

CAP SUBORDINATE UNIT INSPECTION GUIDE



OPR: IG

EFFECTIVE DATE: 1 March 2011

Possible SUI Grades

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

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

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

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

Important Terms

Benchmark Candidate: The best of the best processes observed and researched to date by the assessment team and worthy of posting for consideration for emulation by other units. Benchmark Candidates will be identified by the inspection team and reviewed by National Headquarters, who will make the final decision if the process is of Benchmark quality.

Commendable: A highly effective concept, technique, or management practice which enhances mission accomplishment and exceeds the program requirements specified by CAP directives.

Area of Concern (AoC): This term replaces the term "Observation" and is defined as a minor deficiency. An AoC is listed when mission accomplishment, program purpose or membership satisfaction is impaired or threatened. Examples of AoC include, but are not limited to:

- (1) A weakness or impairment that, if uncorrected, may lead to a violation of regulation or other standard.
- (2) A sample which may indicate an unsatisfactory trend or violation if found to be prevalent in the wing.
- (3) Non-mandatory processes or activities that are not accomplished, but would be beneficial or useful to the program.

Finding: A significant deficiency that requires specific answers to CAP-USAF on actions taken to correct the deficiency. Findings, Potential FWA findings, Safety findings, and Repeat Findings will be identified by the following method:

- (Finding) for a finding that is not a Potential FWA finding, Safety finding, and Repeat Finding.
- (Finding – Repeat) for Repeat Findings.
- (Finding – Potential FWA) for Potential FWA Findings.
- (Finding – Safety) for Safety Findings.

Units must answer findings with enough detail to permit the Wing/Group IG staff to determine the adequacy of corrective actions and provide assistance as required. See CAPR 123-3.

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



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

24 February 2011

MEMORANDUM FOR CAP WING, GROUP, SQUADRON, AND FLIGHT COMMANDERS

FROM: CAP/IG and CAP-USAF/IG

SUBJECT: Subordinate Unit Inspection Guide

1. Attached is the revised CAP Subordinate Unit Inspection Guide, which becomes effective on 1 March 2011. This guide reflects a minimum list for inspections of units below the wing level. Region/wing headquarters should add local requirements from their published supplements (if any) to the Subordinate Unit Inspection Guide as appropriate to allow for unique local requirements. These changes should be published in a region/wing modified SUI Guide.
2. Functional tabs that do not pertain to a unit may be skipped. For example, a unit without a corporate aircraft or corporate vehicle would not be subject to the Aircraft Management or Transportation tabs. However, units that have aircraft/vehicles placed in their keeping are subject to these functional tabs even if the aircraft/vehicle is officially assigned to the region/wing headquarters.
3. The Subordinate Unit Inspection is to determine compliance with all **current** rules, regulations and policies. If the Subordinate Unit Inspection Guide has not kept up with these changes, the new requirements will take precedence over the Guide.
4. This is a complete revision of the Subordinate Unit Inspection Guide.
5. Questions concerning this guide should be directed to CAP/IGI (capigi@earthlink.net).

//signed//

MERLE V. STARR, Col, CAP
CAP Inspector General

//signed//

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

Attachment:
CAP Subordinate Unit Inspection Guide

CAP Subordinate Unit Inspection Guide Index

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TAB A-1: AEROSPACE EDUCATION		
	ITEM	REFERENCE
1.	Is an Aerospace Education Officer (AEO) appointed in writing by the commander? a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)? b. How long has the AEO been in the position?	CAPR 280-2 para 3, CAPR 20-1 page 25 and CAPR 35-1 para 1-33
2.	What skill level has the unit AEO attained in the Aerospace Education Officer specialty track? ▪ Please provide documentation of certifications.	CAPR 50-17 para 4-2
3.	Has the unit developed an annual AE Plan of Action (POA)? a. Was a roster of unit AE staff officers attached to the POA? b. If the inspected unit is a squadron or flight and if the wing: (1) Has groups , was the unit POA submitted to the appropriate group commander for approval? (2) Does not have groups , was the unit POA submitted to the wing commander for approval? c. If the inspected unit is a Group , was a group POA prepared? (1) Was a unit POA received from each subordinate unit? (2) Was a consolidated roster of subordinate unit AE staff officers attached to the “group as a whole” POA? (3) Was the group POA submitted to the Wing commander for approval?	CAPR 280-2 para 5a CAPR 280-2 para 5b CAPR 280-2 para 5c(1) CAPR 280-2 para 5c(2) CAPR 280-2 para 5c(1) CAPR 280-2 para 5c(1) CAPR 280-2 para 5b CAPR 280-2 para 5c(1)
4.	Did the unit prepare an annual AE Activity Report? a. If the inspected unit is a squadron or flight and if the wing: (1) Has groups , was the unit AE Activity Report submitted to the appropriate group? (2) Does not have groups , was the unit AE Activity Report submitted to the wing? b. If the inspected unit is a Group , was a group AE Activity Report prepared? (1) Was a unit AE Activity Report received from each subordinate unit? (2) Was the group AE Activity Report submitted to the wing commander?	CAPR 280-2 para 6a CAPR 280-2 para 6b CAPR 280-2 para 6b CAPR 280-2 para 6b CAPR 280-2 para 6b CAPR 280-2 para 6b
5.	How are Yeager Awards monitored? • If a unit member elects to take the Yeager test at the unit (instead of on-line) , are the test results sent to the Wing Director of Aerospace Education using CAPF 126, <i>Unit AE Examination Administration Record and Report Form</i> ?	CAPR 280-2 para 2a(1)(a) CAPR 280-2 para 2a(1)(a)
6.	Has the AEO passed the Yeager examination and earned the Yeager award? • If not, is the AEO working on completing the examination?	
7.	Is the unit participating in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program?	CAPP 15 page 7

<p>8.</p>	<p>Did the unit submit nominations for any of the following aerospace education awards? (AEO should provide copies of completed nomination forms)</p> <p>a. The Brewer award in any of the following categories?</p> <p>(1) CAP Cadet</p> <p>(2) CAP Senior Member</p> <p>(3) Individual/Organization (non-CAP)</p> <p>(4) Lifetime Achievement</p> <p>b. CAP AE Teacher of the Year Award</p> <p>c. AEO of the Year Award</p>	<p>CAPR 280-2 para 4b</p> <p>CAPR 280-2 para 4c</p> <p>CAPR 280-2 para 4d</p>
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TAB B-1: CADET PROGRAMS		
	ITEM	REFERENCE
1.	<p>a. Has the unit commander appointed a staff of senior members to lead and oversee the Cadet Program in writing?</p> <p>(1) In Composite Squadrons the positions are:</p> <p>(a) Deputy Commander for Cadets (DCC);</p> <p>(b) Aerospace Education Officer;</p> <p>(c) Leadership Officer;</p> <p>(d) Activities Officer.</p> <p>(2) In Cadet Squadron/Flight the positions are:</p> <p>(a) Aerospace Education Officer;</p> <p>(b) Leadership Officer;</p> <p>(c) Activities Officer.</p> <p>b. Were all of the appointments accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)?</p> <p>c. How long has each of the individual been in the position assigned?</p>	<p>CAPR 20-1 page 26-27 and CAPP 216</p> <p>CAPR 20-1 page 21</p> <p>CAPR 20-1 page 22</p> <p>CAPR 35-1 para 1-3</p>
2.	Professional Development: Describe how the senior members who lead and oversee the Cadet Program have acquired the expertise necessary to manage and direct all Cadet Program functions for the unit?	CAPR 20-1 page 34 and CAPP 216 para 8.1
3.	Communications: How does the squadron involve the parents of cadets' and communicate with them?	CAPR 20-1 page 34
4.	Cadet Program Elements:	
	a. Describe the steps the unit takes to ensure that at least one Aerospace Excellence activity quarterly.	CAPR 52-16 para 1-6b(2)(b)
	b. Describe how you ensure that all cadets in the unit receive the required Character Forums.	CAPR 52-16 para 1-6d(2)(b)
	c. How do you ensure all cadet activities emphasize safety.	CAPR 52-16 paras 1-6e(2) and 2-6
	e. Describe how you ensure that all cadet activities are planned to succeed.	CAPR 52-16 para 1-6e(2)
5.	Role of Adult Leaders:	
	a. Describe how you ensure that all cadet activities have senior members present.	CAPR 52-16 para 2-1a
	b. Describe how you meet the recommendation that every unit with cadet members have at least two graduates of the Training Leaders of Cadets (TLC) assigned.	CAPR 52-16 para 2-1c
6.	Adult Professional Development:	
	a. Does the unit conduct any cadet activities that are 4 nights in duration or longer?	
	b. If yes, how do you ensure that the cadets and senior members on staff complete the "Required Staff Training" curriculum.	CAPR 52-16 para 2-2b

<p>7.</p>	<p><u>Screening and Training:</u></p> <p>a. Describe how you ensure that all senior members have completed the screening process outlined in CAPR 39-2 and completed Cadet Protection Program Training (CPPT) before working with cadets.</p> <p>b. Describe how you ensure that all cadets within 6 months following their 18th birthday, or if a promotion is due during that period, prior to promotion, complete CPPT.</p> <p>c. Have there been any instances where the policy was violated or abuse suspected?</p> <p>d. Describe how the unit responded to the incident(s) and met the requirement of CAPR 52-10?</p>	<p>CAPR 52-16 para 2-4b and CAPR 52-10 paras 3 & 4</p> <p>CAPR 52-16 para 2-4c</p> <p>CAPR 52-10 para 1</p> <p>CAPR 52-10 para 1</p>
<p>8.</p>	<p><u>Operational Risk Management:</u></p> <p>a. Describe you ensure that all adults who work directly with cadets apply operational risk management as expected.</p> <p>b. How do you that:</p> <p>(1) The required Operational Risk Safety Briefings, which are to discuss the risks associated with a particular activity and/or sub-activity, are conducted “in-person” with the members that is/are about to engage in such activity or sub-activity are accomplished?</p> <p>(2) That at the start of each new day are the operational risk safety briefings re-accomplished to ensure new participants are included and members that were present are updated on the hazards of the day.</p> <p>(3) That new participants that arrive throughout an activity or sub-activity receive the same mandatory operational risk safety briefing before participating.</p>	<p>CAPR 52-16 para 2-1</p> <p>ICL dated 3 Nov 2010 to CAPR 62-1</p>
<p>9.</p>	<p><u>Training in Hot Environments:</u> Describe how you ensure that for all activities, participants adhere to the fluid replacement and work load limitations described in CAPP 52-18.</p>	<p>CAPR 52-16 para 2-7 & CAPP 52-18 page 8</p>
<p>10.</p>	<p><u>Flight Safety:</u></p> <p>a. Describe how you ensure that cadet activities that involve formal flight instruction, operational flying, or intensive flight line work (except for CAP or military orientation flights) meet any special safety requirements of CAPR 60-1 & CAPR 62-1.</p> <p>b. How you ensure that cadets do not participate in parachute, parasail, flying ultralights, aerolights or similar activities at a CAP activity?</p>	<p>CAPR 52-16 para 2-9a</p> <p>CAPR 52-16 para 2-9b</p>
<p>11.</p>	<p><u>High Adventure Activities:</u></p> <p>a. During the period since the last SUI, has the unit conducted any high adventure activities or weapons activities? If so,</p> <p>1) If rappelling was offered, was rappelling conducted only after receiving the Wing Commander’s written authorization and only when using approved instructors, facilities, and safety equipment?</p>	<p>CAPR 52-16 para 2-10</p> <p>CAPR 52-16 para 2-10c</p>

	<p>2) If weapons training was, offered was this type of training conducted only after receiving the Wing Commander’s written authorization, and only when using approved instructors?</p> <p>3) Did the unit first obtain written permission from participating cadets’ parents or guardians via a completed CAPF 31 before engaging in a high adventure activity?</p> <p>b. If HAA are provided at the unit level how do you ensure that activity directors take required safety precautions shown below?</p> <p>1) Emergency Plan.</p> <p>2) Staff Walk-Through.</p> <p>3) Cadets’ Walk-Through.</p> <p>4) Spotters.</p> <p>5) Safety and Accommodations.</p>	<p>CAPR 52-16 para 2-11</p> <p>CAPR 52-16 para 2-10</p> <p>CAPR 52-16 para 2-10a</p> <p>CAPR 52-16 para 2-10a(1)</p> <p>CAPR 52-16 para 2-10a(2)</p> <p>CAPR 52-16 para 2-10a(3)</p> <p>CAPR 52-16 para 2-10a(4)</p> <p>CAPR 52-16 para 2-10a(5)</p>
<p>12.</p>	<p><u>Weapons:</u></p> <p>a. How do you ensure that cadet participation in firearm training is approved in writing and in advance by the wing commander?</p> <p>b. How do you ensure that paintball is not authorized as a stand-alone CAP Activity?</p> <p>c. Describe the process to obtain approval for cadet participation in paint ball or simunition-type (force-on-force marking cartridge) training activities.</p>	<p>CAPR 52-16 para 2-11b</p> <p>CAPR 52-16 para 2-11c</p> <p>CAPR 52-16 para 2-11c</p>
<p>13.</p>	<p><u>Operations and Administration:</u></p> <p>a. Does your unit maintain positive annual cadet growth?</p> <p>b. Has the unit conducted at least one recruiting campaign or open house each year?</p> <p>c. Does the unit have the required detailed, systematic cadet orientation plan (i.e.: Great Start) for introducing prospective cadets to CAP and transforming those young people into cadet airman within 60 days?</p> <p>d. Are new cadets matched with a mentor to accompany them during meetings and assist in their orientation?</p> <p>e. Are the parents/guardians included in the cadet orientation plan?</p> <p>f. Does the unit have a plan for the retrieval of uniform items issued under the Cadet Uniform Program cadet who leave CAP within their first year?</p> <p>g. If the unit is NOT using the online Cadet Promotions Application to track cadet advancement, does each cadet’s personnel file include a CAPF 52 series, Phase Certification Form (CAPF 52-1, 52-2, 52-3, or 52-4 as appropriate)?</p>	<p>CAPR 52-16 para 3-1a</p> <p>CAPR 52-16 para 3-1a</p> <p>CAPR 52-15 para 3-1b</p> <p>CAPR 52-15 para 3-1b</p> <p>CAPR 52-15 para 3-1b</p> <p>CAPR 52-16 para 3-1d</p> <p>CAPR 52-16 para 3-2b</p>

14.	<p>Cadet Operations:</p> <p>a. Do any cadets of the unit serve in any of the senior member staff positions listed in CAPR 20-1 either within the unit or at a higher echelon?</p> <p>b. Has the unit established annual goals that describe the activities, projects, and new endeavors the unit plans to accomplish in support of its cadets during the coming year?</p> <p>(1) Are the goals specific and measurable?</p> <p>(2) Does the unit leadership team revisit their goals quarterly?</p> <p>c. Do the cadets receive, as a minimum, approximately 8 contact hours per month through the unit meeting?</p> <ul style="list-style-type: none"> Are unit weekly meetings planned such that the cadets receive the training content outlined in Figure 4-2? <p>d. Is the unit meeting well planned and sequenced such that one meeting lays a foundation for the activities of succeeding meetings whenever possible?</p> <p>e. Approximately one week before each weekly meeting, does the unit commander ensure that a detailed schedule is developed, coordinated among the staff, and published?</p> <p>f. Does the unit maintain attendance rosters?</p> <ul style="list-style-type: none"> Are first year cadets who did not attend cadet activities within the previous 30 days contacted and invited to participate more actively, or to learn why they have not been attending CAP events? 	<p>CAPR 52-16 para 4-1b</p> <p>CAPR 52-16 para 4-2</p> <p>CAPR 52-16 para 4-3</p> <p>CAPR 52-16 para 4-3a(1)</p> <p>CAPR 52-16 para 4-3a(2)</p> <p>CAPR 52-16 para 4-3a(3)</p> <p>CAPR 52-16 para 4-4b</p>
15.	<p>Local Special Weekend Activities:</p> <p>a. Describe your efforts to provide your cadets with a monthly opportunity to participate in one special event beyond the weekly meeting.</p> <p>b. Does the unit maintain a calendar listing all cadet events that unit plans to host or participate in during the coming year?</p> <p>c. Is this calendar updated throughout the year as necessary?</p> <p>d. Are all special events announced at least 2 weeks in advance to allow cadets time to plan accordingly?</p> <p>e. Has the unit commander established a means for sharing the activity calendar with cadets and their parents?</p> <p>f. Do the wing and/or group host at least one cadet activity per quarter as recommended?</p> <p>g. Do the cadets from your unit participate in the wing/group quarterly activity?</p> <p>h. When a special event beyond the weekly unit meeting is scheduled, does the unit commander ensure that a written schedule is created in advance, outlining what the unit aims to accomplish at that event?</p>	<p>CAPR 52-16 para 4-3b</p> <p>CAPR 52-16 para 4-3b(1)</p> <p>CAPR 52-16 para 4-3b(1)</p> <p>CAPR 52-16 para 4-3b(1)</p> <p>CAPR 52-16 para 4-3b(1)</p> <p>CAPR 52-16 para 4-3b(2)</p> <p>CAPR 52-16 para 4-3b(3)</p>
16.	<p>Cadet Flying: Do you provide the wing with the unit cadet flying needs to help the wing to maximize flying opportunities for cadets?</p>	<p>CAPR 52-16 para 4-5</p>

17.	Leadership Feedback: How does the unit ensure that each cadet received constructive feedback using the CAPF 50, Cadet Leadership Feedback, at least once per phase?	CAPR 52-16 para 5-2c
18.	Cadets with Special Needs: How does the unit make reasonable educational accommodations for cadets with special needs?	CAPR 52-16 para 5-6
19.	Cadet Program Awards: a. How do you ensure that cadet awards are presented in an appropriate award ceremony by an appropriate presenter? b. Does the unit use a Cadet of the Month or Cadet of the Quarter Award to motivate cadets?	CAPR 52-16 para 6-1 CAPR 52-16 para 6-2
20.	Cadet Advisory Council (CAC): a. Has the unit appointed a representative and assistant to the next echelon CAC? b. Have all CAC appointments been accomplished on a CAPF 2a, <i>Request for and Approval of Personnel Action</i> or e-mail to the director of cadet programs at the next higher echelon? • Has this appointment been made no later than 1 July of each year?	CAPR 52-16 para 7-2a(3) CAPR 52-16 para 7-2b CAPR 52-16 para 7-4
21.	Scholarships: How does information on CAP Scholarships get out to the cadets? • How many cadets applied from your unit?	CAPR 52-16 para 8-6
22.	Does the unit participate in the Drug Demand Reduction (DDR) program? NOTE: <i>If the inspected unit does NOT participate in the DDR program, mark questions 23-29 as N/A.</i>	CAPR 51-1
23.	Does the unit have a DDR Officer (DDRO) assigned in writing? a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)? b. How long has the DDRO been in the position? c. Is this the name on file at wing? d. Does the unit have a cadet assistant DDRO?	CAPR 51-1 Section II Goals 2d and 2e CAPR 35-1 para 1-3
24.	What skill level does the DDRO hold in the Drug Demand Reduction specialty track? • Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 228
25.	Are you within 30 miles of an Air Force installation (Any installation with at least 100 USAF, AFRC, or ANG personnel assigned)? a. Did the unit request DDR funding through the wing (Please show documentation)? (1) How much did you request? (2) For what purposes? b. Did the unit receive any DDR funding? (1) How was it spent? (2) What results were achieved? (3) Have you accomplished the reimbursement requirements specified in paragraph 3-6a?	CAPR 51-1 paras 1-1, 3-3a and Attach 1 CAPR 51-1 para 3-2, Sect II, Goal 5 and Attach 3

	<p>c. Have joint working relationships been established with any of the following?</p> <p>(1) Local USAF base DDR Coordinator</p> <p>(2) Local USAFR base DDR designee</p> <p>(3) Local National Guard DDR Coordinator</p> <p>(4) Local USAF base youth center</p> <p>(5) If so, what programs have been accomplished and what are planned?</p>	<p>CAPR 51-1 paras 1-1 and 1-2a, and Section II, Goal 2</p> <p>CAPR 51-1 para 1-2c(2)(b)</p>
26.	<p>How has the AF, AFRC, or ANG benefited from the DDR funds expended by your unit?</p> <p>a. What effect have these expenditures had on the members and/or dependents of DoD employees (active, guard, reserve, and civilian)?</p> <p>b. Is the local installation commander aware of the program and its effect on the members and dependents of his/her organization?</p>	<p>CAPR 51-1 paras 1-1, 3-2a and 3-3a</p>
27.	<p>What DDR activities is the unit conducting?</p> <p>a. Does the unit participate in Red Ribbon Campaigns?</p> <p>b. Does the unit conduct any other DDR activities?</p>	<p>CAPR 52-16 and CAPR 51-1, para 1-2c</p>
28.	<p>Does the DDRO submit the quarterly activity reports to the Wing DDRA in a timely manner?</p>	<p>CAPR 51-1, para 3-5 and Attach 4</p>
29.	<p>Has the annual report been submitted no later than 1 November each year to the Wing DDRA?</p>	<p>CAPR 51-1, para 3-5 and Attach 4</p>

TAB C-1: OPERATIONAL MISSION MANAGEMENT		
	ITEM	REFERENCE
1.	<p>a. Has the commander appointed an Emergency Services Officer (ESO) in writing?</p> <p>b. Has the ESO been appointed in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)?</p> <ul style="list-style-type: none"> • How long has the ESO been in the position? <p>c. Has the previous holder of this position had the assignment deleted when they left the position?</p>	<p>CAPR 20-1</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level has the ESO attained in their appropriate specialty track?</p> <ul style="list-style-type: none"> • Please provide documentation of certifications. 	CAPR 50-17 para 4-2
3.	<p>a. How does the unit ensure individuals satisfy all applicable requirements before approving a member's SQTR, and maintain all documentation required for issuance either on paper or electronically?</p> <p>(1) If documentation is not stored electronically is it maintained in a CAPF 114, <i>CAP ES Qualification Record</i>, for each member?</p> <p>(2) Are these qualifications listed properly in the Membership Information Management System (MIMS)?</p> <p>(3) Is a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations.</p> <p>b. How does the unit ensure individuals satisfy all applicable requirements before recommending issuance or renewal of a CAPF 101, Specialty Qualification Card, and maintain all documentation for issuance either on paper or electronically?</p> <p>(1) If documentation is not stored electronically is it maintained in a CAPF 114, <i>CAP ES Qualification Record</i>, for each member?</p> <p>(2) Are renewals, re-qualifications of expired specialties and transfers from other wings being handled IAW national directives?</p> <p>(3) Is a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations.</p> <p>c. Is an accurate status of unit equipment (i.e. ground vehicles, aircraft, radios, airborne video equipment, etc) forwarded to the wing and readily available to unit incident commanders (ICs)?</p> <p>d. What method is used to alert unit personnel and ensure that accurate mission data is disseminated (i.e. fax, e-mail, voice mail, etc.)? Please explain.</p>	<p>CAPR 60-3 paras 1-5c(1) and 2-2</p> <p>CAPR 60-3 paras 1-5c(1)</p> <p>CAPR 60-3 paras 2-4, 2-5 and 2-6c</p> <p>CAPR 60-1 para 3-7i</p> <p>CAPR 60-3 para 1-5c(2)</p> <p>CAPR 60-3 paras 2-4, 2-5 and 2-6</p> <p>CAPR 60-1 para 3-7i</p> <p>CAPR 20-1 page 28 and CAPR 60-3 para 1-5c(6)</p> <p>CAPR 60-3 para 1-5c(6)</p>
4.	Does the unit have current documentation on all ES qualified personnel and trainees (Supporting documentation contained in CAPF 114 or stored electronically)?	CAPR 60-3 para 1-4c(1) and 2-2

	<p>a. Are these qualifications listed properly in the Membership Information Management System (MIMS)?</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>CAPR 60-3 paras 2-4, 2-5 and 2-6c</p> <p>CAPR 60-3 paras 2-4, 2-5 and 2-6</p> <p>CAPR 60-1 para 3-7i</p>
5.	<p>Have all members qualified in the ES specialties listed below, completed Aircraft Ground Handling Video Training (annual refresher training required)?</p> <ul style="list-style-type: none"> • All CAPF 5 Pilots (includes Tow Pilots, Glider Pilots, Transport Mission Pilots and SAR/DR Mission Pilots); • Air Ops Branch Director (AOBD); • Operations Section Chief (OSC); • Mission Safety Officer (MSO); • Incident Commander (IC); • Mission Scanner (MS); • Mission Observer (MO); • ARCHER Operator (ARCHOPR); • ARCHER Trac Technician (ARCHTRK); • Flight Line Marshaller (FLM); • Flight Line Supervisor (FLS). 	<p>CAPR 60-1 para 2-1q and Applicable SQTRs within Ops Quals</p>
6.	<p>Are requests for reimbursement filed correctly and within a timely manner in accordance with current regulatory requirements?</p>	<p>CAPR 173-3 para 2a(1)</p>
7.	<p>Does the unit participate in Counterdrug (CD) missions?</p> <p>NOTE: <i>If the inspected unit does <u>NOT</u> participate in CD missions, mark questions 8-10 as N/A.</i></p>	
8.	<p>Are the unit commander, unit operations officer and Wing CD Officer (CDO) kept informed of the unit CD program and its activities? How and how often?</p> <p>a. Does a qualified flight release officer properly release CD missions?</p> <ol style="list-style-type: none"> (1) What system is in place to ensure proper mission planning before release? (2) What steps have you taken to ensure the minimum aircrew requirements are met prior to a member engaging in a CD mission? (3) Are non-CAP personnel who fly in CAP aircraft properly authorized? <p>b. Is the CAPF104, <i>Mission Flight Plan/Briefing</i>, completely filled out to include:</p> <ol style="list-style-type: none"> (1) Specific mission objectives? (2) Mission requester's name/phone number? (3) A detailed list of mission results? <p>c. Are requests for reimbursement filed in a timely manner?</p>	<p>CAPR 60-6 para 1-5g(11)</p> <p>CAPR 60-6 para 3-1</p> <p>CAPR 60-6 para 3-3k(4)-(5); CAPR 60-1 para 2-3b</p> <p>CAPR 60-6 para 3-9a</p> <p>CAPR 173-3 para 2a(1)</p>

	<p>d. Do CD missions adhere to regulatory guidelines?</p> <p>(1) Are all CD missions flown only after Wing CDO and National Operations Center approval?</p> <p>(2) Are requests for CD transportation missions evaluated based on CAPR 60-6 guidelines?</p> <p>(3) Does the unit CDO ensure compliance with posse comitatus restrictions? How?</p>	<p>CAPR 60-6 paras 3-4, 3-5</p> <p>CAPR 60-6 para 3-3k</p> <p>CAPR 60-6 para 3-10g</p>
<p>9.</p>	<p>Are sufficient, trained personnel available?</p> <p>a. How are prospective CD members selected?</p> <p>b. Who reviews the CAPFs 83, CAP Counterdrug Application for accuracy prior to submittal to wing?</p> <p>c. Are all CD personnel properly screened and current? How is this determined?</p> <p>d. Do all CD members within the unit contribute 20 hours to the program annually? How is it tracked and documented?</p> <p>e. Have all CD personnel been CAP members for at least 2 years (or a waiver obtained)?</p>	<p>CAPR 60-6 para 2-2b</p> <p>CAPR 60-6 para 2-2c</p> <p>CAPR 60-6 para 2-2e(1) CAPR 60-6 para 1-5g(22)</p> <p>CAPR 60-6 para 2-2a(2)</p>
<p>10.</p>	<p>How is the effectiveness and success of the unit's CD support measured and tracked?</p> <p>a. How does the CDO maintain contact with and market the unit's CD capabilities to CD agencies in the local area?</p> <p>b. Are CD customers periodically contacted to see if their needs are being met? How? How is it documented?</p>	<p>CAPR 60-6 para 1-5g(31)(f)</p> <p>CAPR 60-6 para 1-5g(31)(c)</p>

TAB C-2: COMMUNICATIONS		
	ITEM	REFERENCE
1.	<p>Is the Unit Communications Officer appointed in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)?</p> <p>b. How long has the Unit Communications Officer been in the position?</p>	<p>CAPR 174-1 para 1-6j(1) and CAPR 35-1 para 1-1</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level has the Unit Communications Officer attained in the Communications Officer specialty track?</p> <p>■ Please provide documentation of certifications.</p>	<p>CAPR 50-17 para 4-2 and CAPP 214</p>
3.	<p>Does the unit plan and execute communications exercises and other training on a regular basis to give operators the opportunity to remain proficient and to improve unit communications capabilities?</p> <p>• If communications exercises and training were conducted, was an After Action Report prepared? Was the report forwarded to the communications staff at the next higher headquarters if the report shows significant successes or challenges?</p>	<p>CAPR 100-1 para 5-5a</p>
4.	<p>Does the unit hold any meetings specifically for communications?</p> <p>• If conducted, is the Wing DC included so important, new information can be covered in the meeting?</p> <p>• If conducted, is a summary of the meeting, including a log of the participants, submitted to the next higher echelon within 30 days after the activity?</p>	<p>CAPR 100-1 para 5-5b</p>
5.	<p>Have the efforts to recover property from members who terminated their membership in CAP or transferred to another unit been documented and uploaded into ORMS.</p>	<p>CAPR 174-1 para 2-24</p>
6.	<p>Does the unit have a CAP radio station at the meeting location? If so, are these CAPR 100-1 recommendations followed:</p> <p>a. Are all base stations adequately grounded as appropriate to the equipment, facility and installation?</p> <p>b. Are replacement fuses available and of the proper capacity per the equipment manufacturer?</p> <p>c. Are all personnel, having access to the radio station, familiar with the location of the main power switch if such switch(s) exist(s) and is available to operators?</p> <p>d. Are lightning arrestors or grounding switches installed on all antennas if appropriate or required by the site owner?</p>	<p>CAPR 100-1 para 7-1</p>
7.	<p>Has the unit completed the annual inventory during the 1 January to 31 March period?</p> <p>a. Have all pending issues, transfers and retirements been completed?</p> <p>b. Has a 100% “eyes on” check to determine the presence, condition and data accuracy of each item on the unit’s</p>	<p>CAPR 174-1 para 2-16b</p> <p>CAPR 174-1 para 2-16d(1)</p> <p>CAPR 174-1 para 2-16d(2)</p>

	<p>property list been accomplished?</p> <p>c. Has a condition check of all non-expendable property been accomplished?</p> <p>d. Have all non-expendable items on hand been properly tagged and accurately reflected in ORMS?</p> <p>e. Have items which cannot be located been recorded as “missing” in the “condition” field in ORMS?</p> <p>f. Has any non-expendable property discovered during the annual inventory been researched to determine its source before loading in ORMS?</p> <p>g. Has off-site property condition and location been validated?</p> <p>h. When all counts are complete, all issued property has been validated, and Reports of Survey for all missing or damaged property have been initiated, did the management officer(s) log into ORMS and certify the inventory results?</p> <p>i. Did the unit commander acknowledge completion of the annual inventory after property management officers have completed the inventory?</p> <p>j. Was all on-loan property physically checked during the annual inventory?</p>	<p>CAPR 174-1 para 2-16d(3)</p> <p>CAPR 174-1 para 2-16d(4)</p> <p>CAPR 174-1 para 2-16d(5)</p> <p>CAPR 174-1 para 2-16d(6)</p> <p>CAPR 174-1 para 2-16d(8)</p> <p>CAPR 174-1 para 2-16d(9)</p> <p>CAPR 174-1 para 2-16d(9)</p> <p>CAPR 174-1 para 2-16d(10)</p>
8.	Is all Air Force funded CAP communications equipment distributed IAW the Approved Communications Table of Allowances as approved by CAP-USAF?	CAPR 100-1 para 6-8 and CAPR 174-1 para 2-7
9.	<p>Records and Files. Effective 11 January 2010, units shall manage all non-expendable property within ORMS.</p> <p>a. Has all documentation created prior to 1 October 2009 been retained in accordance with CAPR 10-2, <i>Files Maintenance and Records Disposition</i>?</p> <p>b. For all transactions completed subsequent to this date, has the document upload feature of ORMS been used to retain scanned copies of DD Forms 1348-1A, reports of survey, bills of sale, donation receipts, purchase receipts and other acquisition or disposal records?</p>	CAPR 174-1 para 2-19
10.	<p>a. Is CAPF 37, Temporary Issue Receipt, used for temporarily issuing property to individuals?</p> <ul style="list-style-type: none"> • Is the property issuance entered into ORMS within 7 days? <p>b. Is the on-line 111a, Expendable Federally-sourced Property Issue Sheet, used as an ongoing record of expendable property issued to CAP members?</p>	<p>CAPR 174-1 para 2-3a</p> <p>CAPR 174-1 para 2-3a</p> <p>CAPR 174-1 para 2-3c</p>
11.	<p>a. Have all expendable property items obtained from Federal sources been indelibly marked with the letters “DRMO”?</p> <p>b. Has the receipt and transfer of expendable property been recorded on the unit’s on-line Form 111 in ORMS?</p>	<p>CAPR 174-1 para 3-5a</p> <p>CAPR 174-1 para 3-5a</p>
12.	<p>Are all donated items properly identified and entered into ORMS?</p> <ul style="list-style-type: none"> • Please show the inspector an example. 	CAPR 174-1 para 2-9 and CAPR 173-4

13.	<p>Reporting Property Loss or Damage. CAP members have a responsibility to report property loss or damage to their unit commander or property management officer.</p> <p>a. Was the loss or damage reported within 7 days of discovery to unit commander or property management officer?</p> <p>b. Upon notification, was a loss report initiated in ORMS by changing the item's condition to "missing/damaged?"</p>	CAPR 174-1 para 2-25
14.	<p>Reports of Survey (RoS). A RoS is required for the loss or damage of DoD-excess property regardless of value as well as any item of non-expendable property. If an RoS was conducted since the last inspection:</p> <p>a. Did the commander appoint, in writing, an impartial investigator?</p> <p>b. Did the investigating officers record the results of their investigation in the report of survey function of ORMS?</p> <p>c. Did the RoS:</p> <p>(1) Thoroughly and clearly document the cause of the property loss or damage;</p> <p>(2) When ascertainable, list the individual(s) responsible;</p> <p>(3) Include an accurate assessment value determined by NHQ.</p> <p>d. Did the investigating officer clearly state facts useful to commanders for determining whether an individual's negligence is responsible for the loss or damage?</p> <p>e. Did the investigating officers make recommendations to prevent recurrence of conditions that caused or contributed to the loss or damage?</p> <p>f. Was the completed report of survey scanned and uploaded into ORMS where it became an element of that item's master record.</p> <p>g. Was the region or wing commander, as appropriate, the final assessment authority for all lost or damaged non-Federal property?</p>	<p>CAPR 174-1 para 2-26</p> <p>CAPR 174-1 para 2-26a</p> <p>CAPR 174-1 para 2-26b</p> <p>CAPR 174-1 para 2-26b</p> <p>CAPR 174-1 para 2-26c</p> <p>CAPR 174-1 para 2-26c</p> <p>CAPR 174-1 para 2-26d</p> <p>CAPR 174-1 para 2-26e</p>
15.	<p>Does the unit communications officer ensure that property storage areas are maintained and secured in a safe, neat, organized manner, and protected from the elements to prevent deterioration of property at all times?</p>	CAPR 174-1 para 2-18

TAB C-3: FLIGHT MANAGEMENT		
	ITEM	REFERENCE
1.	<p>a. Has the unit commander appointed a Standardization/Evaluation (Stan/Eval) officer in writing?</p> <p>b. Is the Stan/Eval officer a CAP check pilot?</p> <p>c. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)?</p> <p>d. How long has the Stan/Eval officer been in the position?</p> <p>e. Have previous holders of this position had the assignment deleted when they left the position?</p>	<p>CAPR 20-1 pages 17, 18, 19, or 20 & 21, or 22</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level has the Stan/Eval officer attained in the Standardization/Evaluation Officer specialty track?</p> <ul style="list-style-type: none"> ▪ Please provide documentation of certifications 	CAPR 50-17 para 4-2
3.	Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?	CAPR 60-1 para 2-3
4.	<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. How are FROs initially trained?</p> <ul style="list-style-type: none"> • Is there any continuation training? • Is the training documented? <p>d. Do FROs use eFlight Release in WMIRS to the maximum extent possible?</p> <p>e. Are CAPFs 99 used only when there is no internet access and properly filled out at the time of release including the signature for the FRO?</p> <p>f. Have any requests for a flight release been turned down and for what reason?</p> <p>g. Are CAPF 99 released flights recorded in the eFlight Release System within 24 hours unless extenuating circumstances prevail and the NOC is informed.</p>	<p>CAPR 60-1 para 2-5</p> <p>CAPR 60-1 para 2-5b</p> <p>CAPR 60-1 para 2-5b</p> <p>CAPR 60-1 para 2-5</p> <p>CAPR 60-1 para 2-5d</p> <p>CAPR 60-1 para 2-5d</p>
5.	Are pilot flight records/files maintained and do they contain the required documentation?	CAPR 60-1 para 3-9
6.	<p>Have all members qualified in the areas listed below, completed the Aircraft Ground Handling Video Training (annual refresher training required)?</p> <ul style="list-style-type: none"> • All CAPF 5 Pilots (includes Tow Pilots, Glider Pilots, Transport Mission Pilots and SAR/DR Mission Pilots); • Glider wing runners (recommended, not required). 	CAPR 60-1 para 2-1q

TAB C-4: AIRCRAFT MANAGEMENT		
	ITEM	REFERENCE
1.	Does the unit have an aircraft assigned? <i>If no aircraft are assigned mark this section Not Rated.</i>	
2.	Has the Unit Commander appointed in writing an Aircraft Maintenance Officer (AMO)? a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)? b. How long has the AMO been in the position?	CAPR 20-1 page 25 CAPR 35-1 para 1-3
3.	Does the AMO hold any specialty track levels? ■ Please provide documentation of certifications.	CAPR 50-17 para 4-2
4.	Does the unit have an aircraft assigned? If so, please show the following: a. Registration b. Monthly Activity Report to Wing	
5.	How do you manage the aircraft and glider maintenance program? a. Is a Centralized Maintenance Management Program (CMMP) established? (1) How is aircraft time in service measured? (2) How does the unit monitor time in service to ensure maintenance requirements are met? b. Are aircraft maintenance records maintained IAW CAPR 66-1 and the FARs? c. Do all aircraft meet airworthiness standards IAW FARs?	CAPR 66-1 para 4 and Wing Supplement CAPR 66-1 para 3i CAPR 66-1 paras 6, 8, and 9 CAPR 66-1 para 11
6.	How is routine maintenance such as oil changes and corrosion control tracked?	FARs and CAPR 66-1 para 6

CAP Aircraft Inspection Checklist			
Wing: _____	Date/Tach Time Last Mid-Cycle 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 Log Books / Records			
A. Mid Cycle Insp/Oil Change, 100-Hour Insp, Annual Insp, & Airworthiness Directives (AD) Compliance Listing Current (Ref: FAR 91.417 & CAPR 66-1)			
B. Equipment List (ORMS) Matches Comm / Nav Equipment Installed			
C. ELT Battery Current – Entry in Log Book (Ref: FAR 91-207)			
D. IFR 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)			
2. Aircraft Interior			
A. Required Documents in Aircraft A-R-O-W			
1) Airworthiness Certificate (Ref: FAR 91.203)			
2) Registration (Ref: FAR 91.203)			
3) Operating Handbook (Airplane Flight Manual / POH) (Ref: FAR 91.9)			
4) Current Weight & Balance Data (Ref: Acft Flight Manual / POH)			
B. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Interior			
C. "Not for Hire" Placard Displayed (Ref: CAPR 66-1)			
D. "Max Crosswind" Placard Displayed (Ref: CAPR 66-1)			
E. "Cessna Seat Slippage Warning" Placard Displayed (CAPR 66-1)			
F. Operating Limits / Placards (Ref: FAR 91.9)			
G. Avionics or Control Lock Installed (Ref: CAPR 66-1)			
H. Serviceable Fire Extinguisher / with gauge Installed (Ref: CAPR 66-1)			
I. Carbon Monoxide Detector – Serviceability, Expiration Date (CAPR 66-1)			
J. Cessna Seat Rails for Obvious Cracks and Wear (Ref: AD 87-20-03, Rev 2)			
K. Cessna Secondary Seat Stop Installed (All Models Prior to 1997)			
L. Cargo Tie-Down or Net Installed (Ref: FAR 91.525)			
M. Survival Kit. (Ref: CAPR 66-1)			
3. Aircraft Exterior			
A. Acft Properly Chocked, Tied Down, and Condition of Tie downs (CAPR 66-1)			
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: CAPR 66-1)			
E. Appropriate CAP decals on wings, doors and vertical stabilizer. (Ref: CAPR 66-1 and CAP Policy)			
F. Brakes for Leaks, Wear, Cracked Pads and Obvious Defects (Ref: Acft Service Manual)			
G. Tires for Proper Air Pressure and Serviceability (Ref: Acft Service Manual/STC)			
H. Engine Cowling for Proper Fit / Fasteners Serviceable and Secure			
I. Cessna Door Hinge Pins Installed			
4. Exterior And Interior Lighting For Proper Operation			
A. Landing / Taxi / Pulselite			
B. Anti-Collision Strobe (Ref: FAR 91.209)			
C. Navigation / Position (Ref: FAR 91.209)			
D. Flashing Beacon			
E. Cabin / Panel			
F. Instrument			
Name Of Inspector: _____	Date: _____		

CAPF 71, JUL 10

Previous Edition Will Not Be Used

OPR/ROUTING: LGM

TAB D-1: PROFESSIONAL DEVELOPMENT		
	ITEM	REFERENCE
1.	<p>Has the Professional Development Officer (PDO) been appointed in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)?</p> <p>b. How long has the PDO been in the position?</p>	<p>CAPR 20-1 page 27</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>What skill level has the PDO attained in the Senior Program Officer specialty track?</p> <p>▪ Please provide documentation of certifications.</p>	<p>CAPR 50-17 para 4-2 and CAPP 204</p>
3.	<p>Professional Development Records</p> <p>a. Has the unit personnel officer delegated the maintenance of the Senior Member Professional Development records to the PDO?</p> <ul style="list-style-type: none"> • How is the delegation documented? <p>b. If maintenance of the Senior Member Professional Development records has been delegated to the PDO, are the CAPFs 45b and/or CAPFs 45 (Jan 08) current?</p>	<p>CAPR 50-17 para 2-4a</p> <p>CAPR 50-17 para 2-4b &c CAPR 39-2 para 1-7</p>
4.	<p>Reference Library</p> <p>a. Does the PDO maintain a library of materials used in the Senior Member Professional Development Program?</p> <p>b. If a library is maintained:</p> <ol style="list-style-type: none"> (1) Is the library kept current and maintained separately from the administrative files? (2) Does the library contain the materials listed in CAPR 50-17 para 2-2? 	<p>CAPR 50-17 para 2-2</p>
5.	<p>Training Accomplishment</p> <p>a. Have all senior members completed Level I training (which includes Cadet Protection Program Training (CPPT), Safety training, Operational Security (OPSEC) training, and Equal Opportunity (EO) training, prior to receiving any assigned duty position, directly supervising cadets, wearing the Air Force-style CAP uniform, becoming eligible for promotions, or reenrolling in AU A4/6 courses?</p> <ol style="list-style-type: none"> (1) How many members of the unit have NOT completed their Level I? (2) How are you encouraging these members to complete this training? <p>b. How is the mandatory summary conversations component of the on-line Level I training documented?</p> <p>c. Is a completed CAPF 11 sent to NHQ CAP/DP in a timely manner after completion of the summary conversations?</p>	<p>CAPR 50-17 para 3-1</p> <p>CAPR 50-17 para 3-8a</p>
6.	<p>Professional Development Awards Process</p> <ul style="list-style-type: none"> • What is your system to ensure Professional Development awards are processed in a timely and appropriate manner? 	<p>CAPR 50-17 para 2-5</p>

7.	<p>Test Control Officer & Administrator Appointments.</p> <p>a. Do all subordinate units where testing materials are stored or who anticipate the administration of written tests appoint a TCO and TA(s)?</p> <p>b. Are the subordinate unit appointments accomplished by letter using the format contained in Attachment 1 to CAPR 50-4?</p> <p>c. Have the TCO and all TAs been briefed on Air University (AU) Distance Learning (DL) requirements?</p> <p>d. Have the TCO and all TAs signed for the AU DL briefing on the appointment letter as required?</p> <p>e. Are the TCOs and TAs at least 21 years old?</p> <p>f. Has the unit commander kept the appointment letter current?</p> <p>g. Has a copy of the appointment letter been sent to wing headquarters?</p> <p>h. How are unit TCOs and TAs made aware of situations that are considered potential compromise of HQ AU A4/6 testing material?</p> <p>i. How are unit TCOs and TAs made aware of additional requirements for safeguarding AU A4/6 test materials?</p>	<p>CAPR 50-4 para 1-3</p> <p>CAPR 50-4 para 3-3</p> <p>CAPR 50-4 para 5-5</p>
8.	<p>Test Inventory Log (for units with TCOs in accordance with para 1-3):</p> <p>a. Has the unit TCO created a Test Inventory Log for the unit?</p> <p>b. Is the format of the log in accordance with Attachment 2 to CAPR 50-4?</p> <p>c. Are all transactions associated with test materials entered onto the Test Inventory Log by the TCO/TA?</p> <p>d. Are the Test Inventory Logs retained as required?</p>	<p>CAPR 50-4 para 1-4</p> <p>CAPR 50-4 para 1-4</p> <p>CAPR 50-4 para 1-4</p> <p>CAPR 50-4 para 1-4 CAPR 10-2, Tbl 3, Rule 4</p>
9.	<p>Test Inventory (for units with TCOs in accordance with para 1-3):</p> <p>a. Does the TCO conduct a test material inventory at least every 90 days and whenever the TCO changes?</p> <p>b. When the inventory is completed, does the TCO annotate and sign the Test Inventory Log on the next available line?</p>	<p>CAPR 50-4 para 1-6</p> <p>CAPR 50-4 para 1-6</p>
10.	<p>Testing Material Storage (for units with TCOs in accordance with para 1-3):</p> <p>a. Are all testing materials, regardless of source, and any related testing materials stored in one of the following:</p> <ol style="list-style-type: none"> (1) A metal filing cabinet equipped with a steel lock bar and a three-combination dial-type padlock; (2) A metal filing cabinet equipped with an internal (built-in) combination lock; (3) An upright safe or vault. <p>b. Is the lock combination changed:</p> <ol style="list-style-type: none"> (1) At least annually; (2) Whenever the TCO, TA(s), or unit commander changes; <p>c. Is the change of lock combination entered on the test inventory log?</p>	<p>CAPR 50-4 para 1-5</p> <p>CAPR 50-4 para 1-4 CAPR 50-4 para 1-4</p> <p>CAPR 50-4 para 1-5c</p>

	<p>d. Is any material other than testing material stored in the testing material storage cabinet?</p> <p>e. How are HQ AU A4/6 supplied CAP produced tests being routed and controlled by the unit TCO?</p>	<p>CAPR 50-4 para 1-5b</p> <p>CAPR 50-4 para 4-6</p>
11.	<p>Destruction of Testing Materials for AU 4/6 Supplied CAP Produced Tests.</p> <p>a. Does the unit TCO destroy used, surplus, damaged or obsolete tests by burning, cross-cut shredding or pulping?</p> <p>b. Are AU A4/6 test materials destroyed no later than 45 days from the date the examinee completed the test, upon notification the examination results have been received or when an untaken test has expired?</p> <p>c. Is the test inventory log annotated with the examination control number (if applicable), reason for destruction, date of destruction, and signature of the person who destroyed the test?</p> <p>d. Does the unit TCO e-mail the wing TCO with the date and method of destruction?</p>	<p>CAPR 50-4 para 4-7</p> <p>CAPR 50-4 paras 5-7i</p> <p>CAPR 50-4 paras 4-7 and 5-11</p> <p>CAPR 50-4 para 4-7</p>

TAB D-2: CHAPLAIN CORPS		
	ITEM	REFERENCE
1.	Has the unit commander assigned a Chaplain (HC) in writing? <ul style="list-style-type: none"> Was the assignment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)? 	CAPR 20-1 page 25 CAPR 265-1 para 15f CAPR 35-1 para 1-3
2.	Does the unit have a Character Development Instructor (CDI) assigned to the unit? a. Has the CDI been properly appointed? b. Does the CDI work under the direction of a chaplain assigned by the wing chaplain?	CAPR 265-1 para 7 CAPR 265-1 para 4
3.	How long has the Chaplain/Character Development Instructor (CDI) held the position?	CAPR 265-1
4.	Have you met the minimum requirements specified in CAPR 265-1? a. Formal Education Requirements b. Character Development Instructor (CDI) Approval c. Confidentiality	CAPR 265-1 para 6 CAPR 265-1 para 6c CAPR 265-1 para 7 CAPR 265-1 para 18
5.	Is the chaplain also assigned as: Unit commander; Unit deputy commander; Testing officer?	CAPR 265-1 para 5
6.	Has each Chaplain and Character Development Instructor assigned to the unit, even if inactive, submitted a completed CAPF 34 semi-annual report no later than 5 January and 5 July of each year?	CAPR 265-1 para 8
7.	Are you progressing through the Chaplain Specialty Track? a. Have you completed CAPP 221A, <i>The CAP Chaplain</i> ? b. Have you completed CAPP 221B, <i>Chaplains Helping Chaplains—Specialty Track Study Guide</i> ? c. Have you completed CAPP 221C, <i>Chaplains Inspiring Chaplains</i> ?	CAPR 265-1 para 12a CAPR 265-1 para 12b CAPR 265-1 para 12c
8.	Do you understand the distinction between Chaplains and CDIs especially in matters of privileged communication, confidentiality, and performing religious services?	CAPR 265-1 paras 4 & 18
9.	Explain how you support the unit's Character Development Program? a. How often do you conduct Character Development Program? b. Are you currently using the published Character Development Program curriculum, Flight Time: Values for Living (CAPP 265-2)? c. What discussion topics have you conducted in the last 6 mos?	CAPR 52-16 para 1-2d CAPP 221 para 3-5 CAPR 52-16 para 1-2d (2)(b) CAPR 52-16 para 1-2d (2)(b)
10.	Explain how you support the unit's Emergency Services program a. Are you qualified as a Mission Chaplain? b. Are you qualified in Critical Incident Stress Management?	CAPP 221 paras 3-4 & 4-3 and CAPR 60-5
11.	What types of issues have you had to deal with in the past 2 years while serving as Chaplain/CDI?	

TAB D-3: FINANCE		
	ITEM	REFERENCE
1.	<p>Is the unit finance officer appointed in writing?</p> <p>a. Was the finance officer appointed in writing within 30 days of a new commander assuming command?</p> <p>b. Was the appointment of the finance officer provided in writing to the wing director of finance?</p> <p>c. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)?</p>	<p>CAPR 173-1 para 8</p> <p>CAPR 173-1 para 8</p> <p>CAPR 173-1 para 8</p> <p>CAPR 35-1 para 1-3</p>
2.	<p>Does the unit finance officer reconcile the unit's accounts with the report provided by the wing director of finance at least once per quarter?</p>	<p>CAPR 173-1 para 8</p>
3.	<p>a. Has the unit commander appointed a finance committee, in writing, within 30 days of assuming command? (May be waived by the Wing Commander if the unit has no funds)</p> <p>b. Does the unit finance committee consist of:</p> <p>(1) The unit Commander as the chairperson</p> <p>(2) The unit Finance Officer</p> <p>(3) At least one other unit senior member?</p> <p>c. Has the Finance Committee developed and approved an annual budget?</p> <ul style="list-style-type: none"> • Has a copy of the approved budget been sent to the wing director of finance no later than 1 October of each year? <p>d. Have all expense transactions in excess of \$500 (other than recurring expense already approved in writing) been approved in writing or via e-mail?</p> <p>e. Has a written Financial Management Procedure for recurring expenses, including any limits, been established?</p> <ul style="list-style-type: none"> • Is the policy being followed? <p>f. Does the Finance Committee meet at least quarterly?</p> <p>(1) Are written minutes of all Finance Committee meetings, including any approvals, maintained?</p> <p>(2) Is a written record with a list of attendees and the date of the meeting maintained on file?</p> <p>(3) Are the Finance Committee minutes (paper or electronic) being retained IAW CAP regulations?</p>	<p>CAPR 173-1 para 9b</p> <p>CAPR 173-1 para 9b</p> <p>CAPR 173-1 para 9b(8)</p> <p>CAPR 173-1 para 9b(4)</p> <p>CAPR 173-1 para 9b(6)</p> <p>CAPR 173-1 para 9b(7)</p> <p>CAPR 173-1 para 9b(7)</p> <p>CAPR 10-2, Table 1, Rules 10 and 11</p>
4.	<p>a. Does the unit have any debit cards?</p> <ul style="list-style-type: none"> • Are the debit cards being used only for deposits only? <p>b. Does the unit have any credit cards, credit accounts or prepaid credit card accounts?</p> <p>(1) Has the unit established a written Financial Management Procedure which includes penalties for repeated failure to turn in receipts or misuse of the card or account?</p> <ul style="list-style-type: none"> • Is the policy being followed? <p>c. Is the wing's written policy for bank transfers, including any limits, being followed?</p> <p>d. Is there a petty cash fund?</p>	<p>CAPR 173-1 para 19</p> <p>CAPR 173-1 para 20</p> <p>CAPR 173-1 para 11(o)</p> <p>CAPR 173-1 para 11a</p>

5.	<p>a. Does the unit invest funds in certificates of deposit or other investment instruments?</p> <p>(1) Are all invested funds readily available without loss of principal?</p> <p>(2) Have any donor-restricted investments or bequests of investments been approved by NHQ CAP/GC prior to acceptance.</p> <p>b. Are the unit funds invested in certificates of deposit or other investment instruments maintained by the unit or are they administered by the wing director of finance?</p> <ul style="list-style-type: none"> • If certificates of deposit or other investments are converted to cash is the cash reinvested in an approved instrument or deposited into the wing's consolidated subordinate unit account? <p>c. For units with certificates of deposit maintained at the unit level:</p> <p>(1) Is a copy of the certificate of deposit opening statement sent to the wing director of finance when the certificate of deposit is purchased?</p> <p>(2) Each time the certificate of deposit is rolled over, reinvested or interest is posted, is a copy of the bank notice or statement sent to the wing director of finance?</p> <p>(3) Does the unit provide the wing with all bank or brokerage statements for any other investment accounts at least quarterly or when converted to cash?</p>	<p>CAPR 173-1 para 16(b)</p> <p>CAPR 173-1 para 16(b)</p> <p>CAPR 173-1 para 16(b)</p> <p>CAPR 173-1 para 16(c)</p> <p>CAPR 173-1 para 16(c)</p> <p>CAPR 173-1 para 16(c)</p> <p>CAPR 173-1 para 16(c)</p> <p>CAPR 173-1 para 16(c)</p> <p>CAPR 173-1 para 16(c)</p>
6.	<p>Did the unit commander sign and submit CAPF 171, <i>Unit Commander's Financial Disclosure Statement</i>, to wing HQ by 1 November each year?</p>	<p>CAPR 173-1 para 32c</p>

TAB D-4: ADMINISTRATION		
	ITEM	REFERENCE
1.	Has the Unit Commander appointed an Administrative Officer (DA) in writing? a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)? b. How long has the DA been in the position?	CAPR 20-1 page 25 CAPR 35-1 para 1-3
2.	What skill level does the DA hold in the Administration specialty track? ■ Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 205
3.	a. Is the official set of CAP publications for the unit maintained in paper or electronic form? b. If the official set of CAP publications for the unit are maintained in paper form: (1) Are publications and forms spot-checked every 6 months? (2) How is the spot-check documented?	CAPR 5-4 para 3b CAPR 5-4 para 7a(2)
4.	When publishing supplements, and operating instructions (OIs) how do you ensure that the content only pertains to those personnel within the unit and that they do not conflict with higher headquarters directives. a. Are supplements and OIs kept to an absolute minimum? b. Is a copy of each publication forwarded to the immediate higher level of command for review immediately upon publication? c. On the anniversary date of each supplement or operating instruction has the office of primary responsibility (OPR) for the publication certified that the publication is still current and essential? d. Has this certification been annotated on the record copy with the name of the person making the certification and the date of certification?	CAPR 5-4 para 3 CAPR 5-4 para 3 CAPR 5-4 para 3a(1) CAPR 5-4 para 3b CAPR 5-4 para 3b
5.	Are administrative authorizations (Transportation Authorizations (TAs), Personnel Authorizations (PAs), and Participation Letters (PLs) prepared, reproduced and distributed in accordance with CAPR 10-3?	CAPR 10-3 para 2
6.	Are all administrative communications completed IAW CAP guidelines? • What procedures are there to ensure prompt action on all communications?	CAPR 10-1 para 12
7.	Are records filed properly? a. Is there a formal file plan established? b. Does it include other unit sections? c. Are cut-off instructions followed? d. Are records screened for historical significance? e. Are frequent back-up of electronic files made and stored in another building?	CAPR 10-2 para 1 CAPR 10-2 para 9 CAPR 10-2 para 10 CAPR 10-2 para 7

TAB D-5: PERSONNEL		
	ITEM	REFERENCE
1.	Has the Unit Commander appointed a Personnel Officer (DP) in writing? a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)? b. How long has the DP been in the position?	CAPR 20-1 page 25 CAPR 35-1 para 1- 3
2.	What skill level does the DP hold in the Personnel specialty track? ▪ Please provide documentation of certifications.	CAPR 50-17 para 4-2 and CAPP 200
3.	Is the unit properly designated and manned IAW CAPR 20-3? • Are changes properly submitted on a CAPF 27?	CAPR 20-3 para 5c CAPR 20-3 para 3a
4.	Is a current organization chart of the unit posted and current? a. Does the unit organizational structure conform to those shown in CAPR 20-1 part II? b. If not, has the deviation been approved by the Region Commander?	CAPR 20-1 para 3b CAPR 20-1 para 21a CAPR 20-1 para 3
5.	Has the unit appointed: a. An optional Unit Promotion Boards? If yes, does the Promotion Board consist of: (1) Unit Personnel Officer (2) Unit Professional Development Officer (3) One additional unit officer designated by the commander. b. An optional Unit Membership Board? If yes, does the Membership Board consist of a minimum of three unit members. c. A required Unit Awards Review Board? If yes, does the Unit Awards Board consist of: (1) Unit Personnel Officer (2) Two other unit members.	CAPR 35-5 para 1-10a CAPR 35-5 para 1-10a CAPR 39-2 para 1-5 CAPR 39-2 para 1-5 CAPR 39-3 para 7 CAPR 39-3 para 7
6.	Are new membership applications processed properly?	CAPM 39-2 para 2-4 and 3-5
7.	Have there been any members placed in suspended Member status? a. Were all suspension actions accomplished in accordance with CAPR 35-1 para 2-2? b. Was a copy of the suspension action forwarded to NHQ CAP/DP for processing?	CAPR 35-1 para 2-2 CAPR 35-1 para 2-2b(3)
8.	Are member transfers handled properly?	CAPM 39-2 para 1-11

9.	<p>Have all duty appointments for the unit been accomplished using the on-line duty assignment application available in eServices, Submission of a CAPF 2a, or publication of a personnel authorization in accordance with CAPR 10-3?</p> <ul style="list-style-type: none"> • If a CAPF 2a was used, did both the individual assuming the new duty position and the individual leaving the position sign the CAPF 2a signifying that the records, property and assets for this position are properly accounted for? <p>c. Has a copy of each appointment been placed in the individual's personnel file?</p>	<p>CAPR 35-1 para 1-3</p> <p>CAPR 35-1 para 1-3a</p> <p>CAPR 35-1 paras 1-3a, b and c</p>
10.	<p>How does the Personnel Officer ensure that an Emergency Notification Data form (CAPF 60) is completed by each member prior to attending any CAP activity away from his/her local community?</p>	<p>CAPR 35-2 para 1</p>
11.	<p>a. Has the unit personnel officer delegated the maintenance of the Senior Member Professional Development records to the Professional Development Officer?</p> <ul style="list-style-type: none"> • If YES, how is the delegation documented? <p>b. If maintenance of the Senior Member Professional Development records has NOT been delegated to the PDO, are the CAPFs 45b and/or CAPFs 45 (Jan 08) current and up to date?</p>	<p>CAPR 50-17 para 2-4a</p> <p>CAPR 50-17 para 2-4b &c CAPR 39-2 para 1-7</p>
12.	<p>Do personnel records contain the minimum documents when applicable?</p> <ul style="list-style-type: none"> • Are inactive personnel records maintained IAW CAP directives? 	<p>CAPM 39-2 para 1-7</p> <p>CAPM 39-2 para 1-8</p>
13.	<p>How do you manage the personnel program (renewals, promotions, awards, etc.?)</p>	<p>CAPM 39-2 and CAPR 20-1 page 38</p>

TAB D-6: PUBLIC AFFAIRS		
	ITEM	REFERENCE
1.	<p>Has a unit Public Affairs Officer (PAO) been appointed in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)?</p> <p>b. Has the next higher headquarters been notified of the appointment?</p> <p>c. If a unit PAO has not been appointed, is the unit commander temporarily performing the duties of the PAO?</p> <p>d. How long has the PAO been in the position?</p>	<p>CAPR 20-1 page 39; CAPR 190-1 para 3a; CAPR 35-1 para 1-3 CAPR 190-1 para 3b CAPR 190-1 para 3c</p>
2.	<p>What skill level has the Wing PAO attained in the Public Affairs Officer specialty track?</p> <p>■ Please provide documentation of certifications.</p>	<p>CAPR 50-17 para 4-2 and CAPP 201</p>
3.	<p>Has the unit PAO received training from the Wing PAO at least annually? Does this training include:</p> <p>a. Public Affairs specialty track training as listed in CAPP 201, <i>Public Affairs Study Guide</i>?</p> <p>b. Unit/wing/region/national public affairs training courses, workshops, seminars, and field training?</p> <p>c. Seminars and workshops offered by the military and local, state, or national organizations?</p> <p>d. Mission information officer training as part of the emergency services missions of Civil Air Patrol?</p>	<p>CAPR 190-1 para 6</p>
4.	<p>a. Has the unit PAO developed an annual public relations plan to promote CAP, its goals and missions for:</p> <p>(1) External goals and initiatives that help build relationships with external constituencies of CAP and emphasize their importance in performance of its three mandated missions (ES, AE, and Cadet Programs)?</p> <p>(2) Internal strategies that emphasize CAP's importance, member recognition, retention, and encouragement of member participation in unit/wing/region and national activities and training?</p> <p>(3) A PA crisis plan to ensure a rapid, effective response during crisis situations that may damage CAP's reputation, if mishandled?</p> <p>(4) Has the unit crisis communication plan been approved by the wing commander or designated representative?</p> <p>b. Has the unit PAO implemented and evaluated the effectiveness of each goal and objective of the plan?</p>	<p>CAPR 190-1 para 7 CAPR 190-1 para 7a(1) CAPR 190-1 para 7a(2) CAPR 190-1 para 7a(3) CAPR 190-1 para 7a</p>
5.	<p>Has the unit PAO assembled current media contact information to foster working relationships?</p> <ul style="list-style-type: none"> ● Does the unit PAO strive to meet periodically with representatives of key media to improve media awareness of CAP? ● Has the unit PAO gained an understanding of the information needs and preferences of each media outlet? 	<p>CAPR 190-1 para 7b(2)</p>

6.	Has the unit PAO developed standard plans and procedures for external promotion of key events, such as participation in training and actual missions, awards and promotions, and special events?	CAPR 190-1 para 7b(3)
7.	Has the unit PAO assembled standard materials presenting the background of CAP that can be given to the media, prospective members, partner agency officials, and others as needed, including materials developed locally and/or at higher headquarters?	CAPR 190-1 para 7b(4)
8.	Does the unit PAO use available unit websites to inform the public about Civil Air Patrol?	CAPR 190-1 para 7b(6)
9.	Does the unit PAO: a. Advise the commander on internal public relations strategies and methods in order to conduct an effective program? b. Regularly submit news advisories and releases, with photographs whenever possible, to higher HQs?	CAPR 190-1 para 7c(1) CAPR 190-1 para 7c(2)
10.	Does the unit PAO create and distribute a regular newsletter which contains information for both the internal and external audiences?	CAPR 190-1 para 8a
11.	Does the unit PAO ensure that all distributed multimedia materials, including those distributed by emerging technologies, are in good taste, with members shown in proper uniform, depicting the diverse and multi-faceted missions and opportunities of Civil Air Patrol membership?	CAPR 190-1 para 9a
12.	a. Does the unit PAO have the authority to develop and coordinate the public affairs elements of electronic communications tools employed by the unit for internal and external communications, including unit websites and listservs, which automatically broadcast e-mail to everyone on a list? b. Is the content created in collaboration with appropriate staff members and facilitated by the staff member(s) designated as webmaster, listserv manager and/or information technology officer?	CAPR 190-1 para 10
13.	a. Does the unit have an emergency services qualified Public Information Officer? b. How does the unit PAO work with unit ES qualified PIOs and other personnel to ensure the mission activities are properly recognized publicly when possible?	CAPR 190-1 para 11 CAPR 60-3 para 1-8
14.	How do you inform the Wing PAO of unit PAO activities?	CAPR 190-1 para 12
15.	a. Has the unit nominated the unit PAO for the Wing Public Affairs Officers of the Year? b. Does the nomination document the PAO's outstanding actions, initiatives, and management of a unit public affairs program?	CAPR 190-1 para 13c

TAB D-7: SUPPLY		
	ITEM	REFERENCE
1.	<p>Has the Unit Commander appointed a Supply Officer in writing (or assumed the responsibility him/herself)?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)?</p> <p>b. How long has the unit Supply Officer been in the position?</p> <p>c. If appointed since the last inventory, was a joint inventory accomplished?</p>	<p>CAPR 35-1 para 1-3; CAPR 174-1 para 1-6j(1)</p> <p>CAPR 35-1 para 1-3</p> <p>CAPR 174-1 para 2-17</p>
2.	<p>What skill level has the unit Supply Officer attained in the Logistics Officer specialty track?</p> <p>■ Please provide documentation of certifications.</p>	<p>CAPR 50-17 para 4-2 and CAPP 206</p>
3.	<p>Has the unit completed the annual inventory during the 1 January to 31 March period?</p> <p>a. Have all pending issues, transfers and retirements been completed?</p> <p>b. Has a 100% “eyes on” check to determine the presence, condition and data accuracy of each item on the unit’s property list been accomplished?</p> <p>c. Has a condition check of all non-expendable property been accomplished?</p> <p>d. Have all non-expendable items on hand been properly tagged and accurately reflected in ORMS?</p> <p>e. Have items which cannot be located been record as “missing” in the “condition” field in ORMS?</p> <p>f. Has any non-expendable property discovered during the annual inventory been researched to determine its source before loading in ORMS?</p> <p>g. Has off-site property condition and location been validated?</p> <p>h. When all counts are complete, all issued property has been validated, and Reports of Survey for all missing or damaged property have been initiated, did the property management officer(s) log into ORMS and certify the inventory results?</p> <p>i. Did the unit commander acknowledge completion of the annual inventory after property management officers have completed the inventory?</p> <p>j. Was all on-loan property physically checked during the annual inventory?</p>	<p>CAPR 174-1 para 2-16b</p> <p>CAPR 174-1 para 2-16d(1)</p> <p>CAPR 174-1 para 2-16d(2)</p> <p>CAPR 174-1 para 2-16d(3)</p> <p>CAPR 174-1 para 2-16d(4)</p> <p>CAPR 174-1 para 2-16d(5)</p> <p>CAPR 174-1 para 2-16d(6)</p> <p>CAPR 174-1 para 2-16d(8)</p> <p>CAPR 174-1 para 2-16d(9)</p> <p>CAPR 174-1 para 2-16d(9)</p> <p>CAPR 174-1 para 2-16d(10)</p>
4.	<p>Have the efforts to recover property from members who terminated their membership in CAP or transferred to another unit been documented and uploaded into ORMS?</p>	<p>CAPR 174-1 para 2-24</p>
5.	<p>Records and Files. Effective 11 January 2010, units shall manage all non-expendable property within ORMS.</p> <p>a. Has all documentation created prior to 1 October 2009 been retained in accordance with CAPR 10-2, <i>Files Maintenance and Records Disposition</i>?</p>	<p>CAPR 174-1 para 2-19</p>

	b. For all transactions completed subsequent to this date, has the document upload feature of ORMS been used to retain scanned copies of DD Forms 1348-1A, reports of survey, bills of sale, donation receipts, purchase receipts and other acquisition or disposal records?	
6.	<p>a. Is CAPF 37, <i>Temporary Issue Receipt</i>, used for temporarily issuing property to individuals?</p> <ul style="list-style-type: none"> • Is the property issuance entered into ORMS within 7 days? <p>b. Is the on-line 111a, <i>Expendable Federally-sourced Property Issue Sheet</i>, used as an ongoing record of expendable property issued to CAP members?</p>	<p>CAPR 174-1 para 2-3a</p> <p>CAPR 174-1 para 2-3a</p> <p>CAPR 174-1 para 2-3c</p>
7.	<p>a. Have all expendable property items obtained from Federal sources been indelibly marked with the letters “DRMO”?</p> <p>b. Has the receipt and transfer of expendable property been recorded on the unit’s on-line Form 111 in ORMS?</p>	<p>CAPR 174-1 para 3-5a</p> <p>CAPR 174-1 para 3-5a</p>
8.	<p>Are all donated items properly identified and entered into ORMS?</p> <ul style="list-style-type: none"> • Please show the inspector an example. 	<p>CAPR 174-1 para 2-9 and CAPR 173-4</p>
9.	<p>Reporting Property Loss or Damage. CAP members have a responsibility to report property loss or damage to their unit commander or property management officer.</p> <p>a. Was the loss or damage reported within seven days of discovery to unit commander or property management officer?</p> <p>b. Upon notification, was a loss report initiated in ORMS by changing the item’s condition to “missing/damaged?”</p>	<p>CAPR 174-1 para 2-25</p>
10.	<p>Reports of Survey (RoS). A RoS is required for the loss or damage of DoD-excess property regardless of value as well as any item of non-expendable property. If an RoS was conducted since the last inspection:</p> <p>a. Did the commander appoint, in writing, an impartial investigator?</p> <p>b. Did the investigating officers record the results of their investigation in the report of survey function of ORMS?</p> <p>c. Did the RoS:</p> <ol style="list-style-type: none"> (1) Thoroughly and clearly document the cause of the property loss or damage; (2) When possible, identify the individual(s) responsible; (3) Include an accurate assessment values determined by NHQ. <p>d. Did the investigating officer clearly state facts useful to commanders for determining whether an individual’s negligence is responsible for the loss or damage?</p> <p>e. Did the investigating officers make recommendations to prevent recurrence of conditions that caused or contributed to the loss or damage?</p>	<p>CAPR 174-1 para 2-26</p> <p>CAPR 174-1 para 2-26a</p> <p>CAPR 174-1 para 2-26b</p> <p>CAPR 174-1 para 2-26b</p> <p>CAPR 174-1 para 2-26c</p> <p>CAPR 174-1 para 2-26c</p>

	f. Was the completed report of survey scanned and uploaded into ORMS where it became an element of that item's master record?	CAPR 174-1 para 2-26d
	g. Was the region or wing commander, as appropriate, the final assessment authority for all lost or damaged non-Federal property?	CAPR 174-1 para 2-26e
11.	Does the supply officer ensure that property storage areas are to be maintained and secured in a safe, neat and organized manner at all times?	CAPR 174-1 para 2-18

TAB D-8: TRANSPORTATION		
	ITEM	REFERENCE
1.	Does the unit have a vehicle assigned? If no vehicle(s) assigned mark this section Not Rated.	
2.	Has the Unit Commander appointed in writing a Transportation Officer (LGT)? a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)? b. How long has the LGT been in the position?	CAPR 20-1 page 25 CAPR 35-1 para 1-3
3.	Does the unit LGT hold any specialty track levels? ■ Please provide documentation of certifications.	CAPR 50-17 para 4-2
4.	How does the unit ensure that all Air Force personnel (active, reserve, or civilian) have explicit permission from CAP-USAF/CC prior to operating any CAP vehicles?	CAPR 77-1 para 1-7c
5.	Do vehicle record folders contain: a. Copy of registration (IAW state law)? b. Completed CAPF 73 for previous 12 months? c. History record of all maintenance repairs/expenses on vehicles? d. Copy of the liability insurance card (original card should be in the vehicle)?	CAPR 77-1 para 1-3a CAPR 77-1 para 1-3b CAPR 10-2, Tbl 10, Rule 1 CAPR 77-1 para 1-3c CAPR 77-1 para 1-3d
6.	a. Has the original vehicle title been sent to the Wing Headquarters for retention? b. Has a copy of the title been sent to NHQ CAP/LGT? c. Has the title been scanned and uploaded into the vehicle information in ORMS?	CAPR 77-1 para 1-4
7.	Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual?	CAPR 77-1 para 3-1b, Atch 1 and Wing policy
8.	How are vehicle operators made aware of the prohibition of the use of tobacco products in COVs?	CAPR 77-1 para 2-2l
9.	How are vehicle operators made aware of the prohibition on the use of hand-held cellular phones or texting devices while operating COVs?	CAPR 77-1 para 2-2m
10.	Are emergency vehicle repair procedures being followed?	CAPR 77-1 para 3-3
11.	Are all windshield replacement requests submitted to NHQ CAP/LGT with one estimate using CAPF 70, <i>Vehicle Reimbursement Request</i> (Rehabilitation/Windshield Replacement).	CAPR 77-1 para 4-2
12.	Conduct vehicle inspection according to the attached CAP Vehicle Inspection Guide and Usage Data (CAPF 73)	NOTE: All vehicle spare tires should be readily accessible, e.g., removed from the under vehicle storage position, for the inspection.

CAP VEHICLE INSPECTION GUIDE AND USAGE DATA		
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 <i>(exterior and interior, missing parts)</i>	
4.	TIRES <i>(visually check for damage / abnormalities)</i>	
5.	CHECK FLUID LEVELS <i>(oil, transmission, brake, power steering and coolant) (check according to manufacturers instructions.)</i>	
6.	BATTERY CONDITION	
7.	LEAKS <i>(visually check fuel / oil / coolant)</i>	
8.	DRIVE BELTS / HOSES <i>(visually check for fraying or cracking)</i>	
9.	LIGHTS <i>(visually check for proper operation)</i>	
10.	BACK UP ALARM / EMERGENCY FLASHERS <i>(functionally check proper operation)</i>	
11.	SAFETY DEVICES <i>(seatbelts / harness, headrests, etc.)</i>	
12.	INSTRUMENTS / HORN <i>(functionally check proper operation)</i>	
13.	WINDSHIELD WIPERS / WASHER <i>(functionally check for proper operation / condition)</i>	
14.	BRAKES / STEERING <i>(functionally check responsive / effective / smooth)</i>	
15.	MIRRORS <i>(rearview / side)</i>	
16.	EXHAUST SYSTEM	
17.	WINDOWS <i>(functionally check proper operation)</i>	
18.	RADIO MOUNTS <i>(CAP added equipment)</i>	
19.	CURRENT STATE INSPECTION STICKER <i>(if applicable)</i>	
20.	TIRE PRESSURE <i>(checked monthly – requires signature and date below)</i>	
	Signature:	Date Performed:

CAP FORM 73, SEP 03 PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 NOV 03
OPR/ROUTING: LGT

TAB E-1: COMMANDER		
	ITEM	REFERENCE
1.	How do you ensure all essential unit positions are filled with trained personnel?	CAPR 35-1; CAPR 62-1 para 3a
2.	How do you ensure mandated training is accomplished? (Cadet Protection, etc.) <ul style="list-style-type: none"> • What procedures are followed in the event of a sexual/physical abuse allegation involving a cadet? 	CAPR 35-1, 60-3, 50-17, 52-16 CAPR 52-10 para 1a, 1b, 1c & 1d
3.	How does the unit monitor the completion of the mandatory Operations Security (OPSEC) training? <ol style="list-style-type: none"> a. How does the unit control input of new emergency services specialty qualifications, renew of expiring qualifications, or printing of new CAPF 101s in Operations Qualifications for individuals who have not completed OPSEC training and agreed to the Non-Disclosure Agreement? b. How does the unit control participation in operational missions and/or the releasing of sensitive information to members who have not completed OPSEC training or agreed to the NDA? 	CAPR 60-3 para 1-35
4.	Have you, as the unit commander, completed the Aircraft Ground Handling Video Training Requirement (annual refresher training required)?	CAPR 60-1 para 2-1q
5.	What are your internal procedures for sound fiscal management and control of unit finances? <ol style="list-style-type: none"> a. Do you participate in unit finance committee meetings? b. Do you ensure internal fraud prevention through quarterly audits? (Not required for units participating in the wing banker program) c. Describe your procedure to obtain prior written approval from the wing commander or designee before initiating a fund raising project. d. Have you signed and submitted CAPF 171, <i>Unit Commander's Financial Disclosure Statement</i>, to wing HQ no later than 1 November each year? 	CAPR 173-1 para 9b CAPR 173-4 para 3a CAPR 173-1 para 32c
6.	What are your internal procedures for safeguarding supplies and equipment?	CAPR 174-1 para 2-16
7.	Do you provide guidance and assistance to ensure an active safety program is established within the unit? <ol style="list-style-type: none"> a. Describe your mishap notification procedure. b. How have you implemented Operational Risk Management into CAP operations? c. How do you ensure your unit's flight release program properly protects CAP members and equipment? 	CAPR 62-1 para 2b CAPR 62-2 para 4 CAPR 62-1 para 3d CAPR 60-1 Chapt 4

8.	Describe your membership demographics (recruiting and retention for both cadets and seniors) for the past 2 years a. How do you encourage parental participation? b. Have you ever terminated a member? If so what procedures did you follow? c. What is your procedure for member suspension?	CAPR 35-3 para 6 CAPR 35-1 para 2-2
9.	a. How do you implement and enforce the CAP policies, procedures, and directives prohibiting discrimination, as well as DOD Directives 5500.11, 1020.1, and AFI 36-2707, throughout your unit. b. Is the CAP Nondiscrimination Policy briefed annually to all members of your unit? c. What records are maintained to ensure compliance with these directives? d. How many of active senior members in the unit completed the mandatory on-line Equal Opportunity Training (EOT)? e. What is your procedure for handling/reporting complaints alleging discrimination?	CAPR 36-1 para 4d(1) CAPR 36-1 para 4d(2) CAPR 36-1 para 4d(4) CAPR 36-1 para 5e CAPR 36-2 para 3
10.	Describe your process for handling IG and Fraud, Waste and Abuse complaints and how you interact in the IG process.	CAPR 123-2 para 4 and CAPR 20-1 page 27
11.	Describe your internal communications procedures. • How often do you meet with your staff and do you keep minutes of staff meetings?	CAPR 20-1 CAPR 10-2 Table 1, Rules 10 and 11
12.	How do you ensure your files disposition plan meets the unit's need for continuity?	CAPR 10-2
13.	How do you ensure unit members wear the CAP uniform properly?	CAPM 39-1 and CAPR 20-1 page 27

TAB E-2: SAFETY		
	ITEM	REFERENCE
1.	<p>Is the unit Safety Officer (SE) appointed in writing?</p> <p>a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in eServices)?</p> <p>b. Are the SE's qualifications appropriate to the risk environment?</p> <p>c. Has a copy been sent to group/wing? (not required if appointed in eServices)</p> <p>d. To whom is the safety officer directly responsible?</p> <p>e. How long has the SE been in the position?</p>	<p>CAPR 62-1 para 3a</p> <p>CAPR 35-1 para 1-3</p>
2.	Has the unit safety officer completed the on-line Basic Safety Course and test, located on the Safety page of the National CAP website, within 90 days of the appointment?	CAPR 62-1 para 3b
3.	<p>What skill level has the unit safety officer attained in the Safety Officer specialty track?</p> <p>▪ Please provide documentation of certifications. (The on-line safety officer education summary report will suffice.)</p>	CAPR 50-17 para 4-2 and CAPP 217
4.	What evidence is there that the unit commander has an accident prevention program (letters, reports, bulletins, directives or operating procedures)?	CAPR 62-1 para 2a
5.	How many members of the unit completed the introductory safety education module, <i>Introduction to CAP Safety for New Members?</i> (Completion is required no later than 31 March 2011)	ICL dated 1 Nov 10
6.	<p>Has the unit completed an on-line annual Safety Survey?</p> <p>a. If hazards or practices were identified have corrective action been initiated?</p> <p>b. Has a suspense system been established to ensure all deficient items are corrected prior to closing out the report? (This feature is available in the current on-line safety survey program)</p>	CAPR 62-1 para 2e
7.	<p>Has the unit safety officer developed a program of regular safety education and accident prevention training for the unit?</p> <p>a. Does this program:</p> <p>(1) Deliver no less than 15 minutes per month of face-to-face education and training to the membership?</p> <p>(2) Use rational flexibility to get the latest safety education information to members before they participate in a CAP activity?</p> <p>(3) Forward to the next higher command, brief reports of topics covered and total members attending? (Use of the on-line safety education management system is acceptable.)</p> <p>b. Please present your safety meeting file which includes:</p> <p>(1) Safety education outlines for topics to be covered in safety education presentations</p>	<p>CAPR 62-1 para 3d</p> <p>CAPR 62-1 para 6a(13) CAPR 62-1 para 6a(11)</p>

	<p>(2) A list of safety meeting resources, i.e. nearby military safety personnel, safety websites for different topics, videos, guest speakers, subject matter experts, etc.</p> <p>(3) Summaries of safety meeting topics and attendance records should also be kept in this file.</p> <p>c. Please present your safety educational material file. (Use the National on-line Safety resources database meets this requirement.)</p> <p>d. Are Operational Risk safety briefings incorporated into all field training exercises, encampments, and other special activities where members face elevated risks?</p> <p>e. Is ORM discussed, at least once annually for all members?</p>	<p>CAPR 62-1 para 6a(14)</p> <p>CAPR 62-1 para 6a(11) CAPR 62-1 para 3e</p> <p>CAPR 62-1 para 3d</p>
8.	<p>How does the unit ensure that:</p> <p>a. Required Operational Risk Safety Briefings which discuss the risks associated with a particular activity and/or sub-activity are conducted “in-person” with the members that is/are about to engage in such activity or sub-activity are accomplished?</p> <p>b. That at the start of each new day are the operational risk safety briefings re-accomplished to ensure new participants are included and members that were present are updated on the hazards of the day.</p> <p>c. That new participants that arrive throughout an activity or sub-activity receive the same mandatory operational risk safety briefing before participating.</p>	ICL dated 3 Nov 2010
9.	Is an annual Safety Day held sometime during the month of October to focus on improving safety knowledge and attitudes during the new fiscal year?	CAPR 62-1 para 3h
10.	<p>Are any of the following recommended items contained in the unit safety program?</p> <p>a. Review of safety newsletters published by the Civil Air Patrol and other safety oriented organizations.</p> <p>b. Placement of a bulletin board devoted to safety issues.</p> <p>c. Participation or partnership in activities sponsored by other safety oriented organizations.</p> <p>d. Use of special safety seminars, discussions, or focus groups to address specific issues.</p> <p>e. Participation by pilots in the FAA’s Pilot Proficiency Program (“Wings Program”).</p> <p>f. Adding safety messages to other routine communications.</p> <p>g. Use of the optional safety award program authorized in CAPR 62-1.</p>	CAPR 62-1 para 4
11.	<p>a. Are CAP Forms 26 readily available? Do personnel know what the forms are and how to use them?</p> <p>b. Are FAA Forms 8740-5, <i>Safety Improvement Report</i>, readily available? Do personnel know what they are and how to use them?</p>	CAPR 62-1 para 3f
12.	What is the unit procedure to ensure that all mishaps are reported using the on-line Safety reporting system?	CAPR 62-2 para 4

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