

Organization and Mission - General

CHARTERS AND OTHER ORGANIZATION ACTIONS

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 20-3.

CAPR 20-3, 1 July 1992 is supplemented as follows:

3. Control of Charters and Organizational Changes.

b. Wisconsin Wing units may requisition CAP Form 27 directly from National Headquarters.

10. Added. Change of Squadron/Flight Commander Process. The following process will be used for change of command of chartered Wisconsin wing squadrons and flights:

a. The outgoing commander will send a letter of recommendation for his/her replacement to the Wing Commander. The letter should be sent as soon as possible, preferably at least six months, before the change of command.

b. The Vice Commander for Field Units will interview, or assign a field representative or staff member to interview, the candidate for commander. The interviewing officer will use the unit commander in-briefing checklist in Attachment 1 as a guide for this interview.

c. The outgoing commander will complete three copies of CAP Form 27 and give them to the interviewing officer.

d. The interviewing officer will forward the results of the interview, to include the completed in-briefing checklist, and the copies of CAP Form 27 to the Vice Commander for Field Units.

e. Wing Headquarters will process the CAP Form 27 in accordance with CAPR 20-3. The Wing Commander will publish a personnel action appointing the new commander.

f. The unit conducts a formal change of command ceremony.

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UNIT COMMANDER IN-BRIEFING CHECKLIST

1. Has a trusted member conducted an audit so you know that the unit's financial affairs are in order? Report discrepancies to the Wing Commander.
2. Do you have an established plan for recruiting new members? Do all your existing members have current memberships?
3. Do you have an established plan for processing and training new members in Level I and Phase 1?
4. Have your members been upgrading their training in the Senior Program, Cadet Program, and Emergency Services?
5. Are you training your designated replacement?
6. Are you advising your staff to train their respective replacements?
7. Have you verified your inventory and Supply Officer accountability form? Report discrepancies to the Wing Commander.
8. Have you met with local officials and political leaders? When was the last time your unit met with your county government liaison?
9. Are your members aware that approaches to state or federal agencies and elected officials must be coordinated through the Wing Commander? Upon your approval, members may establish an awareness of CAP with these people and ask for their participation in awards presentations or activities to lend prestige to your events. However, they should make no requests of these individuals.
10. Is your unit a "good neighbor" to fellow squadrons and adjacent CAP wings? Have you met with other local squadron commanders?
11. Are the unit's goals focused on accomplishing all three of CAP's missions? Does your unit emphasize that cadet and senior training activities are not an "end in themselves," but a means to accomplishing CAP's missions?
12. Have you met with unit members, and continue to meet with them, to draft, implement, and evaluate unit goals and mission statement?
13. Are your flight release procedures consistent with CAPR 60-1?
14. Are requests for military airlift processed through the Wing Commander? When opportunities become available, seats are distributed to all CAP units. If your unit does the arranging, you will be afforded extra seats.
15. Do you remind members that they can resolve grievances in-house and without congressional complaints?
16. Do your members know the chain of command? Have they been briefed to speak to you before contacting the Wing Commander? Complaints may be directed to the Wing Inspector, regardless of the chain of command. However, in the absence of the Wing Commander, the Vice Commander for Field Units, the Vice Commander for Human Resources, Chief of Staff, or Inspector may provide direction.
17. Have you set standards for uniform wear and grooming? A lack of CAP uniform does not justify an unkempt appearance. Business attire is appropriate for unit meetings for members not working in the Cadet Program.
18. Have you invited the USAF Liaison Officer to visit your unit?

19. Does your unit have a chaplain? Has your unit been scheduling activities that conflict with a member's spiritual development?
20. Does your unit have Wing authorization for unit organizational emblems? Unit dues? Fund raising activities?
21. Has your unit conducted a safety survey this year? Do you conduct safety briefings monthly? Has your unit conducted an annual safety down day?
22. Does your unit submit news articles to the Wing Review and National Civil Air Patrol News?
23. Is the Wing roster information correct? Does the unit mail arrive at a headquarters or post office box? It should not be sent to your home in the event you become incapacitated.
24. Is Wing Headquarters aware of the alerting procedure for your unit?
25. Does your unit have CAP communications capability via HF/VHF radio, e-mail, or facsimile?
26. Does your unit operate on a budget? Is there funding for the commander or representative to attend the Annual Wing Conference and Commander's Calls or Unit Commander's Advisory Committee meetings?
27. Are local memorandums of understanding between your unit and local agencies approved by the Wing Commander?
28. Do you and your project officers know how to report mishaps or accidents on CAP activities? (Check CAPR 62-2.)
29. Has your unit recognized member service? Have you selected a cadet/senior member of the year (see CAPR 39-3) and a Brewer Award nominee (see CAPR 280-2)?
30. Is CAP Form 23, Signature Verification Card, on file at Wing and National Headquarters?
31. Does your unit have a current set of CAP regulations and manuals?