



## CAP REGULATION 900-5

20 October 2021

APPROVED/R. ROBLES/CAP/GC

General Counsel

THE CAP INSURANCE/BENEFITS PROGRAM

CAP Regulation 900-5, dated 26 December 2012, is supplemented as follows:

1. (c) The West Virginia Wing is covered under the State of West Virginia's Workers Compensation Insurance program. Any injury that occurs as a result of a CAP activity that is not covered under an Air Force Assigned Mission (AFAM) will be routed through the State's insurance program. To activate this insurance, prior to a cadet and/or senior member activity, all West Virginia Wing Squadrons holding an activity, not on a regular meeting night, or on a regular meeting night in a different location, will submit a WVF 31 Activity Request. The WVF 31 is located on the West Virginia Wing website and must be approved by the WV Wing Vice Commander before initiating the activity. Note: the Project Officer (Senior Member in Charge) and the Safety Officer must be two different senior members and be physically present at the activity. Once the WVF 31 is completed, it will be routed electronically to the WV Wing Vice Commander who will either approve or disapprove the request. If approved, an electronic notification will be sent to the requestor. If a member is hurt, the Activity Safety Officer will initiate reporting procedures beginning by calling the WV Wing Director of Safety and WV Wing Commander. If the activity is disapproved, then no insurance coverage of any kind is available and members are responsible for any injuries through personal insurance or paying out of pocket. Submission of a WVF 31 does not apply to Wing-sponsored activities (TREX/SAREX, Educational and Training Academies, etc.).

CONNIE S. MOODY, Colonel, CAP  
Commander

**Attachment 1**  
**COMPLIANCE ELEMENTS**

There are no additional compliance elements for this supplement.