

CIVIL AIR PATROL
D. Klitzman Composite Squadron
P.O. Box 46247
Madison, WI 53744-6247

WI153 OPERATION INSTRUCTION 900-1

1 September 2003

Miscellaneous

REPORTS, DOCUMENTS, AND CHECKLISTS

This instruction provides checklists for specific duty assignments to ensure that all National, Wing, and Unit requirements are being met.

1. Each calendar year there are specific requirements that are to be met at the unit level for reporting activity to National Headquarters and Wing Headquarters.
2. Each area is broken down on a per month basis and then on an as needed basis on the following attachments.
3. Compliance with these checklists is mandatory.

TIMOTHY B. SLATER, Capt, CAP
Squadron Commander, WI153

Attachments

- 1) Aerospace Education
- 2) Cadet Programs
- 3) Safety
- 4) Professional Development
- 5) Chaplain Service
- 6) Finance
- 7) Public Affairs
- 8) Logistics

Aerospace Education Checklist

As Needed:

- CAPF 126 (Unit AE Examination Administration Record and Report Form) sent to Wing upon Completion of AEPSM exam.
- Documentation of Unit AE Activities.
- Update the unit AE Bulletin Board

Annual:

- 1 Jan (postmarked) – Nominations for the Crown Circle Award. Refer to CAPR 280-2 for address.
- 10 Jan – Nominations for the Frank G. Brewer Award due to DCS/AE, copy sent to WG/DAE
- 1 Feb (postmarked) – Nominations for the A. Scott Crossfield Aerospace Education Teacher of the Year Award. Refer to CAPR 280-2 for address
- 31 Dec – AE Activity Report due to Wing DAE

Cadet Programs Checklist

As Needed:

- Update Cadet Personnel File with program elements. Ensure CAPF 52 is signed upon completion of an Achievement.
- Keep current database of Awards earned by cadets as they occur.
- Complete Promotion Letter when cadets earn promotions. Kept in personnel file.

Annual:

- 15 Jan – Cadet of the Year Nomination (CAPF 58) due to Wing HQ
- 30 Jun – CAC Representatives due to Wing HQ on CAPF 2a
- 31 Dec – Cadet Application (CAPF 31) for Special Activities due Wing HQ
- 31 Dec – CAP Scholarships and Grants (CAPR 52-16) due to Wing HQ on CAPF 95

Safety

As Needed:

- Update the unit Safety Bulletin Board with current events information
- Assist in submitting CAPF 78 or CAPF 79 as mishaps occur.

Annual:

- 10 Jan - Pilot Proficiency Program Quarterly Report to Wing SO on CAPF 39
- 10 Apr - Pilot Proficiency Program Quarterly Report to Wing SO on CAPF 39
- 15 Jun – Squadron Safety Down Day Attendance Record sent to Wing HQ on CAPF 103
- 10 Jul – Pilot Proficiency Program Quarterly Report to Wing SO on CAPF 39
- 10 Oct - Pilot Proficiency Program Quarterly Report to Wing SO on CAPF 39
- 31 Dec – Annual Safety Survey due to Wing HQ on form from CAPR 62-1 atch. 4

Monthly:

- By end of each month the safety attendance record and the topic shall be inputted into WMU.

Professional Development

As needed:

- Update the CAPF 45's as personnel progress in their training

Annual:

- 1 Feb – TCO Inventory Test Materials using the test control log from WI153 OI 50-
- 1 May – TCO Inventory Test Materials using the test control log from WI153 OI 50-
- 1 Aug – TCO Inventory Test Materials using the test control log from WI153 OI 50-
- 1 Nov – TCO Inventory Test Materials using the test control log from WI153 OI 50-

Chaplain Service

Annual:

5 Jan – Chaplain Semi-Annual Report due Wing HQ on CAPF 34

5 Jul – Chaplain Semi-Annual Report due Wing HQ on CAPF 34

Monthly:

- Conduct Moral Leadership class for cadets and/or seniors. Document topic of discussion, recorder, discussion leader on appropriate forms

Finance

As Needed:

- Conduct audit of funds with change of unit commander or unit Finance officer using checklist in CAPR 173-1 Attch. 5
- Post current unit dues report, listing individuals that have paid unit dues.
- Submit purchases that are over \$200 to the finance committee for approval.

Annual:

- 31 Oct – Financial Reports due to Wing HQ on CAPF 173.

Monthly:

- Total Receipt and Expenditure forms.
- Verify that unit budget is being maintained according to expenditures.

Public Affairs

As Needed:

- Update and maintain list of local media contacts.
- Publish unit newsletter

Monthly:

- 5th of each month submit to Wing Hq a Public Affairs Report.

Logistics

As Needed:

- Transfer of property letter with assignment of new Supply officer.
- Completion of CAPF 37 or CAPF 111 when receiving or issuing equipment/supplies.
- Maintain a current Unit Requirements (Wish) list. Submit to Wing HQ on Unit Letterhead by 1 May each year.
- Review S-3 report when it arrives from National Hq. Verify, sign, and return the document. Keep a local copy in logistics file.

Annual:

- 1 Jan – Begin new CAPF 38 (Property Document Register). File old CAPF 38 in Logistics file.
- 1 Feb – Complete Inventory of Expendable Items
- 1 Aug – Complete Inventory of Expendable Items

Monthly:

- 5th of each month input CAPF 73 on vehicle information into WMU. Complete vehicle inspection should be completed prior to submitting the information.