

C-1 MISSION MANAGEMENT

Questions

| Type | # | Topic/Detailed Question | How to verify compliance | Discrepancy Write up | How to Clear |
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| CI | 01 | Has the wing/region published any supplements or operating instructions or granted/requested any waiver to CAPR: a) 60-3 b) 60-5, or c) 60-6 If no then N/A. if yes, was proper approval obtained | Wing/Region will submit a copy of approval documentation along with approved supplement. Compliance is determined by comparing the wing's/region's published supplements/OIs with NHQ/DO records located in https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region/ . NOTE: If supplement is not marked correctly, see D-4 question 1. | (Discrepancy): [xx] (C1 Question 01a) Wing/Region failed to obtain approval for its supplement or operating instruction to CAPR 60-3 IAW CAPR 60-3 para 1-2. (Discrepancy): [xx] (C1 Question 1b) Wing/Region failed to obtain approval for its supplement or operating instruction to CAPR 60-5 IAW CAPR 60-5 para 2. (Discrepancy): [xx] (C1 Question 1c) Wing/Region failed to obtain approval for its supplement or operating instruction to CAPR 60-3 IAW CAPR 60-6 para 1-3 | Rescind or cancel supplement or operating instruction until it is approved. Submit wing/region supplement or operating instruction for approval. Attach a copy of approved supplement or operating instruction to the discrepancy in the Discrepancy Tracking System (DTS). Attach a copy of supplement or operating instruction approval to the discrepancy in the DTS. |

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| CI | 02 | <p>Does the wing maintain a current wing alert roster? (Not applicable for regions).</p> <p>a) Does the wing maintain a current wing alert roster in WMIRS?</p> <p>b) Is it updated at least annually, as major changes occur or as directed by the NOC?</p> | <p>Compliance is determined by a review of data in WMIRS beforehand.</p> <p>(a, b) Lookup WMIRS Alert Roster for the wing and cross check each member against the WMIRS OPS-ES quals lookup using the IC3 filter.</p> <p>NOTE: If for some reason when the roster is checked, WMIRS does not list the IC status for an individual who is not safety current right now, then cross check against ops quals to see if the member may have just lapsed there temporarily. This is WMIRS issue if they are not showing up and should be addressed in future changes to WMIRS.</p> | <p>(Discrepancy): [xx] (C1 Question 02a) Wing failed to ensure alert roster was maintained IAW CAPR 60-3 para 1-5b(1).</p> <p>(Discrepancy): [xx] (C1 Question 02b) Wing Alert Roster is not updated annually IAW CAPR 60-3 para 1-5b(1)(a).</p> | <p>a & b) Update the Alert Roster in WMIRS. Attach a copy of WMIRS updated alert roster to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>c) Attach a copy of training records showing incident commanders listed on updated alert roster are qualified to the discrepancy in the DTS.</p> <p>Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.</p> |
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| CI | 03 | Are all records pertaining to each authorized mission loaded into WMIRS? | <p>See the Documentation page on the CAP National website.</p> <p>Compliance is determined by a review of records uploaded into WMIRS and electronic records maintained at the Wing/Region HQ.</p> <p>NOTE: All missions will be evaluated using sample size. When sample size exceeds 20, use trending (see in-brief sample size/trend slide).</p> <p>NOTE: Inspector will provide the wing/region a list of missions reviewed. Heavy emphasis needed for type M (AFRCC), 1 (1st AF), T (Training) and C (Corp) missions.</p> <p>NOTE: Verify locally maintained (not WMIRS) records are destroyed as required. When records are not destroyed properly, see D-4 Question 7.</p> | <p>(Discrepancy): [xx] (C1 Question 03) Wing/Region Mission records are not maintained IAW CAPR 60-3 para 1-21.</p> <p>NOTE:</p> <ul style="list-style-type: none"> - A Discrepancy should only be used for a trend in mission records. - Missing a few random documents that cannot be recreated should be documented with an AoC. - Give details of the trend including types of missing documents, number of missing documents in how many folders. Specific mission numbers may be included. | <p>All records identified as missing will be corrected or a memorandum documenting the missing records placed in the mission record.</p> <p>Attach copies of corrections to records to discrepancy in the Discrepancy Tracking System (DTS).</p> <p>Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence.</p> |
| CI | 05 | Has the wing/region developed a comprehensive annual Operations Training Plan? Was it submitted to the CAP-USAF Liaison Region via WMIRS by 31 July for the following fiscal year? | <p>Compliance is determined by a review of Operations and Training plans uploaded into eServices>Operations>Training Plan.</p> | <p>(Discrepancy): [xx] (C1 Question 05) Wing/Region failed to submit an Operations and Training Plan for FYxx IAW CAPR 60-3 para 1-7.NOTE: Give dates.</p> | <p>Load a screenshot of the training plan approved by Wing/Region and Liaison Region Commanders to the discrepancy in the DTS.</p> |

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| CI | 06 | <p>Has the wing assessed the need for a Critical Incident Stress Management (CISM) Team to help implement the CAP CISM program?</p> <p>a) If wing elects to have a team, review the wing documentation listing the team POC.</p> | <p>Wing will provide documentation (i.e. MFR signed by the wing commander) that the assessment of the need for a CISM team was completed. If the wing elected to not have a CISM team, then documentation of the assessment is all that is required.</p> <p>a) If wing elects to have a team, review the wing documentation listing the team POC.</p> | <p>(Discrepancy): [xx] (C1 Question 06) Wing failed to complete an assessment of the need for a Critical Incident Stress Team (CIST) IAW CAPR 60-5 para 3g.</p> <p>(Discrepancy): [xx] (C1 Question 6a) Wing/Region Commander has not established a point of contact for the Critical Incident Stress Team IAW CAPR 60-5 para 6b.</p> | <p>Attach a copy of wing documentation showing that the wing/region has assessed the need for a CISM team to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>a) Attach a copy of established point of contact for the Critical Incident Stress Team to the discrepancy in the DTS.</p> |
| CI | 07 | <p>If the wing/region participates in Counterdrug missions, are all personnel supporting law enforcement sensitive missions properly screened and current?</p> | <p>Compliance is determined by a review of the CD Achievement Report for participants listed in missions in WMIRS. Note: All missions will be evaluated using sample size. When sample size exceeds 20, use trending.</p> | <p>(Discrepancy): [xx] (C1 Question 07) Personnel assigned to conduct wing/region CD missions were not properly screened prior to participating in the assigned mission IAW CAPR 60-6 para 2-2c.</p> | <p>Attach a copy of documentation showing how the wing/region will ensure that CD mission participants have been properly screened prior to participating in assigned missions to the discrepancy in the Discrepancy Tracking System (DTS).</p> |