

Personnel Procedures

WING STAFF OFFICER OPERATING INSTRUCTION

This wing supplement prescribes general procedures in effect for all Wisconsin wing staff officers.

SECTION A—GENERAL PROCEDURES AND POLICY

1. General. Members appointed by the commander for duty at wing headquarters are in a unique position of responsibility. In addition to acting as role models for the entire membership, they are the principal “diplomats/ambassadors” of the only CAP corporate office in the state of Wisconsin. Staff members must be aware that their conduct and decisions carry this impact. In order to further clarify the roles and responsibilities of the eighteen-plus staff directorates in their sometimes overlapping duties, the following procedures apply.

2. Service to Members of Charter 48001. Staff officers must, in addition to their coordination role for their staff function, also perform those staff duties for members assigned to the wing headquarters unit (charter 48001). Also, any administrative rules imposed upon subordinate units also apply to themselves in handling of 48001 affairs.

3. Policy. Policy is determined by the commander. Staff members will provide advice and implementation. Wing supplements are orders of the commander and have the full effect of a CAP regulation. Recommendations for changes to supplements and wing forms will be routed to the Chief of Staff.

SECTION B—OPERATIONS

4. Aircraft Operation. The staff will only use corporate aircraft in strict compliance with the currency, check ride, and flight release procedures specified by CAPR 60-1, CAP Flight Management. When staff members use the aircraft assigned to another unit, they will follow local utilization procedures. All wing staff personnel will monitor the unit’s procedures and report CAP directive violations to the wing Standardization/Evaluation Officer for follow-up training.

5. Emergency Services Ratings. All staff personnel are expected to remain current in at least one ES rating so that they are able to help in times of emergency. Training can be arranged through the Director of Emergency Services. Most ES ratings expire and require training to remain current. Each staff member is responsible for maintaining his/her currency.

SECTION C—PERSONNEL ACTIONS AND TRAINING

6. Staff Appointments. A member will be considered a staff officer of Wisconsin wing only upon written authorization of the Wing Commander. This will be accomplished in accordance with CAPR 35-1. WICS-M or WICS-MS will recommend members for appointment to wing staff. New appointments will be processed by the Director of Personnel, who will arrange the necessary coordination with WIDC (for e-mail message announcement), WILG (for equipment issue), and WIDA (for administrative processing). Staff terminations will be monitored by WIDP to ensure there is coordination with the various directorates to obtain the return of records, equipment, etc.

7. Change of Roster Information. Each staff member must notify the Director of Communication in writing of any name, address, e-mail, or telephone changes. A bimonthly roster update of these changes will be distributed to all staff officers and available on the WIWG website.

8. Promotions. The Chief of Staff Mission and Chief of Staff Mission Support and staff directors are responsible for nominating subordinate personnel for promotion. Promotion is based upon a potential for CAP service that is verifiable through:

a. Demonstrated sense of responsibility (immediate superior’s recommendation) and

b. Certifiable skills (as specified in CAPR35-5).
Waivers of requirements are possible, but rare, occurrences. WIDP will monitor and remind leaders of a member’s eligibility for promotion.

Supersedes WIWG Supplement 1 CAPR 35-1, 1 April 1999.

OPR: WICS-MS

DISTRIBUTION: 1 each Wing Staff Officer

c. ADY Members of WIWG Staff: The Members home unit of record is responsible for all paper-work, ie: Promotions, etc:

9. Decorations for Service. The Distinguished, Exceptional, and Meritorious Service Awards and the Commander's Commendation are appropriate methods of officially recognizing past staff service. Nominations may be made by anyone on CAP Form 120, Request for Decoration, and forwarded to WIDP for processing. Directorates will regularly review their subordinates' services for awards potential.

10. Awards Other Than Decorations. The Director of Personnel will maintain sufficient records to ensure timely recognition and presentation of service awards for members assigned to charter 48001.

11. Senior Training. Staff members who wish to upgrade in specialty track training will contact the Director of Senior Programs or the Chief of Staff for a skill review. Upon successful completion, WIDP will update the member's personnel file to reflect the certification. When all requirements for a training level have been completed, the member will notify the Director of Senior Programs, who will arrange award processing.

SECTION D—ADMINISTRATION

12. Correspondence. Correspondence that is advisory, informational, or a specific application of established policy may be published under a staff officer's signature. Matters that are directive, require unit reporting, or establish policy must bear the signature of the Wing Commander. Staff officers will use the format specified in CAPR 10-1 for all written correspondence.

13. Electronic Communications. The principal means of fast dissemination of information to staff personnel is via CAP radio or e-mail. Each supervisor is responsible for disseminating information to his/her staff as required. Each staff member will inform WIDC of his/her e-mail address and will establish regular contact with a CAP radio station if in possession of compliant radio equipment.

14. Reports to National and Region Headquarters. Official reports that are mandated by higher headquarters will be prepared in sufficient time to permit their presentation to the Wing Commander for review and signature. Staff members who are delegated the task of research and preparation will deliver their completed staff work to WICS no later than one week before the suspense date.

15. Wing Calendar. Wing staff hosted activities that invite wing-wide participation, such as training courses, schools, conferences, test exercises, flight clinics, etc. will be scheduled through the Chief of Staff Mission prior to their announcement. If an information release is not given to WICS-M 60 days prior to the activity, it will be subject to cancellation. No activity, once scheduled, will be canceled without prior conference with a member of command staff. Wing directors are responsible for supervising their activity, regardless of whether they have delegated it to a project officer or CAP host unit.

16. Wing Activities. All training courses, schools, conferences, test exercises, etc. will include, as part of their schedule, time for participants to complete WIWG Form 13, Critique Report. Upon completion of the activity, the sponsoring department will also forward a completed WIWG Form 14, Closing Report, to the Chief of Staff.

17. Wing Awards. Staff officers who have awards or appreciation presentations that are to be made at an official wing ceremony must coordinate through the Director of Personnel, who will arrange for the recipients' invitation. Staff officers must provide a written citation to accompany the presentation.

SECTION E—MEETINGS AND VISITATIONS

19. Staff Meetings. Unless excused, each staff officer or his/her designee will be present at staff meetings. Staff officers will be prepared to present a short report on their staff section's activities. Department spokespersons will relay information back to the staff officer he/she represents. Written staff reports may be given to WICS in lieu of a verbal report.

20. Duty Meetings. These meetings provide a time for staff members to hold committee meetings and coordinate among themselves. Wing office resources will be available to staff members during these times.

21. Departmental Meetings. Staff officers may schedule meetings of their own subordinate staff. These will be scheduled and coordinated to meet departmental needs. Staff officers will provide the Chief of Staff the dates of all scheduled departmental meetings.

22. Unit Visitations. Staff members should make field visitations for the purpose of providing assistance. Staff members will give advance notice to the respective unit commander. During a visit, deviations from prescribed rules may tactfully be brought to the unit commander's attention, but keep in mind that your present role is not that of an inspector. Staff visitations should be documented by a brief written memo. Report serious violations of CAP directives to WICS-MS immediately. WICS-MS will notify WICV, who will follow up, as appropriate.

SECTION F—FINANCE AND LOGISTICS

23. Finance. Each Chief of Staff will submit an annual budget that compiles the requests of the entire department. WIFM will establish budget due dates. Once approved, budgeted funds will be expended with the approval of the respective Chief of Staff. Non-budgeted expenses require Wing Finance Committee and/or Wing Commander approval before they will be paid. Department operating costs will include monthly telephone, postage, and transportation costs as budgeted items. Staff members may use the wing mailing without cost. Duplicating costs in excess of 50 copies must be budgeted by individual staff departments. Activity announcements not sent via the wing mailing must be paid for by a specific budget request.

24. Funding of Staff Meal, Lodging, and Transportation Costs. Funds may be available to defray the costs of wing staff personnel who by virtue of their staff responsibility must attend an activity. In all instances where the activity's income will not cover the staff's expense, a request must be submitted in advance and approved by a member of command staff.

25. Vehicles. Several vehicles for cargo or passenger transport are available for use. The staff department must normally provide its own trained drivers. The drivers must have a CAP Vehicle Operator's Card. Staff members using vehicles of another unit will comply with local procedures for their use. Unit vehicles may be reserved through the unit commander or unit's point of contact for that vehicle. Wing headquarters vehicles will be reserved through WILGT.

CLAIR D. JOWETT, COL, CAP
Commander Wisconsin Wing