



## IG TIP FOR MARCH 2011



### ACCESSING THE NATIONAL HEADQUARTERS INSPECTOR GENERAL WEBSITE & CURRENT INSPECTION GUIDES

A new CAP Subordinate Unit Inspection (SUI) Guide was signed on 24 February, and it was effective as of 1 March 2011. The intent of March's IG Tip is to show you where and how to obtain this SUI Guide

#### **Accessing the National Headquarters CAP Members Website**

Follow the attached series of links, saving as desired, to dig down to where the various Inspector General IG Guides are maintained. Note that once you are on the main CAP Members Homepage, you access subset pages by clicking in the appropriate spot along the page's left-hand column.

- [CAP Members Homepage](#)
  - [CAP National Headquarters Homepage](#)
    - [CAP Inspector General Homepage](#)
      - [CAP Inspections](#)

#### [SUI Guide](#)

#### **Need more information about this topic? Questions?**

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## IG TIP FOR FEBRUARY 2011



### ADMINISTRATIVE COMMUNICATIONS CAPR 10-1 AND CAPR 10-2

Two regulations affecting Administrative Communications were recently revised.

**CAPR 10-1** was completely revised. Any member who prepares hard copy or electronic correspondence (written communications) needs to review this regulation carefully.

Letterhead requirements as well as memorandum and letter formats and styles are prescribed. The use of "FOR THE COMMANDER" and endorsements are explained.

Attachment #1 gives the *currently approved functional address symbols* for use in CAP correspondence. Several of the office symbols have been changed from the previous edition of the regulation.

**CAPR 10-2** affects the procedures for files maintenance and records disposition.

There have been changes as to which records are to be maintained and in what format. This regulation now addresses the maintenance of electronic records and their backup requirements. Any combination of file cabinet and computer files may be used. File plans need to be annotated accordingly.

Changes have been made as to which records must be maintained and for how long. There are also specific disposal guidelines for the record when it is no longer needed.

#### **Need more information about this topic? Questions?**

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## IG TIP FOR JANUARY 2011



This tip addresses locating some of the required training and education modules on eServices.

Your screen in eServices should show three columns of information:

<b>Left column</b>	<b>Center column</b>	<b>Right column</b>
Various available areas known as <i>CAP Utilities</i>	<i>eServices News</i> – listing of most current events and information	<i>You</i> have access to these restricted areas

### **ONLINE SAFETY EDUCATION**

1. Scroll down the left column to Online Safety Education and click to enter.
2. Notice that the screen has a listing of online safety educational courses as well as your safety education training record.
3. Select the educational course you wish to view. Remember to submit your answers to the test (usually 10 questions) at the end of the course so the score can be recorded into your record.
4. Your training record will be updated to show when the next safety education or briefing is due.

### **EQUAL OPPORTUNITY TRAINING**

1. Scroll down the left column to Online Courses & Exams and click to enter.
2. Under Professional Development, you will find Equal Opportunity Training; select and click.
3. This educational module has no test. You will be asked to agree with the statement at the end of the module.

### **OPERATIONS SECURITY AWARENESS TRAINING – OPSEC**

1. Scroll down the left column to Online Courses & Exams and click to enter.
2. Under Operations, you will find Operations Security Awareness Training; select and click.
3. You will be asked to accept the statement at the end of the course.

### **AIRCRAFT GROUND HANDLING**

1. Scroll down the left column to Online Courses & Exams and click to enter.
2. At the left of the screen, you will see several functional areas listed. Scroll to Safety and click.
3. The aircraft ground handling video is listed at the bottom of the Safety homepage. Click on it to view the video.

### **Need more information about this topic? Questions?**

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# IG TIP FOR DECEMBER 2010



IT’S THAT TIME OF THE YEAR.....

The end of the first quarter of Fiscal Year 2011 – as well as the end of Calendar Year 2010 – will soon be here, and squadrons need to be completing the following required reports

**During the month of January:**

<i>Due Date</i>	<i>Report/Form</i>	<i>For more information, contact</i>
3 Jan	CAPF 34 - Semi Annual Report by Chaplains and Character Development Instructors	IAWG/HC -- Chaplain Cole <a href="mailto:wordofgod@juno.com">wordofgod@juno.com</a> Refer to CAPR 265-1, ¶8 and recent email sent to squadrons
15 Jan	Squadron Aerospace Education Activity Report	IAWG/AE -- Lt Col Steve Palmquist <a href="mailto:stevenpalmquist@yahoo.com">stevenpalmquist@yahoo.com</a> Refer to recent email sent to squadrons
31 Jan	On-line Annual Safety Survey	IAWG/SE Refer to CAPR 62-1, ¶3c

**Between 1 January and 31 March:**

Annual Inventory of Supply & Communications Equipment	Refer to CAPR 174-1, ¶2-16b
Real Property Survey (S-6)	Refer to CAPR 174-1, ¶6-9

***By 31 March 2011***

*All current members (cadets and seniors) must complete the introductory safety education module, “Introduction to CAP Safety for New Members” that is available in eServices under the “Online Safety Education category on the left side of the eServices screen.*

**Need more information about this tip? Questions?**

**Contact:**

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## IG TIP FOR NOVEMBER 2010



### **FRQUENTLY ASKED QUESTION:**

Since the squadron has very little storage space, the Administrative Officer would like to shred this year's required monthly reports at the end of the calendar year (31 Dec). Can we do that and be compliant with regulations?

### **ANSWER:**

Refer to CAPR 10-2 *Files Maintenance and Records Disposition* – this regulation lists those files, records, and reports that must be maintained as required by the Constitution and Bylaws of CAP.

There are tables beginning on page 3 of the regulation for each specific functional area (administration, aerospace education, cadet programs, etc.). Each table provides a description of the records to be maintained and how long they are to be retained. Also a disposition (destroy, forward to higher headquarters, etc.) is included.

Take time to read the tables carefully. Notice that some records are maintained on a *fiscal year* (1 Oct – 30 Sep) basis rather than a *calendar year* (1 Jan – 31 Dec) basis.

Please remember that your squadron's records and files will be inspected during a Subordinate Unit Inspection based on the maintenance and retention information provided in the CAPR 10-2.

### **Need more information about this topic? Questions?**

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**DEADLINE DATES FOR UNIT REPORTS,  
ACTIVITIES AND PLANS**  
Current as of 13 October 2010

\* Office of Primary Responsibility

¶ Paragraph

***OCTOBER***

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
During the month of October	SE	Conduct a Safety Down Day during the month	CAPR 62-1, ¶3h
10 Oct	LGT	▶ Vehicle Usage Reporting of September's usage into eServices; ▶ File CAPF 73 for September in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 Oct	DO	On-line Form 18 Reporting System entries for September	CAPR 60-1, ¶2-4d
31 Oct	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for September	CAPR 60-1, ¶2-4e

***NOVEMBER***

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
1 Nov	CC	CAPF 171 – Unit Commander's Financial Disclosure Statement	CAPR 173-1, ¶32c
10 Nov	LGT	▶ Vehicle Usage Reporting of October's usage into eServices; ▶ File CAPF 73 for October in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 Nov	DO	On-line Form 18 Reporting System entries for October	CAPR 60-1, ¶2-4d
31 Nov	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for October	CAPR 60-1, ¶2-4e

***DECEMBER***

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
10 Dec	LGT	▶ Vehicle Usage Reporting of November's usage into eServices; ▶ File CAPF 73 for November in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 Dec	DO	On-line Form 18 Reporting System entries for November	CAPR 60-1, ¶2-4d
31 Dec	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for November	CAPR 60-1, ¶2-4e
31 Dec	CP	Cadet applications for National Special Activities to Wing – CAPF 31 and eServices entries	CAPM 52-16, ¶4-1a
31 Dec	PD	Test Control Officer (TCO) conducts test material inventory	CAPR 50-4, ¶1-6
31 Dec	PAO	Public Affairs Officer Plan for next calendar year	CAPR 190-1, ¶7a

**JANUARY**

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
Between 1 Jan and 31 Mar	LG	Annual Inventory of Supply & Communications Equipment	CAPR 174-1, ¶2- 16b
Between 1 Jan and 31 Mar	LG	Real Property Survey (S-6)	CAPR 174-1, ¶6-9
5 Jan	HC	CAPF 34 Semi Annual Report	CAPR 265-1, ¶8
5 Jan	AE	Unit AE Activity Report	CAPP 15, Chapters 6 & 7 and p. 29 CAPR 280-2, ¶6b
10 Jan	LGT	▶ Vehicle Usage Reporting of December's usage into eServices; ▶ File CAPF 73 for December in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
15 Jan	AE	Unit AE Plan of Action for calendar year	CAPP 15, Chapters 6 & 7 and p. 29 CAPR 280-2, ¶5c
20 Jan	DO	On-line Form 18 Reporting System entries for December	CAPR 60-1, ¶2-4d
31 Jan	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for December	CAPR 60-1, ¶2-4e
31 Jan	SE	On-line Annual Safety Survey	CAPR 62-1, ¶3c

**FEBRUARY**

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
	LG	Annual Inventory (if not already completed) Real Property Survey (if not already completed)	CAPR 174-1, ¶2- 16b CAPR 174-1, ¶6-9
10 Feb	LGT	▶ Vehicle Usage Reporting of January's usage into eServices; ▶ File CAPF 73 for January in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 Feb	DO	On-line Form 18 Reporting System entries for January	CAPR 60-1, ¶2-4d
28 Feb	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for January	CAPR 60-1, ¶2-4e

**MARCH**

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
	LG	Annual Inventory (if not already completed) Real Property Survey (if not already completed)	CAPR 174-1, ¶2-16b CAPR 174-1, ¶6-9
10 Mar	LGT	▶ Vehicle Usage Reporting of February's usage into eServices; ▶ File CAPF 73 for February in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 Mar	DO	On-line Form 18 Reporting System entries for February	CAPR 60-1, ¶2-4d
31 Mar	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for February	CAPR 60-1, ¶2-4e
31 Mar	PD	Test Control Officer (TCO) conducts test material inventory	CAPR 50-4, ¶1-6

**APRIL**

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
10 Apr	LGT	▶ Vehicle Usage Reporting of March's usage into eServices; ▶ File CAPF 73 for March in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 Apr	DO	On-line Form 18 Reporting System entries for March	CAPR 60-1, ¶2-4d
30 Apr	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for March	CAPR 60-1, ¶2-4e

**MAY**

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
10 May	LGT	▶ Vehicle Usage Reporting of April's usage into eServices; ▶ File CAPF 73 for April in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 May	DO	On-line Form 18 Reporting System entries for April	CAPR 60-1, ¶2-4d
31 May	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for April	CAPR 60-1, ¶2-4e

**JUNE**

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
10 Jun	LGT	▶ Vehicle Usage Reporting of May's usage into eServices; ▶ File CAPF 73 for May in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 Jun	DO	On-line Form 18 Reporting System entries for May	CAPR 60-1, ¶2-4d
30 Jun	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for May	CAPR 60-1, ¶2-4e
30 Jun	PD	TCO conducts test material inventory	CAPR 50-4, ¶1-6



**JULY**

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
5 Jul	HC	CAPF 34 Semi Annual Report	CAPR 265-1, ¶8
10 Jul	LGT	▶ Vehicle Usage Reporting of June's usage into eServices; ▶ File CAPF 73 for June in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 Jul	DO	On-line Form 18 Reporting System entries for June	CAPR 60-1, ¶2-4d
31 Jul	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for June	CAPR 60-1, ¶2-4e

**AUGUST**

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
10 Aug	LGT	▶ Vehicle Usage Reporting of July's usage into eServices; ▶ File CAPF 73 for July in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 Aug	DO	On-line Form 18 Reporting System entries for July	CAPR 60-1, ¶2-4d
31 Aug	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for July	CAPR 60-1, ¶2-4e

**SEPTEMBER**

<b>Date/Month</b>	<b>OPR*</b>	<b>Report/Activity/Plans</b>	<b>Reference</b>
10 Sep	LGT	▶ Vehicle Usage Reporting of August's usage into eServices; ▶ File CAPF 73 for August in unit vehicle records	CAPR 77-1, ¶5-1, b1, b2
20 Sep	DO	On-line Form 18 Reporting System entries for August	CAPR 60-1, ¶2-4d
30 Sep	DO	Aircraft Information Log Sheet 3 (AIF_Log Sheet 3) for August	CAPR 60-1, ¶2-4e
30 Sep	PD	Test Control Officer (TCO) conducts test material inventory	CAPR 50-4, ¶1-6
30 Sep	DO	Training requirement for aircrews and other ES qualified personnel – aircraft ground handling video renewal	New CAPR 60-1



## IG TIP FOR SEPTEMBER 2010



### HOW TO ANSWER A “FINDING”

*Definition of Finding, CAPR 123-3 -- “Finding” is defined as a significant deficiency that requires specific answers.* Findings are assessed when the requirements of a particular directive or standard are not being met.

#### **Scenario #1 from a recent SUI:**

(Finding #4): Although the unit’s files are well maintained and organized, no formal file plan has been established as required in CAPR 10-2, paragraph 1.

Answering can be as easy as 1-2-3

- Refer to CAPR 10-2 for guidelines on preparing the file plan.
- Prepare the file plan.
- Submit the file plan to the IG along with the statement that the unit now has a file plan and requests that Finding #4 be closed. This can easily be done with email and an attachment of the file plan.

#### **Scenario #2 from a recent SUI:**

(Finding #5): The unit Personnel Officer has delegated the maintenance of Senior Member Professional Development records to the Professional Development Officer, but documentation of this delegation as required in CAPR 50-17, paragraph 2-4a was not found.

Answering can be easy as 1-2-3

- Refer to CAPR 50-17, paragraph 2-4a for requirements for providing written documentation for this task.
- Prepare the necessary written documentation.
- Submit the documentation to the IG along with the statement that the unit is now compliant and requests that Finding #5 be closed.

#### **Scenario #3 from a recent SUI:**

(Finding #6): The unit is using *facebook*<sup>TM</sup>, *twitter*<sup>TM</sup>, and *youtube*<sup>TM</sup> in a CAP Internet Operation (described in CAPR 110-1, paragraph 2a) without the approval of the Wing Commander as required in CAPR 110-1, paragraph 4.

Answer: Prepare the necessary request to use these electronic social networks and send it to the Wing Commander for approval. When the unit receives the approval, send a copy to the IG and request that the finding be closed.

**Another Scenario:**

What about reports that were not prepared and submitted by deadline *a year ago*? The answer here is to explain what procedure/method does the unit now have in place to see that this does not happen again. Has a “suspense date” for the report’s completion been set up on the calendar? Has someone been named point of contact for reports that will remind the functional area director/officer to complete the report on time? A written explanation of what is being done to the IG is needed.

**Summary:**

Some findings can be answered by completing the item needed. Others will need an explanation as to what will be done so that the discrepancy will not happen again. A visit by the IG or another SUI team member may also be needed to verify that the discrepancy has been corrected. Often a review of personnel records is needed to determine that they have been updated and contain the minimum required documents before the finding is closed.

**Need more information about this topic? Questions?**

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## IG TIP AUGUST 2010

EFFECTIVE 10 AUGUST 2010:

In order to protect the member's personal and financial information, applications will NO LONGER be accepted via email at Civil Air Patrol National Headquarters.

Cadet applications need to be mailed to  
CAP/PMM  
105 S. Hansell Street  
Maxwell AFB, AL 36112  
or faxed to 334-953-7771

Senior applications can ONLY be mailed to:  
CAP/PMM  
105 S. Hansell Street  
Maxwell AFB, AL 36112

### **FREQUENTLY ASKED QUESTIONS ABOUT MEMBERSHIP APPLICATION PROCEDURES:**

**1. IS IT PERMISSIBLE TO KEEP A COPY OF THE CHECK A NEW MEMBER PROVIDES FOR MEMBERSHIP IN HIS/HER PERSONNEL FILE UNTIL HIS/HER MEMBERSHIP APPEARS IN THE NATIONAL DATABASE?**

If your unit chooses to retain a copy of the check, please realize that the copy shows important banking information, and it should be safeguarded until the new member appears in the National database and receives a membership card. Then the copy of the check needs to be shredded/destroyed.

**2. SHOULD A COPY BE MADE OF THE FINGERPRINT CARD AND RETAINED IN THE MEMBER'S PERSONNEL FILE?**

No copies should be made of fingerprint cards. If the member gets two *original* fingerprint cards made when s/he is fingerprinted, the extra card may be retained until the member appears in the National database and receives a membership card. Then the extra fingerprint card needs to be shredded/destroyed.



## IG TIP FOR JULY 2010

### FREQUENTLY ASKED QUESTIONS ABOUT CAPF 45

FAQ #1 – Why is a CAPF 45 maintained if “everything” is recorded in eServices now?

Although eServices has much information about each member, some information that will be needed for promotions and proof of progress in the Professional Development levels are not currently recorded in eServices.

- Attendance at national, region and wing conferences is not recorded in members' records in eServices; this is needed for completion of Level III.
- Proof of serving as a staff member at a conference or course, a requirement for Level IV completion, is not found in eServices at this time.
- To complete Level V, the member needs to show the completion date of serving as a director of a CAP course or serving as a staff member for a Region or National Staff College. Again this information is not recorded in eServices.

FAQ #2 – Which squadron officer should maintain the information in the CAPF 45?

From CAPR 50-17, para 2-4a: The unit personnel officer, with input from the other functional officers, maintains this multipurpose form. However, the personnel officer may delegate this duty to other officers. In the case of Senior Member Professional Development records, the personnel officer may delegate this duty to the Professional Development Officer, at the discretion of the unit commander. *This delegation needs to be in writing from the unit commander.*

FAQ#3 – Should I regularly print off a copy of what is recorded in my eServices records – particularly the sections containing training and achievement information?

Many members do print a copy on a quarterly basis just as backup in case there might be a computer “glitch”. It is highly recommended that members maintain their own personnel file with the **originals** of documents and certificates. Give **copies** to the unit for your unit personnel file.



## **Equal Opportunity Training is MANDATORY for all Senior Members**

For new CAP members, Equal Opportunity Training (EO) is included in the Level I orientation program.

For those of us who have been in the organization for a period of time, we need to go on-line and complete the Equal Opportunity Training presentation on the CAP website.

This training is mandatory for all senior members (active, cadet sponsor, life and 50-year members) as per CAPR 36-1, paragraph 5-e.

The training is a PowerPoint presentation that you review and certify that you agree with afterwards. It takes about 10-15 minutes to complete and can be accessed under the CAP University page.

Go to eServices; then click on gocivilairpatrol, select members, then CAP University. On that page you will see Level I: Foundations. Click on it and the Equal Opportunity Training presentation is listed.

Let's see if all of the members in Iowa Wing can complete this training by 1 July 2010.



## What's new with CAPR 50-4?\*\*\* Test Administration and Security

### **WHY IS THIS EMERGENCY CHANGE TO CAPR 50-4 BEING DONE AT THIS TIME?**

Over the past couple of years, a number of potential compromises were identified with Air University -supplied tests. The CAP-USAF Inspector General became involved through the compliance inspection process; and the Air University Registrar said that unless CAP brought our procedures into compliance with AU requirements, we would lose our test control facilities and ability to administer any Air University exams.

### **THE NAME HAS CHANGED:**

Air Force Institute for Advanced Distributed Learning or AFIADL is now HQ Air University A4/6 Education, Logistics and Communications or HQ AU A4/6.

### **SUMMARY OF REGULATION CHANGES:**

The big changes you will see in the 10 March edition to 50-4 are the reconfiguration of the chapters to reflect different procedures for which level CAP and AU-supplied exams can be taken as well as who leads in test compromise investigations.

1. CAP-produced and supplied exams (online or paper-based) can be tested at any echelon as always.
2. AU-supplied exams which were produced by CAP (ADL 13, 02130D and 02010 primarily) may be sent to local units for administration.
3. AU-produced and supplied exams (Air Force career development courses and Air Force PME courses such as Squadron Officers School, Air Command and Staff College, etc.) will be administered by military TCFs using their shred codes. State Directors or CAP-USAF reservists identified as test administrators may administer the exams IF no military testing center is available. Air Force tests will not be sent below wing level to be administered locally unless the tests are administered by the State Director or CAP-USAF reservist.

Minor changes required by the Air Force include:

1. The addition of information to the test inventory log
2. The inclusion of a template for wings to use when writing TCO appointment letters
3. Clarification of potential compromise situations and the use of State Directors and CAP-USAF reservists as test administrators
4. Enhanced test security/control procedures when exams are mailed or transported from one location to another.

\*\*\* Email from Bobbie-Jean Tourville, Chief, Professional Development, NHQ, 11 March 2010 in which she summarized the recent changes to this regulation.