



WV WING SUPPLEMENT 1

CAPR 39-2

22 OCTOBER 2017

APPROVED/S. PARKER/CAP/DP

Personnel-General

CIVIL AIR PATROL MEMBERSHIP

CAPR 39-2, dated 4 June 2015, is supplemented as follows:

1.1.a. ADDED - WV WING ATTENDANCE REPORTING

As an added benefit to our WV Wing members, the WV Wing secures WV State Worker's Compensation insurance for our volunteers when they are not covered by FECA coverages.

The cost for this additional insurance coverage is significant and premiums are always subject to increase. The insurance company's basis for the premium includes the number of volunteer hours expended for the Wing. Therefore, to keep the premiums to a minimum, submission of the monthly attendance sheets showing the number of volunteer hours for CAP meetings and other activities is of utmost importance.

Attendance sheets (which are available on CAP eServices) will be filled out and signed by all CAP members participating in meetings and activities outside of Air Force assigned missions. The attendance sheets must have the time covered by the activity filled out at the top of the respective attendance sheet. This time should include weekly meetings, unit/wing activities, administrative time at the unit, etc.

The exception to this requirement is attendance sheets are not required if the time is already accounted for in WMIRS. This is because that time is already tracked and extracted for the reporting to the insurance company.

Units will email the scanned attendance sheets on a monthly basis to the WV Wing Administrator not later than the 10th calendar day of the month for the preceding month.

PAUL G. MCCROSKEY II, Colonel, CAP
Commander

Attachment 1**COMPLIANCE ELEMENTS**

There are no compliance elements to this supplement.