1, para 2-8</p>
2.	<p>Do you have any leased aircraft?</p> <ul style="list-style-type: none"> <li>• Authorization</li> <li>• Insurance</li> </ul>	<p>CAPR 67-4, para 2-5</p> <p>CAPR 67-4, para 2-5</p>
3.	<p><b>Has your wing sold any aircraft?</b></p> <ul style="list-style-type: none"> <li>• <b>Sale authorization</b></li> <li>• <b>Sale Documentation</b></li> <li>• Removal of all CAP markings and decals</li> </ul>	<p>CAPR 67-4, para 3-3</p> <p>CAPR 67-4, para 3-3b(7)</p>
4.	<p>How do you transfer an aircraft? When was the last transfer? Why?</p> <ul style="list-style-type: none"> <li>• Headquarters notification <ul style="list-style-type: none"> <li>• Yes _____</li> <li>• No _____</li> </ul> </li> </ul>	<p>CAPR 67-4, para 3-7</p>
5.	<p><b>How do you manage the aircraft maintenance program?</b></p> <ul style="list-style-type: none"> <li>• <b>Centralized Maintenance Management Program Supplement</b></li> <li>• <b>Aircraft maintenance records</b></li> <li>• <b>Airworthiness Standards</b></li> <li>• <b>Time in Service</b></li> </ul>	<p>CAPR 66-1, para 4</p> <p>CAPR 66-1, para 5</p> <p>CAPR 66-1, para 2b</p> <p>CAPR 66-1, para 2f</p>
6.	<p>What placards are placed in the aircraft?</p>	<p>CAPR 66-1, para 6</p>
7.	<p>How is the external appearance of the aircraft?</p> <ul style="list-style-type: none"> <li>• Markings</li> <li>• Paint schemes</li> <li>• Wash schedule (local directives)</li> <li>• Hangar capability during inclement</li> </ul>	<p>CAPR 66-1, para 7a</p> <p>CAPR 66-1, para 7b &amp; 7c</p>

	weather	CAPR 66-1, para 15
8.	<b>How do you track aircraft inspections?</b> <ul style="list-style-type: none"> <li>• <b>100 Hours</b></li> <li>• <b>Annual</b></li> </ul>	CAPR 66-1, para 8b CAPR 66-1, para 8c FARs
9.	<b>How do you track routine maintenance?</b> <ul style="list-style-type: none"> <li>• <b>Oil changes</b></li> <li>• <b>Corrosion control</b></li> <li>• Tire changes (local directives)</li> <li>• Flaptrack lubrication (especially C-182RGs) (Local directives)</li> </ul>	CAPR 66-1, para 8a CAPR 66-1, para 9b FARs
10.	How do you monitor equipment requirements? <ul style="list-style-type: none"> <li>• Aircraft shoulder harness</li> <li>• Modified seat requirements</li> <li>• Fire extinguisher requirements</li> <li>• Comm/Nav equipment updates (GPS, WX scopes, Standby Vacuum System, etc.) (local directives)</li> <li>• Survival Kits/Proper flotation devices</li> </ul>	CAPR 66-1, para 11a CAPR 66-1, para 11c CAPR 66-1, para 11b CAPR 66-1
11.	How do you monitor operations costs? <ul style="list-style-type: none"> <li>• Record of maintenance cost</li> <li>• Flying hour cost calculations</li> </ul>	CAPR 66-1, para 14 CAPR 66-1, para 14a 1)2
12.	How do you tie down your aircraft? <ul style="list-style-type: none"> <li>• Tie down inspections               <ul style="list-style-type: none"> <li>• Tie downs replaced as necessary</li> </ul> </li> </ul>	CAPR 66-1, para 15 a.b.c.
13.	Is additional equipment in baggage compartment accounted for each flight's weight & balance?	

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<b>TAB M: OPERATIONS</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p><u>MANAGEMENT:</u></p> <ul style="list-style-type: none"> <li>• <b>Are suspension procedures enforced IAW CAPR 60 series?</b></li> <li>• Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?</li> <li>• Are supplements forwarded to National Headquarters as required? <ul style="list-style-type: none"> <li>• Be prepared to show any supplements you have written.</li> </ul> </li> <li>• <b>Is the FRO process followed? Trained, documented, use checklist, check currency, complete form 99, properly forward processed form 99?</b></li> <li>• <b>Are corporate aircraft assigned to units according to need and utilization?</b> <ul style="list-style-type: none"> <li>• How are corporate aircraft use and condition monitored?</li> <li>• How is privately owned/rented aircraft use monitored?</li> <li>• Do you meet the recommended goal of not more than three FROs per assigned aircraft/flying unit?</li> </ul> </li> <li>• <b>Do FROs meet the requirements of CAPR 60-1, para 5-4?</b> <ul style="list-style-type: none"> <li>• <b>Is there documentation appointing flight release officers?</b></li> <li>• <b>Are FROs initially trained and is there any continuation training? Is the training documented?</b></li> </ul> </li> <li>• How does the FRO release a flight? <ul style="list-style-type: none"> <li>• Is the checklist in CAPR 60-1 followed? Should be prepared to show documentation.</li> </ul> </li> <li>• Are there any wing or local supplements for FRO procedures?</li> <li>• Have any requests for a flight clearance been turned down and for what reason?</li> <li>• <b>Is the FRO program properly</b></li> </ul>	<p>CAPR 60-1, para 2-11</p> <p>CAPR 60-1, para 2-6</p> <p>CAPR 60-1, para 1-3</p>

	<p><b>documented?</b></p> <ul style="list-style-type: none"> <li>• Are CAPFs 99 forwarded to the wing LO as required?</li> <li>• <b>Are short-notice inspections of flying units conducted on an 18 month basis?</b> (Be prepared to show records of inspections including corrective actions)</li> <li>• What method is used to ensure CAPR 99's are expeditiously forwarded to LOs.</li> <li>• <b>Is the Form 18 information current?</b></li> </ul>	<p>CAPR 60-1, para 5-2a CAPR 60-1, para 5-5c CAPR 60-2, para 4a and 6</p>
<p>2.</p>	<p><u>STANDARDIZATION AND EVALUATION:</u></p> <ul style="list-style-type: none"> <li>• Has the Wing Standardization and Evaluation officer established procedures to implement a stan/eval program?</li> <li>• <b>Are CAP instructor pilots, check pilots and mission pilots designated in writing by the wing commander?</b></li> <li>• Are a limited number of highly qualified check pilots appointed, with wing commander concurrence, to assist in the implementation of the Check Pilot Program?</li> <li>• <b>Has the Standardization and Evaluation Officer and each check pilot completed the National Check Pilot Standardization Course (NCPSC) within the last 2 years?</b></li> <li>• <b>Are pilot's flight records/files maintained IAW CAPR 60-1, para 2-9 and contain a copy of all CAPF 5s establishing aircraft qualification and currency?</b></li> <li>• <b>Does HQ maintain HQ assigned pilots' original records?</b> <ul style="list-style-type: none"> <li>• <b>Does the HQ maintain copies of pilot records?</b></li> <li>• How is qualification and currency monitored?</li> <li>• Are sufficient numbers of flight clinics and national NCPSCs conducted to fulfill the needs of the wing? Show attendance rosters.</li> </ul> </li> <li>• Does the stan/eval officer have a list of</li> </ul>	<p>CAPR 60-1, para 3-7</p> <p>CAPR 60-1, para 3-2c(3)and 3-2d(6)</p> <p>CAPR 60-1, para 3-7</p> <p>CAPR 60-1 para 3-2d(4), para 2-9.1</p> <p>CAPR 60-1, para 2-9, 3-5a b c</p>

	<p>squadron stan/eval officers and check pilots, and does he communicate with them on a regular basis?</p> <ul style="list-style-type: none"> <li>• Are copies of the Checkride Newsletter being distributed to all CAP instructors and check pilots?</li> </ul>	
<p>3.</p>	<p><u>COUNTERDRUG:</u></p> <ol style="list-style-type: none"> <li>1. Is the DO fully involved in the day-to-day management of the wing's CD program? <ul style="list-style-type: none"> <li>• Before flight release, what system is in place to ensure proper mission planning?</li> <li>• <b>What steps has the wing taken to ensure that aircrews are customs/DEA security screened and trained by USCS/DEA prior to engaging in the mission?</b></li> <li>• Are the CAP Counterdrug Mission Coordinators designated by the wing commander?</li> <li>• <b>What steps has the wing taken to ensure the minimum aircrew requirements are met prior to a member engaging in the CD mission?</b></li> <li>• <b>Are requests for reimbursement filed in a timely manner?</b></li> <li>• Has the wing LO/LNCO pre-approved CD training missions? <ul style="list-style-type: none"> <li>• Are they kept apprised of actual CD missions?</li> </ul> </li> <li>• Are crews documenting mission results on a CAPF 84?</li> <li>• Does the DO review Form 84s on a regular basis to ensure proper utilization of CAP aircraft for CD missions? <ul style="list-style-type: none"> <li>• Do the Form 84s list mission results?</li> </ul> </li> <li>• Is a summary of CD mission activity provided to the wing commander, region commander, and HQ CAP/DOC?</li> <li>• <b>Are the 15% Administrative Reimbursement Funds being accounted for as prescribed in CAPR 173-3, 3c?</b></li> </ul> </li> </ol>	<p>CAPR 55-1, para 7-2a CAPR 50-15, para 2-2, 2-3 &amp; 2-4</p> <p>CAPR 173-3, para 2b(2)(e)</p> <p>CAPR 55-1, para 7-7c and Atch 10</p> <p>CAPR 55-1, para 7-7e</p>

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<b>TAB N: PERSONNEL</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Are all units properly designated and manned IAW CAPR 20-3?	CAPR 20-3
2.	Are organization charts maintained for all levels IAW CAPM 20-1?	CAPM 20-1
3.	Are new membership applications handled IAW CAPR 39-2?	
4.	Are all members properly assigned to a duty IAW CAPR 35-1?	
5.	Is Emergency Notification Data (CAPF 60) maintained on each member IAW CAPR 35-2?	
6.	Are all personnel matters recorded/maintained IAW CAPM 39-2?	
7.	Are member promotions processed IAW CAPR 35-5?	
8.	Are members wearing the CAP uniform IAW CAPM 39-2?	
9.	Are Monthly Membership Listings reviewed regularly IAW CAPM 39-2?	
10.	Is the CAP nondiscrimination policy adhered to IAW CAPR 39-1?	

<b>TAB O: PUBLIC AFFAIRS</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
	The Public Affairs Officer's (PAO's) primary function is to help the commander continuously improve unit communications with the community, the media, and CAP members.	
1.	How are you working with wing staff members to achieve HQ CAP's primary public affairs objectives, as outlined below: <ul style="list-style-type: none"> <li>• To increase public awareness of CAP, its missions and accomplishments, and CAP's contributions in support of the Air Force and national security?</li> <li>• To promote cooperation between CAP and other aviation organizations?</li> <li>• To acquaint the public with the importance of aerospace power as part of our national security?</li> </ul>	CAPM 190-1, para 1-5
2.	How do you work with the wing commander to fill all unit PAO positions? <ul style="list-style-type: none"> <li>• Is a written plan available to do this?</li> </ul>	CAPM 190-1, para 1-4
3.	How do you prepare the unit PAOs to be fully mission capable? <ul style="list-style-type: none"> <li>• How do you work with the commander and mission coordinator to ensure PAOs can be contacted?</li> <li>• How do you ensure the PAO is fully involved with disaster response and other emergency service activities?</li> </ul>	
4.	How do you ensure PAOs throughout the wing have sufficient equipment and budget support from the commander?	
5.	How are you involved with fundraising activities for CAP? <ul style="list-style-type: none"> <li>• How are the unit PAOs encouraged to get involved with fundraising?</li> <li>• How do you make sure the unit PAOs are familiar with fundraising methods?</li> </ul>	
6.	How do you ensure field PAOs obtain proper	

	<p>technical training?</p> <ul style="list-style-type: none"> <li>• Specifically, training in news writing, photography, broadcasting and public service announcements production, recruiting and advertising, and newsletter production?</li> <li>• How do you ensure PAOs are properly trained, especially in actual SAR/DR Missions, to deal with the news media?</li> </ul>	<p>CAPM 190-1, para 4-5, para 4-8 and para 5-1</p>
7.	<p>How do you inform media representatives of CAP events?</p> <ul style="list-style-type: none"> <li>• Are your news releases tailored to the needs of the media?</li> <li>• Do you keep a list of media contacts?</li> </ul>	<p>CAPM 190-1, para 4-1</p>
8.	<p>Have you established a team to assist you in wing public affairs functions?</p> <ul style="list-style-type: none"> <li>• How do you delegate responsibilities to team members?</li> </ul>	
9.	<p>How do you assist the commander in managing controversies that have the potential to affect the wing?</p>	
10.	<p>How do you keep CAP members informed and educated about CAP matter?</p> <ul style="list-style-type: none"> <li>• Do you publish a unit newsletter?</li> <li>• Does your unit conduct a commander's call?</li> <li>• How do you provide and receive updates from unit PAOs?</li> <li>• In what other ways do you support internal communications within the wing?</li> <li>• Do you use e-mail to carry out internal communications?</li> <li>• Does your wing manage a home page on the Internet? <ul style="list-style-type: none"> <li>• Do you publish your news releases on it?</li> </ul> </li> <li>• Do you have written communications plan?</li> </ul>	<p>CAPM 190-1, para 9-1, and para 9-2</p>
11.	<p>How do you make your unit a part of the local community?</p> <ul style="list-style-type: none"> <li>• How do you involve the wing staff in interacting with local military, government, education, business, civic clubs and media groups?</li> <li>• How do you inform these groups of CAP</li> </ul>	<p>CAPM 190-1, para 12-1</p>

	activities in aerospace education, cadet programs, emergency services, search and rescue (SAR), drug reconnaissance (DR) and other mission areas?	
12.	How do you ensure Air Force commanders are aware of the service CAP can provide their units and the Air Force in general?	
13.	In what ways do you work the Air Force, Air National Guard or Air Force Reserve PAOs?	CAPM 190-1, para 12-5 and para 12-6
14.	How do you obtain customer feedback from the Red Cross, FEMA, FAA or other agencies with whom the CAP works?	



	<ul style="list-style-type: none"> <li>• Is the monthly headquarters safety bulletin briefed to all personnel in units with pilots and placed on the bulletin board or in a read file?</li> <li>• <b>Are previous summaries and attendance rosters covering the past twelve months on file?</b></li> <li>• Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)?</li> </ul>	<p>CAPR 62-1, para 2b(1)</p> <p>CAPR 62-1, para 2b(1)</p> <p>CAPR 62-1, para 2b(3)</p>
4.	<p><b>SAFETY IMPROVEMENT/HAZARD REPORTING PROGRAM:</b></p> <ul style="list-style-type: none"> <li>• Are CAP Forms 26, CAP Safety Improvement or Hazard Report, readily available? <ul style="list-style-type: none"> <li>• Do personnel know what the forms are and how to use them?</li> </ul> </li> <li>• Are FAA Forms 8740-5, Safety Improvement Report, readily available? <ul style="list-style-type: none"> <li>• Do personnel know what they are and how to use them?</li> </ul> </li> </ul>	<p>CAPR 62-1, para 2c</p>
5.	<p><b>ACCIDENT PREVENTION:</b></p> <ul style="list-style-type: none"> <li>• Are any local directives or other forms of guidance published in the area of accident prevention?</li> <li>• Is there any evidence of coordinated activity with other safety-oriented organizations; e.g., the FAA, law enforcement, transportation, or medical?</li> </ul>	<p>CAPR 62-1, para 2d</p> <p>CAPR 62-1, para 2e</p>
6.	<p><b>SAFETY SURVEYS/INSPECTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>Has an internal safety survey been scheduled and accomplished annually?</b></li> <li>• Has a suspense system been established to ensure all deficient items are corrected prior to close-out of the report?</li> <li>• Are copies of completed surveys forwarded to next higher headquarters?</li> <li>• Is there evidence that the commander is reviewing safety surveys?</li> <li>• Has the wing commander established</li> </ul>	<p>CAPR 62-1, para 2f</p> <p>CAPR 62-1, para 2f</p> <p>CAPR 62-1, para 2f</p> <p>CAPR 62-1, para 2f</p>

	procedures to monitor the internal safety survey program of subordinate units?	CAPR 62-1, para 2f
7.	<p><u>AWARDS PROGRAM:</u></p> <ul style="list-style-type: none"> <li>• Has an effective awards program been established within the wing?</li> <li>• Have previous year's Certificates of Achievement, CAPC 48, been presented to qualified units?</li> </ul>	<p>CAPR 62-1, para 3, 5, &amp; 9</p> <p>CAPR 62-1, para 6</p>
8.	<p><u>PILOT PROFICIENCY PROGRAM:</u></p> <ul style="list-style-type: none"> <li>• <b>Has the wing safety officer established a system to monitor the FAA Pilot Proficiency Program within the wing?</b></li> </ul>	CAPR 62-1, para 8
9.	<p><u>ACCIDENT REPORTING:</u></p> <ul style="list-style-type: none"> <li>• Are local accident reporting procedures established?</li> <li>• Has a CAP Form 79 been submitted on all applicable accidents?</li> </ul>	<p>CAPR 62-2, para 4</p> <p>CAPR 62-2, para 6</p>

<b>TAB Q: PROFESSIONAL DEVELOPMENT</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Has the wing Director of Senior Programs been appointed in writing, IAW CAPR 10-3?	CAPR 10-3, para 1.1.3
2.	Is a professional development reference library being maintained, IAW CAPR?	CAPR 50-17, para 2-2
3.	<p>Has the wing commander assigned a wing Test Control Officer (TCO) in writing?</p> <ul style="list-style-type: none"> <li>• Does the wing maintain copies of unit TCO appointments, IAW CAPR 50-17, para 2-3?</li> <li>• Is a test inventory log maintained, IAW CAPR 50-4, para 7?</li> <li>• Are testing materials being secured, IAW CAPR 50-4, para 5 &amp; 6?</li> <li>• Are ECI course examinations being routed and controlled by the wing Test Control Office, IAW CAPR 50-17, para 8-1b (3d)?</li> </ul>	CAPR 50-17, para 8-1a
4.	Are the Senior Training Reports (STR) used as a management tool for SPOs, commanders, and the wing, IAW CAPR 50-17, para 2-6?	
5.	Has the Director of Professional Development updated wing staff CAPF 45b's, IAW CAPR 50-17, para 2-4b?	
6.	<p>Is Level 1 Training being completed quarterly, IAW CAPR 50-17, para 3-1, 3-6?</p> <ul style="list-style-type: none"> <li>• Does the wing maintain copies of all CAPF 11's for Level 1, IAW CAPR 50-17, para 3-4?</li> </ul>	
7.	<b>Have all senior members completed Cadet Protection Policy Training (CPPT), IAW CAPR 50-17, para 3-4?</b>	
8.	Are SLS and CLC Course Directors appointed by the wing commander, IAW CAPR 50-17, para 4-6d, 5-3e?	
9.	Has the wing conducted a Squadron Leadership School (SLS) and Corporate Learning Course at least annually, IAW CAPR 50-17, para 4-6b, 5-3c?	
10.	Are CAPF 11's for SLS and CLC completions	

	signed by the wing commander and forwarded to HQ CAP/ETS no later than 14 days after completion of the course, IAW CAPR 50-17, para 4-6e, 5-3f?	
11.	Are senior program awards processed in a timely and appropriate manner, IAW CAPR 50-17, para 2-5?	

<b>TAB R: SUPPLY</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p><u>MANAGEMENT</u></p> <ul style="list-style-type: none"> <li>• Has a supply officer been assigned in writing (e.g., CAPR 2a, letter) and properly submitted?</li> <li>• <b>Have procedures been established to recover property from members who terminate membership in CAP or transfer to another unit?</b></li> <li>• Does the supply officer recommend the allocation and reallocation of property within the unit?</li> </ul>	CAPM 67-1
2.	<p><u>FILES AND REPORTING</u></p> <ul style="list-style-type: none"> <li>• Have the required files been established to maintain accountability of CAP property?</li> <li>• Is CAPF 38, "Property Document Register", being used to record all transactions? <ul style="list-style-type: none"> <li>• Is a new CAF 38 Register started each January 1?</li> </ul> </li> <li>• <b>Are expendable property files established for filing of CAPFs 37 and 111 for receipts, issues and disposal documentation with the required justification?</b></li> <li>• Has the unit submitted a current copy of its requirement list (i.e., wish list) to wing and is a copy on file?</li> <li>• Does the non-expendable property file contain the unit inventory (S-3)?</li> <li>• Does the non-expendable property file contain copies of CAPF 37 or 111 as appropriate until the changes are reflected on the next S-3?</li> <li>• <b>Is the unit property inventory (S-3) reviewed upon receipt and processed as required for the annual inventory?</b></li> <li>• Are non-expendable issues to individuals being approved by the Unit Commander and re-validated annually during the month of April?</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>If efforts fail to recover property, are reports of survey processed to drop accountability for missing property?</b></li> <li>• Is a separate folder established for each individual or agency to whom non-expendable property has been issued?</li> <li>• Was a transfer of property statement accomplished when the change of supply officer occurred?</li> <li>• Are document control numbers properly constructed and assigned each transaction?</li> </ul>	
3.	<p><u>PROPERTY RECEIPT PROCEDURES</u></p> <ul style="list-style-type: none"> <li>• Are commercially procured and donated items properly identified on CAPF 37?</li> <li>• Is each CAPF 37 properly processed?</li> </ul>	
4.	<p><u>PROPERTY DISPOSAL</u></p> <ul style="list-style-type: none"> <li>• Is the redistribution or disposal of excess property (expendable and non-expendable) being accomplished IAW CAPR 67-1 and documented as required?</li> <li>• <b>Are reports of survey processed on lost, stolen, damaged and destroyed property?</b></li> <li>• <b>Is a copy of the investigative report (fire or police) and/or other supporting documentation attached to the CAPF 37?</b></li> </ul>	
5.	<p><u>OTHER SUPPLY PROCEDURES</u></p> <ul style="list-style-type: none"> <li>• Does the supply officer ensure that the property is safely stored and protected from the elements to prevent deterioration? <ul style="list-style-type: none"> <li>• If an aircraft is assigned, does the supply officer ensure that a CAPF 37 is completed for the aircraft assigned to the unit?</li> <li>• If a vehicle is assigned, does the supply officer ensure that a CAPF 37 is completed for the vehicle assigned to the unit?</li> </ul> </li> </ul>	



<b>TAB S: TRANSPORTATION</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p>Are vehicle records folders maintained IAQ CAPR 77-1?</p> <ul style="list-style-type: none"> <li>• Current year CAP wing inventory on file</li> <li>• Title</li> <li>• Copy of registration (original in vehicle)</li> <li>• Completed CAP inspection guide and justification form (CAPF 73) for current year plus previous year</li> <li>• History record of all maintenance repairs/expenses on vehicles</li> <li>• Vehicle justification form (CAPF 175)</li> <li>• Copy of liability insurance card (card should be in vehicle)</li> </ul>	CAPR 77-1
2.	<p>Are vehicle operators and passengers IAW CAPR 77-1?</p> <ul style="list-style-type: none"> <li>• Valid state driver's license</li> <li>• Valid CAP operator's permit (CAP form 75) for members</li> <li>• CAP form 75 issued to at least 21 years of age</li> <li>• Non-member passengers are approved in writing by wing/cc</li> <li>• Review driving records at least biennially to revalidate CAP operator's permit</li> <li>• Operator's do not drive buses</li> </ul>	CAPR 77-1
3.	<p>Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual?</p> <ul style="list-style-type: none"> <li>• Maintain record of all routine maintenance performed on vehicles</li> <li>• Submit all major maintenance to NHQ on rehab request form?</li> <li>• Emergencies telephoned in to the CAP wing/LO to HQ CAP/LGT</li> </ul>	
4.	<p>Do vehicles project organizational professionalism at all times IAW CAPR 77-1)?</p> <ul style="list-style-type: none"> <li>• CAP seal on vehicle</li> <li>• Assigned vehicle identification number to each CAP vehicle</li> <li>• Vehicles are painted white (may be AF blue</li> </ul>	CAPR 77-1

	<p>until paint job is required)</p> <ul style="list-style-type: none"> <li>• Other markings conform to federal, state and local laws.</li> <li>• Vehicles are kept clean and waxed</li> </ul>	
5.	<p>Are reports/forms completed and submitted IAW CAPR 77-1 and state or local requirements?</p> <ul style="list-style-type: none"> <li>• Forward S-7, Vehicle Self Insurance Report (VSI) thru appropriate channels to meet suspense 1 October</li> <li>• Forward S-2, CAP vehicle inventory report thru appropriate channels to meet suspense 1 October</li> <li>• Forward CAPR 37-V, shipping and receiving document for vehicles and trailers thru appropriate channels to add to the NHQ CAP vehicle inventory database after approval and receipt of vehicle</li> <li>• Comply with the reporting procedures for state or local reporting if required</li> </ul>	
6.	<p>Are all VSI claims and premiums, submitted IAW CAPR 77-1?</p> <ul style="list-style-type: none"> <li>• VSI claims are submitted within 60 days with all supporting documentation</li> <li>• S-7 report is signed and premiums submitted thru appropriate channels to meet suspense 1 October</li> <li>• VSI windshield claims are submitted thru appropriate channels on CAPF 70</li> </ul>	CAPR 77-1
7.	<p>Is an annual analysis performed on wing vehicles?</p> <ul style="list-style-type: none"> <li>• Assign vehicle within wing based on need and type</li> <li>• Rotate vehicle between high and low mileage units</li> </ul>	

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**CAP FORM 73, Oct 00**  
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<b>TAB T: DRUG DEMAND REDUCTION</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Does the wing have a Drug Demand Reduction Administrator assigned? Who is it?	
2.	What squadrons participate and around which installations?	
3.	Which squadrons are eligible to participate?	
4.	Have joint working relationships been established with the following? <ul style="list-style-type: none"> <li>• USAF base Drug Demand Reduction Coordinator</li> <li>• USAFR base designee</li> <li>• National Guard Drug Demand Reduction Coordinator</li> <li>• USAF base youth center</li> </ul> <p>If so, what programs have been accomplished and what are planned?</p>	
5.	Have joint working relationships been established with DDR personnel from the Army, Army Reserve, Navy, Navy Reserve, Marines or Marine Reserve, Drug Enforcement Agency or FBI?	
6.	Is the wing conducting DDR activities such as drug awareness briefings, the Red Ribbon campaign, etc.?	
7.	Does the wing participate in the middle school initiative?	
8.	Did the wing develop a financial plan consistent with the DDR goals and objective?	
9.	How does the wing measure program effectiveness?	
10.	Are the directors of aerospace education and cadet programs included in development of the programs and activities? If so, how?	
11.	How has the Air Force/Air Force Reserve/Air National Guard, benefited from the DDR funds expended within your wing?	

	<ul style="list-style-type: none"><li>• What effect have these expenditures had on the members and/or dependents of DoD employees (active, guard or reserve, and civilian)?</li><li>• Is the installation commander aware of the program and its effect on the members and/or dependents of his/her organization?</li></ul>	
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<b>TAB V: LO/LNCO PROGRAM</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p>How do you manage the LO Program?</p> <ul style="list-style-type: none"> <li>• Do you represent the CAP-USAF Commander, to the Wing Commander</li> <li>• Coordinate budget issues</li> <li>• Work the operational aspects of the AF Reserve Program within the wing</li> <li>• How do you carry out your Advice, Liaison, &amp; Oversight responsibility?</li> <li>• How do you determine if you're successful?</li> <li>• What determines which CAP mission areas need attention?</li> </ul>	Employment Contract
2.	<p>Do you maintain accountability and document a viable LO program?</p> <ul style="list-style-type: none"> <li>• Visitation program (formal and informal including 45-day follow-up of survey audits)</li> <li>• Present at CAP Activities (SAR, meetings, etc.)</li> <li>• Wing/office logistics activities                             <ul style="list-style-type: none"> <li>• Transfer of DOD assets</li> <li>• Authorized screeners including LR approval letters for alternates (CAP-USAFR 67-2, para 5b and CAPM 67-1, para 5-1a)</li> </ul> </li> <li>• Receipt of Property</li> <li>• Turn-in of property back to DRMO (CAP-USAFR 67-2, para 10a and 10b)</li> <li>• Vehicle utilization (CAP-USAFR 67-2, para 9b(3) and S-2 Report)</li> <li>• Fraud, Waste &amp; Abuse (CAPR 123-2, para 5 and CAP-USAFI 90-201 para 43)</li> <li>• Validate expenditure of government funds</li> <li>• Advise, assist and oversight of wing programs</li> <li>• Comply with AF standards Listing of assigned wing supply officers (CAP Form 2a and CAP-USAFR 67-2, para 9b(3))                             <ul style="list-style-type: none"> <li>• What type of records management (file) system is used</li> </ul> </li> <li>• Are sufficient quantities of CAP, AF, and</li> </ul>	

	<p>CAP-USAF regulations and forms in stock to accomplish the LO function?</p> <ul style="list-style-type: none"> <li>• How do you manage your office budget? What are your sources of money</li> <li>• Are you a member of the Wing's Financial Working Group?</li> <li>• Are you aware of wing expenditures?</li> <li>• What input if any do you have in the financial management of the wing?</li> </ul>	
3.	<p>Describe the relationship which exists between the Liaison office and the CAP Wing/Region and CAP-USAF LR Staff.</p> <ul style="list-style-type: none"> <li>• How have you improved the relationships?</li> </ul>	
4.	<p>What process is used to make sure all personnel have the necessary resources to enhance their job performance?</p>	<p>(S-2, S-8, and S-9 Reports; CAPM 67-1 para 3-5a, CAP-USAFR 67-2 para 9.b.3)</p>
5.	<p>What type of unit visitation schedule do you utilize?</p> <ul style="list-style-type: none"> <li>• And is it published?</li> <li>• And are your visits documented?</li> </ul>	
6.	<p>How is the LR/CC kept informed of LO and CAP Wing activities within your state/area of concern?</p>	
7.	<p>What is being accomplished to ensure host-base support is adequate?</p>	
8.	<p>What type of relationship is established with ROTC and JROTC units within your state/area of concern?</p>	
9.	<p>How do you advise and assist CAP personnel in general?</p>	
10.	<p>How do you recommend improvements to the Wing Commander?</p>	
11.	<p>What types of relationship are established with other government agencies in your areas of responsibility?</p>	
12.	<p>How are SARs, DRs, and special missions and exercises monitored?</p>	
13.	<p>How are cadet encampments supported?</p>	
14.	<p>How is the Cadet Flight Orientation Program supported?</p>	

15.	How do you support Aerospace Education?	
16.	<p><b>How do you ensure that CAP reimbursement claims for AF authorized mission expenditures are properly processed?</b></p> <ul style="list-style-type: none"> <li>• <b>How do you ensure validity of these claims?</b></li> <li>• <b>Do you compare those claims filed against the Air Force with those claims filed against the state to ensure no double reimbursement has occurred?</b></li> </ul>	
17.	How are reservists being productively used?	
18.	<b>What is done to preclude a conflict between reserve duties and CAP duties for those reservists who are active CAP members?</b>	
19.	<b>What actions are taken when nonproductive reservists are identified?</b>	
20.	How do you ensure there is Air Force presence (LO, LNCO, Reservist, or CAP-USAF/LR) at all CAP training events funded with appropriated dollars?	
21.	<p><b>Do you review all CAP activities for safety implications?</b></p> <ul style="list-style-type: none"> <li>• If you note a potential safety problem, who do you notify?</li> <li>• If CAP does not eliminate your safety concerns, do you cancel the activity and/or remove AF Instrumentality, and notify the LR/CC?</li> </ul>	
22.	Is the Liaison office in the accident/incident notification chain within your wing?	
23.	Are accident reports and violation data reviewed to determine adequacy of information provided and consistency of action taken?	
24.	<p>What level pilots license and medical does the LO currently hold?</p> <ul style="list-style-type: none"> <li>• What percentage of their last fiscal year's budget did the LO fly?</li> <li>• How many hours did that budget equate to you? <ul style="list-style-type: none"> <li>• In the last 90 days, 30 days; what was</li> </ul> </li> </ul>	

	<p>the LOs: flight hours (day/night/instrument/simulated instrument), number of landings (in all aircraft qualified), and number of approaches?</p> <ul style="list-style-type: none"> <li>• How does the LO log their flying events for FAR currency?</li> </ul>	
25.	<p>Does the LO self-release or use the wing FRO program? If the LO self-releases, how does the LO log their flight release?</p>	
26.	<p>For what activities did your wing use military airlift in the last three years (O'flights and national activities)?</p>	

# WING COMPLIANCE INSPECTION GUIDE

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