CAP WING
COMPLIANCE INSPECTION
GUIDE

OPR: IG
EFFECTIVE DATE: 15 May 2011

Possible CI Grades

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

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

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

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

Important Terms

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-Finding: An A-Finding is any deficiency that is a violation of a CAP directive that results or could result in significant mission impact or widespread mission impact or failure. A-Findings will include all repeat findings, potential Fraud, Waste and Abuse (FWA) findings and Safety findings. A-Findings require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence.

- **(A-Finding – Repeat) -** A finding reported in the wing's previous compliance inspection that exists again during the current assessment. Repeat Findings are highly undesirable and may indicate a systemic problem with leadership in the wing, in addition to the area under inspection, and may be highlighted in any area of the inspection report.
- **(A-Finding – 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-Finding – Safety) -** A significant deficiency that potentially affects the safety and well being of CAP members, equipment or assets. Safety findings may be highlighted in any inspection area of the inspection report.

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

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

15 April 2011

MEMORANDUM FOR CAP REGIONS, WINGS AND LIAISON OFFICES

FROM: CAP/IG and CAP-USAF/IG

SUBJECT: Wing Inspection Guide

1.   The attached CAP Wing Inspection Guide has been revised in its entirety. The effective date of this guide is 1 March 2011. Mission critical items will appear in bold print in each tab of this Inspection Guide.

2.   To reduce the burden on the CAP Wing as it prepares for inspection, HQ CAP will obtain reports or listings marked with a diamond (♦). If the information is available, then copies will not be requested during the Compliance Inspection, although that area may still be an item for discussion.

3.   The Wing Compliance Inspection is to determine compliance with all current regulations, rules and policies. If there is a conflict between this Inspection Guide and the appropriate governing CAP or other directive, the governing directive will take precedence over the Guide.

4.   Changes will be published by inserting pages into the Inspection Guide on the NHQ website and then notifying all region and wing commanders, as well as liaison offices. Commanders/directors are responsible for downloading the changes from the NHQ website. Local reproduction and distribution is encouraged.

5.   Questions concerning this guide should be directed to CAP/IGI (capigi@earthlink.net).

MERLE V. STARR, Col, CAP
CAP Inspector General

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

Approved/Disapproved

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

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

Attachment:
CAP Wing Inspection Guide

CAP Wing Inspection Guide Index

		TAB A-1: AEROSPACE EDUCATION	
		ITEM	**REFERENCE**
1.		**Has the Wing Commander appointed a Wing Director of Aerospace Education (DAE) in writing?**	CAPR 280-2 para 3
		a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?	CAPR 20-1 page 25
			CAPR 35-1 para 1-32
		b. How long has the DAE been in the position?	
2.		What skill level has the Wing DAE attained in the Aerospace Education Officer specialty track?	CAPR 50-17 para 4-2
		• Please provide documentation of certifications.	
3.		**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)?**	CAPR 280-2 paras 5a, 5b, 5c, 5c(1), 5c(2)
		a. Was a roster of subordinate unit AEOs attached to the POA?	CAPR 280-2 para 5b
		b. Was a wing-level POA submitted to the appropriate region commander for approval?	CAPR 280-2 para 5c(1), 5c(2)
		c. After approval by the Region Commander, was an informational copy of the POA sent to NHQ/AE?	CAPR 280-2 para 5c(1), 5c(2)
4.		♦ **Did the wing prepare a consolidated AE Activity Report (based on the reports received from subordinate groups/ units)?**	CAPR 280-2 para 6a
			CAPR 280-2 para 6b
		a. Was a courtesy copy of the consolidated AE Activity Report sent to the Region Commander?	CAPR 280-2 para 6b
		b. Was a copy of the consolidated AE Activity Report sent to NHQ/AE?	
5.		What does the wing do to advance CAP's Internal AE Program?	CAPR 280-2 para 2a
		• Does the DAE encourage the subordinate units to participate in the voluntary Aerospace Education Excellence (AEX) Award program?	CAPP 15 page 7
6.		a. Does the wing AE staff monitor completion of the Yeager exam throughout the wing?	CAPR 280-2 para 2a(1)(a) and 3b(18)
		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:	
		(1) Are the results sent to the DAE by the local unit on CAPF 126, *Unit AE Examination Administration Record and Report Form*?	CAPR 280-2 para 2a(1)(a)
		(2) Does the DAE prepare and send to the local unit CAP Certificate 20, *Charles E. "Chuck" Yeager Aerospace Education Achievement Award*, for presentation?	CAPR 280-2 para 2a(1)(a)
		(3) Does the DAE prepare and submit CAPF 127, *Monthly Certification Report*, to NHQ/AE by mail, fax or scanned document, so members can receive credit in the national database?	CAPR 280-2 para 2a(1)(a)
7.		What does the wing do to advance CAP's External AE Program to ensure the continuing development of aerospace supremacy?	CAPR 280-2 para 2b
		a. Does the wing support any aerospace education workshops?	CAPR 280-2 para 2b(1)

	b. Has the wing supported local schools and other community organizations by promoting AE?	CAPR 280-2 para 2b(2)
	c. Does the DAE encourage the subordinate units to participate in the voluntary <mark>Teacher Orientation Program (TOP) Flights?</mark>	CAPP 15 page 10
8.	Did the Wing DAE submit nominations for any of the following AE awards?	CAPR 280-2 para 4
	a. Brewer Awards.	CAPR 280-2 para 4b
	b. CAP AE Teacher of the Year Award.	CAPR 280-2 para 4c
	c. AEO of the Year Award.	CAPR 280-2 para 4d

TAB B-1: CADET PROGRAMS	
ITEM	**REFERENCE**
1. Has the Wing Commander appointed a Wing Director of Cadet Programs (DCP) in writing? a. **Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?** b. How long has the DCP been in the position?	CAPR 20-1 page 25 CAPR 35-1 para 1-3
2. Professional Development: Describe how the DCP has acquired the expertise necessary to manage and direct all Cadet Program functions for the wing? • What skill level does the Wing DCP hold in the Cadet Programs Officer specialty track? Please provide documentation of certifications.	CAPR 20-1 page 34 and CAPP 216 CAPR 50-17 para 4-2; CAPR 52-16 para 2-2 and CAPP 216
3. Communications: Describe how the CP staff promote cadet activities, announce new policies, and share best practices within the wing?	CAPR 20-1 page 34
4. Cadet Program Elements: a. **Describe how you assist and ensure that each subordinate unit that has cadets conducts at least one Aerospace Excellence activity quarterly.** b. **Describe how you ensure that all cadets in the wing receive the required Character Forums.** c. **Describe how you ensure that all cadet activities are planned to succeed.**	CAPR 52-16 para 1-6b(2)(b) CAPR 52-16 para 1-6d(2)(b) CAPR 52-16 para 1-6e(2)
5. Role of Adult Leaders: a. **Describe how the Wing ensures that all cadet activities have senior members present.** 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. c. Did the wing host a TLC within the last 12 months?	CAPR 52-16 para 2-1a CAPR 52-16 para 2-1c CAPR 52-16 para 2-2a
6. Adult Professional Development: a. **Describe how the wing ensures that a Training Leaders of Cadets (TLC) course is conducted at least annually.** 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.**	CAPR 52-16 para 2-2a CAPR 52-16 para 2-2b
7. Screening and Training: 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)?**	CAPR 52-16 para 2-4b & CAPR 52-10 paras 3 & 4

	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.**	CAPR 52-16 para 2-4c
	c. **Have there been any instances where the Cadet Protection Policy was allegedly violated or where abuse was suspected?**	CAPR 52-10 para 1
	• **Describe how the wing responded to the incident(s) and met the requirement of CAPR 52-10?**	
8.	Operational Risk Management: a. Describe how the wing ensures that all adults who work directly with cadets apply operational risk management as expected.	CAPR 52-16 para 2-1
	b. **How does the wing ensure that:**	CAPR 62-1 para 5d
	(1) Required Operational Risk Safety Briefings, which discuss risks associated with a particular activity and/or sub-activity, are conducted "in-person" with member(s) that are about to engage in such activity or sub-activity?	
	(2) At the start of each new day, operational risk safety briefings are re-accomplished to ensure new participants are included and members that were present are updated on the hazards of the day?	
	(3) New participants who arrive throughout an activity or sub-activity receive the same mandatory operational risk safety briefing before participating?	
9.	Training in Hot Environments: 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.	Flight Safety: a. **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.**	CAPR 52-16 para 2-9a
	b. **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 2-9b
11.	High Adventure Activities: a. 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?	CAPR 52-16 para 2-10
	b. Did the Wing CC approve all HAAs in writing in advance?	CAPR 52-16 para 2-10
	c. **How does the wing ensure that activity directors take required safety precautions shown below?**	CAPR 52-16 para 2-10a

	(1) **Emergency Plan.**	CAPR 52-16 para 2-10a(1)
	(2) **Staff Walk-Through.**	CAPR 52-16 para 2-10a(2)
	(3) **Cadets' Walk-Through.**	CAPR 52-16 para 2-10a(3)
	(4) **Spotters.**	CAPR 52-16 para 2-10a(4)
	(5) **Safety and Accommodations.**	CAPR 52-16 para 2-10a(5)
	d. **When Rappelling is approved as an HAA, how does the wing ensure that specified safety conditions are met?**	CAPR 52-16 para 2-10c
12.	Weapons:	
	a. **How do you ensure that cadet participation in firearm training is approved in writing, in advance, by the Wing Commander?**	CAPR 52-16 para 2-11b
	b. **How do you ensure that paintball is not authorized as a stand-alone CAP Activity?**	CAPR 52-16 para 2-11c
	c. **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 2-11c
13.	Cadet Recruitment: **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.	Local Special Weekend Activities:	
	a. How do the wing/groups assist units with cadets to provide monthly 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(3)
15.	Cadet Flying: **Describe the wing plan to coordinate subordinate unit cadet flying needs and to maximize flying opportunities for cadets in every unit within the wing.**	CAPR 52-16 para 4-5
	a. Is the wing providing an orientation flight to each cadet within 90-days of their joining, if budgets and mission tempo allow?	
	b. In the previous 12 months, has each cadet in the wing received at least one orientation flight?	
16.	Cadets with Special Needs: **Describe how the wing assists subordinate units with making reasonable accommodations for cadets who have special educational or physical needs.**	CAPR 52-16 paras 5-6, 2-10a(5) and 2-12
17.	Cadet Program Awards:	
	a. **How do you ensure that cadet awards are presented in an appropriate award ceremony by an appropriate presenter?**	CAPR 52-16 para 6-1
	b. Describe the Wing's participation in the Cadet of the Year program?	CAPR 39-3 para 24
	c. Describe the Wing's selection process for the John V. "Jack" Sorenson Cadet Programs Officer of the Year Award.	CAPR 52-16 para 6-4

18.	Cadet Advisory Council (CAC):	
	a. **Has the wing established a Wing CAC?**	CAPR 52-16 para 7-1
	(1) If there are groups in the wing, has the wing commander approved establishment of CAC at the group level?	CAPR 52-16 para 7-1
	(2) Has each group established a CAC?	CAPR 52-16 para 7-1
	b. Has the Wing Commander appointed a region CAC representative and assistant?	CAPR 52-16 para 7-2a(2)
	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?	CAPR 52-16 para 7-2a(3)
	e. Do CACs meet at least twice per year (in-person or telecon) under the supervision of a senior member advisor?	CAPR 52-16 para 7-2d
	f. Are the minutes of the Wing CAC forwarded to the Region Director of Cadet Programs within 30 days of each CAC meeting?	CAPR 52-16 para 7-6
	• Please provide copies for review.	
19.	Scholarships:	
	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
20.	National Cadet Special Activities:	
	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 8-1
21.	Encampment: (if one is conducted by the wing)	
	a. **Does the Wing Commander appoint the encampment commander in writing?**	CAPR 52-16 para 9-1c
	(1) Describe the process used by the wing to select the encampment commander and staff.	
	(2) Is the encampment staff appointed on a wing Personnel Authorization(s)?	CAPR 52-16 para 9-1c
	b. **Describe how the wing ensures that the required minimum course content for cadets participating at any encampment is included.**	CAPR 52-16 para 9-4a
	• 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.**	CAPR 52-16 para 9-4c
	d. **Describe how the wing ensures that all safety requirements of CAPR 62-1 are met at the encampment.**	CAPR 62-1 para 5d
	e. Describe the steps taken by the wing to ensure that the encampment report is provided to the State Director within 45 days of the conclusion of the encampment.	CAPR 52-16 para 9-6a
	f. Describe the steps taken by the wing to provide the State Director with the necessary data to be able to complete the CAPF 20, *Encampment Report*, and submit it to National Headquarters within 60 days of the conclusion of the encampment.	CAPR 52-16 para 9-6a

	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?	CAPR 52-16 para 9-6b
	h. **Describe how the wing evaluates participation in the encampment by cadets and seniors to ensure that graduation requirements are met.**	CAPR 52-16 para 9-6c
	i. Does the encampment staff solicit feedback from the encampment participants, using a critique form that the participants may complete anonymously? • Describe how the encampment feedback is used by the encampment staff to learn how to improve the encampment program?	CAPR 52-16 para 9-6d
22.	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
23.	Drug Demand Reduction Program: Does the unit participate in the Drug Demand Reduction (DDR) program? NOTE: If the wing does NOT participate in the DDR program, mark questions 24-31 as N/A.	CAPR 51-1
24.	Has the Wing Commander appointed a Drug Demand Reduction Administrator (DDRA) in writing? a. Does the DDRA have a copy of the appointment? b. How long has the DDRA been in the position? c. Does the Wing have a cadet Assistant DDRA? d. Has the wing DDRA completed Drug Demand Reduction specialty track training? • If yes, please provide documentation for all certifications.	CAPR 51-1, Section II Goal 2 and para 3-1 CAPR 51-1 Goal 2c CAPR 20-1 page 25 CAPR 35-1 para 3 CAPR 50-17 and CAPP 228
25.	Are units that are within 30 miles of Air Force installations receiving DDR funding?	CAPR 51-1 para 3-3a
26.	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
27.	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
28.	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.	CAPR 51-1, para 1-2c, Section II Goal 3 CAPR 51-1 para 1-2c(1) CAPR 51-1 para 1-2c(2)(a)

	c. Drug Education for Youth (DEFY) with Air Force, Navy, or Department of Juvenile Justice.	CAPR 51-1 para 1-2c(2)(b)
	d. Military Youth and Teen Programs.	CAPR 51-1 para 1-2c(2)(c)
	e. Family Community Centers (FCC).	CAPR 51-1 para 1-2c(2)(d)
	f. Community Health Fairs.	CAPR 51-1 para 1-2c(2)(e)
	g. Base Sponsored Community Activities.	CAPR 51-1 para 1-2c(2)(f)
	h. Chaplain Activities.	CAPR 51-1 para 1-2c(2)(g)
	i. Parent groups.	CAPR 51-1 para 1-2c(2)(h)
	j. Base open houses and air shows.	CAPR 51-1 para 1-2c(2)(i)
	k. Joint Agency Activities that collaborate with other base agencies.	CAPR 51-1 para 1-2c(2)(j)
	l. Encampment participation.	CAPR 52-16
	m. Providing information to squadrons.	
29.	Did the wing develop a financial plan consistent with the DDR goals and objective? a. Did the wing request DDR funds from NHQ? • Please provide a copy of all activity submission forms. b. If yes, were DDR funds spent in support of the DDR goals and objectives? c. Does the wing match DDR funding by 20% for all reimbursable funding?	CAPR 51-1, Section II, Goal 5 and paras 3-4 and 3-6 CAPR 51-1, Section II, Goal 5d
30.	How does the wing measure DDR program effectiveness? a. Does the Wing execute 100% of the DDR Program Budget spending plan? b. Does the Wing statistically validate the program's success? c. Does the Wing have a DDR strategic plan? Please provide a copy. d. How many AF, AFR & ANG family members are participating in DDR activities?	CAPR 51-1, Section II, Goal 6
31.	Did the DDROs submit their quarterly and/or end of year activity reports to the DDRA in a timely manner? • Did the DDRA submit the optional Wing quarterly activity report? Did the DDRA submit the mandatory end of year report to the DDRC and NHQ in a timely manner?	CAPR 51-1, Section III, para 3-5 and Attachment 4

		ITEM	REFERENCE
TAB C-1: OPERATIONAL MISSION MANAGEMENT			
1.	a.	Has the Wing Commander appointed a mission management staff in writing? (1) **Dir of Operations (DO)** (2) **ES Director/Officer (DOS)** (3) HLS Director/Officer (DOH) (4) **CD Officer (DOC)** (If the wing participates in the CD program) (5) Critical Incident Stress Management (CISM) Officer	CAPR 20-1 page 25 CAPR 60-6 para 1-5e(2) CAPR 60-5 para 3c
	b.	Have the above positions been appointed in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?	CAPR 35-1 para 1-3
	c.	How long has the each held his/her position?	
	d.	**Have each of the previous holders of these positions had the assignment deleted when they left the position?**	
2.		What skill levels have the mission management staff members attained in the appropriate specialty tracks? • Please provide documentation of certifications.	CAPR 50-17 para 4-2
3.		**How does the wing ensure that:**	CAPR 62-1 para 5d
	a.	**The required Operational Risk Safety Briefings, which discuss the risks associated with a particular activity or sub-activity, are conducted "in-person" with member(s) who are about to engage in such activity or sub-activity?**	
	b.	**At the start of each new day, operational risk safety briefings are re-accomplished to ensure new participants are included and members who were present are updated on the hazards of the day.**	
	c.	**New participants who arrive throughout an activity or sub-activity receive the same mandatory operational risk safety briefing before participating.**	
4.		**Has the wing published supplements, waivers or operating instructions (OIs) to:**	
	a.	**CAPR 60-3** • **Was the supplement or waiver approved by the region commander, NHQ/DO and CAP-USAF/XO?**	CAPR 60-3 para 1-2
	b.	**CAPR 60-5** • **Was the supplement, letter, clarification, waiver or OI approved in writing by NHQ/DO prior to issue?**	CAPR 60-5 para 2
	c.	**CAPR 60-6** (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)?** (2) **Did the waiver requests include justification?** (3) **Did the supplement, letter, clarification, waiver or OI receive written approval of CAP-USAF/XO and NHQ/DO prior to publication?**	CAPR 60-6 para 1-3

5.	a. **Are there any wing MOUs with state or local agencies?**	CAPR 60-3 para 1-5b(2)(b)
	b. **Are the MOUs approved by NHQ?**	CAPR 111-2 para 3a(4)(b)
	c. **Are the MOUs reviewed and certified as current by the Wing Commander at least every 3 years after initial approval?**	CAPR 111-2 para 4j
	♦ **If so, please provide copies of the MOU(s) along with the certification documentation.**	CAPR 111-2 para 3a(2)
	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?**	
	e. **Have any local agreements or joint operating procedures been formulated?**	
	♦ **If so, please provide copies of the agreements or operating procedures along with the approval documentation**.	
6.	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? • Please provide documentation.	CAPR 60-3 para 1-7
7.	a. **Provide a sample of your wing's standardized IC Kit as provided to all ICs.**	CAPR 60-3 para 1-5b(5)
	b. **Are periodic updates provided for the kit?**	
8.	Are mission qualification suspension/revocation procedures outlined in CAPR 60-3 and CAPR 60-6 properly followed?	CAPR 60-3 para 2-2e(2), and CAPR 60-6 para 2-2f
9.	a. **How do you ensure that a current Wing alert roster and resource report is maintained in WMIRS?**	CAPR 60-3 para 1-5b(1)
	(1) Is this information updated at least annually or as directed by the National Operations Center?	CAPR 60-3 para 1-5b(1)(a)
	(2) Is it reissued as major changes occur?	
	b. Are rosters of operationally mission qualified personnel and available resources readily available?	CAPR 60-3 para 1-5b(1)(b)
	c. Has an alerting system been published?	CAPR 60-3 para 1-5c(6)
	• Please explain how this alerting system works.	
10.	**Does the wing have current documentation on all personnel qualified to support all missions (ES, CD, HLS, & CISM support) that are assigned to the wing?**	CAPR 60-3 para 1-5b(4) and 2-2
	a. Are these qualifications listed properly in "Ops Quals"?	CAPR 60-3 para 1-4b(4)(e), CAPR 60-5, and CAPR 60-6 para 3-2
	b. **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?**	CAPR 60-3 para 2-1e
	c. **Are renewals, re-qualifications of expired specialties and transfers from other wings being handled ina accordance with national directives?**	CAPR 60-3 paras 2-4, 2-5 and 2-6
	d. **Is a CAPF 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations**	CAPR 60-1 para 3-7i

	e. Have training requirements and actually training been coordinated with other staff agencies? • Please provide documentation to demonstrate this coordination and outline what training has been accomplished since the last inspection.	
11.	<mark>Are all records pertaining to each authorized mission loaded into WMIRS or maintained for at least 4 years at Wing HQ?</mark>	<mark>CAPR 60-3 para 1-21 CAPR 10-2, Tbl 8, Rule 2</mark>
12.	Do the staff officers prepare OPLANs for routine, recurring or ongoing customer mission requests for their areas? a. Are the OPLANS submitted to the Wing Commander for review and signature? b. Are copies of the approved OPLANs forwarded to the NOC and CAP-USAF/XO? c. Are CD OPLANs forwarded to the customer for approval (if the wing participates in the CD program)?	CAPR 60-6 paras 1-5e(4) and 1-5g(10)
13.	<mark>Does the wing use member owned aircraft or other (especially twin engine aircraft) resources to accomplish its missions?</mark> a. <mark>If so, on what types of missions?</mark> b. <mark>How is the approval documented?</mark>	<mark>CAPR 60-1 para 2-4f CAPR 60-3 para 1-10c</mark>
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 19 as N/A.	

16.	a. **Does a qualified FRO release all CD sorties?**
	    (1) How do you ensure proper mission planning before release?
	    (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?
	b. **Is flight release and briefing documentation completely filled out to include:**
	    (1) Specific mission objectives?
	    (2) Mission requester's name/contact information?
	    (3) A detailed list of mission results?
		CAPR 60-6 para 1-5g(11)
		CAPR 60-6 para 3-7

17.	**Are sufficient, trained personnel available?** a. **How are prospective members selected for critical mission functions?** b. **Are all personnel conducting law enforcement sensitive missions properly screened and current? How is this determined?** c. **How does the wing ensure compliance with posse comitatus restrictions?** d. Is training of additional personnel scheduled on a frequent and regular basis? How is it scheduled?	CAPR 60-6 para 2-2b CAPR 60-6 para 2-2c CAPR 60-6 para 4-4a

18.	a. Are CD personnel lists periodically purged of inactive CD members, as appropriate? How and by whom?	CAPR 60-6 para 1-5g(23)
	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 flying hours flown in the CD program?	CAPR 60-6 para 1-5g(31)(f)
	c. Describe these methods and how the information is used by the wing.	
19.	Has the wing made an assessment of the need for a Critical Incident Stress Team (CIST) to help implement the CAP CISM program?	CAPR 60-5 para 3g
20.	If the wing has a CIST:	
	a. Have all of the CIST members completed International Critical Incident Stress Foundation training and are the training documents on file for inspection?	CAPR 60-5 para 5a(1)-(3)
	b. Are all team members current in their training?	CAPR 60-5 para 5d
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 (optional)?	CAPR 60-5 para 6b
22.	**Web Mission Information Reporting System (WMIRS):**	
	a. **Are all missions (both AF and Corporate) and sorties loaded into WMIRS and approved via the latest guidance from the NOC?**	CAPR 60-3 para 1-15a
	b. **Is sortie completion data (effectiveness, flying time, fuel expenses, etc) updated IAW CAPR 173-3 in a timely manner?**	
	c. **Does the Wing Commander or his/her designee approve the WMIRS e108?**	CAPR 173-3 para 2b(2)
	d. **Does the wing submit all mission reimbursement e108 requests within the required 30-45 day window?**	CAPR 173-3 para 2d
	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)?**	CAPR 173-3 para 2b(1)
23.	**If the wing conducts operations in the Canadian or Mexican Border Zones, does the wing comply with all altitude based communications restrictions?**	CAPR 100-1 para 8-6 and Communications Altitude and Geographic Restrictions Document (available on-line)
	• **What is the wing's plan for ensuring all operations comply with these restrictions?**	

	TAB C-2: COMMUNICATIONS	
	ITEM	**REFERENCE**
1.	**Is the Director of Communications (DC) appointed in writing?** a. **Please provide a copy of the Transfer of Communications Property Responsibility statement.** b. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)? c. **If appointed since the last inventory, was a joint inventory accomplished?** 　• **Have corrections to the inventory been initiated?** d. How long has the DC held the position?	CAPR 174-1 para 1-6h(1) and CAPR 35-1 para 1-1 CAPR 35-1 para 1-3 CAPR 174-1 para 2-17
2.	What skill level has the Wing DC attained in the Communications Officer specialty track? 　• Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 214
3.	Are proposed supplements, operating instructions and waivers to CAPR 100-1 approved by NHQ/DO in writing prior to publication?	CAPR 100-1 para 1-8
4.	♦ **Provide a copy of the last two quarterly H-1 Reports.**	CAPR 100-1 para 3-2
5.	a. **Has the wing developed and published:** 　**(1) An Emergency Communications Plan?** 　**(2) An Operations and Training Plan?** 　**(3) A Repeater Plan?** b. Are the plans written in support of the next higher headquarters' plans? c. Have these plans been reviewed annually and kept current by supplements and changes as conditions require? d. Has the wing, not later than 10 January of each year, submitted one copy of each of the plans and changes to: 　(1) The region DCS/Communications? 　(2) To NHQ/DOS? 　(3) To the NTC? 　♦ Provide a copy of these plans	CAPR 100-1 para 2-2 CAPR 100-1 para 2-2 CAPR 100-1 para 2-2 CAPR 100-1 para 2-2
6.	**Does the wing conduct an annual radio communications effectiveness evaluation with no more than a 12-hour advance notice?** a. Is this exercise pre-coordinated and approved by the region DCS/Communications? b. Is an after action report submitted to the region DCS/ Communications and CAP-USAF State Director within 30 days after completion of the exercise? 　• Please have copies of the summary reports and critiques available for inspection.	CAPR 100-1 paras 3-3b CAPR 100-1 para 3-3b CAPR 100-1 para 3-3b
7.	**Is all Air Force funded CAP communications equipment distributed IAW the Approved Communications Table of Allowances as approved by CAP-USAF?**	CAPR 100-1 para 6-8 and CAPR 174-1 para 2-7

8.	Does the wing conduct a "Communicator of the Year" award program? • Are wing nominations for Region Communicator of the Year submitted to region no later than 15 February each year?	CAPR 100-1 para 4-8a
9.	Does your wing conduct at least one annual meeting of all communicators and communications officers? • If the meeting is conducted, is a summary of the meeting, including a list of the participants, submitted to the next higher echelon within 30 days after the activity? • Please have copies of the wing's annual communication meeting participant logs and summaries available for inspection.	CAPR 100-1 para 5-5b CAPR 100-1 para 5-5b
10.	**Are plans, instructions and other documents containing frequencies prevented from being left unattended in non-secure locations, released to the general public, or made available to unauthorized viewing via the World Wide Web or by other means?** 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?** 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?** c. **Are all documents containing frequencies marked "UNCLASSIFIED//FOR OFFICIAL USE ONLY" at the top and bottom of each page?** d. **Do all documents containing frequencies have the following statement clearly displayed on the front page?** <table><tr><td>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</td></tr></table>	CAPR 100-1 para 1-9a CAPR 100-1 para 1-9a CAPR 100-1 paras 1-9a and 12-10e CAPR 100-1 para 1-9a CAPR 100-1 para 1-9a
11.	If the wing has a CAP radio station at the meeting location, <mark>are these</mark> CAPR 100-1 recommendations followed (<mark>if applicable</mark>): a. Is all communications equipment adequately grounded? b. Are replacement fuses available and of the proper capacity per the equipment manufacturer? c. Are all personnel, having access to the radio station, familiar with the location of the main power switch if such switch(s) exist and are available to operators? d. Are lightning arrestors or grounding switches installed on all antennas?	CAPR 100-1 paras 7-1a-e

12.	Have efforts to recover property from members who terminated their membership in CAP or transferred to another unit been documented and uploaded into ORMS?	CAPR 174-1 para 2-24
13.	Has the Wing Commander imposed a property freeze on any subordinate unit that received a Marginal or Unsatisfactory rating in Communications, due to property management issues, during a Subordinate Unit Inspection?	CAPR 174-1 para 1-9d
14.	a. **Does all radio equipment meet NTIA standards?** b. **Has noncompliant equipment been removed from service?**	CAPR 100-1 para 10-1a
15.	<u>Records and Files.</u> **Effective 5 January 2010, units shall manage all non-expendable property within ORMS.** a. **Has all documentation created prior to 1 October 2009 been retained in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*?** b. **For all transactions completed subsequent to this date, has the document upload feature of ORMS been used to retain scanned copies of DD Forms 1348-1A, reports of survey, bills of sale, donation receipts, purchase receipts and other acquisition or disposal records?**	CAPR 174-1 para 2-19
16.	**Is the Communications Officer utilizing the Operational Resource Management System (ORMS)?** a. **Is on-line Form 37, Temporary Issue Receipt, used for temporarily issuing property to individuals?** • **Is the property issuance entered into ORMS within 7 days as recommended?** b. **Is the on-line Form 111, Expendable Federally-sourced Property Transfer Sheet, used as an ongoing record of expendable property transfers between CAP units?** c. **Is the on-line Form111a, Expendable Federally-sourced Property Issue Sheet, used as an ongoing record of expendable property issued to CAP members?**	CAPR 174-1 para 2-3a CAPR 174-1 para 2-3a CAPR 174-1 para 2-3b CAPR 174-1 para 2-3c
17.	a. **Have all expendable property items obtained from Federal sources been indelibly marked with the letters "DRMO"?** b. **Has the receipt and transfer of expendable property been recorded on the unit's on-line Form 111 in ORMS?**	CAPR 174-1 para 3-5a CAPR 174-1 para 3-5a
18.	**Are commercially procured and donated items properly identified and entered into ORMS?** • **Please show the inspector an example.**	CAPR 174-1 para 2-9 and CAPR 173-4
19.	**Has the required annual inventory been performed during the period 1 January to 31 March of each year?** a. **Have all pending issues, transfers and retirements been completed?** 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?**	CAPR 174-1 para 2-16b CAPR 174-1 para 2-16d(1) CAPR 174-1 para 2-16d(2)

c. **Has a condition check of all non-expendable property been accomplished?**	CAPR 174-1 para 2-16d(3)
d. **Has all non-expendable items on hand been properly tagged and accurately reflected in ORMS?**	CAPR 174-1 para 2-16d(4)
e. **Have items that cannot be located been recorded as "missing" in the "condition" field in ORMS?**	CAPR 174-1 para 2-16d(5)
f. **Has any non-expendable property discovered during the annual inventory been researched to determine its source before loading in ORMS?**	CAPR 174-1 para 2-16d(6)
g. **Has off-site property condition and location been validated?**	CAPR 174-1 para 2-16d(8) CAPR 174-1 para 2-16d(9)
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?**	CAPR 174-1 para 2-16d(9)
i. **Did the Wing Commander also acknowledge completion of the annual inventory after property management officers have completed the inventory?**	CAPR 174-1 para 2-16d(9)
j. **Was any on-loan property physically checked during the annual inventory?**	CAPR 174-1 para 2-16d(10)

20. **Reporting Property Loss or Damage.** **Has there been any loss or damage to communications property within the last 3 years?**
   a. **Was the loss or damage reported within 7 days of discovery to the Commander or property management officer?**
   b. **Upon notification, was a loss report initiated in ORMS by changing the item's condition to "missing/damaged?"**
   c. **Please provide documentation of the report of survey completed for this/these item(s).**
	CAPR 174-1 para 2-25

21. **Does the communications officer ensure that the unit property storage area is safe and protected from the elements to prevent deterioration of property?**	CAPR 174-1 para 2-18
22. Have all corporate VHF-FM radios capable of 129 or more channels been programmed IAW the current standardized national VHF channelization and programming plan? • Does the wing have written authorization to operate on non-CAP frequencies that have been programmed into CAP radios?	CAPR 100-1 para 8-2 CAPR 100-1 para 11-5

23. Are any repeaters in the wing linked by any method?
   a. **If yes, does the system automatically retransmit original encrypted signals without unsecure intermediate decrypting and re-encrypting?**
   b. **If not, what is the plan to bring existing systems into compliance by 31 December 2012?**
	CAPR 100-1 para 6-12e

24. a. Are all repeater sites and relocations properly approved by the National Repeater Coordination Group?	CAPR 100-1 para 6-7

	b. Is the wing continuing to comply with the requirements of the original "Endorsement Letter" concerning repeaters?
	    (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.
		CAPR 100-1 para 12-3

25.	Explain the wing's transition program from traditional HF to ALE operations. • If transition to ALE has not been completed, what is the wing's plan to complete the transition?	Implementation of HF/ ALE ICL dated 24 Jan 11

	TAB C-3: FLIGHT MANAGEMENT	
	ITEM	**REFERENCE**
1.	**Has the Wing Commander appointed a Standardization/ Evaluation (Stan/Eval) officer in writing?** a. Is the Stan/Eval officer a CAP check pilot? b. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)? c. How long has the Stan/Eval officer been in the position? d. **Have previous holders of this position had the assignment deleted when they left the position?**	CAPR 20-1 page 25 CAPR 20-1 page 28 CAPR 35-1 para 1-3
2.	What skill level has the Stan/Eval officer attained in the Standardization/Evaluation Officer specialty track? • Please provide documentation of certifications.	CAPR 50-17 para 4-2
3.	**Are proposed supplements, operating instructions, or policy letters to CAPR 60-1 approved by HQ CAP/DO?** a. **Are they approved by the region commander, State Director, and the CAP-USAF liaison region office prior to being forwarded to HQ CAP/DO for approval?** b. **Please provide copies of each with documentation of approval.**	CAPR 60-1 para 1-2
4.	**Are flight privilege suspension procedures outlined in CAPR 60-1 properly followed?** • **If yes, please provide documentation showing the procedure(s) followed.**	CAPR 60-1 paras 2-7
5.	**Are corporate aircraft assigned to units according to need and utilization?** a. **How are corporate aircraft use and condition monitored?** b. **How is privately owned/rented aircraft use monitored?** c. **How are corporate glider use and condition monitored?**	CAPR 66-1 para 16 CAPR 173-3 Attach 1
6.	At the conclusion of all flights, have the flight hours been recorded in WMIRS?	CAPR 60-1 para 2-5g

7.	Flight Release Program
	 a. Have all FROs passed the on-line CAP FRO training course?
	 b. Has the Commander appointed a sufficient number of FROs for wing needs? Be prepared to show documentation.
	    • Are all FROs designated as Flight Release Officer in Operations Qualifications by the Wing Commander or designee?
	 c. Are all flight releases accomplished using eFlight Release in WMIRS?
	    (1) When internet access is not available, are flights released using CAPF 99, *CAP Flight Release Log*, and recorded in the eFlight Release System within 24 hours?
	      ♦ Please provide documentation.
	    (2) Is the appropriate mission symbol used on all flight release documents, logs and entries into WMIRS?
	 d. Are the ICs for supervised missions designated as FROs?
		CAPR 60-1 para 2-5b
		 CAPR 60-1 para 2-5b
		
		 CAPR 60-1 para 2-5b
		
		 CAPR 60-1 para2-5d
		
		 CAPR 60-1 para 2-5d
		
		 CAPR 60-1 para 2-5h
		
		 CAPR 60-1 para 2-5d

	e. Do all eFlight Releases (and flights temporarily released on CAPF 99 for a base with no internet access), record the date, N-number, mission symbol, PIC, passengers, estimated flight time and route of flight prior to release?	CAPR 60-1 para 2-5e
	(1) Is the FRO notified of any changes made prior to flight departure?	CAPR 60-1 para 2-5e
	(2) For flights where an FAA flight plan is not used, are the following additional steps required:	
	(a) Record an estimated landing time prior to release.	CAPR 60-1 para 2-5e(1)
	(b) Initiate missing aircraft procedures 2 hours after the estimated landing time if not notified the flight was safely concluded.	CAPR 60-1 para 2-5e(2)
	f. Describe the wing process when the alternate release process is used for multiple flights at the same location and on the same day.	CAPR 60-1 para 2-5f
	g. Describe the Wing process to ensure that at the conclusion of all flights the PIC (or IC of a supervised mission) ensure all fight hours have been recorded in the WMIRS system.	CAPR 60-1 para 2-5g
8.	**Are the following CAP pilots designated in writing or on-line by the Wing Commander?**	
	a. **ROTC/JROTC and Cadet Orientation pilot?**	CAPR 60-1 para 3-7d(7)
	b. **Instructor pilots**	CAPR 60-1 para 3-7e(3)
	c. **Check pilots**	CAPR 60-1 parea 3-7f(3)
	d. **Check Pilot Examiner**	CAPR 60-1 para 3-7g
	e. **Tow pilot**	CAPR 60-1 para 3-7h(5)
	f. **Mission Check pilots**	CAPR 60-1 para 3-7j(5)
	g. **Mission Check Pilot Examiner**	CAPR 60-1 para 3-7k
9.	<mark>Pilot Records:</mark>	
	a. **<mark>Is the required data for all wing pilots entered into Ops Quals and validated by the commander or designee?</mark>**	<mark>CAPR 60-1 para 3-8</mark>
	b. **<mark>Have all pilots signed the on-line CAP Statement of Understanding?</mark>**	

TAB C-4: AIRCRAFT MANAGEMENT	
ITEM	REFERENCE
1. **Has the Wing Commander appointed an Aircraft Maintenance Officer (AMO) in writing?** a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)? b. How long has the AMO been in the position?	CAPR 20-1 page 25 CAPR 35-1 para 1-3
2. Does the Wing AMO hold any specialty track levels? • Please provide documentation of certifications.	CAPR 50-17 para 4-2
3. **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?** • How is this documented?	CAPR 66-1 para 6f
4. Are all aircraft assigned to the unit where the aircraft is normally located? • When was the last transfer?	CAPR 174-1 para 2-2b
5. **Has the wing published a centralized maintenance management supplement to CAPR 66-1 to provide specific guidance as to how the provisions of the regulation shall be implemented and controlled?** a. Is the supplement updated biennially? b. Has the supplement been coordinated through the respective CAP-USAF Liaison Region? c. Has a copy of the supplement been provided to NHQ/LGM.	CAPR 66-1 para 4 CAPR 66-1 para 4 CAPR 66-1 para 4 CAPR 66-1 para 4
6. Describe how the wing pilots utilize the on-line eAircraft Discrepancy System located in WMIRS.	CAPR 66-1 para 7d
7. a. How is aircraft time in service measured? b. How does the wing monitor time in service to ensure maintenance requirements are met?	CAPR 66-1 para 2f CAPR 66-1 paras 4, 8 & 9
8. a. **Are aircraft maintenance records maintained IAW CAPR 66-1 and the FARs?** b. **Do all aircraft meet airworthiness standards specified by the FARs?**	CAPR 66-1 para 11 CAPR 66-1 paras 1, 2, 6c, 7a, 7b, 8 & 11
9. **How do you track routine maintenance such as oil changes and corrosion control?**	FARs and CAPR 66-1 para 6

10. 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?
a. Please provide a copy of the each certificate for each facility.
   (1) Does this certificate of insurance identify the insurer and the amount of liability coverage, explicitly including "products and completed operations?"
   (2) Has a copy of each certificate been forwarded to NHQ/LGM?
b. For emergency repairs by a mechanic who does not meet minimum insurance requirements:
	CAPR 66-1 para 12

	(1) Is the wing maintenance officer contacted for approval prior to beginning any work on the aircraft? (2) Is NHQ/LGM, during normal duty hours, or CAP National Operations Center on weekends or holidays, contacted prior to making these repairs? (3) Is this information contained in the wing supplement to CAPR 66-1?	
11.	**Is the additional equipment maintained in each aircraft's baggage compartment accounted for on every flight's weight & balance?**	
12.	**Is each corporate powered aircraft equipped with a disposable carbon monoxide detector, including those aircraft equipped with <mark>an electronic detector</mark>?** a. Is the installation date of the disposable carbon monoxide detector written on the detector? b. **Are new disposable carbon monoxide detectors replaced in January of each year?**	CAPR 66-1 para 9e
13.	**Has the wing determined the appropriate items to be carried in aircraft survival kits?** • How does the wing document this determination?	CAPR 66-1 para 9f
14.	**Inspect aircraft in accordance with attached Aircraft Compliance Inspection Worksheet.**	

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" (except C-172R & later) [CAPR 66-1 ¶ 10c(3)]			
4	Operating Limits (all placards required by POH) [FAR 91.9]			
c.	Avionics control lock installed when A/C not in use [CAPR 66-1 ¶ 7f]			
d.	Fire Extinguisher-fixed mount, serviceable unit with gauge [66-1 ¶ 9b]			
e.	CO Detector-12 or 18 mo. disposable; repl every 12 mos. [66-1 ¶ 9e]			
f.	Shoulder Harnesses - required for pilot & copilot [CAPR 66-1 ¶ 9a] - new A/C have 90 days to comply by installing shoulder harnesses			
g.	Cessna seat rails/tracks - inspect for cracks and wear [AD 87-20-03 rev 2] - annotate any elongated holes present in seat rails			
h.	Secondary seat stop – except C-172R and later models [SEB07-5 (rev1)] (either on lower right side of pilots seat or belt under seat)			
i.	Cargo Tie-Down or Net if any cargo is stored in A/C [CAPR 66-1 ¶ 9d]			
j.	ELT battery expiration date marked on ELT [FAR 91.207]			
k.	Required documents aboard aircraft; **A-R-O-W**			
1	Airworthiness Certificate from FAA [FAR 91.203]			
2	Registration from FAA [FAR 91.203]			
3	Operating Handbook [FAR 91.9]			

4	Weight and Balance - current [check vs. item 1b(10) above] [FARs]			
	- if multiple versions exist, all but most recent marked "superseded"			
l.	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.	**Has the Director of Professional Development (DPD) been appointed in writing?** a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)? b. How long has the DPD been in the position?	CAPR 20-1 page 25 and CAPR 35-1 para 1-3
2.	What skill level has the Wing DPD attained in the Professional Development specialty track? • Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 204
3.	Professional Development Records a. Has the Wing Director of Personnel delegated the maintenance of the Senior Member Professional Development records to the DPD? • If yes, how is the delegation documented? 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?	CAPR 50-17 para 2-4a CAPR 50-17 para 2-4b &c CAPR 39-2 para 1-7

4.	Reference Library
	a. Does the DPD maintain a library of materials used in the Senior Member Professional Development Program?
	b. If a library is maintained:
	    (1) Is the library kept current and maintained separately from the administrative files?
	    (2) Does the library contain the materials listed in CAPR 50-17 para 2-2?
		CAPR 50-17 para 2-2

5.	Training Accomplishment – Level I
	a. **Have all senior members completed Level I training (which includes <mark>Foundations,</mark> Operational Security (OPSEC) training, Cadet Protection Program Training (CPPT), Equal Opportunity training and Introduction to Safety 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?**
	    (1) How many members of the unit (001) have NOT completed Level I?
	    (2) How are you encouraging these members to complete this training?
	b. How is the mandatory summary conversations component of the on-line Level I training documented?
		CAPR 50-17 para 3-1
		CAPR 39-2 para 1-7
		
		CAPR 50-17 para 3-8a

6.	Training Accomplishment – Level II a. Has the wing conducted a Squadron Leadership School (SLS) at least annually? b. Please review your process for CAPFs 11 for SLS course completions.	CAPR 50-17 para 4-6b CAPR 50-17 para 4-6d

	c. Are CAPFs 11 signed by the Wing Commander and forwarded to HQ CAP/DPR and region DCS/DP NLT 14 days after completion of the course? • Please provide copies of CAPFs 11 for SLSs during the last 2 years.	CAPR 50-17 para 4-6d
7.	Training Accomplishment – Level III a. Has the wing conducted a Corporate Learning Course (CLC) at least annually? b. Please review your process for CAPFs 11 for CLC course completions. c. Are CAPFs 11 signed by the Wing Commander and forwarded to HQ CAP/DPR and region DCS/DP NLT 14 days after completion of the course? • Please provide copies of CAPFs 11 for a CLCs during the last 2 years.	CAPR 50-17 para 5-3c CAPR 50-17 para 5-3e CAPR 50-17 para 5-3e
8.	**How does the wing ensure that:** a. **The required Operational Risk Safety Briefing which are to discuss the risks associated with a particular activity and/or sub-activity are conducted "in-person" with the members that is/are about to engage in such activity or sub-activity are accomplished?** b. **That at the start of each new day are the operational risk safety briefings re-accomplished to ensure new participants are included and members that were present are updated on the hazards of the day.** c. **That new participants that arrive throughout an activity or sub-activity receive the same mandatory operational risk safety briefing before participating.**	**CAPR 62-1 para 5d**
9.	**What is your system to ensure Professional Development awards are processed in a timely and appropriate manner?**	CAPR 50-17 para 2-5

10.	Test Control Officer and Administrator Appointments
	a. **Has the Wing Commander appointed a Test Control Officer (TCO) and Test Administrator(s) (TAs), for CAP tests by letter using the format contained in Attachment 1 to CAPR 50-4?**
	  (1) **Have the TCO and all TAs been briefed on HQ Air University Education, Logistics, and Integration (AU A4/6) requirements?**
	  (2) **Have the TCO and all TAs signed for the AU A4/6 briefing on the appointment letter as required?**
	  (3) **Has the Wing Commander kept the appointment letter current?**
	  (4) **Are the TCOs and TAs at least 21 years old?**
	  (5) **Has the State Director or Wing Administrator been appointed as the wing TCO?**
	  (6) **Have the State Director and Wing Administrator been appointed as TAs?**
		CAPR 50-4 para 1-2
		
		CAPR 50-4 para 1-2
		
		CAPR 50-4 para 1-2
		CAPR 50-4 para 1-3
		
		CAPR 50-4 para 1-3

	(7) **Are the TA duties of the Wing Administrator limited to receiving and logging the testing material received in the mail and securing the test material in the Test Control Facility (TCF)?**	CAPR 50-4 para 1-2
	(8) **Has a copy of the appointment letter been sent to HQ AU/CFRR via fax?**	CAPR 50-4 para 1-2
	b. **Do all subordinate units where testing materials are stored or who anticipate the administration of written tests appoint a TCO and TA(s)?**	CAPR 50-4 para 1-3
	(1) **Are the subordinate unit appointments accomplished by letter using the format contained in Attachment 1 to CAPR 50-4?**	CAPR 50-4 para 1-3
	(2) **Have the TCO and all TAs been briefed on AU A4/6 requirements?**	CAPR 50-4 para 1-3
	(3) **Have the TCO and all TAs signed for the AU A4/6 briefing on the appointment letter as required?**	CAPR 50-4 para 1-3
	(4) **Are the TCOs and TAs at least 21 years old?**	CAPR 50-4 para 1-3
	(5) **Have the unit commanders kept the appointment letters current?**	CAPR 50-4 para 1-3
	(6) **Have copies of the subordinate unit appointment letters been sent to the Wing TCO?**	CAPR 50-4 para 1-3
	c. **How are TCOs and TAs made aware of additional requirements for safeguarding AU A4/6 test materials?**	CAPR 50-4 para 5-5
	d. **How are TCOs and TAs made aware of situations that are considered potential compromises of testing material?**	CAPR 50-4 paras 3-3 and 6-2
11.	Test Inventory Log:	
	a. **Has the Wing TCO created a Test Inventory Log for the unit?**	CAPR 50-4 para 1-4
	b. **Is the format of the log in accordance with Attachment 2 to CAPR 50-4?**	CAPR 50-4 para 1-4
	c. **Are all transactions associated with test materials enter onto the Test Inventory Log by the TCO/TA?**	CAPR 50-4 para 1-4
	d. **Are the Test Inventory Logs retained as required?**	CAPR 10-2, Tbl 3, Rule 4
12.	Test Inventory:	
	a. **Does the TCO conduct a test material inventory at least every 90 days and whenever the TCO changes?**	CAPR 50-4 para 1-6
	b. **When the inventory is completed, does the TCO annotate and sign the Test Inventory Log on the next available line?**	CAPR 50-4 para 1-6
13.	Testing Material Storage:	
	a. **Are all testing materials, regardless of source and any related testing materials stored in one of the following:**	CAPR 50-4 para 1-5
	(1) **A metal filing cabinet equipped with a steel lock bar and a three-combination dial-type padlock;**	
	(2) **A metal filing cabinet equipped with an internal (built-in) combination lock;**	
	(3) **An upright safe or vault.**	

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

	TAB D-2: CHAPLAIN CORPS	
	ITEM	**REFERENCE**
1.	**Has the Wing Commander appointed a Chaplain (HC) in writing?** a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)? b. How long have you been the wing chaplain? c. How much experience as a unit chaplain did you have prior to being appointed as Wing Chaplain?	CAPR 20-1 page 25 CAPR 265-1 para 15f CAPR 35-1 para 1-3 CAPR 265-1 para 15f CAPR 265-1 para 15f
2.	Chaplain Corps Awards: Is a subordinate unit chaplain nominated for the Region Squadron Chaplain of the Year Award annually?	CAPR 265-1 para 11b
3.	**Are any chaplains assigned additional duties as:** • **Unit commander?; Unit deputy commander?** • **Testing officer?**	CAPR 265-1 para 5
4.	CAP Chaplain Corps Training: Are you progressing through the Chaplain Specialty Track? a. **Have you completed CAPP 221A, *The CAP Chaplain?*** b. Have you completed CAPP 221B, *Chaplains Helping Chaplains–Specialty Track Study Guide?* c. Have you as the Wing Chaplain, earned the Grover Loening Aerospace Award? 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?** e. How do you encourage chaplains and CDIs to attend the Chaplain <mark>Corps</mark> Region Staff College? f. How do you encourage chaplain participation in the total Professional Development training program (i.e., promotions, etc.)?	 CAPR 265-1 para 12a CAPR 265-1 para 12b CAPR 265-1 para 15 CAPR 265-1 para 14a
5.	a. Have all Character Development Instructors (CDI) been properly appointed? b. **Does each CDI work under the direction of a chaplain assigned by the Wing Chaplain?** c. **Is the distinction between chaplains and CDIs evident, especially in matters of privileged communication and confidentiality?**	CAPR 265-1 para 7 CAPR 265-1 para 4 CAPR 265-1 paras 4 and 18
6.	Chaplain Statistical Report: a. Has each Chaplain and CDI, even if inactive, submitted a completed CAPF 34, *Chaplain Statistical Report*, no later than 5 January and 5 July of each year? (1) Did you, as Wing Chaplain, notify the Wing Commander of any chaplains/CDIs that did not submit a semi-annual report? (2) Are Chaplains and CDIs who are delinquent in filing their semi-annual report made ineligible for Chaplain Corps recognition or awards?	CAPR 265-1 para 8 CAPR 265-1 para 8 CAPR 265-1 para 8

	b. As the Wing Chaplain, did you send copies of the consolidated report (CAPF 34A, *Wing Chaplain Statistical Report*) to the region chaplain and the Wing Commander no later than 15 January and 15 July of each year?	CAPR 265-1 para 8
7.	Chaplains and CDI member support: a. **What steps have you taken to ensure that religious services are provided at weekend activities? Please provide documentation of religious services provided for recent wing events.** b. **How do you ensure Chaplain <mark>Corps</mark> personnel are prepared to respond to disaster or other community contingencies?**	CAPP 221 paras 3-4 and 4-3 CAPR 265-1 paras 3-4 and 4-3
8.	<mark>Chaplain Administration:</mark> a. <mark>What is your process for creating and tracking Chaplain and CDI application packages?</mark> b. <mark>How do you communicate to chaplain and CDI candidates the progression of their packages through the system?</mark>	<mark>CAPR 265-1 paras 6d(2) and (3)</mark>

TAB D-3: FINANCE	
ITEM	**REFERENCE**
* *Finance interview by WFA occurs within the 3 months before the CI weekend.*	

1. Who is the Wing Director of Finance?
  a. **Has the Wing Commander appointed a Director of Finance (FM) in writing?**
  b. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?
  c. **Is the FM a member of the Wing Commander's family or immediate household?**
  d. **Are any assistant FM(s) a member of the Wing Commander's family or immediate household?**
	CAPR 173-1 para 7a
	
	CAPR 35-1 para 1-3
	
	CAPR 173-1 para 7a
	
	CAPR 173-1 para 7a

2. <u>Wing Finance Committee:</u>
  a. **Did the Wing Commander appoint a finance committee, in writing, within 30 days of assuming command?**
  b. Does the wing finance committee consist of :
    (1) The Wing Commander as the chairperson;
    (2) The Director of Finance;
    (3) At least three other senior members?
    (4) Are any of the finance committee members, members of the Wing Commander's family or immediate household?
  c. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, or Personnel Authorization)?
  d. **Has the finance committee:**
    (1) **Ensured that the wing is in compliance with all financial, regulatory and reporting requirements?**
    (2) **Provided oversight, assistance and supervision to subordinate units:**
      (a) **To ensure that all financial, regulatory and reporting requirements are met.**
      (b) **To assure that all unit fund transfers and expenditures have been made at the documented request of the subordinate unit finance committee.**
      (c) **All deposits have been recorded and documented.**
    (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?**
    (5) **Reviewed the annual operating budget quarterly?**
    (6) **Approved all wing-level expenditures in excess of $1,500 prior to obligating the funds?**
    (7) **Established a written Financial Management Procedure for monthly recurring expenses?**
	CAPR 173-1 para 9a
	
	CAPR 173-1 para 9a
	
	CAPR 35-1 para 1-3
	
	CAPR 173-1 para 9a(1)
	
	CAPR 173-1 paras 9a(2) and 9a(10)
	
	CAPR 173-1 para 9a(3)
	
	CAPR 173-1 para 9a(4)
	
	CAPR 173-1 para 9a(4)
	CAPR 173-1 para 9a(5)
	
	CAPR 173-1 para 9a(6)

	(8) **Completed quarterly internal financial reviews of the wing's financial records no later than 45 days after the end of quarter?**	CAPR 173-1 para 9a(7)
	(9) **Reviewed and evaluated the most recent Internal Financial Review Worksheet at the next finance committee meeting?**	CAPR 173-1 para 9a(8)
	(10) **Met at least once per quarter?**	CAPR 173-1 para 9a(9)
	(11) **Maintained a record of all finance committee meeting, approvals, reviews and corrective actions taken at the meeting and upload these minutes to e-Accounting®?**	CAPR 173-1 para 9a(9)
	(12) **Approved all credit card statements?**	CAPR 173-1 para 9a(11)
3.	Banking: a. **Are all checks pre-numbered, three-part, voucher checks?** b. Are all voided checks defaced, recorded and voided in QuickBooks and kept on file? c. **Are there any pre-signed checks?** d. **Do all checks have original signatures?** e. **Do all checks over $500 have two original signatures?** f. **Do all electronic payments over $500 have two pre-approvals?**	CAPR 173-1 para 11c CAPR 173-1 para 11d CAPR 173-1 para 11e CAPR 173-1 para 11f CAPR 173-1 para 11e CAPR 173-1 para 11g
4.	Tail Number Accounting: Are aircraft maintenance income and expenses effectively tracked by tail number? ♦ (Please provide a P&L by tail number)	CAPR 173-1 para 13
5.	Debit Cards: **Does the wing have debit cards?** • **If yes, is the debit card used for deposits only?**	CAPR 173-1 para 19
6.	Credit Cards, Credit Accounts or Prepaid Credit Cards: a. **Does the wing have any credit cards, credit accounts or prepaid credit cards?** b. **Has the wing created a Financial Management Procedure for the use of these accounts?** c. **Does the Financial Management Procedure include penalties for repeated failure to turn in receipts or for misuse of the card or account?**	CAPR 173-1 para 20a
7.	Contributed Facilities and Utilities: **Has a completed Unit Contributed Facility Worksheet been submitted to the wing financial analyst no later than 1 November of each year?**	CAPR 173-1 para 22
8.	Travel: **Has the wing established a written Financial Management Procedure for their travel policy?**	CAPR 173-1 para 25
9.	Annual Audits: **Has the wing submitted CAPF 172, *Wing Authorization Letter*, to their wing financial analyst no later than 31 December each year?**	CAPR 173-1 para32d

	TAB D-4: ADMINISTRATION	
	ITEM	**REFERENCE**
1.	**Has the Wing Commander appointed a Director of Administration (DA) in writing?** a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)? b. How long has the DA been in the position?	CAPR 20-1 page 25 CAPR 35-1 para 3-1
2.	What skill level does the Wing DA hold in the Administration specialty track? • Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 205

3.	a. Is the wing's official set of CAP publications maintained in paper or electronic form?
	b. **If the official set of CAP publications are maintained in paper form:**
	   (1) Are publications & forms spot-checked every 6 months?
	   (2) How are the spot-checks documented?
		CAPR 5-4 para 3b
		
		CAPR 5-4 para 7a(2)

4.	**When publishing supplements and/or operating instructions, how do you ensure that the content only pertains to those personnel within the wing and that they do not conflict with higher headquarters directives?** a. Are supplements and OIs kept to a minimum? b. Is a copy of each publication forwarded to the next higher level of command for review immediately upon publication? c. **On the anniversary date of each supplement or OI, has the OPR certified that the publication is still current and essential?** • **Has this certification been annotated on the record copy with the name of the person making the certification and the date of the certification?**	CAPR 5-4 para 3<mark>a(1)</mark> CAPR 5-4 para 3<mark>a(1)</mark> CAPR 5-4 para 3a(1) CAPR 5-4 para 3b
5.	**Are administrative authorizations [Transportation (TA), Personnel (PA) and Participation Letters (PL)] prepared, reproduced and distributed in accordance with CAPR 10-3?**	CAPR 10-3 para 2
6.	**Are all administrative communications completed IAW CAP guidelines?** • **How do you ensure prompt action on all communications?**	CAPR 10-1 CAPR 10-1 para 12
7.	**Are records filed properly?** a. **Is there a formal file plan established?** • **Does the file plan include other wing sections?** b. **Are frequent back-up of electronic files made and stored in another building?** c. **Are cut-off instructions followed?** d. **Are records screened for historical significance?**	CAPR 10-2 para 1 CAPR 10-2 para 2 CAPR 10-2 para 7 CAPR 10-2 para 9 CAPR 10-2 para 10

	TAB D-5: PERSONNEL	
	ITEM	**REFERENCE**
1.	**Has the Wing Commander appointed a Director of Personnel (DP) in writing?** a. Was the appointment accomplished in accordance with CAPR 35-1(CAPF 2a, Personnel Authorization or eServices)? b. How long has the DP been in the position?	CAPR 20-1 page 25 CAPR 35-1 para 1-3
2.	What skill level does the Wing DP hold in the Personnel specialty track? • Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 200

3.	a. **Have all duty appointments for the headquarters unit (Charter 001) been accomplished by either:**
	    1) **Using the on-line duty assignment application available in eServices?**
	    2) **Submission of a CAPF 2a,** *Request for and Approval of Personnel Actions?*
	      • **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 property accounted for?**
	    3) **Published in a personnel authorization in accordance with CAPR 10-3,** *Administrative Authorizations?*
	 b. **Has a copy of each appointment been placed in the individual's personnel file?**
		
		 CAPR 35-1 para 1-3
		
		 CAPR 35-1 para 1-3a
		
		 CAPR 35-1 apra 1-3a
		
		 CAPR 35-1 para 1-3b
		
		 CAPR 35-1 paras 1-3a, b, and c

4.	**Have there been any members placed in suspended Member status?** a. **Were all suspension actions accomplished in accordance with CAPR 35-1 para 2-2?** b. **Was a copy of the suspension action forwarded to NHQ/DP for processing?**	 CAPR 35-1 para 2-2 CAPR 35-1 para 2-2b(3)
5.	**Do all subordinate units in the wing meet the minimum membership requirements?**	CAPR 20-3 para 2
6.	**Are all units properly designated?**	CAPR 20-3 para 5c
7.	**Are all subordinate unit organizational changes of command promptly reported to NHQ on a CAPF 27?** • **Is a file copy of each active subordinate unit's CAPF 27 maintained at the wing headquarters?**	CAPR 20-3 para 3 CAPR 20-3 para 3a
8.	Is a wing staff organization chart posted in the wing headquarters and current? • Does the wing headquarters organizational structure conform that shown in CAPR 20-1 part II?	CAPR 20-1 para 3b CAPR 20-1 para 21a CAPR 20-1 para 21a
9.	Does the wing conduct an annual charter review during February of each year? a. Do units recommended for charter renewal show acceptable progress and have sufficient membership to retain its status?	CAPR 20-3 para 10a CAPR 20-3 para 10a

	b. Does the Wing Commander submit a written waiver request to the Region Commander with justification for those units it is in the best interest of CAP to continue even though they are below minimum membership requirements?	CAPR 20-3 para 10c
	c. Is the approved waiver forwarded to NHQ as attachments to the authenticated charter listings?	CAPR 20-3 para 10c(1)
	d. **Is NHQ advised no later than 31 March of those units that should be continued and those that should be discontinued?**	CAPR 20-3 para 10b
10.	**Are new membership applications handled properly?**	CAPM 39-2 para 2-4 and 3-5
11.	**How does the DP ensure that a CAPF 60, *Emergency Notification Data*, is completed by each member prior to attending any CAP activity away from his/her local community?**	CAPR 35-2 para 1
12.	a. Has the DP delegated the maintenance of the Senior Member Professional Development records for the headquarters unit (Charter 001) to the Director of Professional Development? • If YES, how is the delegation documented? b. If maintenance of the Senior Member Professional Development records has NOT been delegated to the DPD, are the CAPFs 45b and/or CAPFs 45 (Jan 08) current and up-to-date?	CAPR 50-17 para 2-4a CAPR 50-17 paras 2-4b and c CAPR 39-2 para 1-7

13.	a. **Do personnel records for the headquarters unit (Charter 001) contain the minimum documents when applicable?**
	    1) **Original application (if still available).**
	    2) **Documentation of personnel actions (either hard copy or eServices print out).**
	    3) **CAPF 83, *CAP Counterdrug Application*.**
	    4) **Copy of driving record (if a licensed CAP vehicle operator).**
	    5) **Additional information pertaining to the member's service and performance.**
	b **Are inactive personnel records maintained IAW CAP directives?**
		CAPM 39-2 para 1-7
		
		CAPM 39-2 para 1-8

14.	**Are member transfers handled properly?**	CAPM 39-2 para 1-11
15.	How do you manage the personnel program (renewals, promotions, awards, etc.)?	CAPM 39-2 CAPR 20-1 page 38

	TAB D-6: PUBLIC AFFAIRS	
	ITEM	**REFERENCE**
1.	**Has the Wing Commander appointed a Wing Public Affairs Officer (PAO) in writing?** a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)? b. Has the next higher headquarters been notified of the appointment? c. How long has the PAO been in the position?	CAPR 190-1 para 3a and CAPR 20-1 page 25 CAPR 35-1 para 1-3 CAPR 190-1 para 3b
2.	What skill level has the Wing PAO attained in the Public Affairs Officer specialty track? • Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 201
3.	Has Wing PAO developed goals and objectives for the wing public affairs program?	CAPR 190-1 para 4c
4.	**Has each subordinate unit appointed a PAO?** • **Please provide a listing of all subordinate unit PAOs.**	CAPR 190-1 para 3a
5.	==**Does the Wing PAO provided training for subordinate unit PAOs at least annually?**==	==CAPR 190-1 para 6==
6.	a. Has the Wing PAO developed an annual public relations plan to promote CAP, its goals and missions?: (1) Does the plan include goals and initiatives that help build relationships with external constituencies of CAP and emphasize their importance in performance of its three missions (ES, AE, and Cadet Programs)? (2) Does the plan include internal strategies that emphasize CAP's importance, member recognition, retention and encouragement of member participation in unit/wing/region and national activities and training? b. Has the Wing PAO implemented and evaluated the effectiveness of each goal and objective of the plan?	CAPR 190-1 para 7a CAPR 190-1 para 7a(1) CAPR 190-1 para 7a(2)
7.	Has the Wing PAO developed a PA crisis plan to ensure a rapid, effective response during crisis situations that may damage CAP's reputation, if mishandled? • Has the unit crisis communication plan been approved by the Wing Commander or his/her designated representative?	CAPR 190-1 para 7a(3) CAPR 190-1 para 7a
8.	Has the Wing PAO developed standard plans and procedures for external promotion of key events in the wing, such as participation in training and actual missions, awards and promotions, and special events?	CAPR 190-1 para 7b(3)
9.	**Has the Wing PAO assembled current media contact information to foster working relationships?** • **Does the PAO strive to meet periodically with key media representatives to improve media awareness of CAP and to establish an understanding on the part of the PAO of the information needs and preferences of each media outlet?**	CAPR 190-1 para 7b(2)

10.	**Has the Wing PAO assembled standard materials presenting the background of CAP that can be given to the media, prospective members, partner agency officials and others as needed, including materials developed locally and/or at higher headquarters?**	CAPR 190-1 para 7b(4)
11.	Does the Wing PAO utilize available wing websites to inform the public about Civil Air Patrol?	CAPR 190-1 para 7b(5)
12.	Does the Wing PAO incorporate National Headquarters adopted or updated positioning statements, slogans, logos or other components of a brand communication program, into their communications with external constituencies, whenever practical?	CAPR 190-1 para 7b(6)
13.	**Does the Wing PAO:** a. **Advise the commander on internal public relations strategies and methods in order to conduct an effective program?** b. **Regularly submit news advisories and releases, with photographs whenever possible, to higher headquarters?**	CAPR 190-1 para 7c(1) CAPR 190-1 para 7c(2)
14.	**Does the Wing PAO create and distribute a regular newsletter, written for both internal and external audiences, at least quarterly?**	CAPR 190-1 para 8a
15.	**Describe how the Wing PAO ensures that all distributed multimedia materials, including those distributed by emerging technologies, are in good taste, with members shown in proper uniform, depicting the diverse and multi-faceted missions and opportunities of Civil Air Patrol membership?**	CAPR 190-1 para 9a
16.	Does the Wing PAO have the authority to develop and coordinate the public affairs elements of electronic communications tools employed by the wing for internal and external communications, including wing websites and listservs, which automatically broadcast e-mail to everyone on a list?	CAPR 190-1 para 10
17.	**Please describe the Mission Information Officer (MIO) program for your wing.** • **Is a fully qualified MIO appointed for all emergency missions lasting, or expected to last, more than 48 hours?**	CAPR 190-1 para 11 CAPR 190-1 para 11b
18.	How do you track unit PAO activities?	CAPR 190-1 para 12
19.	Has the wing PAO selected a Wing Public Affairs Officers of the Year? a. Are nominations solicited from subordinate units? b. Do the nominations document the nominee's outstanding actions, initiatives and management of a unit public affairs program?	CAPR 190-1 para 13c

	TAB D-7: SUPPLY	
	ITEM	**REFERENCE**
1.	**Has the Wing Commander appointed a Logistics/Supply Officer (LG/LGS) in writing?** a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)? b. **If appointed since the last inventory, was a joint inventory accomplished?** • Have corrections to the inventory been initiated? c. How long has the LG/LGS been in the position?	CAPR 174-1 para 1-6h(1) and CAPR 35-1 para 3 CAPR 35-1 para 1-3 CAPR 174-1 para 2-17
2.	What skill level has the Wing LG/LGS attained in the Logistics Officer specialty track? • Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 206
3.	Has the wing published a supplement or OI to CAPR 174-1? • If yes, was the supplement/OI submitted through the chain of command to NHQ/LG for approval in writing prior to publication?	CAPR 174-1 para 1-4
4.	<mark>Did the wing complete</mark> an annual inventory between 1 January and 31 March? a. **Have all pending issues, transfers and retirements been completed?** b. **Has a 100% "eyes on" check to verify the presence, data accuracy and condition of each item on the property list been accomplished?** c. **Has the condition of each item been entered on the property list?** d. **Are all non-expendable items on hand accurately reflected in ORMS and do they have a properly tag?** e. **Have items that cannot be located been record as "missing" in the condition field in ORMS?** f. **Has off-site property condition and location been validated?** h. **When all counts were complete, all issued property had been validated and reports of survey for all missing or damaged property had been initiated properly, did the management officer(s) log into ORMS and certify the inventory results?** i. **Did the Wing Commander also acknowledge completion of the annual inventory after property management officers had completed the inventory?** j. **Was any on-loan property physically checked during the annual inventory?**	CAPR 174-1 para 2-16b CAPR 174-1 para 2-16d(1) CAPR 174-1 para 2-16d(2) CAPR 174-1 para 2-16d(3) CAPR 174-1 para 2-16d(4) CAPR 174-1 para 2-16d(5) CAPR 174-1 para 2-16d(8) CAPR 174-1 para 2-16d(9) CAPR 174-1 para 2-16d(9) CAPR 174-1 para 2-16d(10)
5.	Has NHQ/LG been informed immediately whenever a subordinate unit was placed on a property freeze?	CAPR 174-1 para 1-9e
6.	**Have efforts to recover property from members who terminated their membership in CAP or transferred to another unit been documented and uploaded into ORMS?**	CAPR 174-1 para 2-24

7.	Records and Files. a. **Has all documentation created prior to ORMS implementa-tion (1 Oct 09) been retained in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*?** b. **For all transactions completed subsequent to 1 Oct 09, has the document upload feature of ORMS been used to retain scanned copies of DD Forms 1348-1A, reports of survey, bills of sale, donation receipts, purchase receipts and other acquisition or disposal records?**	CAPR 174-1 para 2-19
8.	**Is CAPF 37, *Temporary Issue Receipt*, used for temporarily issuing property to individuals?** a. **Is the property issuance entered into ORMS within 7 days?** b. Is a CAPF 37, *Temporary Issue Receipt*, indicating turn-in, given to members returning property? c. When non-expendable property is to be issued to a member under the age of 18, is the property receipt co-signed by the individual's parent(s) or legal guardian(s)? d. **Is the on-line Form 111, *Expendable Federally-sourced Property Transfer Sheet*, used as an ongoing record of expendable property transfers between CAP units?** e. **Is the on-line 111a, *Expendable Federally-sourced Property Issue Sheet*, used as an ongoing record of expendable property issued to CAP members?**	CAPR 174-1 para 2-3a CAPR 174-1 para 2-15b CAPR 174-1 para 2-15c CAPR 174-1 para 2-3b CAPR 174-1 para 2-3c
9.	**Have all expendable property items obtained from Federal sources been indelibly marked with the letters "DRMO"?**	CAPR 174-1 para 3-5a
10.	**Are commercially procured and donated items properly identified and entered into ORMS?** • **If accomplished, please provide an example for review.**	CAPR 174-1 para 2-9 and CAPR 173-4
11.	**Reporting Property Loss or Damage. Has there been any loss or damage to property within the last 3 years?** a. **Was the loss or damage reported within 7 days of discovery to the Commander or property management officer?** b. **Upon notification, was a loss report initiated in ORMS by changing the item's condition to "missing/damaged?"**	CAPR 174-1 para 2-25

12.	Reports of Survey (RoS). Has there been any RoS conducted since the last inspection:
	a. **Did the Commander appoint, in writing, an impartial investigating officer?**
	b. Did the investigating officer record the results of his/her investigation in the report of survey function of ORMS?
	c. **Did the RoS:**
	  (1) **Thoroughly and clearly document the cause of the property loss or damage?**
	  (2) **When possible, identify the individual responsible?**
	  (3) **Establish accurate assessment values?**
		CAPR 174-1 para 2-26
		
		CAPR 174-1 para 2-26a
		
		CAPR 174-1 para 2-26b
		
		CAPR 174-1 para 2-26b

	d. Did the investigating officer clearly state facts useful to commanders for determining whether an individual's negligence was responsible for the loss or damage?	CAPR 174-1 para 2-26c
	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
	g. Was the region or wing commander, as appropriate, the final assessment authority for all lost or damaged non-Federal property?	CAPR 174-1 para 2-26e
13.	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
14.	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 ICL dated 22 Feb 11 ICL dated 22 Feb 11

TAB D-8: TRANSPORTATION	
ITEM	**REFERENCE**
1. **Has the Wing Commander appointed a Transportation Officer (LGT) in writing?** a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)? b. How long has the LGT been in the position?	CAPR 20-1 page 25 CAPR 35-1 para 1-3
2. Does the Wing LGT hold any specialty track levels? • Please provide documentation of certifications.	CAPR 50-17 para 4-2
3. Do vehicle record folders contain: a. **Copy of registration (in accordance with state law)?** b. **Completed CAPF 73,** *CAP Vehicle Inspection Guide and Usage Data***, (at least last 12 months)?** c. **Records of all maintenance repairs/expenses on vehicles?** d. Copy of the liability insurance card (original card should be in the vehicle)?	 CAPR 77-1 para 1-3a CAPR 77-1 para 1-3b CAPR 10-2, Tbl 10, Rule 1 CAPR 77-1 para 1-3c CAPR 77-1 para 1-3d
4. **Have the original vehicle titles for all vehicles in the wing been sent to the Wing Headquarters for retention?** a. **Are the original vehicle titles stored in a secure location at the Wing Headquarters?** b. **Has a copy of each vehicle title been sent to NHQ/LGT?** c. **Has each vehicle title been scanned and uploaded into the vehicle information in ORMS?**	CAPR 77-1 para 1-4
5. **Are vehicles operated and passengers carried IAW CAPR 77-1?** 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?** b. **Is a valid state driver's license required to operate CAP vehicles?** c. **Is a valid CAPF 75,** *CAP Motor Vehicle Operator Identification Card***, required to operate CAP vehicles?** d. **How does the Wing ensure that** vehicles carrying passengers or towing trailers are operated only by drivers who are at least 21? 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?** f. **How does the Wing ensure that all vehicle operators' driving records are reviewed for any driving infractions within the last 2 years** prior to issuing a CAPF 75? • **Are copies of driver records maintained in the member's personnel record after issuance of the CAPF 75?** h. **How does the Wing ensure that CAPFs 75 are** revalidated at the time of state license expiration or every 5 years, whichever comes first?	 CAPR 77-1 para 1-7c CAPR 77-1 para 1-5b CAPR 77-1 para 1-5c CAPR 77-1 para 1-7a CAPR 77-1 para 1-7a CAPR 77-1 para 1-5d CAPR 77-1 para 1-5e CAPR 77-1 para 1-5g

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 2-2 l CAPR 77-1 para 2-1m
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.	**Within 60 days of when a COV is involved in a collision or has a comprehensive claim, does the Commander or designated representative submit the following to NHQ/LGT with a copy furnished to the State Director:** a. **Police reports, if accomplished?** b. **Pictures of vehicles showing the damage?** c. **Two written repair estimates from reputable repair facilities?** d. **A letter signed by the Wing Commander stating what action, if any, was taken against the driver, including pecuniary assessments.**	CAPR 77-1 para 4-1b
11.	How does the wing ensure that all windshield replacement requests are submitted to NHQ/LGT using CAPF 70, *Vehicle Reimbursement Request*, 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 *No Smoking* 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.**	**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 [para 1-3]			
b. Proof of Insurance [IAW State rules]			

2. Vehicle Interior	S	U	
a. Vehicle interior's condition			
b. First aid kit [para 2-2i]			
c. Fire extinguisher [para 2-2i]			
d. Instruments [para 2-2]			
e. Horn [para 2-2]			
f. Radio mounts [para 2-2]			
g. Inspection stickers [IAW State laws]			
h. Windows (operation & condition) [para 2-2]			
i. Windshield washer operation [para 2-2]			
j. Windshield wiper operation [para 2-2]			
k. Seat belts and safety devices [para 2-2]			

3. Vehicle Exterior	S	U	
a. Windshield wiper condition [para 2-2]			
b. Emergency flashers [para 2-2]			
c. Lights [para 2-2]			
d. Back-up alarm [para 2-2h]			
e. Mirrors [para 2-2]			
f. Exhaust system [para 3-1]			
g. Leaks [para 3-1]			
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   (110415)

VEHICLE COMPLIANCE INSPECTION WORKSHEET

4.	Engine Compartment		S	U	Comments
	a. Fluid levels	[para 3-1]			
	b. Battery condition				
	c. Drive belts	[para 3-1]			
	d. Hoses	[para 3-1]			
	e. Leaks	[para 3-1]			
5.	Driving Vehicle				
	a. Steering	[para 3-1]			
	b. Brakes	[para 3-1]			

VEHICLE FILE COMPLIANCE INSPECTION WORKSHEET

1.	Vehicle Folder Content		Y	N	Comments
	a. Copy of registration	[1-3a]			
	b. Completed CAPF 73 Current plus at least past 12 months	[1-3b]			
	c. Record of repairs and maintenance expenses	[1-3c]			
	d. Copy of insurance card	[1-3d]			
2.	**Oil Changes**				
	Date:				
	Mileage:				

Notes:

Paragraph references above are found in CAPR 77-1   (110415)

	TAB E-1: COMMANDER	
	ITEM	**REFERENCE**
1.	How do you ensure all essential wing positions are filled with trained personnel?	CAPR 35-1; CAPR 62-1 para 3a
2.	How do you ensure mandated training is accomplished? (Cadet Protection, etc.) • What procedures are followed in the event of a sexual/ physical abuse allegation involving a cadet?	CAPR 35-1, 60-3, 50-17, 52-16 CAPR 52-10 paras 1a, 1b, 1c and 1d
3.	How does the wing monitor the completion of the mandatory Operations Security (OPSEC) training? a. How does the wing control input of new emergency services specialty qualifications, renewal of expiring qualifications, or printing of new CAPFs 101 in Operations Qualifications for individuals who have not completed OPSEC training and agreed to the Non-Disclosure Agreement (NDA)? b. How does the wing control participation in operational missions and/or the releasing of sensitive information to members who have not completed OPSEC training or agreed to the NDA?	Memorandum for National Board dated 03 December 2007
4.	Have you, as the Wing Commander, completed the Aircraft Ground Handling Video Training Requirement (Initial training to be completed no later than 30 September 2009; annual refresher training thereafter?	Memorandum for National Board Members dated 30 March 2009
5.	Does the wing have any current and approved MOUs with state or local agencies?	CAPR 60-3 para 1-5b(2)(b)
6.	How do you, as the commander, work to minimize the risks faced by our membership in the performance of their volunteer duties? a. Do you instill a culture of safety that guides the planning and execution of every CAP activity? b. Describe your mishap notification procedure. c. Have you had any vehicle accidents/incidents? d. Have you assessed any member for loss or damage to CAP property?	CAPR 62-1 para 3d(5) CAPR 62-2 para 3 CAPR 174-1 paras 2-27b and 1-6h(5)
7.	How do you, as the commander, monitor the financial well being of the Wing? a. Did the Wing Commander appointed a finance committee, in writing, within 30 days of assuming command? (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? (2) Are any of the finance committee members, members of the Wing Commander's family or immediate household? (3) Do you actively participate in wing finance committee meetings? (4) What are the responsibilities of the finance committee?	CAPR 173-1 para 9a

	(5) Please provide copies of minutes for the last 6 months of Finance Committee Meetings.	
	b. Do you ensure Internal Fraud Prevention through quarterly audits?	CAPR 173-1 para 9
	c. Describe how you maintain control over all CAP fund raising activities organized within your wing.	CAPR 173-4 para 3a
8.	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 government funds?	CAPR 173-3 paras 1a(2)(c) and 1a(2)(d)
9.	Describe your wing's plan/schedule to complete all subordinate unit inspections within the maximum interval window.	CAP/CC & CAP-USAF/CC emphasis item
10.	Have any units received a repeat finding in a flying or safety MEI on consecutive subordinate unit inspections (SUI)? a. If yes, what action(s) were taken? b. Please provide an example, if applicable.	CAPR 123-3 paras 12g and 12 h
11.	Have appropriate follow-up actions been taken when a subordinate unit received an overall rating of "Unsatisfactory" or received an Unsatisfactory rating in a specified key area? a. Re-inspection within 180 days if an overall Unsatisfactory. b. Suspended flying/vehicle activities and re-inspect within 30 to 60 days if Unsatisfactory in Safety. c. Appropriate action in accordance with CAP 173 series regulations if Unsatisfactory in Finance. d. Required property recovery/report of survey procedures completed if significant equipment/property accountability issues identified.	CAPR 123-3 para 12p CAPR 123-3 para 12p(1) CAPR 123-3 para 12p(2) CAPR 123-3 para 12p(3)
12.	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
13.	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?	
14.	Do you enforce the CAP Nondiscrimination Policy 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?	 CAPR 36-1 para 4d(1) CAPR 36-1 para 4d(2) CAPR 36-1 para 4d(4)

	d. How many of active senior members have completed the mandatory on-line Equal Opportunity Training (EOT) program at: (1) The Wing Headquarters unit (001)? (2) All subordinate units in the wing? What is your procedure for handling/reporting complaints alleging discrimination?	CAPR 36-1 para 5e CAPR 36-2 para 3
15.	How are you engaged in the flight release program?	CAPR 60-1 para 2-5
16.	Describe your process for handling IG and Fraud, Waste and Abuse complaints and how you interact in the IG process.	CAPR 123-2 paras 4 and 6
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 IC?	CAPR 60-3 para 1-5b(1)
18.	Have you ensured your wing is in compliance with the protection of radio frequency information requirements?	CAPR 100-1 para 1-10
19.	Are you Counterdrug qualified? a. What attributes did you look for when selecting your counterdrug officer (CDO) and counterdrug mission directors (CMD)? b. Were signed appointment letters naming the CDO and CMDs forwarded to the National Operations Center (NOC)? c. Do you review and sign all counterdrug OPLANs for routine recurring or ongoing customer mission requests? d. Do you ensure the wing CDO is notified of all wing finance committee meetings dealing with counterdrug funding?	CAPR 60-6 para 1-5e CAPR 60-6 para 1-5e(2) CAPR 60-6 para 1-5e(3) CAPR 60-6 paras 1-5e(4) and 1-5g(10) CAPR 60-6 para 1-5e(5)
20.	How do you ensure members wear the CAP uniform properly?	CAPM 39-1
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 and notify members of any findings of pecuniary liability? b. Are you the only disposal approval authority for CAP property purchased with Corporate funds?	CAPR 174-1 para 2-16 CAPR 174-1 para 2-25 CAPR 174-1 para 2-28c
22.	In what situations do you seek the advice of your legal officer? How do you keep him/her informed?	CAPR 111-1 para 3b(7)
23.	Describe your relationship with your State Director.	CAP-USAF/CC emphasis item
24.	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?	CAP/CC emphasis item

	b. Have you expanded these relationships to other leaders in CAP so that the relationships will persist after your term has concluded?	
25.	Describe how you have planned for the future well-being of your wing, after your tenure, through strategic planning.	CAP/CC emphasis item
26.	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) in writing?** a. Does the SE have qualifications appropriate to the risk environment? b. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)? c. How long has the SE been in the position?	CAPR 35-1 paras 1 and 3; CAPR 62-1 para 3a CAPR 35-1 para 1-3
2.	What skill level has the Wing SE attained in the Safety Officer specialty track? • Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 217
3.	**Has the SE completed the on-line Basic Safety Course and test within 90 days appointment?**	CAPR 62-1 para 3e(15)
4.	Is the SE familiar with how to access a roster of subordinate unit safety officers on-line?	CAPR 62-1 para 3e(11)
5.	**Have the Wing Headquarters and all subordinate units completed an on-line annual Safety Survey?** a. **Did each higher Headquarters SE and commander 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?** c. **Is the follow-up documented in the on-line survey system?**	CAPR 62-1 para 6c
6.	**How many members of the Wing have completed the introductory safety education module, *Introduction to CAP Safety* (Safety Education Currency report)?** **(Completion is required for active participants no later than 31 May 2011)**	CAPR 62-1 paras 4h and 4i
7.	**Has the SE developed a program of regular safety education and accident prevention training?** a. **Does the program deliver no less than 15 minutes per month of education and training to the membership?** b. **Does the program emphasize active member participation in CAP activities and document education completion in the National database?** c. **Are brief reports of topics covered entered into the National database?** d. **Please present your safety meeting file.** • **Please present your safety educational material file.** e. **Are operational risk safety briefings incorporated into all field training exercises, encampments and other special activities where members face elevated risks?**	CAPR 62-1 para 3e(6) CAPR 62-1 para 4d CAPR 62-1 para 4 l CAPR 62-1 para 3e(7) CAPR 62-1 para 5d

	f. **Is Operational Risk Management (ORM) presented, at least once annually, for all active members?**	CAPR 62-1 para 4j
	g. **Has the SE established a safety schedule of events?**	CAPR 62-1 para 3e(14)
8.	**How does the wing ensure that, during particular activities and/or sub-activities:**	CAPR 62-1 para 5d
	a. **Required "in-person" 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?**	
	b. **At the start of each new day, operational risk safety briefings are re-accomplished to ensure new participants are included and members that were present are updated on the hazards of the day.**	
	c. **New participants who arrive throughout an activity or sub-activity receive the same mandatory operational risk safety briefing before participating.**	
9.	Does the SE visit subordinate units to assist them in identifying and solving safety concerns?	CAPR 62-1 para 3e(9)
10.	**Are the on-line *CAP Hazard Report* and FAA Forms 8740-5, *Safety Improvement Report*, used to suggest ways to reduce operational risk to members?**	CAPR 62-1 para 6b
11.	**Have internal mishap reporting procedures been established and published in a letter or supplement to CAPR 62-2?** • **Does this procedure provide for notification of the wing's CAP-USAF State Director?**	CAPR 62-2 para 3
12.	**Was an annual Safety Day held between 1 January and 31 March to focus on improving safety knowledge and attitudes during the year?**	CAPR 62-1 para 4m
13.	**Are all mishaps arising out of CAP activities reported as specified by regulation?** a. **Are all mishaps reported using the on-line reporting system?** b. **Are the mishaps reported within the time frames specified in CAPR 62-2?**	CAPR 62-2 para 4
14.	Have the Certificates of Achievement, CAPC 48, been requested for 2010 and presented to qualified units?	CAPR 62-1 para 8e
15.	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.	**Has the Wing Commander appointed a Wing Inspector General (IG) in writing?**	CAPR 35-1 para 3
	a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or eServices)?	CAPR 123-1 para 5a
	b. How long has the IG been in the position?	CAPR 35-1 para 1-3
	c. Has the Commander forwarded the name and complete contact information for newly appointed inspectors general, to the HQ CAP Inspector General Administrator?	CAPR 123-1 para 2d(2)
2.	What skill level has the Wing IG attained in the Inspector General specialty track? • Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 203
3.	**Is the IG double billeted?**	CAPR 123-1 para 5e
	a. **Has the IG completed the CAP National Inspector General College?**	CAPR 123-1 para 9b
	b. **Have all assistant wing IGs completed the Inspector General Level Senior Training Course?**	CAPR 123-1 para 9c
4.	Describe your program for the inspection of the wing's subordinate units.	CAPR 123-3 para 12
	a. Describe your plan/schedule to complete all subordinate unit inspections within the maximum 36-39 month window.	CAP/CC and CAP-USAF/CC emphasis item
	b. **Have you implemented the CAP Subordinate Unit Inspection (SUI) Guide as part of the SUI program?** • Have you included any additional requirements from wing/region supplements and/or policy letters?	CAPR 123-3 para 12f
	c. Have a sufficient number of team members been selected and trained to conduct the required SUI program inspections?	CAPR 123-3 para 12e
	(1) Has each SUI team member completed the IG organizational structure and the subordinate unit inspections segments of the CAP Basic IG Course	CAPR 123-3 para 3g
	(2) Is each SUI team member considered a current subject matter expert (as defined in CAPR 123-3) in his/her assigned inspection area(s)?	
	(3) Is each SUI performed with no fewer than two highly qualified inspectors?	CAPR 123-3 para 3g
	(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?	CAPR 123-3 para 12e(1) CAPR 123-3 para 12e(2)
	(b) For inspections of units with a Counterdrug flying program, does the team include at least one counterdrug qualified mission pilot?	CAPR 123-3 para 12e(3)
	d. How are you tracking corrective actions and closure of findings from SUIs?	CAPR 123-3 para 12l
5.	Please have all reports for the last two SUI cycles available for review.	CAPR 123-3 paras 12n and 12o

6.	Please have all Subordinate Unit Self-Assessments available for review.	CAPR 123-3 para 12b(2)
7.	**Have any units received a repeat finding in a flying or safety MEI on consecutive inspections?** a. **If yes, what action(s) were taken?** b. **Please provide an example, if applicable.**	CAPR 123-3 paras 12g and 12h

8.	a. **Have any subordinate unit received an overall unsatisfactory grade during an inspection?**
	  • **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,** *Property Management,* **implemented?**
		CAPR 123-3 para 12p
		
		CAPR 123-3 para 12p(1)
		
		CAPR 123-3 para 12p(2)
		
		CAPR 123-3 para 12p(3)

9.	How do you educate and train commanders and members regarding their privileges and responsibilities in regard to the IG system?	CAPR 123-1 para 2c(4)
10.	**Describe all 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 EIM System?**	CAPR 123-2 CAPR 123-2 para 9a CAPR 123-2 para 8f CAPR 123-2 para 6b
11.	How are members of your wing made aware of the IG system? a. Describe any instances in which it should have been utilized but was not. Describe your efforts to rectify the problem. b. Describe how you advertise to your wing, the purpose, capability and authority of the IG to support an effort to handle problems at the lowest level.	CAPR 123-1 para 10

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

WING COMPLIANCE INSPECTION GUIDE

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CAP Region Commanders 8
CAP Wings...52
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CAP-USAF Liaison Regions 8
CAP-USAF Wing Liaison Offices.......................52

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