



**WISCONSIN WING HEADQUARTERS**  
**CIVIL AIR PATROL**  
**SUPPLEMENT 1 TO CAP REGULATION 20-1**  
**16 FEBRUARY 2015**  
**Organization and Mission**  
**ORGANIZATION OF CIVIL AIR PATROL**

This regulation supplement prescribes additional procedures in effect for all Wisconsin Wing CAP units. Full understanding of this supplement may only be obtained by reading it in conjunction with the related paragraphs of CAPR 39-1.

**SUMMARY OF CHANGES.**

Added Wisconsin-Wing specific corporate field organization, Wisconsin Wing Headquarters Committees, Organization Chart for CAP Wing Headquarters, and Senior Member position descriptions.

CAPR 20-1, 02 Jan 2013, is supplemented as follows:

**Section E – Corporate Field Organization**

**20. Added.** In order to better manage Wisconsin Wing resources and serve Wisconsin squadrons and flights, the Wing Vice-Commander may appoint Group Commanders to serve groups of chartered units and/or geographical areas within the state. Group Commanders represent the Vice Commander to the units served, represent the field units to the Vice-Commander, and accomplish the duties listed in Part III of this supplement. The units represented and/or the geographical area Group Commanders report to the Vice-Commander, but may be assigned to any chartered unit in Wisconsin Wing. Group Commanders who are assigned to charter WI-001 may be designated as adjutants to the Vice-Commander with command authority.

**Section G – Wing Headquarters Committees. Added.**

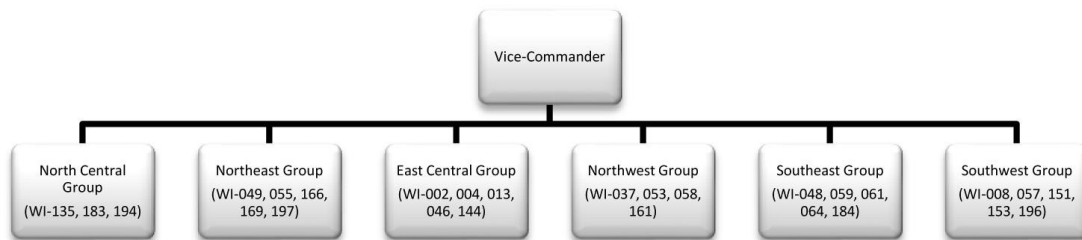
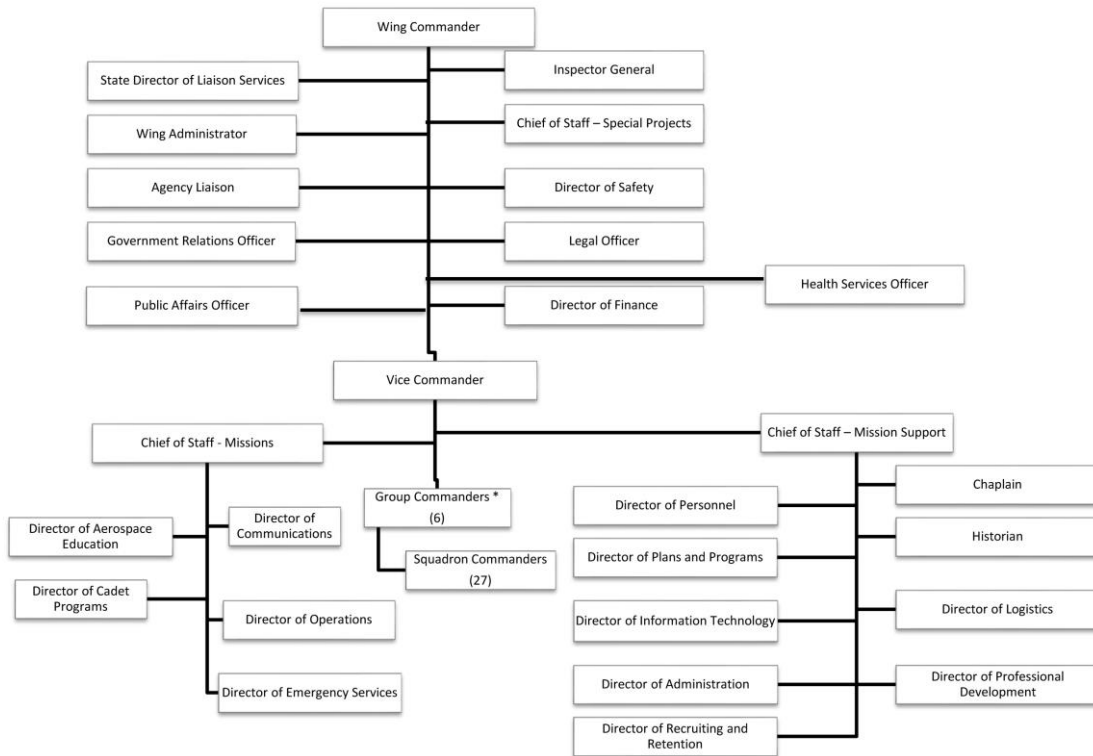
**25. Added.** The following committees advise and assist the Wing Commander in managing key functions for Wisconsin Wing. The committees are open committees and any interested CAP member may attend any committee meeting upon giving suitable advance notice to the Chair.

(1) Wing Executive Committee. The Wing Executive Committee uses a consensus management approach to provide executive level guidance to the Wing Commander. The committee chair is the Commander of Wisconsin Wing. The standing committee members are the Wisconsin Liaison Officer (WILO), the Vice-Commander (WICV), the Chief of Staff for Missions (WICS/M), and the Chief of Staff for Mission Support (WICS/MS) and the Finance Officer (WIFM).

(2) Unit Commander Advisory Council. The Unit Commander Advisory Council (UCAC) provides field unit input to the Wing Commander. The council chair is the Wing Vice-Commander. The standing council members are the members of the Wing Executive Committee, all Wing Staff members, all Group Commander, and all Unit Commanders.

**Part II – ORGANIZATION CHARTS FOR ALL LEVELS OF CIVIL AIR PATROL HEADQUARTERS.**

**Added.** The following organizational charts will be used for Wisconsin Wing Staff Headquarters:



**Part III – SENIOR MEMBER POSITION DESCRIPTIONS****ADDED  
WING VICE-COMMANDER**

The Wing Vice-Commander (WICV) is responsible to the Wing Commander for ensuring that the corporation's objectives, policies, and operational directives are effectively executed within the field organization of Wisconsin Wing. WICV shall:

Organize and administer the Group Commander Program.

Supervise Wisconsin Wing field units.

Assume position of Wing Commander in the event of a temporary absence of the Wing Commander.

Assist Wing Commander as needed and directed.

**ADDED  
WING CHIEF OF STAFF FOR MISSIONS**

The Wing Chief of Staff for Missions (WICS/M) is responsible to the Wing Commander for ensuring that the corporation's objectives, policies, and operational directives are effectively executed within the Wisconsin Wing staff. WICS/M shall:

Direct subordinate wing staff toward accomplishing CAP's missions.

Supervise Director of Operations, Director of Cadet Programs, Director of Professional Development, Director of Aerospace Education, Director of Communications, and Satellite Tool Kit Officer.

Coordinate Wing Headquarters preparation for inspections and staff assistance visits by higher headquarters and/or CAP-USAF.

Plan and conduct staff meetings.

Review and recommend to Wing Commander subordinate staff appointments and changes.

Assume duties of any vacant subordinate staff positions until a replacement is recruited.

Assume position of the Vice-Commander in the event of a temporary absence of WICV.

Assume the position of Wing Commander in the event of a temporary absence of WICV, and the Wing Commander.

Assist Wing Commander as needed and directed.

**ADDED**  
**WING CHIEF OF STAFF FOR MISSION SUPPORT**

The Wing Chief of Staff for Mission Support (WICS/MS) is responsible to the Wing Commander for ensuring that the corporation's objectives, policies, and operational directives are effectively executed within the Wisconsin Wing staff. WICS/MS shall:

Direct subordinate wing staff toward accomplishing Civil Air Patrol's missions.

Supervise Director of Information Systems, Director of Administration, Director of Personnel, Director of Logistics, Director of Plans and Programs, and Wing Chaplain.

Coordinate Wing Headquarters preparation for inspections and staff assistance visits by higher headquarters and/or CAP-USAF.

Plan and conduct staff meetings.

Review and recommend to Wing Commander subordinate staff appointments and changes.

Assume duties of any vacant subordinate staff positions until a replacement is recruited.

Assume position of the Chief of Staff for Missions in the event of a temporary absence of WICS/M.

Assume position of the Vice-Commander in the event of a temporary absence of WICV and the WICS/M.

Assume position of Wing Commander in the event of a temporary absence of WICS/M, WICV, and the Wing Commander.

Assist Wing Commander as needed and directed.

**ADDED**  
**WING ADMINISTRATOR**

The Wing Administrator (WIWA) is responsible to the Wing Commander for managing all aspects of the Wisconsin Wing Headquarters office. WIWA shall:

Open and distribute all mail to appropriate directors.

Collect and administer CAPF 108 reimbursements to National Headquarters and members.

**ADDED**  
**WING DIRECTOR OF RECRUITMENT AND RETENTION**

The Wing Director of Recruitment and Retention (WIRR) is responsible to the Wing Commander for managing all aspects of recruiting and retention. WIRR shall:

Keep updated on the national member availability list and pass names to closest units.

Plan recruiting events.

Plan wing recruiting drive activities.

**ADDED**  
**WING DIRECTOR OF INFORMATION SERVICES**

The Wing Director of Information Services (WIIS) is responsible to the Wing Chief of Staff for Mission Support for managing and directing all information services activities. WIIS shall:

Design, implement, control, and maintain a computer network that meets the information storage, retrieval, and formatting needs of Wisconsin Wing's headquarters and field units.

Design, implement, and maintain a tactical data management system, which supports SAR and DR information, needs.

Allocate, upgrade, maintain, and safeguard all Wisconsin Wing computer assets.

Develop training aids and courses to help users of Wisconsin Wing's computer equipment and networks develop necessary computer skills.

Process all information services reports and maintains all records in accordance with applicable regulations, laws, and agreements.

**ADDED**  
**GOVERNMENT RELATIONS OFFICER**

The Government Relations Officer (WIGR) is responsible to the Wing Commander for managing and directing all government relations' activities. WIGR shall:

Command Wisconsin Wing Legislative Squadron.

Accomplish duties of the Government Relations Advisor per CAPM 20-1.

**ADDED**  
**STRATEGIC PLANNING OFFICER**

The Strategic Planning Officer (WISP) is responsible to the Wing Commander for directing the development and implementation of wing level plans. WISP shall:

Develop and publish the wing strategic plan.

Chair meetings of wing strategic planning committees and working groups.

Assist wing staff sections in developing plans to support wing strategic plan.

Coordinate all headquarters staff plans to ensure consistency with wing strategic plan.

Track the accomplishment of wing strategic plan.

**DELETED**  
**FIELD REPRESENTATIVE**

**ADDED**  
**FLIGHT COMMANDER**

Commanders of Wisconsin Wing's chartered flights will accomplish the duties of Squadron Commander for their flights IAW CAPR 20-1 and this supplement. Flight Commanders shall:

Ensure timely submission of all reports prescribed by CAP regulations and/or listed on the Wisconsin Wing Reports Due Schedule.

**ADDED**  
**SQUADRON COMMANDER**

The Squadron Commander is responsible to the Wing Vice-Commander (WICV). Squadron Commanders shall:

Ensure timely submission of all reports prescribed by CAP regulations and/or listed on the Wisconsin Wing Reports Due Schedule.

**ADDED  
GROUP COMMANDER**

CAP Groups will be designated with a charter number in the 200 series. Groups will be assigned Group Commanders who are responsible for the squadrons and counties within their Groups as listed below:

**North West Group (WI-201)**

**Counties:** Ashland, Barron, Bayfield, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Iron, Pepin, Pierce, Polk, Price, Rusk Sawyer, St Croix, Taylor, and Washburn.

**Squadrons:**

037 – Lacrosse Composite  
053 – Wild Rivers Composite  
058 – R.I. Bong Senior Sqdn  
161 – Eau Claire Composite

**North Central Group (WI-202)**

**Counties:** Florence, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.

**Squadrons:**

135 – Eagle River Composite  
183 – Stevens Point Composite  
194 – Rib Mountain Senior

**North East Group (WI-203)**

**Counties:** Brown, Calumet, Door, Kewaunee, Manitowoc, Menominee, Marinette, Oconto, Outagamie, Shawano, Waupaca, Waushara, and Winnebago.

**Squadrons:**

049 – Tri-County Composite  
055 – Fox Cities Composite  
166 – 248<sup>th</sup> Tactical Air Flight 169  
169 – Brown County Senior  
197 – Door County Composite

**East Central Group (WI-204)**

**Counties:** Dodge, Fond du Lac, Green Lake, Milwaukee-North, Ozaukee, Sheboygan, and Washington.

**Squadrons:**

002 – Timmerman Composite  
013 – Sheboygan Composite  
046 – 461<sup>st</sup> Wisconsin Composite  
086 – Milwaukee Senior Support 10  
144 – Ozaukee Composite

**South East Group (WI-205)**

**Counties:** Kenosha, Milwaukee-South, Racine, Walworth, and Waukesha.

**Squadrons:**

048 – Waukesha Composite  
059 – Racine Composite  
061 – Milwaukee Composite 5  
064 – Kenosha Composite  
184 – Walco Composite

**South West Group (WI-206)**

**Counties:** Adams, Buffalo, Columbia, Crawford, Dane, Grant, Green, Iowa, Jackson, Jefferson, Juneau, La Cross, Lafayette, Marquette, Monroe, Richland, Rock, Sauk, Trempealeau, and Vernon.

**Squadrons:**

008 – Rock County Flight  
057 – Colonel R.C. Jaye Memorial Composite  
151 – Green County Flight  
153 – Madison Composite  
196 – Col Sac Composite

Each Group Commander is responsible to the Wing Vice-Commander, and will command Wisconsin field units in accordance with the responsibilities outlined in CAPR 20-1 with the following additions:

Recommend appointment of subordinate unit commanders on CAPF-27 when replacements are needed, and recommend removal of unit commanders from positions whenever they are considered unqualified or otherwise unsuitable.

Recommend as needed, reassignment of vehicles, aircraft and other resources within the Group. Assist field units in acquiring needed wing services.

Advise wing staff on how to assist local units

Represent wing at unit functions.

Resolve communication difficulties between units and wing headquarters.

Immediately report to WICC, WICV, or WIIG the need to conduct an investigation to safeguard CAP resources and/or reputation.

Request and process appropriate personnel actions and authorizations as required.



Act as liaison with county governments in the Group area and improve small government relations with CAP.

Conduct staff assistance visits (SAV) to local units.

Conduct new unit commander in-briefings.

Ensure Professional Development, Emergency Services, SAREX, and Specialty Track training is being conducted within the Group.

Ensure SUI Findings are corrected, and forward a statement of completion with supporting documentation to the WIIG within 90 days of the published SUI results (60 days for Fraud, Waste, and Abuse).

Perform additional duties as assigned by WICC and WICV.

Wisconsin Units not assigned to a Group are as follows:

000 – Wisconsin Wing Reserve Squadron  
001 – Wisconsin Wing Headquarters  
199 – Wisconsin Legislative  
R01 – Wisconsin AFROTC  
R02 – Marquette University AFROTC

ROSE M. HUNT, Colonel, CAP  
Commander  
Wisconsin Wing

Certified 16 Feb 15, Lt Col Connie King, DP