CAP WING INSPECTION GUIDE

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. Minimal 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.

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.

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 that exceeds regulatory requirements or is 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)

15 January 2005

MEMORANDUM FOR CAP REGIONS, WINGS AND LIAISON OFFICES

FROM: CAP/IG and CAP-USAF/IG

SUBJECT: Wing Inspection Guide

1. Attached is the revised CAP Wing Inspection Guide. The effective date of this guide is 1 February 2005.   This Guide was completely revised with an emphasis on safety, accountability and leadership incorporating criteria required under CAP regulations and the Statement of Work for CAP's Cooperative Agreement with the US Air Force.

2. To reduce the burden on the CAP Wing as it prepares for inspection, HQ CAP/EXI will obtain reports or listings marked with a diamond (♦). If the information is available, then copies will not be asked for during the Compliance Inspection, although that area may still be an item for discussion.

3. 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 are responsible for downloading the changes from the NHQ website. Local reproduction and distribution is encouraged.

4. Questions concerning this guide should be directed to HQ CAP/EXI.

WILLIAM S. CHARLES II, Col, CAP   DONALD HERRING, Lt Col, USAF
CAP Inspector General   CAP-USAF Inspector General

Approved/~~Disapproved~~.

DWIGHT H. WHELESS, Maj Gen, CAP   GEORGE C. VOGT, Colonel, USAF
Commander, Civil Air Patrol   Commander, CAP-USAF

Attachment:
CAP Wing Inspection Guide

CAP Wing Inspection Guide Index

	TAB A-1: AEROSPACE EDUCATION	C-1; Effective 1 Jan 06
	ITEM	**REFERENCE**
1.	Has the wing commander staffed each authorized wing Aerospace Education (AE) position? a. Has the wing commander appointed a wing Director of Aerospace Education (DAE)? b. In addition, has the wing commander also appointed an Internal Aerospace Education Officer (AEO) and an External AEO?	CAPR 280-2 para 3 CAPR 20-1 page 25
2.	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? ▪ Have the Internal and External AEOs earned the Yeager award or are they working on it?	CAPR 280-2 para 2a(2)(a) and CAPP 215 page 9
3.	Is the Wing AE Staff progressing in the CAPP 215 Specialty Track, *Aerospace Education Officer*, or have they completed the program? a. What Specialty Track rating does the Wing DAE hold? b. What rating do the Internal and External AEOs hold?	CAPR 280-2 para 2a(2)(b)
4.	Has the Wing DAE developed an annual written Wing AE Plan of Action that is signed/approved by the wing commander? a. Are finite, measurable goals for both internal <u>and</u> external AE programs included? b. Is program monitoring addressed (unit visits to assist with cadet and senior member AE programs)? c. Are promoting of award nominations, AE seminar(s) at Wing Conference and Wing AE workshops for CAP members included? d. Are periodic reporting, award processing, partnerships, and coordination with non-CAP agencies who support AE included? e. Is the Plan of Action reviewed periodically to check progress in accomplishing goals? f. Is the wing commander periodically informed of the wing's progress?	CAPR 280-2 para 3c(1)-(3) and CAPP 15 pages 17-29 CAPR 280-2 para 3C(6) CAPR 280-2 para 3C(6)
5.	Does the DAE maintain a current unit AEO roster? a. Does the DAE communicate with all unit AEOs? b. What method of communication is used (e-mail, phone, newsletter, mail, visit, other)?	CAPR 280-2 para 3c(12) and (14)

6.	How is the AEPSM program monitored? ▪ Is the DAE issuing the Yeager Certificates to the local squadron commanders?	CAPR 280-2 para 2a(2)(a) and 3c(17)
7.	◆ Did the DAE submit to the Wing Commander an end-of-year AE Activity Report for the last calendar year? a. Was the wing AE Plan of Action addressed in the end-of-year AE Activity Report (attainment of established goals)? b. Did the Wing Commander sign and date the report?	CAPR 280-2 para 3c(4) and CAPP 15 page 17
8.	Does the DAE encourage the wing's units to participate in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program? ▪ How many units are participating? (◆ Please provide a list of those units) How many completed?	CAPP 15 page 7
9.	Does the wing sponsor or participate in any type of wing/region aerospace education conference?	CAPR 280-2 para 3c(15) and CAPP 15 page 16
10.	Did the Wing DAE submit nominations for the Brewer award in any of the following categories? (DAE should provide copies of completed nomination forms): ▪ Cadet ▪ Senior Member ▪ Individual/Organization ▪ Lifetime	CAPR 280-2 para 4 and CAPP 15, pages 49-50
11.	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? ▪ What additional methods of publicizing AE events, activities, and awards are utilized?	CAPR 280-2 para 3c(11) CAPR 280-2 para 3c(10) and (22)

	TAB B-1: CADET PROGRAMS	
	ITEMS	**REFERENCE**
1.	Cadet Protection: a. How does the wing ensure all adults who interact with cadets do so in accordance with the Cadet Protection Policy? b. Have there been any instances where the policy was violated or abuse suspected? Did the wing respond to the incident(s) in accordance with CAPR 52-10?	CAPR 52-10 para 3 &4 CAPR 52-10 para 1
2.	Leadership Standards: For cadet activities that are four nights in duration or longer, does the wing ensure that the cadets and senior members on staff complete the "Required Staff Training" curriculum?	CAPR 52-16 para 1-4d
3.	Safety: What safety guidelines does the wing follow in the following scenarios: a. Training during hot weather? b. Cadet firearms training? c. Rappelling? d. Physical fitness training?	 CAPR 52-16 para 1-5a CAPR 52-16 para 1-5c CAPR 52-16 para 1-5f CAPR 52-16 para 1-3a(4) and CAPP 52-18 page 12
4.	Professional Development: Has the DCP attained the Master Rating in the Cadet Programs Specialty Track, or can the DCP demonstrate he/she has the expertise necessary to manage and direct all Cadet Program functions for the wing?	CAPR 20-1 page 34
5.	Supervision & Assistance. a. How does the DCP monitor how squadrons implement the Cadet Program at the local level? b. How does the DCP assist units whose leaders are new to the Cadet Program? c. How does the wing monitor and assist units in conducting the character development element of the Cadet Program, especially for units who do not have a chaplain or moral leadership officer assigned?	 CAPR 20-1 page 34 CAPR 20-1 page 34 CAPR 20-1 page 34 and CAPR 52-16 para 1-3e
6.	Communications: How does the CP staff promote cadet activities, announce new policies, and share best practices within the wing?	CAPR 20-1 page 34
7.	Cadet Advisory Council: How do the DCP and commander use the Cadet Advisory Council to obtain a cadet perspective on issues affecting the wing? a. How often does the CAC meet? b. Please provide most current copies of CAC minutes.	CAPR 52-16 para 3-1 CAPR 52-16 para 3-2d CAPR 52-16 para 3-6
8.	Cadet Orientation Flights: How does the wing monitor	CAPR 20-1 page 34;

	the Cadet Orientation Flight program to ensure funds are spent properly, and that all cadets have an equal opportunity to fly?	CAPR 52-16 para 4-2
9.	Cadet of the Year: Does the wing participate in the Cadet of the Year program?	CAPR 39-3 para 24
10.	Scholarships: How does the CP staff assist the commander in publicizing scholarship opportunities and managing the application process?	CAPR 20-1 page 34 and CAPR 52-16 para 4-4
11.	National Cadet Special Activities: How does the CP staff assist the commander in publicizing NCSAs and managing the selection and slotting process?	CAPR 20-1 page 34 and CAPR 52-16 para 4-1
12.	Encampment: Does the wing have a record or curriculum plans or schedules that demonstrate that its encampment (if it conducts one) fulfills the minimum requirements of CAPR 52-16?	CAPR 52-16 para 5-8
13.	Wing Activities: a. Does the CP staff provide command-wide special activities for cadets? b. Does the wing have a record or curriculum plans or schedules demonstrating that activities are well-planned and achieve measurable objectives?	CAPR 20-1 page 34-35 and CAPR 52-16 para 1-3a

	TAB C-1: EMERGENCY SERVICES	
	ITEM	**REFERENCE**
1.	a. Has the wing commander appointed a Director of Emergency Services (DOS) in writing or are you utilizing the NHQ Duty Assignment Utility?	CAPR 20-1 page 25
	b. Does the wing DOS have any assistants? If yes, explain the duties, responsibilities, and qualifications of each assistant.	CAPR 20-1 Fig 9
	c. Has the wing DOS completed the Emergency Services Specialty Track training? ▪ If yes, please provide documentation for all certifications.	CAPR 50-17 and CAPP 213
2.	a. Has the wing published a supplement to CAPR 60-3? ▪ ♦ If yes, please provide copies of all guidance and approvals from higher headquarters as required.	CAPR 60-3 para 1-3
	b. Does the wing have any current, approved MOUs with its state or local agencies? When was it (they) last updated and/or reviewed? ▪ ♦ If so, please provide copies of the MOU(s) along with the approval documentation.	CAPR 60-3 para 5-3b(1)
	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 or joint operating procedures been formulated? ▪ If yes, provide documentation of contact and established procedures.	CAPR 60-3 para 6-2a and 7-4 CAPR 60-3 para 6-2b
3.	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, National Operations Center (NOC), state emergency response agencies or other organizations that may require CAP services? ▪ Explain how this is accomplished. ▪ Does the latest alert list match the on-line listing?	CAPR 60-3 para 1-4a(1)
	a. Is an accurate status of corporate equipment (i.e. ground vehicles, aircraft, radios, airborne video equipment, etc) readily available to incident commanders (ICs)?	CAPR 60-3 para 1-4b(5)
	b. Does the wing maintain a current alert roster of ES	CAPR 60-3 para 1-4a(1)

	personnel and equipment, and has it been forwarded to all agencies as required (CAP/DO, State Agencies, etc.)?	
	c. Please explain the method that is used to alert wing personnel and ensure that accurate mission data is disseminated (i.e. fax, e-mail, voice mail, etc.)?	CAPR 60-3 para 4-3
	d. Provide a sample of your wing's standardized kit as provided to all ICs?	CAPR 60-3 para 1-4b (9)
4.	Does the wing have current documentation on all ES qualified personnel assigned to the wing? ■ Are these qualifications listed properly in the Membership Information Management System (MIMS)?	CAPR 60-3 para 1-4b(4) and 2-2 and CAP/CC Policy Letter dated 16 Jul 03
	a. Are renewals, re-qualifications of expired specialties and transfers from other wings being handled IAW national directives?	CAPR 60-3 para 2-4, 2-5 and 2-6 and CAP/CC Policy Letter dated 16 Jul 03
	b. Is a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations?	CAPR 60-1 para 2-4
	c. Have training requirements and training been coordinated with other staff agencies? 1) Please provide documentation to demonstrate this coordination and outline what training has been accomplished since the last inspection.	CAPR 60-3 para 1-4b(3)
	2) Are training missions properly requested and approved via approved procedures IAW CAPR 60-3?	CAPR 60-3 para 3-5c
5.	Are complete records pertaining to each authorized mission maintained for at least 3 years at wing headquarters?	CAPR 60-3 para 1-18 CAPR 10-2, Table 6, Rule 2
	a. Are requests for reimbursement filed correctly and within a timely manner in accordance with current regulatory requirements?	CAPR 173-3 para 2b(1)
	b. Who is authorized to sign CAPFs 108?	CAPR 173-3 para 2b(2)

		TAB C-2: COUNTERDRUG	
		ITEMS	**REFERENCE**
1.	a.	How and how often are the wing commander, director of operations, and wing liaison office kept informed on the wing Counterdrug (CD) program and its activities?	CAPR 60-6 para 1-5e
	♦	1) Is the CAPF 82, *Counterdrug Activity Report*, completed and submitted electronically to HQ CAP/DOS by the 20th day of the month following the period of the report?	CAPR 60-6 para 1-5g(21)
		2) Are the hours reported compared to the CD hours reported on the Operations Monthly Activity Report for the same period? Is the comparison documented? What errors have been found?	CAPR 60-6 para 6-2
		3) Are mandays, seizures and arrests reported?	CAPR 60-6 para 1-5g(11)
	b.	Does a qualified flight release officer properly release CD missions?	
		1) What system is in place to ensure proper mission planning before release?	CAPR 60-6 para 3-1
		2) What steps has the wing taken to ensure the minimum aircrew requirements are met prior to a member engaging in a CD mission?	CAPR 60-6 para 3-9a
	c.	Is the CAPF 84, Counterdrug Flight/Mission Plan, completely filled out to include:	
		1) Specific mission objectives?	
		2) Mission requester's name/phone number?	
		3) A detailed list of mission results?	CAPR 173-3 para 2b(1)
	d.	Are reimbursement requests filed on time?	CAPR 60-6 para 4-4c
	e.	Does the wing use the CD training missions authorized by NHQ? If not, why?	CAPR 60-6 para 4-4c(1)
		1) Are training missions properly requested and approved via approved procedures?	CAPR 60-6 para 4-3c
		2) Has the State Liaison Office pre-approved all CD training missions? Are they kept apprised of actual CD missions?	CAPR 60-6 paras 3-4 & 3-5
	f.	Do CD missions adhere to regulatory guidelines?	
		1) Are all CD missions flown only at the direction of the responsible Customs, DEA, or other Federal authorizing agency?	CAP-USAF/CC Ltr dated 27 June 2001 CAPR 60-6 para 3-3k
		2) Are requests for CD transportation missions evaluated based on CAPR 60-6 guidelines?	CAPR 60-6 para 3-10c
		3) Does the wing CD Officer (CDO) ensure compliance with posse comitatus restrictions? How?	

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1 Feb 05

		CAPR 173-3

	g. Does the wing use twin aircraft to accomplish its CD mission? If so, on what types of missions?
	    1) Are reimbursement rates for twins approved on a case-by-case basis by CAP/DO?
	    2) How is the approval documented?	

2.	Are sufficient, trained personnel available? a. How are prospective CD members selected? b. Who reviews the CAPFs 83, *CAP Counterdrug Application* for accuracy prior to submittal to HQ CAP? c. Are all CD personnel properly screened and current? How is this determined? d. Is training of additional personnel scheduled on a frequent and regular basis? How is it scheduled? e. Do all counterdrug members within the wing/region contribute 20 hours to the program annually? How is it tracked and documented? f. Are CD personnel lists periodically purged? How and by whom?	CAPR 20-1 page 30 CAPR 60-6 para 2-2b CAPR 60-6 para 2-2c CAPR 60-6 para 4-4a CAPR 60-6 para 2-2e(1) CAPR 60-6 para 1-5(23)
3.	How is CD equipment accounted for and tracked? a. How is additional required equipment identified and purchased? b. If equipment is purchased with CD funds for the wing headquarters, how is the cost prorated? Is the ratio used logical? How is it justified?	CAPR 60-6 para 1-5e and 5-2 CAPR 60-6 para 5-1
4.	a. Are non-CAP personnel who fly in CAP aircraft properly authorized? b. ♦ What is your percentage of private aircraft use within the CD mission?	CAPR 60-6 para 3-3k(5) CAPR 60-6 para 1-5g(31)(e)
5.	How does the wing CDO maintain contact with and market the wing's CD capabilities to CD agencies in the state? • Are CD customers periodically contacted to see if their needs are being met? How? How is it documented?	CAPR 60-6 para 1-5g(31)(f)
6.	Does the wing CDO/region CDD participate with the finance committee in making decisions on how counterdrug funds are expended?	CAPR 60-6 para 1-5g(27) CAPR 173-2 Para 2b

	TAB C-3: OPERATIONS	
	ITEM	**REFERENCE**
1.	a. Are suspension procedures enforced IAW CAPR 60-1 and CAPR 123-3?	CAPR 60-1 para 2-11 and CAPR 123-3 11k(1)
	b. Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?	CAPR 60-1 para 2-6
	c. ♦ Are supplements forwarded to National Headquarters as required? ▪ ♦ Please have copies of any and all supplements along with approvals.	CAPR 60-1 para 1-3b
	d. Are corporate aircraft assigned to units according to need and utilization? 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?	CAPR 66-1 para 16
	e. Is the Monthly Glider Activity Report information correct and up to date?	CAPR 60-1 para 2-8
	a. ♦ Was the Annual Operations Training Plan submitted? Was it on time? Did it include all Ops related training activities? (ES, CD, HLS, stan-eval, etc.)	CAPR 60-1 para 2-8 Statement of Work and HQ CAP/DO Policy Letter dated 25 Jan 02
2.	Is the Flight Release process followed?	CAPR 60-1 Chap 4
	a. Do FROs meet required qualifications?	CAPR 60-1 para 4-5
	b. Are a sufficient number of FROs appointed in writing? Be prepared to show documentation	CAPR 60-1 para 4-9a(1)
	c. Does the SD receive an FRO list update quarterly?	CAPR 60-1 para 4-9a(5)
	d. Are FROs initially trained and is there any continuation training? Is the training documented?	CAPR 60-1 para 4-9a(2)
	e. How does the FRO release a flight?	CAPR 60-1 para 4-6
	f. Is the checklist in CAPR 60-1 followed? Be prepared to show documentation.	CAPR 60-1 para 4-6b
	g. Are CAPFs 99 properly filled out at the time of release?	
	h. Have any requests for a flight clearance been turned down and for what reason?	
	i. Are CAPFs 99 forwarded to the wing SD as required? What method is used to ensure CAPR 99's are expeditiously forwarded to the SD.	CAPR 60-1 para 4-6c
3.	Has the Wing Standardization and Evaluation officer	CAPR 60-1 para 3-7b

established procedures to implement a stan/eval program?	
a. Are CAP instructor pilots, check pilots and mission check pilots designated in writing or on-line by the wing commander?	CAPR 60-1 paras 3-2e(6) and 3-2h(3)
b. Are a limited number of highly qualified check pilots appointed, with wing commander concurrence, to assist in the implementation of the Check Pilot Program?	CAPR 60-1 para 3-7b(3)
c. Has the Stan/Eval Officer and each check pilot completed the National Check Pilot Standardization Course (NCPSC) within the last 4 years?	CAPR 60-1 para 3-2e(4)
d. ♦ Has the wing submitted the semi-annual Check Ride Analysis Survey to the CAP-USAF LR/CC and NHQ/DOV? When? (Please have a copy available for review)	HQ CAP/DO Policy Letter dated 18 Jun 02
e. Are pilot flight records/files maintained and do they contain required documentation?	CAPR 60-1 paras 2-8 & 3-5
f. Are copies of Check Pilot records maintained at Wing HQ?	CAPR 60-1 para 2-8
g. 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?	CAPR 60-1 para 2-8 CAPR 50-11 para 2
h. If your wing has a glider program, how do you manage the program (i.e. glider pilots, tow pilots, wing runners, etc.)	CAPR 60-1 Chap 5

	TAB C-4: AIRCRAFT MANAGEMENT	
	ITEM	**REFERENCE**
1.	How do you manage the wing aircraft inventory? a. CAP Forms 37a b. Registration	 CAPR 67-4 para 2-6 CAPR 67-4 para 2-7
2.	How do you transfer an aircraft? When was the last transfer? Why? ▪ Headquarters notification? ▪ Yes _____ ▪ No _____	CAPR 67-4 para 3-7
3.	How do you manage the aircraft and glider maintenance program? a. Centralized Maintenance Management Program Supplement b. Wing Supplement for Flying Hour Costs c. Aircraft maintenance records d. Airworthiness Standards e. Time in Service	 CAPR 66-1 para 4 CAPR 66-1 para 5 CAPR 66-1 para 2b CAPR 66-1 para 2f
4.	How do you track routine maintenance such as oil changes and corrosion control?	FARs and CAPR 66-1 para 8
5.	How do you monitor operations costs? a. Record of maintenance cost b. Flying hour cost calculations c. Flying hour reimbursement calculations	 CAPR 66-1 para 14 CAPR 66-1 para 14a CAPR 66-1 para 14b
6.	Is the additional equipment maintained in each aircraft's baggage compartment accounted for on every flight's weight & balance?	
7.	Inspect aircraft in accordance with attached Aircraft Inspection Checklist	

CAPF 37A, AUG 00
(www.capnhq.gov)

Shipping and Receiving Document for Aircraft

Doc Number Issuing/Disposal Activity	Doc Number Receiving Activity
Charter Number Shipped From:	Charter Number Shipped To:

Type of Action:
Receipt ____   Custody Receipt ____
Transfer ____   Report of Survey ____
Disposal ____   Update ____

Asset Number	Tail Number	Make	Serial Number	Year Manufactured	Model	Make	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	LO Signature	CAP USAF LR/LG Signature
Signature Date	Date	HQ CAP-USAF Signature

CAP FORM 37A, AUG 00   PREVIOUS EDITIONS WILL NOT BE USED   OPR/ROUTING: LG

AIRCRAFT COMPLIANCE INSPECTION CHECKLIST

Date/Wing: _____/_____	Current Tach. Time	_____
Registration # N_____	Date/Tach time last mid-cycle	_____/_____
Make/Model/Year: _____/_____/_____	Date/Tach time last 100-hr	_____/_____
Inspector(s): _____	Date/Tach time last annual	_____/_____

1. Aircraft Records		Y	N	Comments
a.	Engine Logbook			
1	Verify engine oil change history:			
	- Check tach time of last two 100 hour inspections; 10% overfly allowed to fly to ferry if next 1 is same % under 100 hours [CAPR 66-1 ¶ 8a/9a(3)]			
	- Check tach time of last mid-cycle oil change 40-60 hours w/engine filter, 25 hrs max if no filter, 4 months max regardless of time [66-1 ¶ 8a/9a(3)]			
2	Verify engine has not exceeded TBO [CAPR 66-1 ¶ 10a]			
b.	Airframe and/or Avionics Logbook			
1	Check tach time of last two 100 hour inspections [CAPR 66-1 ¶ 8b]			
2	Check tach time & date of last two annual inspections [CAPR 66-1 ¶ 8c]			
	- No overfly auth.; may not fly after end of the same cal. mo. of next yr w/o FAA permit			
3	AD Compliance check completed at last 100hr/Annual [CAPR 66-1 ¶ 2b]			
4	Service Bulletins check completed at last 100hr/Annual [CAPR 66-1 ¶ 2b]			
5	Pitot/Static System check due by end of 24th month [CAPR 66-1 ¶ 8e(1)]			
6	Altimeter System check due by end of 24th month [CAPR 66-1 ¶ 8e(1)]			
7	Transponder System check due by end of 24th month [CAPR 66-1 ¶ 8e(2)]			
8	ELT battery expiration date entered in maintenance records [FAR 91.207]			
9	Eng mounts replaced last 5 yrs or at closest overhaul [CAPR 66-1 ¶ 10a]			
10	Fluid Hoses (except 172R & S) replaced last 5 years [CAPR 66-1 ¶ 10a]			
11	Determine date and value of aircraft's last weight & bal. [FARs]			
12	Verify corrosion control treatment has been completed [CAPR 66-1 ¶ 9b] (Perform annually in coastal areas; biannually in other areas)			
c.	VOR operational check (within 30 days if A/C to fly IFR) [CAPR 66-1 ¶ 8e(3)]			
d.	Propeller Logbook			
	Verify prop. TBO & prop. governor TBO not exceeded [CAPR 66-1 ¶ 10b]			
e.	FAA Form 337's and FAA Supplemental Type Certificates (STCs)			
1	FAA Fm 337 and STCs on file (ie: 180 hp engine mod.) [CAPR 66-1 ¶ 2c]			
2	Verify STC airspeeds and procedures match aircrew checklist in A/C			
f.	Shipping and Receiving Document for Aircraft (CAPF 37A)			
1	Verify the CAPF 37A has A/C assigned to its current unit [CAPR 67-1 ¶ 3-9]			
2	Verify com/nav list on the CAPF 37A matches the A/C? [CAPR 67-4 ¶ 2-6]			
2. Aircraft Interior				
a.	Obvious defects, leaks, corrosion, cleanliness and condition of interior			
b.	Required Placards:			
1	"Not for Hire" (4" X 6", white, protected) [CAPR 66-1 ¶ 6a]			
2	"Max Crosswind" placard displayed [CAPR 66-1 ¶ 6b]			
3	"Cessna Seat Slippage Warning" (except C-172R & later) [CAPR 66-1 ¶ 6c]			
4	Operating Limits (all placards required by POH) [FAR 91.9]			
c.	Avionics & control lock installed when A/C not in use [CAPR 66-1 ¶ 9d]			
d.	Fire Extinguisher-fixed mount, serviceable unit with gauge [CAPR 66-1 ¶ 11b]			
e.	CO Detector-12 or 18 mo. disposable; repl every 12 mos. [CAPR 66-1 ¶ 11g]			
f.	Shoulder Harnesses - required for pilot & copilot [CAPR 66-1 ¶ 11a]			
	- new A/C have 90 days to comply by installing shoulder harnesses			

g.	Cessna seat rails/tracks - inspect for cracks and wear [AD 87-20-03 rev 2]				
	- annotate any elongated holes present in seat rails				
h.	Secondary seat stop - on lower right side of pilots seat [CAPR 66-1 ¶ 11c]				
	- except Cessna 172R and later models				
i.	Cargo Tie-Down or Net if any cargo is stored in A/C [CAPR 66-1 ¶ 11f]				
j.	ELT battery expiration date marked on ELT [FAR 91.207]				
k.	Required documents aboard aircraft; **A-R-O-W**				
1	Airworthiness Certificate from FAA [FAR 91.203]				
2	Registration from FAA [FAR 91.203]				
3	Operating Handbook [FAR 91.9]				
4	Weight and Balance - current [check vs. item 1b(11) above] [FARs]				
	- if multiple versions exist, then all but most recent marked "superseded"				
l.	Survival Kit-mandatory but contents specified by each wing [CAPR 66-1 ¶ 11h]				
	- check kit contents for items that have passed their expiration date				
3. Aircraft Exterior					
a.	Aircraft properly chocked and tied down [CAPR 66-1 ¶ 15]				
	- no chains to hardened anchor points, proper ropes or straps				
b.	Check aircraft for obvious defects, leaks, cleanliness, and condition of paint				
	- check airframe for corrosion, esp. at door openings & wing roots				
c.	Check brakes for leaks, wear and obvious defects [A/C Service Manual]				
d.	Check tires for proper air pressure and serviceability [A/C Service Manual]				
e.	Ensure proper door hinge pins are installed [CAPR 66-1 ¶ 11e]				
	- both ends braded or cotter pin at bottom; no quick release pins w/o waiver				
f.	Pitot tube condition, ensure cover(s) are installed [CAPR 66-1 ¶ 9c]				
g.	Engine cowling for proper fit, security, contour and fasteners [CAPR 66-1 ¶ 9c]				
h.	Propeller condition - evidence of prop strikes, leaks, dents, nicks, corrosion				
i.	External Identification Plate [CAPR 66-1 ¶ 7c]				
	- fireproof w/builder's name, model, & serial number etched, stamped, or engraved on aft exterior				
	- on pre-Mar 7, 1988 models plate may be interior/exterior near entrance, but model & serial number must be on aft fuselage				
j.	CAP Seal - 12" diameter seal on door [LGM Letter, 20 Mar 02]				
k.	"USAF AUX" in 6" letters on vertical stabilizer [LGM Letter, 20 Mar 02]				
l.	CAP and "Prop & Bar" decals on wings [CAPR 66-1 Atch 1]				
4. Exterior and Interior lighting					
a.	Interior Overhead (flood/dome)				
b.	Instruments				
c.	Landing and taxi lights				
d.	Pulse lights				
e.	Nav./Position-green right, red left, white aft; sunset-sunrise [FAR 91.209]				
f.	Rotating Beacon - working if installed on aircraft [FAR 91.209]				
g.	Anti-Collision Strobe - working if installed on aircraft [FAR 91.209]				

Comments:

	TAB C-5: COMMUNICATIONS	
	ITEM	**REFERENCE**
1.	Is the Director of Communications (DC) appointed in writing on a CAPF 2a? ▪ Provide a copy of the Transfer of Communications Property Responsibility statement.	CAPR 100-2 para 3-2 CAPR 100-2 para 3-2
2.	♦ Provide a copy of the following: a. Last two quarterly H-1 Reports b. Revalidated wing CEAR (S-8) report (should be accomplished between 1 Jan and 31 Mar) c. Revalidated subordinate unit S-8 reports	CAPR 100-1 Vol 1 para 3-2 CAPR 100-2 para 3-9b CAPR 100-2 para 3-9c
3.	Does the wing hold annual unannounced communications exercises? a. Are the required reports forwarded to the Region DCS/Comm. within 30 days? b. Please have copies of the summary reports and critiques available for inspection?	CAPR 100-1, Vol 1, para 3-3b
4.	Provide a copy of the wing's annual communication meeting participant logs and summaries as forwarded to Region/DC within 30 days?	CAPR 100-1 Vol 1 para 5-5b
5.	♦ Provide a copy of the following: a. Wing Emergency Communications Plan b. Wing Operations & Training Communication Plan c. Wing Repeater Plan (includes listing of operational repeaters and ensure list matches on-line repeater directory) d. Do these plans reference the current regulations (CAPR 100-1 Vol 1 and Vol 3)?	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
6.	In an effort to meet requirements to protect information relating to the assignment of Air Force frequencies, has the Wing: a. Reviewed all plans, supplements and other documents to determine whether they contain lists of CAP frequency assignments? b. Removed all such documents from public access such as the Web? c. Ensured that no such documents are released to outside agencies without prior approval of HQ CAP/DOK and CAP-USAF? d. Ensured that all documents containing frequency information are marked "Unclassified// For Official Use Only" at the top and bottom of each page and have the official disclaimer on the front page of each document?	National Commander's Policy Letter dated 4 Feb 05
7.	Is the DC utilizing the Communications Equipment	CAPR 100-2 para 1-3e(1)

	Management System (CEMS)?
	a. Using the Communications Inventory List, can the DC show accountability for the wing communication inventory (all units)?
	    ■ Do the CAPFs 37, Transaction Registers and/or S-8 agree with the inventory list?
	b. Does the wing maintain all mandatory communication equipment files?
	c. Does the wing create all required "optional" files when the appropriate transaction occurs?
	d. Are the individual issues of communications equipment revalidated annually?
	e. Does the DC assure the equipment is returned when members do not renew?
	f. Can the DC demonstrate how the current assignment and distribution of corporate equipment supports the Communications Plans?
	    ■ Is equipment distributed in accordance with a plan designed to ensure mission support?
	g. Are CAPFs 37C and 37D used to issue, transfer and/or dispose of communications equipment? Please provide copies of CAPFs 37C and 37D.
	h. Does your equipment meet NTIA standards
		
		CAPR 100-2 para 2-1
		
		CAPR 100-2 para 2-2
		
		CAPR 100-2 para 3-5b(2)
		
		CAPR 100-2 para 3-5b(4)
		
		CAPR 100-1 Vol 1 para 7-9 and CAPR 100-2 para 1-4a
		
		CAPR 100-2 para 3-3

8.	Is communications equipment being distributed IAW the Approved Communications Table of Allowances?	SOW and Communications Table of Allowances v1.1

	TAB D-1: PROFESSIONAL DEVELOPMENT	
	ITEM	**REFERENCE**
1.	Has the Director of Professional Development (DPD) been appointed in writing?	CAPR 35-1 para 3
2.	a. Has the wing commander assigned a wing Test Control Officer (TCO) in writing? b. Does the wing have copies of unit TCO appointments? c. Are testing materials inventoried at least every 90 days and test inventory logs maintained for at least 24 months? d. Are testing materials properly secured? e. How are Air Force Institute for Advanced Distributed Learning (AFIADL) course examinations being routed and controlled by the wing TCO?	CAPR 50-4 para 1-2a CAPR 50-4 para 1-5 & 2-6 CAPR 50-4 para 1-4; 2-4 CAPR 50-4 Chap 2 and CAPR 50-17 para 8-1b(3)(d)
3.	Are the Professional Development Reports (PDR) updated and are the PDRs being used as a management tool by Professional Development Officers (PDOs), commanders and the wing?	CAPR 50-17 para 2-6
4.	Are the CAPFs 45b current and up to date?	CAPR 50-17 para 2-4b
5.	Is Level I Training being offered quarterly? ▪ Please provide copies of CAPFs 11 for Level I's conducted during the last 2 years.	CAPR 50-17 para 3-6
6.	Have all senior members who are assigned a duty position working with cadets or have received a CAP promotion completed Cadet Protection Policy Training (CPPT)?	CAPR 50-17 Para 3-4
7.	Has the wing conducted a Squadron Leadership School (SLS) and a Corporate Learning Course (CLC) at least annually? ♦ Please review your process for CAPFs 11 for SLS and CLC course completions. Are they signed by the wing commander and forwarded to HQ CAP/ LMMR 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
8.	What is your system to ensure Professional Development awards are 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 met the minimum requirements; Formal Education Requirement ▪ Do Moral Leadership Officers (MLO) meet the minimum educational requirement	CAPR 265-1 para 6c CAPR 265-1 para 7
3.	Describe your Chaplain Service program, to include recruitment efforts	CAPR 265-1
4.	Is the distinction between Chaplains and MLOs evident especially in matters of privileged communication and confidentiality?	CAPR 265-1 para 17
5.	Do you meet at least biennially with Chaplains/MLOs assigned to your Wing? What steps do you take to ensure religious services are provided at weekend activities?	CAPR 265-1 para 13a and 14f CAPP 221 para 3-1
6.	How do you use the listing of Chaplain Service personnel assigned to your Wing that Deputy Director Chaplain Service periodically furnishes to you? a. Do you initiate a CAP Form 2a on chaplain personnel who need to be transferred? b. How do you coordinate with appropriate 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?	CAPR 265-1 para 9 CAPR 39-2 para 1-11 CAPR 50-17
7.	Have the members of the Wing Chaplain Service met the reporting requirements outlined in CAPR 265-1? a. Have all Chaplains and MLOs submitted a CAPF 34 to you by the required date? b. Please provide copies of your CAPFs 34a as sent to NHQ NLT 30 Jan and 30 Jul.	CAPR 265-1 CAPR 265-1 para 8a CAPR 265-1 para 8b
8.	Providing for the ongoing training of chaplains and MLOs is an important part of a Wing Chaplain's job. 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?	CAPR 265-1 Sec C

	TAB D-3: FINANCE	C-1; Effective 1 Jan 06
	ITEM	**REFERENCE:**
*	*Finance interview by WFA occurs 2-20 days before the rest of the CI.*	
1.	Who is the Wing Finance Officer? a. What is his/her credentials/experience and how long in the position? b. What checks and balances have been established to avoid errors or misuse of funds? c. Who has the authority to administer funds and sign checks for the checking accounts and authorize EFTs and on-line payment?	CAPR 173-2 para 2a and 2b CAPR 173-1 para 2c CAPRs 173-1; 173-2; 173-3; 173-4 CAPR 173-2 para 10b
2.	a. Are accounting records maintained on an accrual basis of accounting? b. Does the wing use the standard accounting software supplied by NHQ? c. Is the Wing using the Chart of Accounts listed in CAPR 173-2 d. Is financial documentation organized, easily accessible, secure and maintained in compliance with CAPR 10-2	CAPR 173-2 para 1a and 5a CAPR 173-2 para 5b CAPR 173-2 para 5c CAP 173-2 para 15
3.	Who serves on the Finance Committee? a. Who is the chair of the Finance Committee? b. Is the State Director an advisory member? c. Does the committee meet at least quarterly? d. Are there any significant issues noted in the Finance Committee minutes? e. Were expenditures over $1,500 pre-approved by the Finance Committee? f. Is an internal financial review performed quarterly IAW CAPR 173-2? (Please provide documentation of the last 4 reviews) ▪ Review internal financial reviews for omissions or deficiencies. Have they been corrected? g. ♦Does the Finance Committee review the CAPF 173-2c annually? Is it submitted on time? h. Are all subordinate units included?	CAPR 173-2 para 4 CAPR 173-2 para 4 CAPR 173-2 para 4j CAPR 173-2 para 4i CAPR 173-2 para 4e CAPR 173-2 para 4h CAPR 173-2 para 4g CAPR 173-2 para 14c
4.	Review of bank account reconciliations a. Are all accounts listed on the General Ledger and are they current in their reconciliations? b. Are all checks pre-numbered? Are all numbered checks accounted for? c. Are all voided checks accounted for? d. Verify no pre-signed checks exist	CAPR 173-2 para 5c and 6o CAPR 173-2 para 6a CAPR 173-2 para 6b CAPR 173-2 para 6c

	e. Is the NHQ EIN number (75-6037853) being used on all wing bank accounts?	CAPR 173-2 para 2
	f. If not, has a NHQ waiver been granted?	CAPR 173-2 para 2
	g. Are all wing/region funds are in federally insured institutions?	CAPR 173-2 para 6l
	h. Do all electronic transfers over $500 have two pre-approvals?	CAPR 173-2 para 6h
5.	Select an appropriate sized sample of cancelled checks: a. Do all checks have a supporting invoice? b. Do all checks over $500 have two signatures? c. Are any checks made payable to the signer(s)? d. Are all cancelled checks or copies of all canceled checks maintained at the wing	 Standard accounting practice CAPR 173-2 para 6e CAPR 173-2 para 6i CAPR 173-2 para 6m
6.	Select an appropriate sized sample of paid invoices: ▪ Do all invoices have signatures approving payment?	CAPR 173-2 para 6a
7.	Are aircraft maintenance income and expenses effectively tracked by tail number (Please provide a P&L by tail number)?	CAPR 173-3 para 1a(2)(b)
8.	How do you account for any donated land, buildings and other fixed assets donated by: a. The Department of Defense? b. State or local governments? c. Private individuals?	CAPR 173-2 para 11 and CAPR 173-4
9.	If the wing is required to have a separate external audit: a. ♦ Has the Wing Finance Committee notified CAP/FMA of the auditor selected to perform the annual financial audit? b. ♦ Was the final audit report submitted? on time?	 CAPR 173-2 para 14a(1) and 14a(3) CAPR 173-2 para 14c and d

	TAB D-4: ADMINISTRATION	
	ITEM	**REFERENCE**
1.	Is there an official set of CAP publications for the unit? NOTE: access to the CAP website will suffice for hard copy	CAPR 5-4 para 2b(1)
	a. Are publications posted correctly? (N/A if web access)	CAPR 5-4 para 1g
	b. Are publications and forms spot-checked every 6 months and are the spot-checks documented? (N/A if web access)	CAPR 5-4 para 2a
	c. Are supplements and OIs kept to an absolute minimum?	CAPR 5-4 para 3
2.	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? Are all administrative communications completed IAW CAP guidelines?	CAPR 10-1 para 2d
	a. What procedures are there to ensure prompt action on all communications?	CAPR 10-1 para 6
	b. Are records filed properly?	CAPR 10-2
	c. Are cut-off instructions followed?	CAPR 10-2 para 9
	d. Are records screened for historical significance?	CAPR 10-2 para 10
	NOTE: Conduct frequent back-up of electronic files and store back-ups in another building.	CAPR 10-2 para 7

	TAB D-5: PERSONNEL	
	ITEM	**REFERENCE**
1.	Are all units properly designated and manned?	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 & 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.	Do personnel records exist?	CAPM 39-2 para 1-7
7.	How do you manage the personnel program (renewals, promotions, awards, etc.?)	CAPM 39-2 CAPR 20-1 page 38

	TAB D-6: PUBLIC AFFAIRS	C-1; Effective 1 Jan 06
	ITEM	**REFERENCE**
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 and emergency services organizations? c. Acquaint the public with the importance of aerospace power to our national security?	CAPR 20-1 page 39 and 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 and kept fully informed at all times? c. How are MIOs properly trained to deal with the media, especially during actual missions?	CAPR 190-1 Chap 9
3.	How do you assist unit PAOs obtain proper training? Specifically: a. Training in news writing, film and digital photography, web design 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 media needs? b. Please provide an on-going list of media contacts? c. Have you introduced yourself to these media contacts, either in person, by phone or in writing?	CAPR 190-1 page 3-1 CAPR 190-1 page 3-2
5.	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 communications? d. Does your wing manage a website on the Internet and, if so, are your news releases published on it? e. Although part of the "All Unit Mail-out", do you ensure all unit PAOs receive a copy of each month's PresenTense, the HQ training newsletter for PAOs? f. Do you regularly submit news items and photos to Civil Air Patrol News?	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 CAPR 190-1 page 6-1
6.	How do you assist the commander in managing	CAPR 190-1 page 3-15

	controversies that have the potential to affect the wing?	
7.	How do you make your unit a part of the local community?	CAPR 190-1 page 5-1
	a. Do you involve wing staff in the interaction with local military, government, education, business, civic and media groups?	CAPR 190-1 page 5-2
	b. Do you inform these groups of CAP activities in AE, Cadet Programs, ES, SAR, CD and other mission areas?	CAPR 190-1 page 5-2
8.	Please provide a listing of all unit PAOs? How do you track unit PAO activities?? How do you track unit PAO activities?	CAPR 190-1 page 4-5

	TAB D-7: SUPPLY	C-1; Effective 1 Jan 06
	ITEM	**REFERENCE**
1.	Have you been formally appointed as Logistics/Supply Officer? a. If appointed since the last inventory, was a joint inventory accomplished? b. Have corrections to the inventory been initiated?	CAPR 67-1 para 2-2

2.	Have the required files been established to maintain accountability of CAP property?
	a. Is the Property File configured in 6 parts?
	   1) Does Part I contain the CAPF 38 and all documents related to the acquisition, transfer, or disposal of property to include:
	     a) DD Form 1348-1A
	     b) CAPF 37E
	     c) Receipts for items whose purchase price was greater than $2,000
	     d) Bills of sale
	     e) Documentation of transfer or disposal
	     f) Completed Reports of Survey
	     g) All disposal records for expendable property
	     h) Donation receipts
	   2) Does Part II contain records of expendable property issuance. CAPF 111 and Quarterly Cadet Uniform report, if applicable?
	   3) Does Part III serve as a suspense file?
	   4) Is Part IV reserved for other inventory lists such as state or municipal government mandated property control documents? If the unit has no other inventory lists, this section need not be maintained.
	   5) Does Part V contain a copy of the current signed S-3 inventory in this section, if applicable?
	   6) Does Part VI contain temporary issues?
	b. Has the wing created Unit Account Files for subordinate units? Does the file contain the following?
	   1) The CAP-USAF LR/CC-approved copy of the screener authorization letter, if applicable.
	   2) A "Suspense Folder" within the Unit Account File to manage in-progress unit deactivations, pending unit inventory transactions, and other uncompleted wing LG business to be accomplished for subordinate units.
	     ▪ Is there any property assigned to unit 000?
		CAPR 67-1 paras 2-17

	3) Units' signed S-3 Property Reports with any transaction documentation. 4) Has the wing closed out the files from the previous calendar year?	
3.	Has the wing completed the annual inventory by 31 Mar? a. Have FOB items been added to the inventory? b. Are nonexpendable assets properly tagged? c. Has Part III, been reviewed for incomplete transactions and CATS update? d. Has Part VI been reviewed for accuracy?	CAPR 67-1 para 2-15 CAPR 67-1 para 2-10 CAPR 67-1 para 2-14 CAPR 67-1 para 2-15c(2) CAPR 67-1 para 2-15c(2)
4.	Are reports of survey processed on lost, stolen, damaged and destroyed property? ▪ Are reports forwarded to the proper level of authority for approval?	CAPR 67-1 para 2-24
5.	Are region/ wing supplements forwarded to NHQ for review and approval prior to implementation?	CAPR 67-1 para 1-4
6.	Are written replies to CAP-USAF audits forwarded to CAP-USAF LR/LG within 45 days of receipt of final audit report?	CAPR 67-1 para 2-29d
7.	Does the supply officer ensure that property is safely stored and protected from the elements to prevent deterioration?	CAPR 67-1 para 2-2
8.	How do you manage the Real Property Program? a. Are CAP Real Property Surveys on file for all wing units that own, rent, lease, occupy or use real property? b. Is there a signed copy of the most recently submitted S-6 on file at wing HQ? c. Are copies of all licenses, deeds, leases, rental agreements and Letter of Agreements (LOAs) on file at Wing HQ?	CAPR 87-1 CAPR 87-1 para 7 CAPR 87-1 para 8 CAPR 67-1 para 2-2d

	TAB D-8: TRANSPORTATION	
	ITEM	**REFERENCE**
1.	Do vehicle record folders contain: a. Current year Vehicle Inventory (S-2)? b. Title (or Certificate of Origin)? c. Copy of registration (in accordance with state law)? d. Completed CAPF 73 for current year plus previous year? e. History record of all maintenance repairs/expenses on vehicles? f. Copy of the liability insurance card (original card should be in the vehicle)? g. Vehicle justification form (CAPF 175)?	CAPR 77-1 para 13b(4)(d) CAPR 77-1 para 3a CAPR 77-1 para 3b CAPR 77-1 para 3c CAPR 77-1 para 3d CAPR 77-1 para 3e CAPR 77-1 para 3f
2.	Are vehicles operated and passengers carried IAW CAPR 77-1? a. Valid state driver's license required b. Valid CAP Motor Vehicle Operator Identification Card (CAPF 75) required ▪ Are vehicles carrying passengers or towing trailers only operated by drivers who are at least 21? c. Non-member passengers are approved in writing by region or wing commander d. Operator driving records reviewed for any driving infractions incurred within the last two years prior to issuing CAPF 75 e. Operators CAP motor vehicle operator identification card (CAPF 75) revalidated at time of state license expiration date or every 5 yrs, whichever comes first	 CAPR 77-1 para 5b CAPR 77-1 para 5b CAPR 77-1 para 6b CAPR 77-1 para 6c CAPR 77-1 para 5c CAPR 77-1 para 5g
3.	Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual? a. Records being maintained on all routine maintenance performed on vehicles? b. Major maintenance being submitted on rehab request form (CAPF 70) to HQ CAP/LGT for reimbursement? c. Emergency vehicle repair procedures being followed?	CAPR 77-1 para 9b and Atch 6 CAPR 77-1 para 3d CAPR 77-1 para 9c(1) CAPR 77-1 para 9c(2)
4.	Please provide copies of all reports/forms required IAW CAPR 77-1 and state or local requirements a. ♦ S-2, *CAP Vehicle Inventory Report*, forwarded through appropriate channels to meet 1 Oct suspense b. CAPF 37V, *Shipping and Receiving Document for Vehicles and Trailers*, forwarded through appropriate channels so vehicle is added to the NHQ CAP inventory database after approval and receipt of vehicle	CAPR 77-1 para 13 CAPR 77-1 para 13b(4)(c) CAPR 77-1 para 13b(4)(a)

	c. CAPF 37V forwarded to HQ CAP/LGT after any vehicle transfer or disposal	CAPR 77-1 para 16
	d. State or local reporting documentation (if required)	CAPR 77-1 para 13a
5.	Are all Vehicle Self Insurance (VSI) claims and premiums, submitted IAW CAPR 77-1?	CAPR 77-1 para 11b
	a. Are VSI claims submitted within 60 days with all supporting documentation?	CAPR 77-1 para 11e(9)(e)
	b. <mark>♦ Is S-7 report signed and premiums submitted through appropriate channels to meet 1 October suspense?</mark>	CAPR 77-1 para 7b
	c. Are VSI windshield claims submitted thru appropriate channels on CAPF 70?	CAPR 77-1 para 12
6.	Conduct vehicle inspection in accordance with attached Vehicle Inspection Checklist	

VEHICLE COMPLIANCE INSPECTION CHECKLIST

WING:		Date:			Odometer Reading:				
Vehicle ID:		Make:			Model:		Year:		

1.	Vehicle Documents		Y	N	Comments				
a.	Registration [CAPR 77-1 para 4]								
b.	Proof of Insurance [IAW State rules]								
2.	Vehicle Interior		Y	N					
a.	Vehicle interior's condition								
b.	First aid kit [CAPR 77-1 para 8j]								
c.	Fire extinguisher [CAPR 77-1 para 8j]								
d.	Instruments [CAPR 77-1 para 8a]								
e.	Horn [CAPR 77-1 para 8a]								
f.	Radio mounts [CAPR 77-1 para 8a]								
g.	Inspection stickers [IAW State laws]								
h.	Windows (operation & condition)								
i.	Windshield washer operation								
j.	Windshield wiper operation [para 8a]								
k.	Seat belts and safety devices [para 8a]								
3.	Vehicle Exterior		Y	N					
a.	Windshield wiper condition [para 8a]								
b.	Emergency flashers [para 8a]								
c.	Lights [CAPR 77-1 para 8a]								
d.	Back-up alarm [CAPR 77-1 para 8a]								
e.	Mirrors [CAPR 77-1 para 8a]								
f.	Exhaust system [CAPR 77-1 para 8a]								
g.	Leaks [CAPR 77-1 para 8a]								
h.	Tires [CAPR 77-1 para 8a]			LF	RF	LR	RR	Spare	
	Mfr's recommended pressure	[CAPR 77-1							
	Actual pressure found	para 9a(5)]							
	Recommended tire load range	[CAPR 77-1							
	Actual tire load range found	para 8c]							
	General condition								
i.	General condition/damage								
j.	Markings, decals, numbers [77-1 para 10]								
4.	Engine Compartment		Y	N					
a.	Fluid levels [CAPR 77-1 para 8a]								
b.	Battery condition								
c.	Drive belts [CAPR 77-1 para 8a]								
d.	Hoses [CAPR 77-1 para 8a]								
e.	Leaks [CAPR 77-1 para 8a]								
5.	Driving Vehicle								
a.	Steering [CAPR 77-1 para 8a]								
b.	Brakes [CAPR 77-1 para 8a]								

TAB D-9: DRUG DEMAND REDUCTION	C-1; Effective 1 Jan 06
ITEM	REFERENCE
1. Does the wing have a Drug Demand Reduction Administrator (DDRA) properly assigned? • Does the wing have a cadet Assistant DDRA?	CAPR 51-1, Section II Goal 2 and Section III para 3-1 CAPR 51-1 Goal 2c
2. Are the units within 30 miles of Air Force installations receiving DDR funding?	CAPR 51-1, Section III, para 3-3a
3. Please provide a list of units, funded or otherwise, that participate in the DDR Program? a. Is there a DDR Officer in each participating unit? b. Please provide a list of all DDROs and Assistants	CAPR 51-1, Section II, Goal 2 and Attachment 4
4. Have joint working relationships been established with Air Force (active, Guard, Reserve), sister Services, Federal Agencies, and local community groups?	CAPR 51-1, Section I, para 1-1; Section II, Goal 1 and 2
5. How have you increased awareness of substance abuse issues and their impact on the individual, community and the mission? For instance: a. Red Ribbon campaign b. Community/Base-wide coalitions c. Encampment participation d. Providing information to squadrons	CAPR 51-1, Section I, para 1-2c, Section II, and Goal 3 CAPR 52-16
6. Does the wing participate in the voluntary School Program? a. What schools participate? b. Who monitors the School Program? c. Are the following standards maintained: 1) At least 20 active cadets per school? 2) At least 80% cadet retention? 3) At least 50% transition to a CAP unit or stay with the School Program squadron? 4) At least 15% earn the Mitchell Award?	CAPR 51-1, Section I, para 1-2b and Section II Goal 4
7. Did the wing develop a financial plan consistent with the DDR goals and objective? ♦ Please provide a copy of your last funding letter. • Does the wing match requested DDR funding by 20%?	CAPR 51-1, Section II, Goal 5 and Section III paras 3-4 and 3-6
8. How does the wing measure program effectiveness? a. Does the wing execute 100% of the DDR Program Budget spending plan? b. Does the wing statistically validate the program's success? c. Does the wing have a strategic plan covering FY04 through FY06? Please provide a copy. d. How many AF, AFR & ANG family members are	CAPR 51-1 Section II Goal 6

	participating in DDR activities?	
9.	Did the DDROs submit their quarterly and/or end of year activity reports to the DDRA in a timely manner? ♦ Did the DDRA submit a Wing quarterly activity report (optional) and the end of year report (mandatory) to the DDRC and NHQ in a timely manner?	CAPR 51-1, Section III, para 3-5 and Attachment 4

	TAB E-1: COMMANDER	C-1; Effective 1 Jan 06
	ITEM	**REFERENCE**
1.	How do you ensure all essential wing positions are filled with trained personnel?	CAPR 35-1; CAPR 62-1 para 2a
2.	How do you ensure mandated training is accomplished? (Cadet Protection, etc.) ▪ 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 a(1) and a(2)
3.	Does the wing have any current and approved MOUs with state or local agencies?	CAPR 60-3 para 5-3b(1)
4.	How do you, as the commander, work to minimize the risks faced by our membership in the performance of their volunteer duties? a. Do you instill a culture of safety that guides the planning and execution of every CAP activity? b. Have copies of surveys from immediately subordinate units been sent to Wing by 31 Jan? c. Describe your mishap notification procedure. d. Have you had any vehicle accidents/incidents? e. Have you assessed any member for loss or damage to CAP property?	CAPR 62-1 para 1 CAPR 62-1 para 2b CAPR 62-1 atch 1 CAPR 62-2 para 4 CAPR 62-2 CAPR 62-2 para 8a and CAPR 77-1 para 11c
5.	How do you, as the commander, monitor the financial wellbeing of the Wing? a. Has a Finance Committee been established in writing? (Please have appointment copy available.) b. Who serves on the Committee? c. Who chairs on the Committee? d. What are the responsibilities of the finance committee? e. Please provide copies of minutes for the last 6 months of Finance Committee Meetings. f. Please demonstrate that Finance Committee Minutes are retained IAW with CAP regulations. g. Do you insure Internal Fraud Prevention through quarterly audits?	CAPR 173-2 para 22 CAPR 173-2 para 4 CAPR 173-2 para 4 CAPR 173-2 para 4 CAPR 173-2 para 4a-j CAPR 173-2 para 4i CAPR 10-2 table 6 item 4 CAPR 173-2 para 5h
6.	Describe your membership demographics (recruiting & retention for both cadets and seniors) 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
7.	Describe your internal communications procedures. a. How often do you and your staff visit subordinate	SOW; CAPR 20-1 page 25

	units?	
	b. How often do you meet with your staff and do you keep minutes of staff meetings?	CAPR 20-1 page 25
8.	Do you enforce the CAP Non-discrimination Policy throughout your wing?	
	a. Do you maintain DoD Directives 5500.11 and 1020.1 at wing headquarters and are they available for review upon request by any CAP member?	CAPR 39-1 para 2a(2)
	b. What is your procedure for handling/reporting complaints alleging discrimination?	Nat'l Commander's policy letter dated 1 Jan 06
	c. Have all members within your command been briefed on the interim policy letter on complying with CAP's Non-discrimination Policy and for reporting violations of that policy?	Nat'l Commander's policy letter dated 1 Jan 06
9.	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
10.	How are you engaged in the flight release program?	CAPR 60-1 Chap 4
11.	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 6
12.	Do you ensure your ES officer publishes equipment and personnel alert rosters each year and that they are sent to appropriate agencies?	CAPR 60-3 para 1-4a(1)
13.	Have you ensured your wing is in compliance with the National Commander's Policy to implement the protection of radio frequency information?	National Commander's Policy Letter dated 4 Feb 05
14.	Are you Counterdrug qualified?	CAPR 60-6 para 1-5e
15.	How do you ensure members wear the CAP uniform properly?	CAPM 39-1
16.	Do you receive state appropriations? If so, how are those funds primarily used? ▪ How do you ensure that reimbursements are not duplicated by state and federal government funds?	CAPR 173-2 para 2
17.	What are your internal procedures for safeguarding supplies and equipment against theft or misuse?	CAPR 67-1 para 1-3j
	a. When needed do you appoint an investigative officer for a report of survey and notify members of the finding of pecuniary liability?	CAPR 67-1 paras 1-3j(4) and 4-8
	b. Are you the only disposal approval authority for other than DoD funded/DRMO equipment?	CAPR67-1 para 1-3j (5)
18.	Describe your relationship with your State Director.	CAP-USAF/CC emphasis item

	TAB E-2: SAFETY	
	ITEM	**REFERENCE**
1.	Is a wing safety officer and subordinate unit safety officers appointed in writing?	CAPR 62-1 paras 1d and 2a
	a. Do you maintain a manning roster, showing assignment of safety officers in subordinate units?	CAPR 62-1 para 2a
	b. Have safety officers acquainted themselves with FAA-approved accident prevention counselors?	CAPR 62-1 para 2e
2.	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?	CAPR 62-1 para 1b(1)
	a. Does it also contain local policy guidance?	CAPR 62-1 para 1b(2)
	b. What evidence is there that subordinate unit commanders have an accident prevention program (letters, reports, bulletins, directives or operating procedures)?	CAPR 62-1 para 1c
	c. Are any local directives or other forms of guidance published in the area of accident prevention?	CAPR 62-1 para 2d
3.	Is ground and flying safety information briefed monthly at unit meetings?	CAPR 62-1 para 2b(1)
	a. Is a roster of individuals in attendance maintained?	CAPR 62-1 para 2b(1)
	b. Is the monthly NHQ Safety Bulletin briefed to all personnel in units with pilots?	CAPR 62-1 para 2b(1)
	c. Is the NHQ Safety Bulletin placed on the bulletin board or in a read file?	CAPR 62-1 para 2b(1)
	d. Are previous summaries and attendance rosters covering the past twelve months on file? Please have records available for inspection.	CAPR 62-1 para 2b(1)
	e. Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)?	CAPR 62-1 para 2b(3)
	f. ("Sights on Safety" program reference deleted)	Nat'l Commander's Policy Letter dated 21 Dec 05
4.	Are personnel briefed annually regarding the location (readily available), use/purpose of the following forms:	CAPR 62-1 para 2c
	a. CAPFs 26, *CAP Safety Improvement or Hazard Report*	
	b. FAA Forms 8740-5, *Safety Improvement Report*	
5.	How do you coordinate activities with other safety-oriented organizations; e.g., the FAA, law enforcement, transportation, or medical?	CAPR 62-1 para 2e
6.	Has the wing safety officer established a system to monitor the FAA Pilot Proficiency Program within the wing?	CAPR 62-1 para 8

7.	Has an internal safety survey been scheduled and accomplished annually? a. Is there a suspense system to ensure all deficient items are corrected prior to closing out the report? b. Are copies of completed surveys forwarded to the next higher headquarters?	CAPR 62-1 para 2f
8.	Is there an effective awards program within the wing? ▪ Have the previous year's Certificates of Achievement, CAPC 48, been presented to qualified units?	CAPR 62-1 para 3, 5, 9 CAPR 62-1 para 6
9.	Are local accident reporting procedures established? ▪ Has a CAP Form 78 and79 been submitted on all applicable accidents? Were they on time?	CAPR 62-2 para 4 CAPR 62-2 para 5

	TAB E-3: INSPECTIONS	
	ITEM	**REFERENCE**
1.	Is the IG double billeted? a. What rating/level have you achieved in the Inspector General Specialty track? b. Have you completed the CAP Inspector General College?	CAPR 123-1 para 5e CAPR 123-1 para 9b CAPR 123-1 para 9b
2.	Describe your Subordinate Unit Inspection (SUI) program for inspection of the wing's subordinate units. a. Have you implemented the CAP SUI Guide as part of the SUI program? ▪ Have you included any additional requirements from region/wing supplements and/ or policy letters? b. Please have all SUI reports for the last 3 years available for inspection	CAPR 123-3 para 11 and the Statement of Work
3.	What evidence/proof do you offer the wing's members that the IG works for the commander?	CAPR 123-1 para 2
4.	Describe all IG complaints handled in the past 3 years to include: a. Proper documentation? b. Safeguard of individual identity? c. Complaints closed out at lowest level?	CAPR 123-2 CAPR 123-2 paras 2, 7a, 8j CAPR 123-2 para 7a CAPR 123-2 para 6b
5.	How are CAP personnel in your wing made aware of the IG system? a. Describe any instances in which it should have been utilized but was not. Describe your efforts to rectify the problem. b. 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.	CAPR 123-1 Para 10

	TAB E-4: LEGAL OFFICER	
	ITEM	**REFERENCE**
1.	Is the Legal Officer appointed in writing?	CAPR 10-3 and 35-1
	a. Does the Legal Officer meet the qualifications listed in CAPR 111-1?	CAPR 111-1 para 2
	b. Is the Legal Officer double billeted as the IG?	CAPR 123-1 para 5e
2.	Please provide documentation to show you reviewed all documents placing a legal commitment on CAP and do you participate in their negotiation when appropriate?	CAPR 111-1 para 3b(7)
3.	In what ways do you provide legal support to the wing commander?	CAPR 111-1 para 3b
	a. Have you reviewed state and local laws and suggested ways to avoid liability from CAP activities?	CAPR 60-3 para 1-21
	b. Do you help the commander ensure all Legal Officer appointments are tendered only to properly qualified individuals?	CAPR 111-1 para 1
4.	In what ways do you provide legal support to the wing staff?	CAPR 111-1 para 3b
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?	CAPR 35-5 para 25d
	b. Do you maintain a list of Legal Officers assigned within the wing?	Legal Off. Handbook Pt II, Sec C, para 4, 5, 6
	c. Have you attended the National Legal 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 Officer?	Legal Off. Handbook Pt II, Sec C, para 7

WING COMPLIANCE INSPECTION GUIDE

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Total	159

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