

CAP WING INSPECTION GUIDE



**OPR: NHQ CAP/EXAI
EFFECTIVE DATE: 1 Sep 2002**

Possible CI Grades & Important Terms

Outstanding (O): Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

Excellent (E): Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

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

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

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

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

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

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

Finding--A significant deficiency that requires specific answers to CAP-USAF on actions taken to correct the deficiency. In the report, a finding is identified by either a single asterisk (*) or, if potential for Fraud, Waste and Abuse (FWA) exists, a double asterisk (**). Units must answer findings with enough detail to permit the HQ CAP and CAP-USAF staffs to determine the adequacy of corrective actions and provide assistance as required. See CAPR 123-3 and CAP-USAFI 90-201 details.

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

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

required. If corrective actions are incomplete or inadequate, the item remains open. Open items are not repeat write-ups.



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

1 July 2002

MEMORANDUM FOR CAP REGIONS, WINGS AND LIAISON OFFICES

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

SUBJECT: Wing Inspection Guide

1. Attached is the new CAP Wing Inspection Guide. The effective date of this guide is 1 September 2002. It is a compilation of the guides used in 2000 and 2001 and new criteria required under inspection directives and the Statement of Work for the Civil Air Patrol. This guide replaces the blue 1 August 2001 Wing Compliance Inspection Guide. Each wing will be provided two copies of this guide. The guide is also available for review and download on the NHQ website. Local reproduction and distribution is encouraged.
2. See the inside back cover for making recommendations for changes. **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 will then be responsible for downloading the changes from the NHQ website.
3. Questions concerning this guide should be directed to HQ CAP/EXAI

DUDDLY L. HARGROVE, Col, CAP
CAP Inspector General

STEVEN J. SAMPLE, Lt Col, USAF
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Attachment:
CAP Wing Inspection Guide

CAP Wing Inspection Guide Index

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TAB A-1: AEROSPACE EDUCATION		
	ITEM	REFERENCE
1.	<p>Has the wing commander staffed each authorized wing Aerospace Education (AE) position?</p> <p>a. As a minimum, has the wing commander appointed a wing Director of Aerospace Education (DAE) in writing?</p> <p>b. In addition, has the wing commander also appointed an Internal Aerospace Education Officer (AEO) and an External AEO?</p> <p>c. Does Wing AE staff have an interest and enthusiasm for AE, show initiative and imagination in promoting AE, and have a working knowledge of the educational community?</p>	<p>CAPR 280-2 Para 3 CAPR 20-1 page 25 and CAPP 15</p>
2.	<p>Has the Wing DAE passed the Aerospace Education Program for Senior Members (AEPSM) exam and earned the Yeager award? If not, is the DAE working on completing the program?</p> <p>1. Have the Internal and External AEOs earned the Yeager award or are they working on it?</p>	<p>CAPR 280-2 Para 2a(2)(a)</p>
3.	<p>Is the Wing AE Staff progressing in the CAPP 215 Specialty Track, <i>Aerospace Education Officer</i>, or have they completed the program?</p> <p>a. What Specialty Track rating does the Wing DAE hold?</p> <p>b. What rating do the Internal and External AEOs hold?</p>	<p>CAPR 280-2 Para 2a(2)(b)</p>
4.	<p>Does the DAE submit an annual AE budget?</p> <p>a. Does the AE staff receive adequate financial support for the approved AE Plan of Action?</p> <p>b. Is it an appropriate budget for the size of the wing?</p> <p>c. Is the AE budget effectively managed?</p>	<p>CAPR 280-2 Para 3c(5)</p>
5.	<p>Has the Wing DAE developed an annual written Wing AE Plan of Action that is signed/approved by the wing commander?</p> <p>a. Are finite, measurable goals for both internal <u>and</u> external AE programs included?</p> <p>b. Is program monitoring addressed (unit</p>	<p>CAPR 280-2 Para 3c(1)-(3) and CAPP 15 Pages 53-55</p>

	<p>visits to assist with cadet and senior member AE programs)?</p> <p>c. Are promoting of award nominations, AE seminar(s) at Wing Conference and Wing AE workshops for CAP members included?</p> <p>d. Are periodic reporting, award processing, partnerships and coordination with non-CAP agencies who support AE included?</p> <p>e. Is the Plan of Action reviewed periodically to check progress in accomplishing goals?</p> <p>f. Is the wing commander periodically informed of the wing's progress?</p>	<p>CAPR 280-2 Para 3C(6)</p> <p>CAPR 280-2 Para 3C(6)</p>
<p>6.</p>	<p>Does the DAE maintain a current unit AEO roster? Does the DAE communicate on a regular basis with all unit AEOs?</p> <ul style="list-style-type: none"> • What method of communication is used (e-mail, phone, newsletter, mail, visit)? 	<p>CAPR 280-2 Para 3c(12) and (14)</p>
<p>7.</p>	<p>Does the DAE visit subordinate units during the year? How many units were visited in the past twelve months?</p> <p>a. Is a record kept of these visits?</p> <p>b. What was accomplished during these visits?</p>	<p>CAPR 280-2 Para 3c(14) and (16)</p>
<p>8.</p>	<p>How is the AEPSM program monitored?</p> <p>a. Is the DAE issuing the Yeager Certificates to the local squadron commanders?</p> <p>b. Does the DAE forward CAPF 127 to NHQ monthly?</p>	<p>AE Policy letter dtd CAPR 280-2 Para 2a(2)(a) and 3c(17-20)</p>
<p>9.</p>	<p>Did the DAE submit an end-of-year AE Activity Report for the last calendar year?</p> <p>a. Review the Activity Report and the required documentation.</p> <p>b. Is the report thorough and well documented so that it provides an indication of the overall success of the AE program? (Is documentation an on going process rather than trying to create documentation for the end-of-year report?)</p> <p>c. Was the wing AE Plan of Action addressed in the end-of-year AE Activity Report (attainment of established goals)?</p> <p>d. Did the Wing Commander sign the report? Were required copies provided to the</p>	<p>CAPR 280-2 Para 3c(4) and CAPP 15, pages 61-64</p>

	Region DCS-AE (CAP volunteer) and Region DAE (CAP employee)?	
10.	<p>Does the DAE encourage the wing's units to participate in the <u>voluntary Aerospace Education Excellence (AEX) Award Program</u>?</p> <ul style="list-style-type: none"> • How many units are participating? (Please provide a list of those units)? 	CAPP 15 Pages 38-39
11.	Does the wing sponsor or participate in any type of wing/region aerospace education conference?	CAPR 280-2 Para 3c(15) and CAPP 15
12.	<p>Did the wing <u>consider submitting</u> nominations for (DAE should provide copies of completed nomination forms):</p> <ol style="list-style-type: none"> Brewer Awards (Cadet, Senior Member, Individual, Organization categories) A. Scott Crossfield Aerospace Education Teacher of the Year Award Crown Circle Award 	<p>CAPR 280-2 Para 4 and CAPP 15</p> <p>CAPR 280-2 Para 3c(23) and 4b</p> <p>CAPR 280-2 Para 3c(10) and 4d</p> <p>CAPR 280-2 Para 3c(10) and 4c</p>
13.	<p>Has the DAE worked with the Wing Public Affairs Officer to publicize Aerospace Education and to encourage that nominations be submitted for AE-related awards?</p> <ul style="list-style-type: none"> • What additional methods of publicizing AE events, activities, and awards are utilized? 	<p>CAPR 280-2 Para 3c(11)</p> <p>CAPR 280-2 Para 3c(10) and (23)</p>
14.	How does the wing promote participation in the National Congress on Aviation and Space Education (NCASE) both internally and externally?	CAPR 280-2 Para 2b(5)
15.	Is the wing utilizing the "How-To" material included in CAPP 15, <i>Aerospace Education Officers' Handbook</i> ?	CAPP 15 Pages 19-36
16.	What is the wing doing "above and beyond" to promote AE internally?	
17.	What is the wing doing "above and beyond" to promote AE externally?	

TAB B-1: CADET PROGRAMS		
	ITEMS	REFERENCE
1.	How are Cadet Program (CP) Elements in CAPR 52-16 Para 1-3 monitored?	CAPR 20-1 pg 34
2.	How is the Physical Fitness program monitored and where are categories recorded?	CAPR 52-16 Para 1-3b CAPR 52-16 Para 2-3p
3.	Under the Leadership section of CAPR 52-16, Para 1-3c, what areas are covered in training and where is this training recorded? <ul style="list-style-type: none"> • Who monitors and instructs Cadets on proper wear of the uniform? 	CAPR 52-16 Para 1-3c and 2-3 CAPM 39-1 Para 1-5
4.	How is Moral Leadership conducted, when and by whom?	CAPR 52-16 Para 1-3e
5.	Who monitors the Cadet Protection Policy? a. Where is this information recorded? b. Have you had any incidents reported? <ul style="list-style-type: none"> • If so, how have they been handled? c. DO cadets complete CPPT within 6 months of their 18 th birthday?	CAPR52-10 and 52-16 Para 1-4a and 1-4h CAPR 52-10 Para 1 CAPR 52-10 Para 3c
6.	How are cadets progressing through the CP? a. How many cadets have received Mitchell, Earhart, Eaker, and/or Spaatz awards? b. Are milestone awards presented by appropriate dignitaries?	CAPR 52-16 Para 2-3 CAPR 52-16 Para 2-9
7.	Do you have a schedule or an operations plan for upcoming CP events and activities as listed in CAPR 52-16 Ch 4? a. Do you publish a wing calendar of events? b. Orientation and membership is crucial to cadet membership. What programs are in place to monitor the mentoring program?	CAPR 20-1 pg 34 CAPR 52-16 Para 2-2
8.	What kinds of activities are being made available to cadets within the wing? a. How are cadets being informed about local, wing, region, and national activities? b. How often does the wing conduct a basic encampment? 1) Does it include a DDR presentation? 2) How many cadets attended one this year? Of those, how many were first time encampment attendees? c. Review plans of the last encampment. d. How closely do they meet CAP directives?	CAPR 52-16 Chap 4 CAPR 52-16 Chap 5 CAPR 52-16 Para 5-5b and 5c

	<p>e. Do cadets participate in firearm training? If so, who conducted the training and how was it approved?</p> <p>f. How often does the Cadet Advisory Council (CAC) meet?</p> <ul style="list-style-type: none"> • What is the CAC's role at your wing? 	<p>CAPR 52-16 Para 1-4b(2)</p> <p>CAPR 52-16 Para 3-3d</p> <p>CAPR 52-16 Para 3-2</p>
9.	<p>How many cadets have been given orientation flights this year?</p> <p>a. How many were back seat rides?</p> <p>b. Do cadets receive several flights on a given day or spread out over a period of time?</p> <p>c. Are cadet orientation flights promoted within your wing's flight operations?</p> <p>d. Have you developed your cost matrix for orientation flights vs. ferry flight time?</p> <p>e. How do you track the accuracy of Cadet Orientation Flight ferry flight time?</p> <p>f. Provide the YTD number of sorties and flight hours for the orientation program.</p>	<p>CAPR 52-16 Para 4-2</p> <p>CAPP 52-7 Page 1</p> <p>CAPP 52-7 Page 4</p> <p>CAPP 52-7 Page 4</p>
10.	<p>Has the wing been supporting region activities such as the Region Cadet Competition, speech and/or writing competitions, and cadet leadership schools?</p>	<p>Recommended Management Practice</p>
11.	<p>How many cadets applied for National/Regional Cadet Special Activities? How many cadets participated in these activities?</p>	<p>CAPR 52-16, Chap 4</p>
12.	<p>How many cadets applied for International Air Cadet Exchange (IACE)?</p> <ul style="list-style-type: none"> • Has your wing been a IACE sponsor/host? 	<p>CAPR 52-16 Para 4-9</p>
13.	<p>How does information on CAP Scholarships listed in CAPR 52-16 get out to the cadets?</p> <ul style="list-style-type: none"> • How many cadets applied from your wing? 	<p>CAPR 20-1 pg 34</p> <p>CAPR 52-16 Ch 4</p>
14.	<p>Are cadets being utilized in all CAP mission areas?</p>	<p>CAPRs 52-16 and 280-2 Para 1c</p>
15.	<p>How many cadets participate in Emergency Services training and actual missions?</p>	<p>CAPR 52-16 Para 1-4g</p> <p>CAPR 60-3 Para 1-9f</p>
16.	<p>How do you promote the Free Cadet Uniform (FCU) program in your wing?</p> <p>a. How many new cadets have received a uniform through the FCU program?</p> <p>b. How are you using the FCU Quarterly reports provided by NHQ?</p>	<p>CAPR 67-1 Para 5-11</p>

TAB C-1: EMERGENCY SERVICES		
	ITEM	REFERENCE
1.	<p><u>MANNING:</u></p> <p>a. Has the wing commander appointed a Director of Emergency Services (DOS) in writing?</p> <p>b. Does the wing DOS have any assistants? If yes, explain the duties, responsibilities and qualifications of each assistant.</p> <p>c. Has the wing DOS completed the Emergency Services Specialty Track training? If yes, please provide documentation for all certifications.</p>	<p>CAPR 20-1 page 25</p> <p>CAPR 20-1 Fig 9</p> <p>CAPR 50-17 and CAPP 213</p>
2.	<p><u>EMERGENCY SERVICES PLANNING & COORDINATION:</u></p> <p>a. Has the wing published additional guidance to CAPR 60-3?</p> <ul style="list-style-type: none"> • If yes, please provide copies of all additional guidance and approvals from higher headquarters as required. <p>b. Does the wing have any current, approved MOUs with its state or local agencies? When was it (they) last updated and/or reviewed?</p> <ul style="list-style-type: none"> • If so, please provide copies of the MOU(s) along with the approval documentation. If not, please provide a copy of the required statement of reasons you sent through channels to the National Commander. <p>c. Are the commander and operations personnel knowledgeable of the responsibilities and capabilities of the primary and secondary SAR/DR agencies? Has the wing established contact with the primary SAR/DR agencies in its area? Have any local agreements and joint operating procedures been formulated?</p> <ul style="list-style-type: none"> • If yes, provide documentation of contact and established procedures. 	<p>CAPR 60-3 Para 1-3</p> <p>CAPR 60-3 Para 5-3b(1)</p> <p>CAPR 60-3 Para 6-2a and 7-4</p> <p>CAPR 60-3 Para 6-2b</p>
3.	<u>ALERTING PROCEDURES:</u>	

	<p>a. Does the wing ensure that responsible wing personnel can be contacted at any time by the Air Force Rescue Coordination Center (AFRCC), Air Force National Security Emergency Preparedness (AFNSEP) Office, state emergency response agencies or other organizations that may require CAP services?</p> <ul style="list-style-type: none"> • Explain how this is accomplished. <p>b. Is an accurate status of corporate equipment (i.e. ground vehicles, aircraft, radios, airborne video equipment, etc) readily available to incident commanders (ICs)?</p> <p>c. Does the wing maintain a current alert roster of ES personnel and equipment, and has it been forwarded to all agencies as required (CAP/DO, State Agencies, etc.)?</p> <p>d. If yes, please provide a copy</p> <p>d. What method is used to alert wing personnel and ensure that accurate mission data is disseminated (i.e. fax, e-mail, voice mail, etc.)? Please explain.</p> <p>e. Have standardized kits been provided for all ICs?</p> <ul style="list-style-type: none"> • Please provide a copy of a current kit. 	<p>CAPR 60-3 Para 1-4a(1)</p> <p>CAPR 60-3 Para 1-4b(5)</p> <p>CAPR 60-3 Para 1-4a(1)</p> <p>CAPR 60-3 Para 4-3</p> <p>CAPR 60-3 Para 1-4b(9)</p>
<p>4.</p>	<p><u>EMERGENCY SERVICES TRAINING:</u></p> <p>a. Does the wing have current documentation on all ES qualified personnel and trainees (CAPFs 100 and supporting documentation)?</p> <p>b. Are renewals, re-qualifications of expired specialties and transfers from other wings being handled IAW national directives?</p> <p>c. Is a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations?</p> <p>d. Have training requirements and training been coordinated with other staff agencies?</p> <ol style="list-style-type: none"> 1) Please provide documentation to demonstrate this coordination and outline what training has been accomplished since the last inspection. 2) Are training missions properly requested and approved via the CAP Form 10 IAW CAPR 60-3 procedures? 	<p>CAPR 60-3 Para 1-4b(4) and 2-2</p> <p>CAPR 60-3 Para 2-4, 2-5 and 2-6</p> <p>CAPR 60-1 Para 3-9</p> <p>CAPR 60-3 Para 1-4b(3)</p> <p>CAPR 60-3 Para 3-5c</p>

<p>5.</p>	<p><u>MISSION RECORDS:</u></p> <p>a. Are complete records pertaining to each authorized mission maintained for at least seven years at wing headquarters?</p> <p>b. Are requests for reimbursement filed correctly and within a timely manner in accordance with current regulatory requirements?</p> <ul style="list-style-type: none"> • Who is authorized to sign block 12B of the CAPF 108? 	<p>CAPR 60-3 Para 1-18</p> <p>CAPR 173-3 Para 2b(1)</p> <p>CAPR 173-3 Para 2b(2)</p>
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	<ol style="list-style-type: none"> 1) Does the wing support the program with counterdrug funds? 2) How is it documented? 	
<p>2.</p>	<p><u>MANNING:</u></p> <ol style="list-style-type: none"> a. Are sufficient, trained personnel available? <ol style="list-style-type: none"> 1) How are prospective CD members selected? 2) Who reviews the CAPFs 83, <i>CAP Counterdrug Application</i> for accuracy prior to submittal to HQ CAP/DPPX? 3) Are all CD personnel properly screened? 4) How is this determined? 5) Is training of additional personnel scheduled on a frequent and regular basis? How is it scheduled? 6) Do CD personnel attend a National Counterdrug Orientation –Telecourse at least once every two years? How are attendees screened to ensure they are qualified to attend? 7) Are meetings of CD personnel held periodically (e.g., wing conferences and commanders’ calls)? How are they documented? b. Do all counterdrug members within the wing/region contribute 20 hours to the program annually? How is it tracked and documented? c. Have all counterdrug personnel been CAP members for at least two years (or a waiver obtained)? <ol style="list-style-type: none"> 1) How is this determined? 2) What action is taken if they do not? d. Are CD personnel lists periodically purged? How and by whom? 	<p>CAPR 20-1 page 30</p> <p>CD Policy Letter dated 25 May 00</p> <p>CD Policy Letter dated 25 May 00</p>
<p>3.</p>	<p><u>RESOURCES:</u></p> <ol style="list-style-type: none"> a. Are the resources available to the CD program periodically reviewed? b. Are equipment resources adequate for the CD mission? <ol style="list-style-type: none"> 1) How is CD equipment accounted for and tracked? 2) How is additional required equipment identified and purchased? 3) If equipment is purchased with CD 	<p>CAPR 173-3 Para</p>

	<p>funds for the wing headquarters, how is the cost prorated? Is the ratio used logical? How is it justified?</p> <p>c. Are non-CAP personnel who fly in CAP aircraft properly authorized?</p> <p>d. What is your percentage of private aircraft use within the CD mission?</p> <p>e. Does the wing CDO/region CDD have access to the Internet? If so, is the cost for access to an Internet service provider submitted to HQ CAP for reimbursement?</p>	<p>3a(2)</p> <p>CAPR 60-1, Para 2-6</p> <p>CAPR 173-3 Para 3a(2)</p>
<p>4.</p>	<p><u>PROGRAM QUALITY:</u></p> <p>a. How is the effectiveness and success of the wing's CD support measured and tracked?</p> <p>1) How does the wing CDO maintain contact with and market the wing's CD capabilities to CD agencies in the state?</p> <p>2) Are CD customers periodically contacted to see if their needs are being met? How? How is it documented?</p> <p>b. How are suggestions for program improvement handled?</p> <p>c. Does the wing have a separate 15% CD Administrative Reimbursement funds account and how are the expenditure of said funds tracked?</p> <p>d. Are CD mission numbers open for a specific period of time (recommend one week or less)?</p> <p>e. Is the wing CDO/region CDD allowed to participate with the finance committee in making decisions on how counterdrug funds are expended?</p> <p>f. Does the wing CDO prepare a budget of CD expenditures for the wing CC and region CDD?</p>	<p>CAPR 173-2 Para 7c</p> <p>CAPR 173-2 Para 2b</p>

TAB C-3: OPERATIONS		
	ITEM	REFERENCE
1.	<p><u>MANAGEMENT:</u></p> <p>a. Are suspension procedures enforced IAW CAPR 60 series?</p> <p>b. Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?</p> <p>c. Are supplements forwarded to National Headquarters as required?</p> <ul style="list-style-type: none"> • Please have copies of any and all supplements along with approvals. <p>d. Are corporate aircraft assigned to units according to need and utilization?</p> <ol style="list-style-type: none"> 1) How are corporate aircraft use and condition monitored? 2) How is privately owned/rented aircraft use monitored? 3) How are corporate glider use and condition monitored? <p>e. Are short-notice (60-2) inspections of flying units conducted on an 18 month basis? (Be prepared to show records of inspections including corrective actions)</p> <ul style="list-style-type: none"> • How do you track trends? What action is taken if there is a repeat discrepancy on subsequent inspections? <p>f. Is the Operations Monthly Activity Report information correct & up to date?</p> <p>g. Is the Monthly Glider Activity Report information correct & up to date?</p> <p>h. Was the Annual Operations Training Plan submitted on time? Did it include all Operations related training activities?</p> <p>i. Is the DO fully involved in the day-to-day management of the wing's CD program?</p>	<p>CAPR 60-1 Para 2-11 CAPR 60-1 Para 2-6 CAPR 60-1 Para 2-6n</p> <p>CAPR 60-1 Para 1-3b</p> <p>CAPR 66-1 Para 16</p> <p>CAPR 60-2 Para 4a and 6</p> <p>CAPR 60-1 Para 2-8</p> <p>CAPR 60-1 Para 2-8</p> <p>Statement of Work and HQ CAP/DO Policy Letter dated 25 Jan 02</p>
2.	<p><u>FLIGHT RELEASE:</u></p> <p>Is the Flight Release process followed?</p> <p>a. Do FROs meet required qualifications?</p> <p>b. Are a sufficient number of FROs appointed in writing? Be prepared to show documentation.</p> <p>c. Does the LO receive an FRO list update</p>	<p>CAPR 60-1 Chap 4</p> <p>CAPR 60-1, Para 4-5 CAPR 60-1 Para 4-9a(1) CAPR 60-1 Para</p>

	<p>quarterly?</p> <p>d. Are FROs initially trained and is there any continuation training? Is the training documented?</p> <p>e. How does the FRO release a flight?</p> <p>f. Is the checklist in CAPR 60-1 followed? Be prepared to show documentation.</p> <p>g. Are CAPFs 99 properly filled out at the time of release?</p> <p>h. Are there any wing or local supplements for FRO procedures? Please have copies available.</p> <p>i. Have any requests for a flight clearance been turned down and for what reason?</p> <p>j. Are CAPFs 99 forwarded to the wing LO as required? What method is used to ensure CAPR 99's are expeditiously forwarded to the LO.</p>	<p>4-9a(5) CAPR 60-1 Para 4-9a(2)</p> <p>CAPR 60-1 Para 4-6b</p> <p>CAPR 60-1 Para 4-6c</p>
<p>3.</p>	<p><u>STANDARDIZATION AND EVALUATION:</u></p> <p>a. Has the Wing Standardization and Evaluation officer established procedures to implement a stan/eval program?</p> <ul style="list-style-type: none"> • Does the program include gliders? <p>b. Are CAP instructor pilots, check pilots and mission check pilots designated in writing by the wing commander?</p> <p>c. Are a limited number of highly qualified check pilots appointed, with wing commander concurrence, to assist in the implementation of the Check Pilot Program?</p> <p>d. Has the Stan/Eval Officer and each check pilot completed the National Check Pilot Standardization Course (NCPSC) within the last 4 years?</p> <p>e. Has the wing submitted the semi-annual Check Ride Analysis Survey to the CAP-USAFLR/CC and NHQ/DOV? When? (Please have a copy available for review)</p> <p>f. Are pilot flight records/files maintained and do they contain required documentation?</p> <p>g. Does wing HQ maintain original pilot records for all pilots assigned to the HQ?</p> <ul style="list-style-type: none"> • How is qualification and currency 	<p>CAPR 60-1 Para 3-7b</p> <p>CAPR 60-1 Para 3-2e(6) and 3-2h(3)</p> <p>CAPR 60-1 Para 3-7b(3)</p> <p>CAPR 60-1 Para 3-2e(4)</p> <p>HQ CAP/DO Policy Letter dated 18 Jun 02</p> <p>CAPR 60-1 Para 2-9 and 3-5</p> <p>CAPR 60-1 Para 2-9</p>

<p>monitored?</p> <p>h. Are copies of Check Pilot records maintained at Wing HQ?</p> <p>i. Are enough flight clinics and national NCPSCs conducted to meet the needs of the wing? Show attendance rosters.</p> <ul style="list-style-type: none"> • Are glider operations included in flight clinics or are separate glider clinics conducted? <p>j. Does the stan/eval officer have a list of squadron stan/eval officers and check pilots, and does he/she communicate with them on a regular basis?</p> <ul style="list-style-type: none"> • Are copies of the Checkride Newsletter being distributed to all CAP instructors and check pilots? <p>k. How many qualified tow pilots does the wing have?</p> <ol style="list-style-type: none"> 1) What percentage of your tow pilots have completed the voluntary Soaring Safety Foundation tow pilot on-line course? 2) How many members of the wing have completed the voluntary Soaring Safety Foundation Wing Runner course? 	<p>CAPR 60-1 Para 2-9</p> <p>CAPR 50-11 Para 2</p>
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TAB C-4: AIRCRAFT MANAGEMENT		
	ITEM	REFERENCE
1.	How do you manage the wing aircraft inventory? a. CAP Forms 37a b. Registration c. Operations Monthly Activity Report • Report should be available for review.	CAPR 67-4 Para 2-6 CAPR 67-4 Para 2-7 CAPR 60-1 Para 2-8 CAPR 123-3 Para 5d
2.	Do you have any leased aircraft? a. Authorization b. Insurance	CAPR 67-4 Para 2-5
3.	Has your wing sold any aircraft? a. Sale authorization b. Sale Documentation c. Removal of all CAP markings and decals	CAPR 67-4 Para 3-3 CAPR 67-4 Para 3-3b(7)
4.	How do you transfer an aircraft? When was the last transfer? Why? • Headquarters notification? • Yes _____ • No _____	CAPR 67-4 Para 3-7
5.	How do you manage the aircraft and glider maintenance program? a. Centralized Maintenance Management Program Supplement b. Aircraft maintenance records c. Airworthiness Standards d. Time in Service	CAPR 66-1 Para 4 CAPR 66-1 Para 5 CAPR 66-1 Para 2b CAPR 66-1 Para 2f
6.	What placards are placed in the aircraft?	CAPR 66-1 Para 6
7.	How is the external appearance of the aircraft? a. Markings b. Paint schemes c. Wash schedule (local directives) d. Hangar capability during inclement weather	CAPR 66-1 Para 7a CAPR 66-1 Para 7b CAPR 66-1 Para 15
8.	How do you track aircraft inspections? a. 100 Hours b. Annual	FARs CAPR 66-1 Para 8b CAPR 66-1 Para 8c
9.	How do you track routine maintenance? a. Oil changes b. Corrosion control	FARs CAPR 66-1 Para 8a CAPR 66-1 Para 9b
10.	How do you monitor equipment	

	<p>requirements?</p> <ul style="list-style-type: none"> a. Aircraft shoulder harness b. Modified seat requirements c. Fire extinguisher requirements d. Comm/Nav equipment updates (GPS, WX scopes, Standby Vacuum System, etc.) (local directives) e. Survival Kits f. Proper flotation devices 	<p>CAPR 66-1 Para 11a CAPR 66-1 Para 11c CAPR 66-1 Para 11b CAPR 67-4 Para 2-6 CAPR 66-1 Para 11h CAPR 60-1 Para 2-1i & CAP/EX ltr 18 Dec 01</p>
11.	<p>How do you monitor operations costs?</p> <ul style="list-style-type: none"> a. Record of maintenance cost b. Flying hour cost calculations c. Flying hour reimbursement calculations d. Glider tow lift costs 	<p>CAPR 66-1 Para 14 CAPR 66-1 Para 14a CAPR 66-1 Para 14b</p>
12.	<p>How do you tie down your aircraft?</p> <ul style="list-style-type: none"> a. Tie down inspections b. Tie downs replaced as necessary 	<p>CAPR 66-1 Para 15</p>
13.	<p>Is the additional equipment maintained in each aircraft's baggage compartment accounted for on every flight's weight & balance?</p>	

CAPF 37A, AUG 00

(www.caphq.gov)

Shipping and Receiving Document for Aircraft					
Doc Number Issuing/Disposal Activity		Type of Action:		Doc Number Receiving Activity	
Charter Number Shipped From:		Charter Number Shipped To:			
Receipt _____		Custody Receipt _____			
Transfer _____		Report of Survey _____			
Disposal _____		Update _____			
Asset Number	Tail Number	Serial Number	Year Manufactured	Make	Model
Fund Source					
Cost					
Remarks:					
Certificate for Receipt by Wing					
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.					
Typed Name, Grade of Commander			Signature		Date
Equipment List					
Item	Make	Model	Serial Number	Remarks	
Audio Panel					
Nav/Com					
Nav/Com					
DME					
ADF					
Transponder					
GPS					
FM Radio					
DF					
Intercom					
Autopilot					
CAP Review For Completeness					
Signature		Date		Date	
LO Signature		Date		CAP USAF LR/LG Signature	
				HQ CAP-USAFA Signature	

OPR/ROUTING: LG

PREVIOUS EDITIONS WILL NOT BE USED

CAP FORM 37A, AUG 00

CAPF 71, FEB 00 (Page 1 of 2)

(www.capnhq.gov)

Cap Aircraft Inspection Checklist			
Wing: _____	Date/Tach Time Last 50-Hour Insp/Oil Change: _____		
Tail #: _____	Date/Tach Time @ Last 100-Hour Insp: _____		
Make/Model/Year: _____	Date/Tach Time @ Last Annual Insp: _____		
Tach Time: _____			
Inspection Item (Installed/Serviceable/Current =>)	Y	N	Remarks / Discrepancy
1. Aircraft Records			
A. Aircraft Logbooks- 50-Hour Insp/Oil Change, 100-Hour Insp, Annual Insp, & Airworthy Directives (AD) Compliance Listing Current (Ref: FAR 91.417)			
B. Equipment List (CAPF 37) Matches Equipment Installed			
C. Instrument Requirements			
1) Altimeter System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
2) Pitot / Static System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
3) Transponder Current – Entry in Logbook (24 Mo. Ref: FAR 91.413)			
4) VOR Operational Check – IFR Only (30 Days Ref: FAR 91.171)			
5) ELT Battery Current – Entry in Logbook (Ref: FAR 91.207)			
2. Aircraft Interior			
A. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Interior			
B. "Not for Hire" Placard Displayed (Ref: CAPR 66-1)			
C. "Max Crosswind" Placard Displayed (Ref: CAPR 66-1)			
D. "Cessna Seat Slippage Warning" Placard Displayed (CAPR 66-1)			
E. Operating Limits / Placards (Ref: FAR 91.9)			
F. Avionics and Control Locks Installed (Ref: CAPR 66-1)			
G. Serviceable Fire Extinguisher Installed (Ref: CAPR 66-1)			
H. Shoulder Harnesses Installed (Ref: FAR 91.205)			
I. Carbon Monoxide Detector – Serviceability, Expiration Date (CAPR 66-1)			
J. Cessna Seat Rails for Cracks & Wear (Ref: AD 87-20-03, Rev 2)			
K. Secondary Seat Stop Installed (All Cessna Aircraft, Excluding 172R)			
L. Cargo Tie-Down Or Net Installed (Ref: FAR 91.525)			
M. Required Documents in Aircraft A-R-O-W			
1) Airworthiness Certificate (Ref: FAR 91.203)			
2) Registration (Ref: FAR 91.203)			
3) Operating Handbook (Ref: FAR 91.9)			
4) Weight & Balance Data (Ref: Acft Flight Manual / POH)			
N. Survival Kit. (Ref: CAPR 66-1)			
3. Aircraft Exterior			
A. Aircraft Properly Chocked, Tied Down, and Condition of Ropes			
B. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Paint			
C. Condition of Prop – Nicks, Dents, Leaks, Corrosion, Evidence of Prop Strike			
D. External Aircraft Identification Plate (Ref: FAR 45.11)			
E. CAP Seal Installed on Vertical Stabilizer			
F. Brakes for Leaks, Wear, and Obvious Defects (Ref: Acft Service Manual)			
G. Tires for Proper Air Pressure and Serviceability (Ref: Acft Service Manual)			
H. Engine Cowling for Proper Fit And Contour / Fasteners Serviceable and Secure			
I. Cessna Door Hinge Pins Installed			
4. Exterior And Interior Lighting For Proper Operation			
A. Interior Overhead (Flood/Dome)			
B. Landing / Taxi / Pulselite			
C. Anti-Collision Strobe (Ref: FAR 91.209)			
D. Navigation / Position (Ref: FAR 91.209)			
E. Flashing Beacon			
F. Instrument			
Name Of Inspector: _____		Date: _____	

CAPF 71, FEB 00

Previous Editions Will Not Be Used

OPR/ROUTING: LGM

CAPF 71, FEB 00 (Page 2 of 2)

www.capnhq.gov**Instructions for use of the CAP Aircraft Inspection Checklist**

The CAPF 71 is designed to assist the inspector in determining the overall condition of the aircraft, as well as ensuring compliance of FAA and CAP regulations and directives.

1. Aircraft Records.

Item a. Airworthiness Directive Listing in Logbook: FAR 91.417 requires the aircraft records (logbooks) to contain the current status of applicable airworthiness directives, the method of compliance, the AD number, revision date, and recurring action if required. The A&P / AI should have performed and documented all applicable ADs as part of the 100-hour or annual inspection and updated the compliance listing in the maintenance logs.

Item b. Equip List (CAPF 37) Matches Installed Equipment: HQ CAP requires all wings to account for equipment installed in aircraft, such as radios, on a CAPF 37. Confirm the CAPF 37 is complete and matches the type equipment installed in the aircraft. Verification of serial numbers is not required.

Items c1), c2), and c3). Instrument Requirements: FAR par 91.411 and 91.413 requires the altimeter, pitot static and transponder to be tested and inspected every 24 months. The inspection dates are annotated in the airframe logbook, which usually are not kept in the aircraft. The maintenance officer or unit commander controlling this aircraft can provide you the records. **Item c4). VOR Check:** The VOR check is required by FAR 91.207 to be accomplished prior to the flight or within the preceding 30 days if the aircraft is to be operated under IFR. The pilot can accomplish this test by checking the VOR against a designated VOR checkpoint on the ground or by flying over a prominent ground point, or if the aircraft has dual VORs by checking them against each other. When performing the check, the pilot should record the date, place, bearing errors and sign the log or record. The aircraft cannot be flown IFR if this check has not been performed or logged!

Item c5). ELT Battery: FAR 91-207 requires the expiration date of the ELT battery be legibly marked on the outside of the transmitter and entered in the aircraft logbook. FAR 91-207 requires ELTs to be inspected during the aircraft annual inspection and this inspection annotated in the aircraft logbook..

2. Aircraft Interior.

Item a. Check for obvious defects, leaks, corrosion, cleanliness, and condition of interior.

Items b, c, d, and e. Placards: Not for Hire/Maximum Crosswind/Cessna Seat Slippage Warning/Operating Limits. Ensure these placards are properly installed and visible. These placards can be ordered through the CAP Supply Depot in Amarillo TX.

Item f. Avionics and Control Locks Installed: Assure the avionics and control locks are installed. Aircraft radio & nav equipment are very expensive and can be easily stolen. The hole drilled in the control column for installation of the control lock should be centered to assure the flight controls are locked in the neutral position. On many Piper aircraft, the seat belt is used to hold the flight controls in a static position versus the use of a control lock.

Item g. Fire Extinguisher: Check that one is installed and serviceable (in the correct range).

Item h. Shoulder Harness: CAPR 66-1 states that all CAP corporate aircraft will have shoulder harnesses for the pilot and co-pilot positions. Newly assigned aircraft have 90 days to have them installed; after 90 days, the aircraft is grounded until they are installed. FAR 91.205 also requires shoulder harnesses on aircraft manufactured after July 18, 1978.

Item i. Carbon Monoxide Detectors: For safety, disposable 12- to 18-month carbon monoxide detectors will be installed in all CAP-owned aircraft. Inspect detectors for serviceability (change of indicator color) and valid expiration date. These detectors will be replaced every 12 months

Item j. Cessna Seat Rail Condition: The Cessna seat rails must be checked for overall condition. Check specifically for any cracks in the rails or runners. If any cracks or questionable defects are found, have an A&P mechanic inspect it for serviceability. Also, check for elongation of the holes on the rails, seat locking pin rounding and roller washer wear.

Item k. Secondary Seat Stop Installed (All Cessna Aircraft, Excluding 172R and Older Models): The secondary seat stop requirement is required for all Cessna aircraft, excluding the 172R and later models. Cessna redesigned the seat rails on this model, eliminating the requirement. The secondary seat stop is installed on the right side of the pilot's seat (left front seat) to prevent it from sliding if the seat pin fails. This is a HQ CAP mandatory equipment requirement.

Item l. Cargo Tie-down or Cargo Net: FAR 91.525 requires cargo to be properly secured by a safety belt or other tie-down method having enough strength to eliminate the possibility of shifting during operation. Cargo net is recommended for the cargo compartment.

Items m1) and m2). Airworthiness Certificate and Registration: These items are normally kept together and mounted in a pouch attached to a sidewall of the aircraft. The Airworthiness Certificate is issued when the aircraft is manufactured, the registration is issued with a change in ownership (i.e., when HQ CAP purchased it). The Radio License is no longer required for operations inside the US.

Items m3) and m4). Operating Handbook & Weight & Balance: FAR 91-9 requires each aircraft to have an operating handbook and displayed operating limits in the form of placards or instrument markings. Ensure the ones required for the specific aircraft you are inspecting are up-to-date (for example, has all the latest equipment added to the aircraft been reflected in the weight & balance data?). Ensure a flight manual, matching the make/model/year of the aircraft, is kept in the aircraft. Check the book for condition, i.e., loose, torn, or missing pages. Ensure the weight and balance data sheets are posted in the book.

Item n. Survival Kit. Assure a survival kit has been established and is available during every flight.

3. Aircraft Exterior.

Item a. Properly Chocked, Tie-Down Method/Condition of Ropes: All aircraft, when not being operated, are required to be properly chocked and secured. The aircraft should also be tied down at 3 points. Chains may be used providing the chain is not directly attached to the ground anchor point. This configuration will damage the wing spars because there is no flexibility during wind gusts. Nylon rope with at least a 3,000 lbs. tensile strength is recommended.

Item b. Exterior Corrosion: HQ CAP emphasizes an aggressive aircraft corrosion prevention program and provides ACF-50 corrosion inhibitor, free to CAP units, to be sprayed on the aircraft. Note any corrosion you find. It is expensive to repair; however, it is less expensive to repair if caught early. This is the most important item to check during your inspection.

The primary purpose of paint is to prevent corrosion with a secondary purpose of enhancing appearance. Therefore, look closely for corrosion, and missing or chipped paint. Units need to do touch-up painting on their aircraft and not just let them deteriorate. Corrosion can best be checked by removing an access panel on the leading edge area of the wing and visually looking for corrosion or by looking at exposed metal inside the aircraft such as under carpets. Check for cracks in the aircraft skin. If a crack is detected and has a hole drilled at the progressive end of the crack, this is OK. It is a previous repair called "stop drill" and is designed to stop the crack from progressing any further. If, however, the crack has not been stop drilled or the crack has progressed, it should be repaired.

Item c. Condition of Propeller. Inspect propeller, paying particular attention to nicks and evidence of stress (blade trailing edge wavy) on the propeller. Also check for excessive rubbing marks between spinner and cowling.

Item d. External Identification Plate: FAR 45-11 requires a fireproof plate that is etched, stamped, or engraved with the builder's name, model designation, and serial number. It must be secured to the exterior of the aircraft near the tail surfaces or adjacent or just aft of the rear-most entrance door. If the aircraft was manufactured before March 7, 1988, the plate can be attached to an accessible interior or exterior location near an entrance; however, the model designation and serial number must also be displayed on the aircraft fuselage exterior.

Item e. CAP Seal. A CAP seal must be installed on the vertical stabilizer of all CAP aircraft.

Item f. Brakes. Check brakes and brake lines for leaks, wear, and obvious defects.

Item g. Tires. Check tires for proper air pressure and serviceability.

Item h. Engine Cowling Fit & Fastener Condition: Check the cowling for proper fit and contour. Check the condition of the fasteners holding it in place. Loose, improper, or defective fasteners or nutplates could cause the cowling to separate during flight.

Item i. Door Hinge Pins (Cessna): Check the door hinges for proper hinge pins. Only authorized Cessna hinge pins will be installed in CAP aircraft. Cotter pins, quick release pins, nails, etc., will not be used and are easily identifiable. For reference only, the correct part numbers are: Cessna 172 upper hinge pin - P/N 0711001-59; Cessna 172 lower hinge pin - P/N 0517019-12; Cessna 182 upper and lower hinge pin - P/N 0711038-1

4. Exterior and Interior Lighting for Proper Operation
Items a, b, c, d, e, and f. Exterior Lighting for Operation: Check all lights for operation. You may do this by turning on the master switch and all lights.

Most of the items on the checklist are self explanatory. The dates and times for the aircraft is annual, 100-hour inspections, and oil changes should be in the aircraft logbooks. Tach times should be used to determine when maintenance actions are required. POC for this checklist is HQ CAP-USAFL/GM, Maxwell AFB AL (334) 953-6032 or DSN 493-6032.

TAB C-5: COMMUNICATIONS		
	ITEM	REFERENCE
1.	<p><u>Reporting:</u></p> <p>a. Is the wing filing quarterly H-1 Reports in a timely fashion?</p> <p>b. How are the reported statistics reported?</p>	CAPR 100-1 Vol 1 Para 3-2
2.	<p><u>Annual Communications Effectiveness Exercises:</u></p> <p>a. Does the wing hold annual unannounced communications exercises?</p> <p>b. Are the required reports forwarded to the Region DCS/Comm. within 30 days?</p> <p>c. Please have copies of the summary reports and critiques available for inspection?</p>	CAPR 100-1 Vol 1 Para 3-3b CAPR 123-3 Para 5e
3.	<p><u>Communications Meetings:</u></p> <p>a. Does the wing hold a communications meeting at least annually?</p> <p>b. Are required meeting summaries and participant logs forwarded to the Region/DC within 30 days?</p> <p>c. Please have copies of the summary reports and logs available for inspection?</p>	CAPR 100-1 Vol 1 Para 5-5b CAPR 123-3 Para 5e
4.	<p><u>Communications Plans:</u></p> <p>a. Does the Director of Communications (DC) review/update the communications plan(s) annually (not just new covers on old plans)?</p> <ul style="list-style-type: none"> • Were the updates/revisions forwarded to Region and HQ CAP by 10 Jan? <p>b. Do the plans reference the current regulations (CAPR 100-1 Vol 1 and Vol 3)?</p> <p>c. Does the wing have a current Emergency Communications Plan?</p> <p>d. Does the wing have a current Operations and Training Communications Plan?</p> <p>e. Does the wing have a current Repeater Plan?</p> <ol style="list-style-type: none"> 1) Does the plan include a current list of operational repeaters? 2) Does the list agree with the on line repeater directory (http://www.ntc.cap.gov/comm/Repeaters/Repeaters.cfm) 	CAPR 100-1 Vol 1 Para 2-2 CAPR 100-1 Vol 1 Para 2-3 CAPR 100-1 Vol 1 Para 2-4 CAPR 100-1 Vol 1 Para 2-5
5.	<u>Resources:</u>	

TAB C-6: SAFETY		
	ITEM	REFERENCE
1.	<p><u>RESPONSIBILITIES:</u></p> <p>a. Is someone within the wing designated to monitor, track, and actively manage the safety program?</p> <p>b. Has the wing commander published a supplement to CAPR 62-1, which addresses how the Pilot Proficiency Program will be conducted and the procedures for reporting completion to the wing?</p> <ul style="list-style-type: none"> • Does it also contain local policy guidance? <p>c. What evidence is there that subordinate unit commanders have an accident prevention program (letters, reports, bulletins, directives or operating procedures)?</p>	<p>CAPR 62-1 Para 1d</p> <p>CAPR 62-1 Para 1b(1)</p> <p>CAPR 62-1 Para 1b(2)</p> <p>CAPR 62-1 Para 1c</p>
2.	<p><u>MANNING:</u></p> <p>a. Are safety officers appointed in writing?</p> <ol style="list-style-type: none"> 1) Are safety assistants assigned as needed? 2) To whom is the safety officer directly responsible? <p>b. Is a current safety manning roster, showing assignment of safety officers in subordinate units, maintained by the wing safety officer?</p> <p>c. Have pilot safety officers or assistants applied to become accident prevention counselors with the local Flight Standards District Office?</p> <ul style="list-style-type: none"> • What qualifications do they have as accident prevention counselors? 	<p>CAPR 62-1 Para 2a</p> <p>CAPR 62-1 Para 2a</p> <p>CAPR 20-1 Fig 8</p> <p>CAPR 62-1 Para 2a</p> <p>CAPR 62-1 Para 2a(2)</p>
3.	<p><u>SAFETY EDUCATION:</u></p> <p>a. Is ground and flying safety information briefed monthly at unit meetings?</p> <p>b. Is a roster of individuals in attendance maintained?</p> <p>c. Is the monthly NHQ Safety Bulletin briefed to all personnel in units with pilots?</p> <p>d. Is the NHQ Safety Bulletin placed on the</p>	<p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p>

	<p>bulletin board or in a read file?</p> <p>e. Are previous summaries and attendance rosters covering the past twelve months on file? Please have records available for inspection.</p> <p>f. Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)?</p>	<p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(3)</p>
4.	<p><u>SAFETY IMPROVEMENT/HAZARD REPORTING PROGRAM:</u></p> <p>a. Are CAP Forms 26, CAP Safety Improvement or Hazard Report, readily available?</p> <ul style="list-style-type: none"> • Do personnel know what the forms are and how to use them? <p>b. Are FAA Forms 8740-5, <i>Safety Improvement Report</i>, readily available?</p> <ul style="list-style-type: none"> • Do personnel know what they are and how to use them? 	<p>CAPR 62-1 Para 2c</p>
5.	<p><u>ACCIDENT PREVENTION:</u></p> <p>a. Are any local directives or other forms of guidance published in the area of accident prevention?</p> <p>b. Is there any evidence of coordinated activity with other safety-oriented organizations; e.g., the FAA, law enforcement, transportation, or medical?</p>	<p>CAPR 62-1 Para 2d</p> <p>CAPR 62-1 Para 2e</p>
6.	<p><u>SAFETY SURVEYS/INSPECTIONS:</u></p> <p>a. Has an internal safety survey been scheduled and accomplished annually?</p> <p>b. Has a suspense system been established to ensure all deficient items are corrected prior to closing out the report?</p> <p>c. Are copies of completed surveys forwarded to the next higher headquarters?</p> <p>d. Is there evidence that the commander is reviewing safety surveys?</p> <p>e. Has the wing commander established procedures to monitor the internal safety survey program of subordinate units?</p>	<p>CAPR 62-1 Para 2f</p>
7.	<p><u>AWARDS PROGRAM:</u></p> <p>a. Has an effective awards program been</p>	<p>CAPR 62-1 Para 3, 5, 9</p>

	<p>established within the wing?</p> <p>b. Have the previous year's Certificates of Achievement, CAPC 48, been presented to qualified units?</p>	CAPR 62-1 Para 6
8.	<p><u>PILOT PROFICIENCY PROGRAM:</u> Has the wing safety officer established a system to monitor the FAA Pilot Proficiency Program within the wing?</p>	CAPR 62-1 Para 8
9.	<p><u>ACCIDENT REPORTING:</u> a. Are local accident reporting procedures established? b. Has a CAP Form 78 and 79 been submitted on all applicable accidents?; was it on time?</p>	<p>CAPR 62-2 Para 4</p> <p>CAPR 62-2 Para 6</p>

TAB D-1: PROFESSIONAL DEVELOPMENT		
	ITEM	REFERENCE
1.	Has the Director of Professional Development (DPD) been appointed in writing?	CAPR 10-3 Para 1c
2.	Is a Professional Development (PD) reference library being maintained?	CAPR 50-17 Para 2-2
3.	Has the wing commander assigned a wing Test Control Officer (TCO) in writing? a. Does the wing maintain copies of unit TCO appointments? b. Are testing materials inventoried at least every 90 days? Are test inventory logs maintained for at least 6 months? c. Are testing materials properly secured? d. Are Air Force Institute for Advanced Distributed Learning (AFIADL) (previously ECI) course examinations being routed and controlled by the wing TCO?	CAPR 50-4 Para 3a CAPR 50-4, Para 7 CAPR 50-4 Para 5 & 6 CAPR 50-4 Para 6 and CAPR 50-17 Para 8-1b(3)(d)
4.	Are the Senior Training Reports (STR) updated and used as a management tool by Professional Development Officers (PDOs), commanders and the wing?	CAPR 50-17 Para 2-6
5.	Has the DPD updated the CAPFs 45b of wing staff members?	CAPR 50-17 Para 2-4b
6.	Is Level I Training being offered quarterly? • Does the wing receive copies of all CAPFs 11 for each Level I?	CAPR 50-17 Para 3-6 CAPR 50-17 Para 3-8
7.	Have all senior members completed Cadet Protection Program Training (CPPT)?	CAPR 50-17 Para 3-4
8.	Has the wing conducted a Squadron Leadership School (SLS) and a Corporate Learning Course (CLC) at least annually? a. Are SLS and CLC Course Directors appointed by the wing commander? b. Are CAPF 11's for SLS and CLC completions signed by the wing commander and forwarded to reach HQ CAP/ETP NLT 14 days after completion of the course?	CAPR 50-17 Para 4-6b and 5-3c CAPR 50-17 Para 4-6d and 5-3e CAPR 50-17 Para 4-6e and 5-3f
9.	Are Professional Development awards processed in a timely and appropriate manner?	CAPR 50-17 Para 2-5

TAB D-2: CHAPLAIN SERVICE		
	ITEM	REFERENCE
1.	How long have you been the wing chaplain?	CAPR 265-1 Para 14f
2.	Have you accomplished the required items specified in CAPR 265-1? a. Formal Education Requirement b. Moral Leadership Officers (MLOs) Approval c. Confidentiality	CAPR 265-1 Para 6c Para 7 Para 17
3.	Is the distinction between Chaplains and MLOs evident especially in matters of privileged communication and confidentiality?	CAPR 265-1 Para 17
4.	Evaluate your involvement as a member of the Wing Commander's staff: a. Are you included in Wing staff meetings? b. Do you attend Wing Conferences? c. Do you meet at least biennially with Chaplains/MLOs assigned to your Wing? d. How are chaplains notified when needed for a mission? e. How do you ensure religious services are provided at weekend activities?	CAPR 265-1 CAPR 265-1 Para 14 and 16c CAPR 265-1 Para 13a and 14f CAPR 60-3 Para 8-3b(4)
5.	Recruitment of Chaplain Service personnel is a top priority of the Chaplain Service. a. How many chaplains and MLOs were recruited in the past 12 months? b. Explain how you keep in contact with new chaplains/MLOs appointed to your Wing? c. How do you encourage unit commanders without a chaplain or MLO to recruit one? d. How could the Executive Administrator of Chaplain Services (EACS) at National Headquarters be of assistance to you in your recruiting efforts?; in other areas?	
6.	How do you use the listing of Chaplain Service personnel assigned to your Wing that EACS periodically furnishes to you? a. Do you write to chaplains/MLOs who have moved outside your Wing to encourage them to transfer their membership? Do you write or call the gaining Wing Chaplain? b. Do you initiate a CAP Form 2a on chaplain personnel who need to be transferred? c. How do you coordinate with appropriate	CAPR 265-1 Para 9 CAPR 39-2 Para 1-11 CAPR 50-17

	<p>staff agencies to ensure the promotions of Chaplain Service personnel in your Wing who have met requirements for promotion, are processed in a timely manner?</p>	
<p>7.</p>	<p>Providing for the ongoing training of chaplains and MLOs is an important part of a Wing Chaplain’s job.</p> <ul style="list-style-type: none"> a. How do you encourage chaplain participation in the total Professional Development training program (i.e., promotions, etc.)? b. How do you encourage Chaplains and MLOs to attend the Chaplain Service Region Staff College? c. How do you insure Chaplain Service personnel are involved in wing SAR/DR training programs? 	<p>CAPR 265-1 Sec C</p>

TAB D-3: FINANCE		
	ITEM	REFERENCE:
1.	How has wing management created an environment for effective control of Civil Air Patrol funds?	CAPR 173-2 and 173-3
2.	How are accounting records maintained? a. Are they maintained on an accrual basis of accounting? b. Does the wing use the standard accounting software supplied by NHQ?	CAPR 173-2 Para 7 CAPR 173-2 Para 3a(4) and 5g
3.	Has a finance committee been established in writing? Who serves on the Committee? a. What are the responsibilities of the finance committee and how often does it meet? b. Does a Liaison Office member attend meetings? c. How do you ensure that members of the finance committee are properly trained in and have adequate understanding of accounting procedures? d. Does the CD Officer participate in the Finance Committee when CD funding or CD Administrative Fee accounts are discussed? e. Does a member of the finance committee perform and document quarterly audits of accounting records?	CAPR 173-2 Para 2b CAPR 173-2 Para 5 CAPR 173-2 Para 2b CAPR 173-2 Para 3b CAPR 173-2 Para 2b CAPR 173-2 Para 5k
4.	What checks and balances have been established to avoid errors or misuse of funds? a. Has the Wing Finance Committee notified CAP/FMA of the auditor selected to perform the annual financial audit? b. Was the notification submitted on time?	CAPRs 173-1; 173-2; 173-3; 173-4 CAPR 173-2 Para 5b CAPR 173-2 Para 5b
5.	Has the annual audit been performed IAW the CAP Audit Manual and Financial and Tax Reporting Guide? a. Were year-end report drafts and authorizations forwarded to NHQ? Were they submitted on time? On what date? b. Was the final audit report submitted? Was it submitted on time?	CAPR 173-2 Para 5d CAPR 173-2 Para 5l CAPR 173-2 Para 5l(7)
6.	Is an annual budget established NLT 30 Sep?	CAPR 173-2 Para 5h

	<ul style="list-style-type: none"> Is it reviewed quarterly by the finance committee? 	
7.	<p>If state funding is received:</p> <p>a. Is there written documentation that describes the appropriate use(s) of the funds?</p> <p>b. How are the funds tracked?</p> <p>c. Is the annual report of state appropriations (RCS: Y-2) sent to CAP-USAF/JA to arrive NLT 1 Nov or each year?</p>	<p>CAPR 173-2 Para 5f and 10d</p> <p>CAPR 173-2 Para 5m</p>
8.	How are petty cash funds administered and controlled?	CAPR 173-2 Para 10a
9.	How are membership dues accounted for?	CAPR 173-2 Atch 5
10.	<p>How do you account for any donated land, buildings and other fixed assets donated by:</p> <p>a. The Department of Defense?</p> <p>b. State or local governments?</p> <p>c. Private individuals?</p>	CAPR 173-2 Atch 5 and CAPR 173-4
11.	<p>How does the wing account for CD administrative fee reimbursements?</p> <ul style="list-style-type: none"> How are the expenditures of CD administrative fees tracked? 	CAPR 173-2 Para 7c
12.	<p>Who has the authority to administer funds and sign checks for the checking accounts, and authorize EFTs and on-line payments?</p> <p>a. How many checking accounts are maintained?</p> <p>b. Is more than \$100,000 of wing funds maintained in a single institution?</p>	<p>CAPR 173-2 Para 10b</p> <p>CAPR 173-2 Para 10d</p>
13.	Are aircraft maintenance income and expenses tracked by tail number?	CAPR 173-3 Para 1a(2)(b)
14.	How are reimbursements for CD and SAR missions distinguished from one another in your accounting records?	CAPR 173-3 Para 3a(2)
15.	How are the minor maintenance portions of counterdrug (CD) and Search and Rescue (SAR) mission reimbursements accounted for and what type documentation is maintained to show that payments are used for the proper purposes?	CAPR 173-3 Para 1a(2)(a)

TAB D-4: ADMINISTRATION		
	ITEM	REFERENCE
1.	<p>Is there an official set of CAP publications for the unit?</p> <p>a. Are publications posted correctly?</p> <p>b. Are publications and forms spot-checked every 6 months and are the spot-checks documented?</p> <p>c. Are supplements and OIs kept to an absolute minimum?</p>	<p>CAPR 5-4 Para 2b(1)</p> <p>CAPR 5-4 Para 1g CAPR 5-4 Para 2a</p> <p>CAPR 5-4 Para 3</p>
2.	<p>Are procedures in place to ensure the most cost effective means available are being used to communicate with unit members, subordinate units, other states and regions, and the National Headquarters?</p> <p>a. Are administrative communications clear and concise?</p> <p>b. Are letters prepared in proper style?</p> <p>c. Does wing letterhead contain required information/format?</p> <p>d. What procedures are there to ensure prompt action on all communications.</p> <p>e. Are records filed properly?</p> <p>f. Are cut-off instructions followed?</p> <p>g. Are records screened for historical significance?</p> <p>h. Are administrative authorizations prepared in proper format?</p>	<p>CAPR 10-1 Para 2d</p> <p>CAPR 10-1 Para 3a</p> <p>CAPR 10-1 Para 4 CAPR 10-1 Para 5</p> <p>CAPR 10-1 Para 6</p> <p>CAPR 10-2 CAPR 10-2 Para 9 CAPR 10-2 Para 10</p> <p>CAPR 10-3</p>
3.	<p>Are electronic methods used in processing your administration program? If so, show</p> <p>a. folders and files on the computer</p> <p>b. e-mails (in and out)</p> <p>NOTE: Conduct frequent back-up of files and store back-ups in another building.</p>	
4.	<p>How do you determine the effectiveness of your wing administration program? Do you:</p> <p>a. have required CAP publications and forms (electronic copies are acceptable)?</p> <p>b. have required files (hard copy or electronic) for the current year and past year(s)?</p> <p>c. notify members at or below wing level of reports or forms that are due?</p> <p>d. have any outstanding suspense actions? If so, are there follow-up actions?</p>	

TAB D-5: PERSONNEL		
	ITEM	REFERENCE
1.	Are all units properly designated and manned IAW CAPR 20-3?	CAPR 20-3
2.	Is a current organization chart of the wing headquarters posted and current?	CAPR 20-1 Para 3b
3.	Are new membership applications handled properly?	CAPM 39-2 Para 2-4 and 3-5
4.	Are all members properly assigned to a duty?	CAPR 35-1
5.	Is an Emergency Notification Data form (CAPF 60) completed by each member prior to attending any CAP activity away from his/her local community?	CAPR 35-2 Para 1
6.	Are personnel actions recorded and maintained properly in a CAP personnel file?	CAPM 39-2 Para 1-7
7.	Are member personnel actions processed IAW CAP regulations?	CAPR 35-5
8.	Are members wearing the CAP uniform properly?	CAPM 39-1
9.	Are Monthly Membership Listings (MML) and/or CAPWatch reviewed regularly?	CAPM 39-2 Para 4-3b
10.	Is the CAP nondiscrimination policy adhered to?	CAPR 39-1

TAB D-6: PUBLIC AFFAIRS		
	ITEM	REFERENCE
	The Public Affairs Officer's (PAO's) primary function is to help the commander continuously improve unit communications with the community, the media, and CAP members.	
1.	How are you working with wing staff members to achieve HQ CAP's primary PA objectives to: a. Increase public awareness of CAP, its missions and accomplishments, and CAP's contributions in support of the Air Force and national security? b. Promote cooperation between CAP and other aviation organizations? c. Acquaint the public with the importance of aerospace power to our national security?	CAPR 20-1 Page 39 & CAPR 190-1 Page 1-1
2.	How do you prepare the unit PAOs to be fully capable Mission Information Officers (MIOs)? a. Do you ensure MIOs can be contacted for a mission? b. Do you ensure MIOs are fully involved with SAR, DR, CD and other ES activities? c. Do you ensure MIOs are properly trained to deal with the media, especially during actual SAR/DR missions?	CAPR 190-1 Capt 9
3.	How do you ensure unit PAOs obtain proper technical training? Specifically: a. Training in news writing, photography, broadcasting and public service announcement production b. Recruiting and advertising c. Newsletter production	CAPR 190-1 Page 4-2
4.	How do you inform the media of CAP events? a. Are your news releases tailored to the needs of the media? b. Do you keep a list of media contacts?	CAPR 190-1 Page 3-1 CAPR 190-1 Page 3-2
5.	How do you assist the commander in managing controversies that have the potential to affect the wing?	CAPR 190-1 Page 3-15
6.	How do you keep CAP members informed? a. Do you publish a unit newsletter? b. How do you provide and receive updates from unit PAOs? c. Do you use e-mail to carry out internal	CAPR 190-1 Page 6-3 CAPR 190-1 Page 7-1 CAPR 190-1 Page 4-5 & 4-6 CAPR 190-1 Page 6-1

	<p>communications?</p> <p>d. Does your wing manage a home page on the Internet and, if so, are your news releases published on it?</p>	<p>CAPR 190-1 Page 6-1</p>
7.	<p>How do you make your unit a part of the local community?</p> <p>a. Do you involve wing staff in the interaction with local military, government, education, business, civic and media groups?</p> <p>b. Do you inform these groups of CAP activities in AE, cadet programs, ES, SAR, CD and other mission areas?</p>	<p>CAPR 190-1 Page 5-1</p> <p>CAPR 190-1 Page 5-2</p> <p>CAPR 190-1 Page 5-2</p>
8.	<p>In what ways do you work the Air Force, Air National Guard or Air Force Reserve PAOs?; Commanders</p>	
9.	<p>Present copies of the quarterly reports (CAPFs 190-1) submitted to NHQ over the past year.</p> <p>a. Do you have a listing of all unit PAOs?</p> <p>b. How do you track unit PAO activities?</p> <p>c. Do you have a chronological file of news releases?</p> <p>d. Do you maintain a clipping file of news articles?</p>	<p>CAPR 190-1 Page 4-5</p> <p>CAPR 190-1 Page 4-5</p> <p>Recommended Management Practice</p>

TAB D-7: SUPPLY		
	ITEM	REFERENCE
1.	<p><u>MANAGEMENT</u></p> <p>a. Has a supply officer (LGS) been assigned in writing (e.g., CAPF 2a, PA, letter) and properly submitted?</p> <ul style="list-style-type: none"> • Was a transfer of property statement accomplished when the change of supply officer occurred? <p>b. Have procedures been established to recover property from members who terminate membership in CAP or transfer to another unit?</p> <p>c. If efforts fail to recover property, are reports of survey processed to drop accountability for missing property?</p>	<p>CAPR 67-1 Para 3-2</p> <p>CAPR 67-1 Para 3-2b</p> <p>CAPR 67-1 Para 3-7d(2)</p> <p>CAPR 67-1 Para 4-8</p>
2.	<p><u>FILES AND REPORTING</u></p> <p>a. Have the required files been established to maintain accountability of CAP property?</p> <p>b. Is a CAPF 38, "Property Document Register", being used to record all transactions?</p> <ol style="list-style-type: none"> 1) Is a new CAPF 38 Register started each January 1? 2) Are document control numbers properly constructed and assigned to each transaction? <p>c. Are expendable property files established for filing of CAPFs 37 and 111 for receipts, issues and disposal documentation with the required justification?</p> <p>d. Does the non-expendable property file contain copies of CAPF 37 or DD Forms 1348-1A as appropriate until the changes are reflected on the next S-3?</p> <ul style="list-style-type: none"> • Is the Transaction Register (TR) kept with the unit inventory (S-3)? <p>e. Are the unit property inventories (S-3) reviewed upon receipt and processed as required for the annual inventory?</p> <p>f. Has a Wing Requirements (Want) List been submitted on time?</p> <ul style="list-style-type: none"> • When and to who was it submitted? 	<p>CAPR 67-1 Para 2-1 and 2-2</p> <p>CAPR 67-1 Para 2-1a</p> <p>CAPR 67-1 Para 3-4</p> <p>CAPR 67-1 Para 2-1d and 2-2g</p> <p>CAPR 67-1 Para 2-1b</p> <p>CAPR 67-1 Para 2-1c</p> <p>CAPR 67-1 Para 3-12c and 3-12d</p> <p>CAPR 67-1 Para 3-5</p>

	<p>g. Are non-expendable issues to individuals being approved by the Unit Commander and re-validated annually between 1 January and 15 April?</p> <ul style="list-style-type: none"> • Is a separate folder established for each individual or agency to whom non-expendable property has been issued? 	<p>CAPR 67-1 Para 3-7d</p> <p>CAPR 67-1 Para 2-3a</p>
<p>3.</p>	<p><u>PROPERTY RECEIPT PROCEDURES</u></p> <p>a. Are commercially procured and donated items properly identified on CAPF 37?</p> <p>b. Is each CAPF 37 properly processed?</p>	<p>CAPR 67-1 Para 3-6c and 3-6d</p>
<p>4.</p>	<p><u>PROPERTY DISPOSAL</u></p> <p>a. Is the redistribution or disposal of excess property (expendable and non-expendable) being accomplished IAW CAPR 67-1 and documented as required?</p> <p>b. Are reports of survey processed on lost, stolen, damaged and destroyed property?</p> <ul style="list-style-type: none"> • Is a copy of the investigative report (fire or police) and/or other supporting documentation attached to the CAPF 37? 	<p>CAPR 67-1 Para 4-1</p> <p>CAPR 67-1 Para 4-8</p> <p>CAPR 67-1 Para 4-8f</p>
<p>5.</p>	<p><u>OTHER SUPPLY PROCEDURES</u></p> <p>a. Does the supply officer ensure that property is safely stored and protected from the elements to prevent deterioration?</p> <p>b. If a vehicle is assigned is a CAPF 37V completed assigning for the vehicle to the unit?</p>	<p>CAPR 67-1 Para 1-3k(2)</p> <p>CAPR 67-1 Para 3-7c</p>

TAB D-8: TRANSPORTATION		
	ITEM	REFERENCE
1.	<p>Are proper vehicle record folders maintained?</p> <p>a. Current year Vehicle Inventory (S-2) on file</p> <p>b. Title (or Certificate of Origin)</p> <p>c. Copy of registration (original in vehicle)</p> <p>d. Completed CAP inspection guide and justification form (CAPF 73) for current year plus previous year</p> <p>e. History record of all maintenance repairs/expenses on vehicles</p> <p>f. Vehicle justification form (CAPF 175)</p> <p>g. Copy of the liability insurance card (original card should be in the vehicle)</p>	<p>CAPR 77-1 Para 12b(4)</p> <p>CAPR 77-1 Para 2</p>
2.	<p>Are vehicles operated and passengers carried IAW CAPR 77-1?</p> <p>a. Valid state driver's license required</p> <p>b. Valid CAP Motor Vehicle Operator Identification Card (CAPF 75) required</p> <p>1) Are vehicles carrying passengers only operated by drivers who are at least 21?</p> <p>2) Are licensed drivers under 21 years of age restricted from carrying passengers or towing trailers?</p> <p>c. Non-member passengers are approved in writing by region or wing commander</p> <p>d. Operator driving records reviewed every two years</p> <p>e. Operators CAP motor vehicle operator identification card (CAPF 75) revalidated at time of state license expiration date</p>	<p>CAPR 77-1 Para 4a(2)</p> <p>CAPR 77-1 Para 4a(2)</p> <p>National Board Minutes from Mar 02</p> <p>National Board Minutes from Mar 02</p> <p>CAPR 77-1 Para 5b</p> <p>CAPR 77-1 Para 4a(3)</p> <p>CAPR 77-1 Para 4c</p>
3.	<p>Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual?</p> <p>a. Records being maintained on all routine maintenance performed on vehicles</p> <p>b. Major maintenance being submitted on rehab request form to HQ CAP/LGT for reimbursement</p> <p>c. Emergency vehicle repair procedures being followed</p>	<p>CAPR 77-1 Para 8b and Atch 1</p> <p>CAPR 77-1 Para 2d</p> <p>CAPR 77-1 Para 8c(1)</p> <p>CAPR 77-1 Para 8c(2)</p>
4.	Do vehicles project organizational	CAPR 77-1 Para 9

	<p>professionalism at all times IAW CAPR 77-1?</p> <ul style="list-style-type: none"> a. CAP seal on vehicle b. Vehicle identification number assigned to each CAP vehicle and displayed on vehicle c. Vehicles are painted white (may be AF blue until paint job is required) d. Other markings conform to federal, state and local laws. e. Vehicles are cleaned monthly and waxed at least once a year 	<p>CAPR 77-1 Para 9d CAPR 77-1 Para 9e</p> <p>CAPR 77-1 Para 8c(3)</p> <p>CAPR 77-1 Para 9f</p> <p>CAPR 77-1 Para 9c</p>
<p>5.</p>	<p>Are reports/forms completed and submitted IAW CAPR 77-1 and state or local requirements?</p> <ul style="list-style-type: none"> a. Forward S-2, CAP Vehicle Inventory Report through appropriate channels to meet 1 October suspense b. CAPF 37V, <i>Shipping and Receiving Document for Vehicles and Trailers</i> forwarded through appropriate channels so vehicle is added to the NHQ CAP inventory database after approval and receipt of vehicle c. CAPF 37V forwarded to HQ CAP/LGT after any vehicle transfer or disposal d. Comply with state or local reporting procedures if required 	<p>CAPR 77-1 Para 12</p> <p>CAPR 77-1 Para 12b</p> <p>CAPR 77-1 Para 12b(3)</p> <p>CAPR 77-1 Para 15</p> <p>CAPR 77-1 Para 12a</p>
<p>6.</p>	<p>Are all Vehicle Self Insurance (VSI) claims and premiums, submitted IAW CAPR 900-7?</p> <ul style="list-style-type: none"> a. VSI claims are submitted within 60 days with all supporting documentation b. S-7 report is signed and premiums submitted thru appropriate channels to meet 1 October suspense c. VSI windshield claims are submitted thru appropriate channels on CAPF 70 	<p>CAPR 77-1 Para 10c</p> <p>CAPR 900-7 Para 6e</p> <p>CAPR 900-7 Para 4</p> <p>CAPR 77-1 Para 11 & CAPR 900-7 Para 8b</p>
<p>7.</p>	<p>Is the wing performing a management analysis of wing vehicles?</p> <ul style="list-style-type: none"> a. Are vehicles assigned within the wing based on need and type b. Are vehicles rotated between high and low mileage units 	<p>Suggested Management Practice</p>

CAP FORM 73, Oct 00

(www.capnhq.gov)

CAP VEHICLE INSPECTION GUIDE AND JUSTIFICATION			
MONTH / YEAR	END OF MONTH ODOMETER READING		
WING / REGION	CHARTER		
VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE		
VEHICLE MAKE	VEHICLE MODEL	FIELD ID NO.	
ITEMS TO BE CHECKED DAILY <i>(operator's signature required on inside page to verify inspection)</i>			
1.	REGISTRATION / PROOF OF INSURANCE		
2.	FIRE EXTINGUISHER / FIRST AID KIT		
3.	DAMAGE (exterior and interior, missing parts)		
4.	TIRES (visually check for damage / abnormalities)		
5.	ENGINE OIL AND COOLANT (visually check fluid levels)		
6.	BATTERY CONDITION		
7.	LEAKS (visually check fuel / oil / coolant)		
8.	DRIVE BELTS / HOSES (visually check for fraying or cracking)		
9.	LIGHTS (visually check for proper operation)		
10.	BACK UP ALARM / EMERGENCY FLASHERS (functionally check proper operation)		
11.	SAFETY DEVICES (seatbelts / harness, headrests, etc.)		
12.	INSTRUMENTS / HORN (functionally check proper operation)		
13.	WINDSHIELD WIPERS / WASHER (functionally check for proper operation / condition)		
14.	BRAKES / STEERING (functionally check responsive / effective / smooth)		
15.	MIRRORS (rearview / side)		
16.	EXHAUST SYSTEM		
17.	WINDOWS (functionally check proper operation)		
18.	RADIO MOUNTS (CAP added equipment)		
19.	CURRENT STATE INSPECTION STICKER (if applicable)		
20.	TIRE PRESSURE (checked monthly - requires signature and date below)		
Signature:		Date Performed:	

CAP FORM 73, OCT 00 PREVIOUS EDITIONS WILL NOT BE USED OPR/ROUTING: LGT
Corrected Copy (All CAPFs 73, Oct 00, may be used)

TIME AND VEHICLE USAGE DATA				
<i>(Enter Number of Hours (rounded up) Under the Appropriate Use Category)</i>				
TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER DESCRIPTION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
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16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
TOTAL				

* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK
* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK

TAB D-9: REAL PROPERTY		
	ITEM	REFERENCE
1.	How do you manage the Real Property Program? a. Licenses b. Leases c. Deeds	CAPR 87-1 Para 1 CAPR 87-1 Para 3 CAPR 87-1 Para 4
2.	Are CAP Real Property Surveys on file for all wing units that own, rent, lease or occupy real property?	CAPR 87-1 Para 5
3.	Review S-6 Report a. Is there a signed copy of the most recently submitted S-6 on file at wing HQ? b. Is the report updated annually and on time? c. Are changes reported during the annual update? d. Are Real Property Surveys for annotated changes attached to S-6 submitted to NHQ?	CAPR 87-1 Para 6

TAB D-10: DRUG DEMAND REDUCTION		
	ITEM	REFERENCE
1.	Is the wing participating in the voluntary Drug Demand Reduction (DDR) program?	CAPP 55
2.	Does the wing have a Drug Demand Reduction Administrator (DDRA) assigned? a. Who is it? Is it published on a 2a or PA? b. Is the same person handling the DDRIP? c. Does the wing have a cadet ass't DDRA?	CAPP 55
3.	What units are eligible for DDR funding? (any unit with cadets, within 30 miles of an installation with 100 AF personnel assigned) • Has the list of eligible units been updated with NHQ (Please provide a copy of the list of eligible units)?	DDRIP Application
4.	What units, funded or otherwise, participate in DDR? (Please provide a list) a. Is there a DDR Officer in each eligible unit? b. Does each DDR Officer have a cadet ass't? (Please provide a list of Officers & Ass'ts)	
5.	Have joint working relationships been established with the following? a. USAF base DDR Coordinator b. USAFR base designee c. National Guard DDR Administrator d. USAF base youth center If so, what programs have been accomplished and what are planned?	CAPP 55 Para 2-1 Goal 1
6.	Have joint working relationships been established with DDR personnel from the Army, Army Reserve, Navy, Navy Reserve, Marines or Marine Reserve, Drug Enforcement Agency or FBI?	CAPP 55 Para 2-1 Goal 1
7.	What DDR activities does wing participate in? a. Red Ribbon Campaign? • Are at least 90% of all units involved? b. Does the wing conduct any DDR activities? c. Is a DDR briefing given at encampment? • Who conducts the briefing? d. Are DDR briefings conducted at 80% of all other cadet activities? What activities? e. Is there a Wing Conference DDR seminar?	CAPR 52-16

	<ul style="list-style-type: none"> • Who conducts the seminar? <p>f. Did the wing participate in at least one base-wide/community coalition building effort to include DARE, youth activities, BXs, commissaries, chapels, schools substance abuse programs and other agencies?</p>	
8.	<p>Does the wing participate in the voluntary middle school initiative (MSI)?</p> <p>a. What schools participate?</p> <p>b. Who monitors MSIs (DDRA, CP, local unit)?</p> <p>c. Are the following standards maintained:</p> <ol style="list-style-type: none"> 1) At least 20 active cadets per school? 2) At least 50% cadet retention? 3) At least 50% transition to a CAP unit or stay with MSI squadron? 4) At least 15% earn Mitchell by year 3? 	CAPP 55 Page 5
9.	<p>Did the wing develop a financial plan consistent with the DDR goals and objective?</p> <p>a. Are the reports and reimbursements submitted on time?</p> <p>b. Was the Training Guidance Letter (contingent on funding) forwarded to all participating units?</p> <p>c. Does the wing match requested DDR funding by 20%?</p>	
10.	<p>How does the wing measure DDR program effectiveness?</p> <p>a. Does the wing execute 100% of the DDRIP spending plan?</p> <p>b. Does the wing statistically validate the program's success?</p> <p>c. Does the wing have a strategic plan covering through FY 2002-03?</p> <p>d. How many AF, AFR & ANG family members are participating in DDR activities?</p>	
11.	<p>Are the directors of aerospace education and cadet programs included in development of the programs and activities? If so, how?</p>	
12.	<p>How has the AF, AFR, ANG benefited from the DDR funds expended within your wing?</p> <p>a. What effect have these expenditures had on the members and/or dependents of</p>	

	DoD employees (active, guard, reserve and civilian)? b. Is the installation commander aware of the program and its effect on the members and dependents of his/her organization?	
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TAB E-1: COMMAND		
	ITEM	REFERENCE
1.	<p>How do you ensure all essential wing positions are filled with trained personnel?</p> <ul style="list-style-type: none"> a. Cadets? b. Seniors? c. Do you ensure appointments of legal officers are tendered only to properly qualified persons? d. Is the IG and Legal Officer double billeted? 	<p>CAPR 35-1; CAPR 62-1 Para 2a</p> <p>CAPR 111-1 Para 1</p> <p>CAPR 123-1 Para 5e(2)</p>
2.	<p>How do you ensure mandated training is accomplished? (Cadet Protection, etc.)</p> <ul style="list-style-type: none"> • What procedures are followed in the event of a sexual/physical abuse allegation involving a cadet? 	<p>CAPR 35-1, 60-3, 50-17, 52-16</p> <p>CAPR 52-10 Para a(1) and a(2)</p>
3.	<p>Does the wing have any current and approved MOUs with state or local agencies? If so, when was it last updated and/or reviewed?</p> <ul style="list-style-type: none"> • If yes, please provide documentation of the above. If no, please provide a copy of the wing's reasons required to be forwarded to the National Commander. 	<p>CAPR 60-3 Para 5-3b(1)</p>
4.	<p>How do you, as the commander, support the safety program?</p> <ul style="list-style-type: none"> a. Show me your ground and flying safety records covering the past 3 years. b. Do you provide guidance and assistance to ensure that an active safety program is established in all units? c. Do you have a published supplement to CAPR 62-1 addressing Pilot Proficiency Program, and special policy guidance as necessary for local situations? d. Describe your mishap notification procedure. e. Have you had any vehicle accidents/incidents? If so did you initiate a letter stating what actions you took with regard to the driver? f. Have you assessed any member for loss or damage to CAP property? g. How have you implemented Operational 	<p>CAPR 62-1 Para 2b, 2e and 2f</p> <p>CAPR 62-1 Para 1b</p> <p>CAPR 62-1 Para 1 and 8</p> <p>CAPR 62-2 Para 4</p> <p>CAPR 900-7 Para 6e(9)</p> <p>CAPR 62-2 Para 8a</p> <p>CAPR 62-1 Para 1</p>

	Risk Management into CAP operations?	
5.	Describe your membership demographics (recruiting and retention for both cadets and seniors) for the past 3 years <ol style="list-style-type: none"> a. To what do you attribute your success or shortfall? b. How do you encourage parental participation? c. Have you ever terminated a member? 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 6b
6.	Do you enforce DoD Directive 5500.11, 1020.1 and AFI 36-2707 (Non-Discrimination) throughout your wing? <ul style="list-style-type: none"> • Do you maintain DoD Directive 5500.11 and 1020.1 at wing headquarters and is it available for review upon request by any CAP member? 	DoDD 5500.11 and 1020.1, AFI 36-2707 and CAPR 39-1 CAPR 39-1 Para 2a(2)
7.	Describe your internal communications procedures. <ol style="list-style-type: none"> a. Frequency of wing staff meetings, conference calls, etc., written minutes. b. Budget planning, review, and execution. Do you receive state appropriations? If so, how are those funds primarily used? How do you ensure that reimbursements are not being duplicated by state and federal government funding? c. How good are your internal procedures for safeguarding supplies and equipment against theft or misuse? <ol style="list-style-type: none"> 1) When needed do you appoint an investigative officer for a report of survey and notify members of the finding of pecuniary liability? 2) Are you the only disposal approval authority for other than DoD funded/DRMO equipment? d. How often do you and your staff visit subordinate units and what are the purposes of these visits? e. How do you ensure your wing files disposition plan meets your need for 	CAPR 173-2 Para 2 CAPR 67-1 Para 1-3j CAPR 67-1 Para 1-3j(4) and Para 4-8 CAPR 67-1 Para 1-3j(5) Statement of Work, CAPR 20-1 page 25, CAPR 123-3 Para 10 CAPR 10-2

	continuity?	
8.	Describe your relationship with the Air Force Rescue Coordination Center (AFRCC), AF National Security Emergency Preparedness Center (AFNSEP), and state and local emergency service agencies.	CAPR 60-3 Para 1-4
9.	Describe your 60-2 Short-Notice Inspection program. a. Did any unit have a repeat discrepancy during such an inspection? If so, what action did you take? b. How do you ensure your wing's flight release program protects CAP member's benefits in the event of an accident?	CAPR 60-2 Para 4 CAPR 60-2 Para 5 CAPR 60-1 Ch 4
10.	Describe your process for handling IG and Fraud, Waste and Abuse complaints a. Have complaints, investigations and results of investigation been handled in a timely manner? b. Do you ensure the inspector general or investigating officer at an appropriate level, investigates all complaints in consultation with the wing, region or the CAP/IG?	CAPR 123-2 Para 2 and 6 IG 2000 Initiative
11.	Do you annually publish an equipment and personnel alert roster through which CAP can be contacted for assistance? a. Is it sent to state and local emergency agencies? b. Have you developed procedures for relaying required and pertinent operational information to the appropriate controlling agencies? c. Do you coordinate with state and local officials for training and equipment, and establish integrated plans and exercises that will satisfy state requirements?	CAPR 60-3 Para 1-4a(1) CAPR 60-3 Para 1-4a(2) CAPR 60-3 Para 1-4a(3)
12.	Describe your relationship with your State Director/Deputy State Director.	

TAB E-2: INSPECTIONS		
	ITEM	REFERENCE
1.	Describe the training and/or prior experience you have that qualifies you for the position of Wing Inspector General (IG).	CAPR 123-1 Para 5
2.	<p>Have you completed the required Subordinate Unit Inspections (SUI) of your groups and/or squadrons?</p> <p>a. Describe your program for inspection of the wing's subordinate units to include:</p> <ol style="list-style-type: none"> 1) Formal scheduling 2) Review of inspection report by staff 3) Follow-up on corrective action 4) Discrepancy close-out 5) Short-notice inspections of flying units <p>b. Have you implemented the CAP SUI Guide as part of the SUI program?</p>	<p>CAPR 123-3 Para 10, CAPR 60-2 Para 4 and the Statement of Work</p> <p>CAPR 123-3 Para 10</p>
3.	What evidence/proof do you offer the wing's members that the IG works for the commander?	
4.	<p>Describe the IG complaints you have handled in the past 3 years to include:</p> <ol style="list-style-type: none"> a. Proper documentation b. Safeguard of individual identity c. Closeout of complaint at lowest level 	<p>CAPR 123-2</p> <p>Para 1, 5a and 6e Para 6a Para 4b</p>
5.	<p>How are CAP personnel in your wing made aware of the IG system?</p> <ol style="list-style-type: none"> a. Has it been utilized properly in the past 3 years? b. Describe any instances in which it should have been utilized but was not. Describe your efforts to rectify the problem. c. 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. 	<p>CAPR 123-2 Para 4b</p>

TAB E-3: LEGAL OFFICER		
	ITEM	REFERENCE
1.	Is the Legal Officer appointed in writing? a. Does the Legal Officer meet the qualifications listed in CAPR 111-1? b. Is the IG and Legal Officer double billeted?	CAPR 10-3 and 35-1 CAPR 111-1 Para 2
2.	Do you review all documents placing a legal commitment on CAP and do you participate in their negation when appropriate? a. MOUs b. Real property leases, licenses, agreements and Bills of Sale c. Service contracts d. Insurance e. Fund raising f. Others (Please have documentation of your review and approval/disapproval recommendations available for the inspection)	CAPR 111-1 Para 3b(7) CAPR 60-3 Para 5-1 CAPR 87-1 Para 3a CAPR 111-1 Para 3b CAPR 900-5 CAPR 173-4
3.	In what ways do you provide legal support to the wing commander? a. Have you reviewed state and local laws and suggested ways to avoid liability from CAP activities? b. Do you help the commander ensure all Legal Officer appointments are tendered only to properly qualified individuals?	CAPR 111-1 Para 3b CAPR 60-3 Para 1-21 CAPR 111-1 Para 1
4.	In what ways do you provide legal support to the wing staff? a. Inspector General b. Safety c. Personnel d. Operations e. Emergency Services f. Cadet Programs	CAPR 111-1 Para 3b CAPR 123-2 & 123-3 CAPR 62-1 & 111-1 CAPR 35-3 CAPR 60-3 CAPR 52-10 & 52-16
5.	How do you monitor compliance with the CAP Constitution and By-laws?	CAPR 111-1 Para 3b(8)
6.	How do you support field Legal Officers? a. Do you review Legal Officer promotions and recommend action to the commander? b. Do you maintain a list of Legal Officers assigned within the wing? c. Have you attended the National Legal	CAPR 35-5 Para 25d Legal Off. Handbook Pt II, Sec C, Para 4,5,6

	Officers College? Do you encourage other Legal Officers in the wing to attend? d. Do you designate Legal Officers to assist unit commanders who have no Legal Off.?	Legal Off. Handbook Pt II, Sec C, Para 7
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WING COMPLIANCE INSPECTION GUIDE

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