

CAP SUBORDINATE UNIT INSPECTION GUIDE



**OPR: NHQ CAP/EXAI
EFFECTIVE DATE: 15 February 2003
(includes Change 1)**

Possible CI Grades & Important Terms

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

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

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

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

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

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

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

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

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

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

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



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

15 February 2003

MEMORANDUM FOR CAP WING, GROUP, SQUADRON AND FLIGHT
COMMANDERS

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

SUBJECT: Wing Inspection Guide

1. Attached is the new CAP Subordinate Unit Inspection Guide. This guide reflects a minimum list for inspections of units below the wing level. Wings may add items as local conditions and/or policies require. Functional tabs that do not pertain to a unit may be skipped. For example, a unit without an aircraft would not be subject to the Aircraft Management tab.
2. See the inside back cover for making recommendations for changes. **Changes will be published by inserting pages into the Inspection Guide on the NHQ website and then notifying all region and wing commanders, as well as units and liaison offices.** Commanders and staff officers are responsible for downloading the changes from the NHQ website. Local reproduction and distribution is encouraged.
3. Questions concerning this guide should be directed to NHQ CAP/EXAI

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CAP Inspector General (Interim)

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CAP-USAF Inspector General

Attachment:
CAP Wing Inspection Guide

CAP Subordinate Unit Inspection Guide Index

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TAB A-1: AEROSPACE EDUCATION		
	ITEM	REFERENCE
1.	Is the Aerospace Education Officer (AEO) appointed by the commander in writing?	CAPR 280-2 Para 3 CAPR 20-1 page
2.	How is the Aerospace Education Program for Senior Members (AEPSM) program monitored? a. Has the AEO passed the AEPSM exam? b. Are CAPFs 126 promptly forwarded to the wing upon completion of AEPSM exams? c. How many AEPSMs were completed YTD? d. How many seniors have not completed AEPSM?	AE Policy letter CAPR 280-2 Para 2a(2)(a), 3d(1), 3d(2) and/or 3d(3) and CAPP 15 Page 14
3.	Is the AEO progressing in the CAPP 215 Specialty Track, <i>Aerospace Education Officer</i> , or has he/she completed the program?	CAPR 280-2 Para 2a(2)(b)
4.	Is the unit Aerospace Education Activity Report sent to the wing DAE by 15 Jan? (Review the Activity Report and the required documentation) a. Is the report thorough; well documented? b. Is a signed copy sent to the unit commander?; to the group AEO?	CAPR 280-2 Para 3d and CAPP 15 pages 57-60 CAPP 15 pages 57-59 CAPP 15 page 57-59
5.	Is the unit participating in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program? Describe the unit's AEX activities.	CAPP 15 Pages 38-39
6.	When was the last cadet current affairs activity at the unit? a. Who conducted the activity? b. What was discussed?	CAPR 280-2 Para 3d(1)(d), 3d(2)(e) and/or 3d(3)(b)
7.	Is there an AE bulletin board at the unit? • How current is the information on the bulletin board?	CAPR 280-2 Para 3d(1)(e), 3d(2)(f) and/or 3d(3)(b)
8.	Did the unit consider submitting nominations for (AEO should provide copies of completed nomination forms): a. Brewer Awards (Cadet, Senior Member, Individual, Organization categories) b. A. Scott Crossfield Aerospace Education Teacher of the Year Award c. Crown Circle Award	CAPR 280-2 Para 4 and CAPP 15 CAPR 280-2 Para 3c(23) and 4b CAPR 280-2 Para 3c(10) and 4d CAPR 280-2 Para 3c(10) and 4c
9.	Is the AEO utilizing the "How-To" material	CAPP 15 Pages 19-36

	included in CAPP 15, <i>Aerospace Education Officers' Handbook</i> ?	
10.	What is the unit doing "above and beyond" to promote AE internally?	
11.	What is the unit doing "above and beyond" to promote AE externally?	

TAB B-1: CADET PROGRAMS		
	ITEMS	REFERENCE
1.	How are Cadet Program (CP) Elements in CAPR 52-16 Para 1-3 monitored?	CAPR 52-16 Para 1-1a and 2-3
2.	How is the Physical Fitness program monitored and where are categories recorded?	CAPR 52-16 Para 1-3b CAPR 52-16 Para 2-3p
3.	Under the Leadership section of CAPR 52-16, Para 1-3c, what areas are covered in training and where is this training recorded? <ul style="list-style-type: none"> • Who monitors and instructs Cadets on proper wear of the uniform? 	CAPR 52-16 Para 1-3c and 2-3 CAPM 39-1
4.	How is Moral Leadership conducted, when and by whom?	CAPR 52-16 Para 1-3e
5.	Who monitors the Cadet Protection Policy? a. Where is this information recorded? b. Have you had any incidents reported? c. If so, how have they been handled?	CAPR 52-16 Para 1-4a and 1-4h and CAPR 52-10
6.	How are cadets progressing through the CP? a. How many cadets have received Mitchell, Earhart, Eaker, and/or Spaatz Awards? b. Are milestone presented by appropriate dignitaries?	CAPR 52-16 Para 2-3 CAPR 52-16 Para 2-9
7.	What kinds of activities are being made available to cadets within the unit? a. Does your unit conduct any local training encampments? Is a DDR presentation included? b. Are a CAC primary and alternate representative appointed for your unit in writing? Do the representatives meet the required qualifications?	CAPR 52-16 Chap 4 CAPR 52-16 Chap 5 CAPR 52-16 Para 3-3b CAPR 52-16 Para 3-3a(3)
8.	How many cadets have been given orientation flights this year? a. How many were back seat rides? b. Do cadets receive several flights on a given day or are the rides spread out over a period of time?	CAPR 52-16 Para 4-2
9.	How many cadets applied for National/ Regional Cadet Special Activities?	CAPR 52-16, Chap 4
10.	How does information on CAP Scholarships listed in CAPR 52-16 get out to the cadets?	CAPR 52-16 Ch 4

	<ul style="list-style-type: none"> • How many cadets applied from your unit? 	
11.	Are cadets being utilized in all areas of CAP's three missions?	CAPRs 52-16 and 280-2 Para 1c
12.	How many cadets participate in Emergency Services actual and training missions?	CAPR 52-16 Para 1-4g CAPR 60-3, Para 1-9f
13.	<p>How do you promote the Free Cadet Uniform (FCU) program?</p> <ul style="list-style-type: none"> • How many new cadets have received a uniform through the FCU program? 	CAPR 67-1 Para 5-11

TAB C-1: EMERGENCY SERVICES		
	ITEM	REFERENCE
1.	<p>MANNING: Has the commander appointed an Emergency Services Officer (ESO) in writing?</p> <ul style="list-style-type: none"> • Has the ESO completed the Emergency Services (ES) Specialty Track training? 	<p>CAPR 20-1 page 27</p> <p>CAPR 50-17 and CAPP 213</p>
2.	<p>EMERGENCY SERVICES PLANNING & COORDINATION:</p> <p>a. Are the commander and ESO knowledgeable of the responsibilities and capabilities of your primary and secondary SAR/DR agencies?</p> <p>b. Has the unit established contact with the primary SAR/DR agencies in its area?</p>	<p>CAPR 60-3 Para 6-2a and 7-4</p> <p>CAPR 60-3 Para 6-2b and 7-4</p>
3.	<p><u>ALERTING PROCEDURES:</u> Does the unit commander ensure that responsible, qualified personnel are available at any time CAP services may be required?</p> <p>a. Is an accurate status of unit equipment (i.e. ground vehicles, aircraft, radios, airborne video equipment, etc) forwarded to wing and readily available to unit incident commanders (ICs)?</p> <p>b. 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 Para 1-4c</p> <p>CAPR 60-3 Para 1-4b(5)</p> <p>CAPR 60-3 Para 4-4a</p>
4.	<p><u>EMERGENCY SERVICES TRAINING:</u></p> <p>a. Does the unit have current documentation on all ES qualified personnel and trainees (CAPFs 100 w/supporting documentation)?</p> <p>b. Are renewals, re-qualifications of expired specialties and transfers from other wings being handled IAW national directives?</p> <p>c. Is a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations?</p> <p>d. Have training programs and requirements been coordinated with local SAR/DR agencies as well as the wing?</p>	<p>CAPR 60-3 Para 1-4c(2) and 2-2</p> <p>CAPR 60-3 Para 2-4, 2-5 and 2-6</p> <p>CAPR 60-1 Para 3-9</p> <p>CAPR 60-3 Para 1-4c(3) and 3-1</p>

5.	<p><u>MISSION RECORDS:</u> Are requests for reimbursement filed correctly and within a timely manner in accordance with current regulatory requirements?</p> <ul style="list-style-type: none">• How long does it normally take to receive reimbursement from the wing?	CAPR 173-3 Para 2b(1)

TAB C-2: COUNTERDRUG		C-1; Effective 15 Feb 03
	ITEMS	REFERENCE
1.	<u>PARTICIPATION:</u> Does the unit participate in Counterdrug (CD) missions?	
2.	<u>MANAGEMENT:</u> a. Are the commander, operations officer and wing counterdrug officer (CDO) kept informed of the unit CD program and its activities? How and how often? b. Does a qualified flight release officer properly release CD missions? • What steps have you taken to ensure the minimum aircrew requirements are met prior to engaging in a CD mission? c. Is the CAPF 84, CD 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? d. Are requests for reimbursement filed in a timely manner? e. Are non-CAP personnel who fly in CAP aircraft properly authorized? f. Does the unit schedule local CD training missions? Are they authorized by wing? • Are they properly requested and approved using a CAP Form 10? g. Do CD missions adhere to HQ CAP/DOC guidelines? 1) Have prisoners been specifically prohibited from flying in CAP aircraft? 2) Does the CDO ensure compliance with posse comitatus restrictions? How?	CAPR 173-3 Para 2b(1) CAPR 60-1, Para 2-6 CAPR 60-3 Para 3-5c CAP-USAF/CC Ltr dated 27 June 2001
3.	<u>MANNING:</u> a. Are sufficient, trained personnel available? 1) How are prospective CD members selected? 2) Who reviews the CAPFs 83, <i>CAP Counterdrug Application</i> for accuracy prior to submittal to wing? 3) Are all CD personnel properly screened?	CD Policy Letter dated 1 Mar 02 para 2c

	<p>b. Do all CD members within the unit contribute 20 hours to the program annually? How is it tracked and documented?</p> <p>c. Have all CD personnel been CAP members for at least two years (or a waiver obtained?)</p>	<p>CD Policy Letter dated 1 Mar 02 para 5a</p> <p>CD Policy Letter dated 1 Mar 02 para 2b</p>
<p>4.</p>	<p><u>PROGRAM QUALITY:</u></p> <p>a. How is the effectiveness and success of the unit's CD support measured and tracked?</p> <p>1) How does the CDO maintain contact with and market the unit's CD capabilities to CD agencies in the local area?</p> <p>2) Are CD customers periodically contacted to see if their needs are being met? How? How is it documented?</p> <p>b. How are suggestions for program improvement handled?</p>	

TAB C-3: OPERATIONS		
	ITEM	REFERENCE
1.	<p><u>MANAGEMENT:</u></p> <ul style="list-style-type: none"> • Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required? 	CAPR 60-1 Para 2-6n
2.	<p><u>FLIGHT RELEASE:</u></p> <p>Is the Flight Release Officer (FRO) process followed?</p> <ul style="list-style-type: none"> a. Do FROs meet required qualifications? b. Are a sufficient number of FROs appointed in writing? c. Does the LO receive an FRO list update quarterly? d. Are FROs initially trained and is there any continuation training? Is the training documented? e. How does the FRO release a flight? f. Is the checklist in CAPR 60-1 followed? Be prepared to show documentation. g. Are CAPFs 99 properly filled out at the time of release? h. Are there any local supplements for FRO procedures? Please have copies available. i. Have any requests for a flight clearance been turned down and for what reason? j. Are CAPFs 99 forwarded to the wing LO as required? 	<p>CAPR 60-1 Chap 4</p> <p>CAPR 60-1, Para 4-5 CAPR 60-1 Para 4-9a(1) CAPR 60-1 Para 4-9a(5) CAPR 60-1 Para 4-9a(2)</p> <p>CAPR 60-1 Para 4-6b</p> <p>CAPR 60-1 Para 4-6b And atch 8</p> <p>CAPR 60-1 Para 4-6c</p>
3.	<p><u>STANDARDIZATION AND EVALUATION:</u></p> <ul style="list-style-type: none"> a. Are pilot flight records/files maintained and do they contain the required documentation? b. Have all of the unit's pilots attended a flight clinic? c. How many qualified tow pilots does the unit have? <ul style="list-style-type: none"> 1) What percentage of your tow pilots have completed the voluntary Soaring Safety Foundation tow pilot on-line course? 2) How many members of the unit have completed the voluntary Soaring Safety Foundation Wing Runner course? 	<p>CAPR 60-1 Para 2-9 and 3-5</p> <p>CAPR 50-11 Para 2</p>

TAB C-4: AIRCRAFT MANAGEMENT		
	ITEM	REFERENCE
1.	Does the unit have an aircraft assigned? If so, please show the following: a. CAP Forms 37A b. Registration c. Monthly Activity Report to Wing	CAPR 67-4 Para 2-6 CAPR 67-4 Para 2-7 Wing Directives
2.	How do you manage the aircraft and/or glider maintenance? a. Centralized Maintenance Management Program Supplement b. Aircraft maintenance records c. Airworthiness Standards	CAPR 66-1 Para 4 and Wing Supplement CAPR 66-1 Para 5 CAPR 66-1 Para 2b
3.	What placards are placed in the aircraft?	CAPR 66-1 Para 6
4.	How is the external appearance of the aircraft? a. Markings b. Paint schemes c. Wash schedule (local directives) d. Hangar available during inclement weather	CAPR 66-1 Para 7a CAPR 66-1 Para 7b CAPR 66-1 Para 15
5.	How do you track aircraft inspections? • 100 Hours/Annual	FARs and CAPR 66-1 Para 8b & 8c
6.	How do you track routine maintenance? a. Oil changes b. Corrosion control c. Tire changes (local directives)	FARs CAPR 66-1 Para 8a CAPR 66-1 Para 9b
7.	How do you monitor equipment requirements? a. Aircraft shoulder harness b. Modified seat requirements c. Fire extinguisher requirements d. Comm/Nav equipment updates (GPS, WX scopes, Standby Vacuum System, etc) e. Survival Kits f. Proper flotation devices	CAPR 66-1 Para 11a CAPR 66-1 Para 11c CAPR 66-1 Para 11b CAPR 66-1 and local directives CAPR 66-1 Para 11h CAPR 60-1 Para 2-1i & CAP/EX ltr Dec 01
8.	How do you tie down your aircraft? • Tie down inspections (replaced as needed?)	CAPR 66-1 Para 15
9.	Is the additional equipment maintained in each aircraft's baggage compartment accounted for on	

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

CAPF 71, FEB 00 (Page 2 of 2)

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

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

1. Aircraft Records.

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

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

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

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

2. Aircraft Interior.

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

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

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

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

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

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

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

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

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

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

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

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

3. Aircraft Exterior.

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

Item b. Exterior Corrosion: HQ CAP emphasizes an aggressive aircraft corrosion prevention program and provides ACF-50 corrosion inhibitor, free to CAP units, to be sprayed on the aircraft. Note any corrosion you find. It is expensive to repair; however, it is less expensive to repair if caught early. This is the most important item to check during your inspection. The primary purpose of paint is to prevent corrosion with a secondary purpose of enhancing appearance. Therefore, look closely for corrosion, and missing or chipped paint. Units need to do touch-up painting on their aircraft and not just let them deteriorate. Corrosion can best be checked by removing an access panel on the leading edge area of the wing and visually looking for corrosion or by looking at exposed metal inside the aircraft such as under carpets. Check for cracks in the aircraft skin. If a crack is detected and has a hole drilled at the progressive end of the crack, this is OK. It is a previous repair called "stop drill" and is designed to stop the crack from progressing any further. If, however, the crack has not been stop drilled or the crack has progressed, it should be repaired.

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

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

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

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

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

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

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

4. Exterior and Interior Lighting for Proper Operation

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

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

CAPF 37A, AUG 00

(www.caphq.gov)

Shipping and Receiving Document for Aircraft					
Doc Number Issuing/Disposal Activity		Type of Action:		Doc Number Receiving Activity	
Charter Number Shipped From:		Receipt _____	Custody Receipt _____	Charter Number Shipped To:	
		Transfer _____	Report of Survey _____		
		Disposal _____	Update _____		
Asset Number	Tail Number	Serial Number	Year Manufactured	Make	Model
Fund Source					
Cost					
Remarks:					
Certificate for Receipt by Wing					
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.					
Typed Name, Grade of Commander			Signature		Date
Equipment List					
Item	Make	Model	Serial Number	Remarks	
Audio Panel					
Nav/Com					
Nav/Com					
DME					
ADF					
Transponder					
GPS					
FM Radio					
DF					
Intercom					
Autopilot					
CAP Review For Completeness					
Signature			Date		Date
LO Signature			HQ CAP-USAF Signature		CAP USAF LR/LG Signature
PREVIOUS EDITIONS WILL NOT BE USED					OPR/ROUTING: LG
CAP FORM 37A, AUG 00					

TAB C-5: COMMUNICATIONS		C-1; Effective 15 Feb 03
	ITEM	REFERENCE
1.	Reporting: Is the unit filing reports with the wing in a timely fashion?	Wing Policy
2.	Communications Effectiveness Exercises: a. Does the unit hold any communications exercises? b. Are these exercises coordinated with the Wing Director of Communications (DC)?	CAPR 100-1 Vol 1 Para 3-3b Wing Policy
3.	Communications Meetings: a. Does the unit hold any meetings specifically for communications? b. Is the Wing DC advised so important, new information can be covered in the meeting?	Wing Policy
4.	Communications Plans: a. Does the unit communications officer review the annual wing communications plan(s)? b. Does local training include information from the communication plan(s) that effects unit members or local operations?	CAPR 100-1 Vol 1 Para 2-2 Wing Policy
5.	Resources: a. Is the communications officer utilizing the Communications Equipment Management System (CEMS) (assumes unit has access)? b. Is the issue of non-expendable communications equipment to individual members approved & recertified IAW CAP directives? c. Can the communications officer show how the current assignment and distribution of corporate equipment supports the communications plan(s)? d. Does the communications officer ensure equipment is returned when members transfer or do not renew? e. Has all non-NTIA compliant equipment (HF & VHF) been removed from CAP operation?	NHQ Memo dated 16 Nov 01 and Wing Policy CAPR 100-2 Para 3-5b(2) CAPR 100-1 Vol 1 Para 7-9 and CAPR 100-2 Para 1-4a CAPR 100-2 Para 3-5b(4) NEC Minutes dated Nov 98
6.	Training: Does the communications officer maintain a database of personnel completing basic and advanced user training?	Recommended Management Practice

TAB C-6: SAFETY		C-1; Effective 15 Feb 03
	ITEM	REFERENCE
1.	<p>RESPONSIBILITIES:</p> <p>a. Is someone within the unit designated to monitor, track, and actively manage the safety program?</p> <p>b. What evidence is there that the unit commander has an accident prevention program (letters, reports, bulletins, directives or operating procedures)?</p>	<p>CAPR 62-1 Para 1d</p> <p>CAPR 62-1 Para 1b(2)</p> <p>CAPR 62-1 Para 1c</p>
2.	<p>MANNING:</p> <p>a. Is the safety officer appointed in writing?</p> <p> 1) Has a copy been sent to group/wing?</p> <p> 2) To whom is the safety officer directly responsible?</p> <p>b. Have pilot safety officers or assistants applied to become accident prevention counselors with the local Flight Standards District Office?</p> <ul style="list-style-type: none"> • What qualifications do they have as accident prevention counselors? 	<p>CAPR 62-1 Para 2a</p> <p>CAPR 20-1</p> <p>CAPR 62-1 Para 2a(2)</p>
3.	<p>SAFETY EDUCATION:</p> <p>a. Is ground and flying safety information briefed monthly at unit meetings?</p> <p>b. Is a roster of individuals in attendance maintained?</p> <ul style="list-style-type: none"> • Please have previous summaries and attendance rosters covering the past twelve months available for inspection. <p>c. Is the monthly NHQ Safety Bulletin briefed to all personnel in units with pilots?</p> <p>d. Is the NHQ Safety Bulletin placed on the safety bulletin board or in a read file?</p> <p>e. Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)?</p>	<p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(3)</p>
4.	<p>SAFETY IMPROVEMENT/HAZARD REPORTING PROGRAM:</p> <p>a. Are CAP Forms 26 readily available?</p> <ul style="list-style-type: none"> • Do personnel know what the forms are and how to use them? 	<p>CAPR 62-1 Para 2c</p>

	<p>b. Are FAA Forms 8740-5, <i>Safety Improvement Report</i>, readily available?</p> <ul style="list-style-type: none"> • Do personnel know what they are and how to use them? 	
5.	<p><u>ACCIDENT PREVENTION:</u> Are any local directives or other forms of guidance published in the area of accident prevention?</p>	CAPR 62-1 Para 2d
6.	<p><u>SAFETY SURVEYS/INSPECTIONS:</u></p> <p>a. Has an internal safety survey been scheduled and accomplished annually?</p> <p>b. Has a suspense system been established to ensure all deficient items are corrected prior to closing out the report?</p> <p>c. Are copies of completed surveys forwarded to the next higher headquarters?</p> <p>d. Is the commander is reviewing safety surveys?</p>	CAPR 62-1 Para 2f
7.	<p><u>ACCIDENT REPORTING:</u></p> <p>a. Are local accident reporting procedures established?</p> <p>b. Has a CAP Form 78 been submitted on all applicable accidents?; was it on time?</p> <p>c. Has a CAP Form 79 been submitted on all applicable accidents?; was it on time?</p>	<p>CAPR 62-2 Para 4</p> <p>CAPR 62-2 Para 5</p> <p>CAPR 62-2 Para 6</p>

TAB D-1: PROFESSIONAL DEVELOPMENT		C-1; Effective 15 Feb 03
	ITEM	REFERENCE
1.	Has the Professional Development Officer (PDO) been appointed in writing?	CAPR 10-3 Para 1c
2.	Is a professional development reference library being maintained?	CAPR 50-17 Para 2-2
3.	Has the commander assigned a Test Control Officer (TCO) in writing? a. Are testing materials inventoried at least every 90 days? Are test inventory logs maintained for at least 24 months? b. Are testing materials properly secured? c. Are Air Force Institute for Advanced Distributed Learning (AFIADL) (previously ECI) course examinations being routed and controlled by the TCO IAW CAP and AFIADL guidance?	CAPR 50-4 Para 1-2a CAPR 50-4, Para 1-5 and 2-6 CAPR 50-4 Para 1-4; 2-4 CAPR 50-4 Chap 2
4.	Are the Professional Development Reports (PDR) updated and used as a management tool by the Professional Development Officer (PDO) and the commander?	CAPR 50-17 Para 2-6
5.	Has the PDO updated the CAPFs 45b of all unit members?	CAPR 50-17 Para 2-4b
6.	Is Level I Training being offered quarterly? • How many members of the unit have NOT completed their Level I?	CAPR 50-17 Para 3-6
7.	Have all senior members completed Cadet Protection Program Training (CPPT)?	CAPR 50-17 Para 3-4
8.	Has the wing offered Squadron Leadership Schools (SLS) and a Corporate Learning Courses (CLC) frequently enough and within reasonable distance to support the needs of the unit? a. How many members of the unit have completed SLS? b. How many members of the unit have completed CLC?	CAPR 50-17 Para 4-6b and 5-3c CAPR 50-17 Para 2-6 CAPR 50-17 Para 2-6
9.	Are Professional Development awards processed in a timely and appropriate manner?	CAPR 50-17 Para 2-5

TAB D-2: CHAPLAIN SERVICE		
	ITEM	REFERENCE
1.	How long have you been the chaplain/MLO?	
2.	Have you accomplished the required items specified in CAPR 265-1? a. Formal Education Requirements b. Moral Leadership Officers (MLOs) Approval c. Confidentiality	CAPR 265-1 Para 6c Para 7 Para 17
3.	Are you progressing in the appropriate specialty track training?	CAPR 265-1 Para 11 and 12
4.	Do you understand the distinction between Chaplains and MLOs especially in matters of privileged communication, confidentiality and performing religious services?	CAPR 265-1 Para 17
5.	Evaluate your involvement as a member of the Commander's staff by answering the following questions: a. Are you included in staff meetings? If not, please explain why not? b. How do you ensure religious services are provided for all CAP activities that last over a weekend? Explain.	CAPR 265-1 CAPR 265-1 Para 14 and 16c CAPR 52-17 Par 5-5b & 60-3 Para 8-3b(4)
6.	Explain how you support the unit's Moral Leadership Program a. How often do you conduct Moral Leadership programs? b. What discussion topics have you conducted in the last 6 months?	CAPR 52-17 Para 1-3e and 5-5b
7.	Explain how you support the unit's Emergency Services program a. Are you qualified as a Mission Chaplain? b. Are you certified in Critical Incident Stress Management?	CAPR 60-3 Para 8-3b CAPR 60-3 Para 2-3x CAPR 60-5 Para 1a
8.	What other types of issues have you had to deal with in the past 2 years or while serving as Chaplain/MLO?	
9.	What suggestions would you like to give to the EACS, Chief of the Chaplain Service or Wing Chaplain to improve the CAP program for chaplains and MLOs?	

TAB D-3: FINANCE		
	ITEM	REFERENCE:
1.	Is the unit finance officer appointed in writing? a. Was an audit of unit funds completed when the finance officer changed? b. Were attach 5's guidelines used in conducting the audit? Is there documentation?	CAPR 20-1 Page 27 CAPR 173-1 Para 4a CAPR 173-1 Para 4a
2.	Has a finance committee been established? a. Who serves on the committee? b. What is the purpose of the finance committee? c. Does the finance officer present a complete report of all financial transactions for the preceding year to the finance committee? When was the last report presented?	CAPR 173-1 Para 1a CAPR 173-1 Para 1a CAPR 173-1 Para 2a CAPR 173-1 Para 2c(8)
3.	Is an annual audit of unit funds completed and forwarded to wing HQ? a. When was the last audit sent to wing? b. Please provide a copy of the last annual audit	CAPR 173-1 Para 3b
4.	How are accounting records maintained? a. Are they maintained IAW CAPR 173-1 attach 1? (Please have the latest 173 series CAP forms available for inspection) b. Are the CAPF 173 expenditure and receipts forms totaled monthly?	CAPR 173-1 Para 8 CAPR 173-1 Para 9
5.	Is there a petty cash fund?	CAPR 173-1 Para 9b(2)
6.	How many checking accounts are maintained?; Savings accounts? a. Who has the authority to administer funds and sign checks for the checking account? b. What percentage of the unit's expenditures are made in cash?	CAPR 173-1 Para 1c and 9b(5) CAPR 173-1 Para 1b, 1c and 2c(5) CAPR 173-1 Para 2c(9)(a) and 9b(4)

TAB D-4: ADMINISTRATION		
	ITEM	REFERENCE
1.	<p>Is there an official set of CAP publications for the unit?</p> <p>a. Are publications posted correctly?</p> <p>b. Are publications and forms spot-checked every 6 months and are the spot-checks documented?</p> <p>c. Are forms inventories checked semi-annually and an order for a ½ year supply of forms made on a CAPF 8?</p> <p>d. Are OIs kept to an absolute minimum?</p>	<p>CAPR 5-4 Para 2b(1)</p> <p>CAPR 5-4 Para 1g CAPR 5-4 Para 2a</p> <p>CAPR 5-4 Para 6b</p> <p>CAPR 5-4 Para 3</p>
2.	<p>Are procedures in place to ensure the most cost effective means available are being used to communicate with unit members, wing, region and the National Headquarters?</p> <p>a. Are administrative communications clear and concise?</p> <p>b. Are letters prepared in a proper style?</p> <p>c. Does unit letterhead contain required information/format?</p> <p>d. What procedures are there to ensure prompt action on all communications?</p> <p>e. Are records filed properly?</p> <p>f. Are cut-off instructions followed?</p> <p>g. Are records screened for historical significance?</p> <p>h. Are administrative authorizations prepared in proper format?</p>	<p>CAPR 10-1 Para 2d</p> <p>CAPR 10-1 Para 3a</p> <p>CAPR 10-1 Para 4 CAPR 10-1 Para 5</p> <p>CAPR 10-1 Para 6</p> <p>CAPR 10-2 Para 3 CAPR 10-2 Para 9 CAPR 10-2 Para 10</p> <p>CAPR 10-3</p>
3.	<p>Are electronic methods used to process your administration program? If so, show:</p> <p>a. folders and files on the computer</p> <p>b. e-mails (in and out)</p> <p>NOTE: Conduct frequent back-up of files and store back-ups in another building.</p>	
4.	<p>How do you determine the effectiveness of your administration program? Do you:</p> <p>a. Have required current year and past year(s) files (hard copy or electronic)?</p> <p>b. Notify members reports or forms are due?</p> <p>c. Have any outstanding suspense actions? If so,</p>	

	are there follow-up actions?	
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TAB D-5: PERSONNEL		
	ITEM	REFERENCE
1.	Is the unit properly designated and manned IAW CAPR 20-3? <ul style="list-style-type: none"> • Are changes properly submitted on a CAPF 27? 	CAPR 20-3 CAPR 20-3 Para 3a
2.	Is an organization chart posted and current? Where is the unit Charter Certificate?	CAPR 20-1 Para 3b
3.	Are new membership applications processed properly? <ul style="list-style-type: none"> • Have all active senior members been screened? 	CAPM 39-2 Para 2-4, 3-5, 3-7, 5-6 and 5-9 CAPM 39-2 Para 3-3
4.	Are all member duty assignments processed properly?	CAPR 35-1
5.	Is an Emergency Notification Data form (CAPF 60) completed by each member prior to attending any CAP activity away from his/her local community?	CAPR 35-2 Para 1
6.	Are personnel actions recorded and maintained properly in a CAP personnel file? a. Are inactive personnel records maintained IAW CAP directives? b. Are member transfers handled properly?	CAPM 39-2 Para 1-7 CAPM 39-2 Para 1-8 CAPM 39-2 Para 1-11
7.	Are member promotions processed IAW CAP regulations?	CAPR 35-5
8.	Are members wearing the CAP uniform properly?	CAPM 39-1
9.	Are Monthly Membership Listings (MML) and/ or CAPWatch reviewed regularly? <ul style="list-style-type: none"> • Are corrections forwarded to NHQ promptly? 	CAPM 39-2 Para 4-3b
10.	Is the CAP nondiscrimination policy adhered to?	CAPR 39-1

TAB D-6: PUBLIC AFFAIRS		
	ITEM	REFERENCE
	The Public Affairs Officer's (PAO's) primary function is to help the commander continuously improve unit communications with the community, the media and CAP members.	
1.	Has the commander appointed a PAO in writing?	CAPR 20-1 page 27
2.	How are you working with unit staff members to achieve HQ CAP's primary public affairs (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. Acquaint the public with the importance of aerospace power to our national security?	CAPR 20-1 Page 39 & CAPR 190-1 Page 1-1
3.	Have you received proper technical training? Specifically: a. Training in news writing, photography, broadcasting and public service announcements production b. Recruiting and advertising c. Newsletter production If you haven't, what can the wing do to help you gain this expertise?	CAPR 190-1 Page 4-2
4.	How do you inform local media representatives of CAP events? • Do you keep a list of media contacts?	CAPR 190-1 Page 3-2
5.	How do you assist the commander in managing controversies that have the potential to affect the unit, the wing and CAP as a whole?	CAPR 190-1 Page 3-15 and 4-4
6.	How do you keep CAP members informed and educated about CAP matters? a. Do you publish a unit newsletter? b. In what other ways do you support internal communications within the unit? c. Does your unit manage a home page on the Internet? • Are your news releases published on it?	CAPR 190-1 Page 6-3 CAPR 190-1 Page 7-1 CAPR 190-1 Page 6-1
7.	How do you make your unit a part of the local community? a. How do you interact with local military,	CAPR 190-1 Page 5-1 CAPR 190-1 Page 5-2

	government, education, business, aviation, civic and media groups? b. How do you inform these groups of CAP activities in aerospace education, cadet programs, emergency services, SAR, CD and other mission areas?	CAPR 190-1 Page 5-2
8.	Present copies of the periodic reports submitted to wing over the past year.	CAPR 190-1 Page 4-6 and wing directives

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

	<p>1) Are non-expendable issues to individuals being approved by the Unit Commander and re-validated annually between 1 January and 15 April?</p> <p>2) Is a separate folder established for each individual or agency to whom non-expendable property has been issued?</p>	<p>CAPR 67-1 Para 3-3b and 3-7b CAPR 67-1 Para 3-7d CAPR 67-1 Para 2-3a</p>
3.	<p><u>PROPERTY RECEIPT PROCEDURES</u></p> <ul style="list-style-type: none"> • Are commercially procured and donated items properly identified on CAPFs 37? 	<p>CAPR 67-1 Para 3-6c and 3-6d</p>
4.	<p><u>PROPERTY DISPOSAL</u></p> <p>If property is lost, stolen, damaged or destroyed is the Wing Commander requested to initiate a Report of Survey investigation?</p>	<p>CAPR 67-1 Para 4-8c</p>
5.	<p><u>OTHER SUPPLY PROCEDURES</u></p> <ul style="list-style-type: none"> • Does the supply officer ensure that property is safely stored and protected from the elements to prevent deterioration? 	

TAB D-8: TRANSPORTATION		
	ITEM	REFERENCE
1.	<p>Is the vehicle record folder maintained properly?</p> <ul style="list-style-type: none"> a. Title (or Certificate of Origin) b. Copy of registration (original in vehicle) c. Completed CAP inspection guide and justification form (CAPF 73) for current year plus previous year d. Historical record of all maintenance repairs/expenses on vehicles e. Vehicle justification form (CAPF 175) f. Copy of the liability insurance card (original card should be in the vehicle) 	<p>CAPR 77-1 Para 2 CAPR 77-1 Para 2</p>
2.	<p>Are vehicles operated and passengers carried IAW CAPR 77-1?</p> <ul style="list-style-type: none"> a. Valid state driver's license required b. Valid CAP Motor Vehicle Operator Identification Card (CAPF 75) required <ul style="list-style-type: none"> 1) Are vehicles carrying passengers only operated by drivers who are at least 21? 2) Are licensed operators under 21 years of age restricted from carrying passengers or towing trailers? c. Non-member passengers are approved in writing by the wing commander 	<p>CAPR 77-1 Para 4a(2) CAPR 77-1 Para 4a(2) National Board Minutes from Mar 02 National Board Minutes from Mar 02 CAPR 77-1 Para 5b</p>
3.	<p>Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual?</p> <ul style="list-style-type: none"> a. Records being maintained on all routine maintenance performed on vehicles b. Major maintenance being submitted on rehab request form to wing for reimbursement c. Emergency vehicle repair procedures being followed 	<p>CAPR 77-1 Para 8b, Atch 1 and Wing policy CAPR 77-1 Para 2d CAPR 77-1 Para 8c(1) CAPR 77-1 Para 8c(2)</p>
4.	<p>Do vehicles project organizational professionalism at all times IAW CAPR 77-1?</p> <ul style="list-style-type: none"> a. CAP seal on vehicle b. Vehicle identification number assigned to each CAP vehicle and displayed on vehicle c. Vehicles are painted white (may be AF blue until paint job is required) d. Other markings conform to federal, state and 	<p>CAPR 77-1 Para 9 CAPR 77-1 Para 9d CAPR 77-1 Para 9e CAPR 77-1 Para 8c(3) CAPR 77-1 Para 9f</p>

	<p>local laws.</p> <p>e. Vehicles are cleaned monthly and waxed at least once a year</p>	<p>CAPR 77-1 Para 9c</p>
5.	<p>Are reports/forms completed and submitted IAW CAPR 77-1 and state or local requirements?</p> <p>a. CAPF 37V, <i>Shipping and Receiving Document for Vehicles and Trailers</i></p> <p>b. Comply with state or local reporting procedures as required</p>	<p>CAPR 77-1 Para 12</p> <p>CAPR 77-1 Para 12b(3)</p> <p>CAPR 77-1 Para 12a</p>
6.	<p>Are all Vehicle Self Insurance (VSI) claims and premiums, submitted IAW CAPR 900-7?</p> <p>a. VSI claims are submitted within 60 days with all supporting documentation</p> <p>b. VSI windshield claims are submitted thru appropriate channels on CAPF 70</p>	<p>CAPR 77-1 Para 10c</p> <p>CAPR 900-7 Para 6e</p> <p>CAPR 77-1 Para 11 & CAPR 900-7 Para 8b</p>

CAP FORM 73, Oct 00
www.capnhq.gov
(Front Side)

CAP VEHICLE INSPECTION GUIDE AND JUSTIFICATION			
MONTH / YEAR	END OF MONTH ODOMETER READING		
WING / REGION	CHARTER		
VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE		
VEHICLE MAKE	VEHICLE MODEL	FIELD ID NO.	
ITEMS TO BE CHECKED DAILY <i>(operator's signature required on inside page to verify inspection)</i>			
1.	REGISTRATION / PROOF OF INSURANCE		
2.	FIRE EXTINGUISHER / FIRST AID KIT		
3.	DAMAGE <i>(exterior and interior, missing parts)</i>		
4.	TIRES <i>(visually check for damage / abnormalities)</i>		
5.	ENGINE OIL AND COOLANT <i>(visually check fluid levels)</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, OCT 00 PREVIOUS EDITIONS WILL NOT BE USED OPR/ROUTING: LGT
Corrected Copy (All CAPFs 73, Oct.00, may be used)

TIME AND VEHICLE USAGE DATA				
<i>(Enter Number of Hours (rounded up) Under the Appropriate Use Category)</i>				
TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER DESCRIPTION
1.				
2.				
3.				
4.				
5.				
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TAB D-9: REAL PROPERTY		C-1; Effective 15 Feb 03
	ITEM	REFERENCE
1.	<p>How do you manage your unit's real property program?</p> <p>a. Do you have the following, as appropriate to your unit, on file?</p> <ul style="list-style-type: none"> 1) Licenses 2) Leases 3) Deeds 4) LOAs <p>b. Have copies of the most current licenses, leases, deeds or other appropriate documentation been forwarded to wing?</p>	<p>CAPR 87-1 Para 1, 2, 3 & 4</p>
2.	<p>Are CAP Real Property Surveys on file for all real property the unit owns, rents, leases or occupies?</p> <ul style="list-style-type: none"> • Have copies been forwarded to wing? 	<p>CAPR 87-1 Para 7</p> <p>NHQ Policy Ltr Dec 02</p>

TAB D-10: DRUG DEMAND REDUCTION		
	ITEM	REFERENCE
1.	Does the unit participate in the voluntary Drug Demand Reduction (DDR) program?	CAPP 55
2.	Does the unit have a Drug Demand Reduction Officer (DDRO) assigned? a. Who is it? Is it published on a 2a or PA? • Is this the name on file at wing? b. Does the unit have a cadet ass't DDRO?	CAPP 55
3.	Are you within 30 miles of an Air Force installation (Any installation with at least 100 USAF, AFRes or ANG personnel assigned)?	
4.	Did the unit request DDR funding through the wing (Please show documentation)? a. How much did you request? b. For what purposes?	
5.	Did the unit receive any DDR funding? a. How was it spent? b. What results were achieved?	
6.	If there's a base in your community, have joint working relationships been established with any of the following? a. Local USAF base DDR Coordinator b. Local USAFR base DDR designee c. Local National Guard DDR Coordinator d. Local USAF base youth center If so, what programs have been accomplished and what are planned?	CAPP 55 Para 2-1 Goal 1
7.	Have joint working relationships been established with DDR personnel from local Army, Army Reserve, Navy, Navy Reserve, Marines or Marine Corp Reserve, Drug Enforcement Agency or FBI activities?	CAPP 55 Para 2-1 Goal 1
8.	Is the unit conducting DDR activities? a. Does the unit participate in the Red Ribbon Campaign? b. Does the unit conduct any other DDR activities?	CAPR 52-16
9.	Are the Aerospace Education and Cadet Programs Officers included in development of	

	DDR programs and activities? If so, how?	
10.	How has the AF, AFRes or ANG benefited from the DDR funds expended by your unit? a. What effect have these expenditures had on the members and/or dependents of DoD employees (active, guard, reserve and civilian)? b. Is the local installation commander aware of the program and its effect on the members and dependents of his/her organization?	

TAB E-1: COMMAND		
	ITEM	REFERENCE
1.	<p>How do you ensure all essential positions are filled with trained personnel?</p> <ul style="list-style-type: none"> a. Cadets? b. Seniors? c. Do you ensure appointments of legal officers are tendered only to properly qualified persons? 	<p>CAPR 35-1; CAPR 62-1 Para 2a</p> <p>CAPR 111-1 Para 1</p>
2.	<p>How do you ensure mandated training is accomplished? (Cadet Protection, etc.)</p> <ul style="list-style-type: none"> • What procedures are followed in the event of a sexual/physical abuse allegation involving a cadet? 	<p>CAPR 35-1, 60-3, 50-17, 52-16</p> <p>CAPR 52-10 Para a(1) and a(2)</p>
3.	<p>Was an audit of unit funds completed when you assumed command of the unit?</p> <ul style="list-style-type: none"> a. Were atch 5's guidelines used in conducting the audit? Is there documentation? b. Was a copy of the audit forwarded to wing? On what date? Is it documented? 	<p>CAPR 173-1 Para 4a</p> <p>CAPR 173-1 Para 4a</p> <p>CAPR 173-1 Para 4b</p>
4.	<p>Does the unit have any current and approved MOUs with local agencies? If so, when was it last updated and/or reviewed?</p> <ul style="list-style-type: none"> • If yes, please provide documentation of the above. 	<p>CAPR 60-3 Para 5-3b(1)</p>
5.	<p>Show me your ground and flying safety records covering the past 3 years.</p> <ul style="list-style-type: none"> a. Do you provide guidance and assistance to ensure that an active safety program is established within the unit? b. Describe your mishap notification procedure. c. How have you implemented Operational Risk Management into CAP operations? d. How do you ensure your unit's flight release program properly protects CAP members and equipment? 	<p>CAPR 62-1 Para 2b, 2e and 2f</p> <p>CAPR 62-1 Para 1b</p> <p>CAPR 62-2 Para 4 CAPR 62-1 Para 1</p> <p>CAPR 60-3 Chapt. 4</p>
6.	<p>Describe your membership demographics (recruiting and retention for both cadets and seniors) for the past 3 years</p> <ul style="list-style-type: none"> a. How do you encourage parental participation? b. Have you ever terminated a member? If so 	<p>CAPP 33-1 Para 4</p>

	<p>what procedures did you follow?</p> <p>c. What is your procedure for member suspension?</p>	<p>CAPR 35-3 Para 6</p> <p>CAPR 35-1 Para 6b</p>
7.	<p>Do you enforce DoD Directive 5500.11, 1020.1 and AFI 36-2707 (Non-Discrimination) throughout your unit?</p> <p>a. Are you aware that wing maintains copies DoD Directive 5500.11 and 1020.1 for review upon request by any CAP member?</p> <p>b. Are the members of your unit aware of this?</p>	<p>DoDD 5500.11 and 1020.1, AFI 36-2707 and CAPR 39-1</p> <p>CAPR 39-1 Para 2a(2)</p>
8.	<p>Describe your internal communications procedures.</p> <p>a. Frequency of staff meetings, conference calls, etc., written minutes.</p> <p>b. How do you ensure proper budget planning, execution and review?</p> <p>c. How good are your internal procedures for safeguarding supplies and equipment against theft or misuse?</p> <ul style="list-style-type: none"> • When needed is the Wing Commander requested to initiate a Report of Survey investigation and is the member(s) notified of the finding (and pecuniary liability if appropriate)? <p>d. How do you ensure your files disposition plan meets your need for continuity?</p>	<p>CAPR 66-1 Para 5, CAPM 67-1 Ch 2</p> <p>CAPR 67-1 Para 1-3j</p> <p>CAPR 67-1 Para 4-8</p> <p>CAPR 10-2</p>
9.	<p>Describe your process for handling IG and Fraud, Waste and Abuse complaints.</p>	<p>CAPR 123-2 Para 4</p>

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