

CHAPTER 1

ADMINISTRATIVE AUTHORIZATIONS AND CORRESPONDENCE

1-1. ADMINISTRATIVE AUTHORIZATIONS

- a. Definition & use.** Administrative Authorizations are official, formally published documents which authorize specific services or actions. When a commander appoints an individual to a staff or command position or presents an award to a member, a document must be published and distributed to make the action official.
- b. Applicable regulations.** The following CAP Regulations apply to the use of administration authorizations:
 - 1. CAPR 10-3, *Administrative Authorizations*.
 - 2. CAPR 76-1, *Travel of Civil Air Patrol Members Via Military Aircraft and Surface Vehicles and Use of Military Facilities*.
 - 3. CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Owned Vehicles* (and California Wing supplements thereto).
- c. Types of administrative authorizations.** In California Wing, the types of administrative authorizations frequently used include Personnel Authorizations (PAs), Participation Letters (PLs) and Military Support Authorizations (MSAs). Travel Authorizations (TAs) are used less frequently.

1-2. PERSONNEL AUTHORIZATIONS

- a. Authority.** Each unit is responsible for publishing its own PAs. PAs are used to assign unit members to staff positions, boards and committees, and with respect to groups and HQ CAWG, to appoint commanders. PAs may also be used to award CAP medals, ribbons, and badges (see Chapter 4). CAPR 10-3, para. 1.c and Fig. 3, contain specific instructions and the format for preparing the PA.
- b. Preparation & revision.** PAs should conform to the following preparation guidelines:
 - 1. All units, including groups, publish PAs that affect only personnel under that unit's command.
 - 2. Type all PAs on unit letterhead stationery (see Sec. 1-9 for proper stationery format).
 - 3. Number PAs sequentially, starting a new sequence for each calendar year. The first PA each year is numbered "PA [YR]-01."
 - 4. Make changes or corrections to previously published PAs by publishing a new PA, using a new sequence number. Do not revise and reissue a previously published PA without assigning a new number and date.
 - 5. Minimize the length of the text. The phrases "without prejudice" and "for the commander" are no longer used in PAs.
 - 6. Unit administrative officers should maintain a log (list) to record the sequential number used (CAWGF 6 at the end of this chapter is a sample form which may be used for this

purpose). The PA log does not include Personnel Actions and other items controlled by the unit. Maintain a separate control log for Personnel Actions (CAWGF 6 also may be used for this purpose) and these other items.

7. Each unit maintains PA files for itself and all subordinate units. Cut files off annually, then destroy in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*. NOTE: A copy of each PA should be included in the unit history files.
8. Per CAPR 20-1, the unit commander (CC), or delegate must sign all Personnel Authorizations (no such delegation has been made for CAWG HQ.) Only the unit/DA or assistant is authorized to publish Personnel Authorizations.

1-3. APPOINTMENT OF STAFF, BOARDS AND COMMITTEES

- a. **Term of appointments.** CAWG policy requires that the term of office for all subordinate staff members shall be no more than one calendar year. Unit commanders may use their own discretion on the re-appointment of individuals to any position.
- b. **Appointment procedure.** To document the term of office, each unit will publish a Personnel Authorization annually, effective on 1 January, relieving all personnel from staff, board and committee assignments, and appointing (or re-appointing) personnel to the now vacant positions. Staff assignments are made on PA [YR]-01, and boards and committees are appointed on PA [YR]-02.
- c. **Positions.** All staff positions utilized by the unit should be listed on the PA. Refer to CAPR 20-1, *Organization of Civil Air Patrol*, for the correct positions and titles for the unit type.
- d. **Individual qualifications.** The following staff positions are to be filled by qualified individuals as described in the job descriptions in CAPR 20-1 and as required by the CAP directive indicated (see Figure 1-1 for format):
 1. Administrative Officer — CAPR 20-1, CAPR 173-1, CAPP 205.
 2. Personnel Officer — CAPM 39-2, CAPR 35-5, CAPP 200.
 3. Finance Officer — CAPR 173-1, CAPP 202.
 4. Test Control Officer — CAPR 50-4.
 5. Safety Officer — CAPR 62-1, CAPP 217.
 6. Professional Development Officer — CAPR 35-5, CAPR 50-17, CAPP 204.
 7. Supply Officer - Must be listed separately on PA [YR]-01 - CAPR 20-1, CAPR 67-1.
- e. **Boards & committees.** The following boards and committees are required of all units:
 1. Membership Board (CAPM 39-2) — At least three (3) unit members.
 2. Awards Review Board (CAPR 39-3) — Personnel officer (DP) and two other unit members.
 3. Finance Committee (CAPR 173-1) — Unit commander (CC), administrative officer (DA), and finance officer (FM). No voting members of the Finance Committee may be members of the same household, i.e., husband-wife, brother-sister, parent-child, etc.

- f. Optional boards** Each commander may appoint a Promotion Board (CAPR 35-5) — Personnel officer (DP), Professional Development officer (ETS) and at least one other unit member.
- g. Group Appointments.** In addition to the appointments noted above, each group headquarters must appoint:
 - 1. Commanders of subordinate units.
 - 2. Inspector General (CAPR 123-2)
NOTE: Use of a Grievance Committee has been discontinued. The Inspector General at group or wing level, working with the Legal Officer, investigates and documents findings for formal complaints, e.g., those differences that cannot be resolved informally by the squadron commander.

1-4. DISTRIBUTION OF PERSONNEL AUTHORIZATIONS

- a. Distribution.** Make copies and distribute all PAs as follows: 2 each individual (1 for personal home file, 1 for unit 201 file), 1 unit/DA file, 1 group headquarters/DA, 1 CAWG/DA.
- b. Boards & committees.** File additional copies of all PAs affecting unit boards and committees with the minutes of the affected board or committee.
- c. Groups.** Each group shall distribute at least one copy of each staff PA they produce to each subordinate unit. PAs for awards are distributed IAW Chapter 4 of this manual.

[For Group Headquarters PAs:]

2. Effective this date all personnel currently assigned as Squadron Commanders are relieved. Under the provisions of CAPR 20-1 and CAPR 35-1, the following named personnel are assigned as indicated below:

- a. Commander, Squadron # (Charter CAxxx), [Grade][Full Name], [CAPID].
- b. Commander, Squadron # (Charter CAxxx), [Grade][Full Name], [CAPID].
- c. Commander, Squadron # (Charter CAxxx), [Grade][Full Name], [CAPID].

NAME , Grade, CAP
Commander [or delegate]

Distribution:
1 ea. Individual
1 ea. 201 File
1 ea. Unit/DA
1 ea. Grp Hq/DA
1 ea. Hq CAWG/DA

Figure 1-1. Format for Personnel Authorization for Staff Assignments (Cont.)

(UNIT LETTERHEAD)

PERSONNEL AUTHORIZATION
NO. [YR]-02

1 January [YYYY]

1. Effective this date, all personnel assigned to HQ, [Unit X] Boards and Committees are relieved. Under the provisions of applicable directives and CAP Bylaws, the following personnel are appointed to serve as board or committee members as indicated. All appointments expire not later than 31 January [YYYY+1].

a. UNIT MEMBERSHIP BOARD (CAPM 39-2)

Chairperson	Grade Name	CAPID
Vice Chairperson	Grade Name	CAPID
Member	Grade Name	CAPID

b. AWARDS REVIEW BOARD (CAPR 39-3)

Chairperson	Grade Name	CAPID
Vice Chairperson	Grade Name	CAPID
Member	Grade Name	CAPID

c. FINANCE COMMITTEE (CAPR 173-1)

Chairperson	Grade Name	CAPID
Vice Chairperson	Grade Name	CAPID
Member/Recorder	Grade Name	CAPID

d. UNIT PROMOTION BOARD (CAPR 35-5)

Chairperson	Grade Name	[Optional Board] CAPID
Vice Chairperson	Grade Name	CAPID
Member	Grade Name	CAPID

NAME , Grade, CAP
[Commander or delegate]

Distribution:
1 ea. Individual
1 ea. 201 File
1 ea. Unit/DA
1 ea. Hq CAWG/DA
1 ea. Grp HQ/DA

Figure 1-2. Format for Board & Committee Appointments PA

1-5. CAP PARTICIPATION LETTERS

- a. **Definition.** CAP Participation Letters (PLs) are documents that verify participation or attendance of CAP members at CAP activities. There are no requirements to publish PLs; however, units may publish them to authorize participation or to document participation in approved unit level activities, such as classes required for training in the various Emergency Services specialties. Using the word “travel” in a PL is not authorized (see CAPR 10-3, Fig 4 for format.)
- b. **Distribution.** Copy and distribute to each named member and other offices, as described for PAs in para. 1-4.a above. In addition, PLs meeting the requirements for particular training requirements should be sent to the CAWG OPR for that requirement. Emergency Services specialty training is documented through the Wing Management Utility (WMU) on the Internet at <http://wmu.nat.cap.gov>.

1-6. REQUESTS INVOLVING MILITARY AIRLIFT

- a. **Transportation Authorization (TA).** This is a document that authorizes airlift on military aircraft for CAP members to attend official functions, including orientation flights. These documents are authorized by and may only be signed by the CAP-USAF State Director (SD). CAP units do not and may not publish TAs or MSAs (see CAPR 10-3, Figs 1 & 2, and CAPR 76-1). They may assist in the preparation, however.
- b. **Procedure.** All requests for transportation via military aircraft must be submitted IAW CAPR 76-1. Compose a cover letter to the CAWG/CC. Include the anticipated itinerary, and what if any base facilities (i.e. billeting, messing, surface transportation, etc.) you anticipate utilizing, the number of male and female participants, and the name and telephone number(s) of the senior member escort or project officer to be contacted for coordination. Submit all requests to the group/CC for approval, by endorsement or separate letter. Approved requests are then sent to CAWG/CC for approval, and are then forwarded to the CAP-USAF/SD for review and action.
- c. **Senior escorts.** When cadets are involved, the guidelines specified in CAPR 52-10 must be followed. The requesting unit has the responsibility for providing senior member escorts.
- d. **Advance notice required.** Submit all requests to reach CAWG/CC **at least 45 days prior to the activity**. The request may be faxed to HQ CAWG at (818) 989-8108, but quickest response will occur by sending an e-mail message (with letter attachment) containing full information concerning the request to the commander. Requests not following this timeline will be rejected.
- e. **Approved requests.** If approved by the SD, that office will perform the necessary coordination with the host installation. If the proposed activity requires a Military Support Authorization (MSA), proceed as described in 1-7, below.

1-7. OTHER ACTIVITIES THAT REQUIRE PRIOR AUTHORIZATION

- a. **General.** When CAP personnel plan to visit a military installation and have need to use the base facilities, services and/or military surface transportation, a prior authorization is

required. Facilities and services include but are not limited to classrooms, auditoriums, game fields, billeting, messing and exchange privileges.

- b. Military Support Authorization (MSA).** The MSA is a document approved by an authorized USAF official verifying that a CAP activity is an approved program, eligible for military installation support in accordance with USAF regulations. It specifies the type of activity, date(s), location, and support that has been requested, coordinated and approved by the CAP-USAF/SD and the military installation.
- c. Creation of MSA request.** In order to expedite the processing, and because of resource limitations at Wing HQ and the CAP-USAF/SD office, the MSA should be prepared by the project officer or the unit planning the activity using the format shown in Figure 1-3. The request must include the type of activity, date(s) and time(s) of activity, and a list of personnel attending. Please retain all of the verbiage shown in the sample, even though it may or may not apply.

NOTE 1: The name (Last, First MI) of the participant must be as listed on National Headquarters records. Check your MML, the Wing Management Utility (Phones/Email) or the member's CAP ID card. Use of Social Security Number has been discontinued. CAPID is sufficient to identify the participant since that is the number shown on the member's ID card.

NOTE 2: The project officer/unit planning the activity should coordinate through the commander of the appropriate group before contacting the proposed host base. The group commander frequently has established relationships with base staff, and he/she may be able to expedite the arrangements.

- d. Procedure for requesting MSAs.** The "finished" MSA must be validated before being submitted for approval. This action is most efficiently done by attaching the MSA to an email request to CAWG/DA, who will verify that all participants are members of CAP. Corrections are made as appropriate, and the CAWG/DA then forwards the validated request to the CAP-USAF/SD for approval. The SD will print the MSA, sign, and scan for email return or fax the approved MSA to the project officer/unit. Because of the time required to verify/approve the MSA, at least two weeks should be allowed for this processing. Reasonable changes/additions to the participant list may be made by contacting the DA or SD up until the time of publication of the MSA.
- e. Activities that DO NOT require a MSA.** The following CAP activities do not require a MSA:
 - 1. Routine business meetings on host bases where billeting, messing, or transportation support are not used.
 - 2. Trips to the base exchange/clothing stores to purchase uniform items. Such trips are described in CAPR 147-1, and authorized by AFJI 34-210.

DEPARTMENT OF THE AIR FORCE
 USAF LIAISON OFFICE
 3411 Olson Street
 McClellan Park CA 95652-1003

MILITARY SUPPORT AUTHORIZATION

No. 04-06

30 March 2004

Each of the following Civil Air Patrol member(s) is/are authorized use of military facilities/services at Los Angeles AFB CA during the period 11-12 December 04 while participating in official Civil Air Patrol activities. Military quarters and military surface transportation is authorized in accordance with AFI 10-2701 on a space available basis in accordance with host installation procedures. Use of military messing/officers' club facilities has been approved. Use of exchange will be limited to essential items as outlined in CAPR 147-1 and AFI 34-203. Host installation mission requirements may result in short notice changes precluding use of above facilities, services, therefore personnel should possess sufficient funds to defray cost of commercial off-base lodging and meals should this event occur. Activity is an approved CAP program in compliance with AFI 10-2701.

GRADE	NAME	CAPID
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Michael Prusak , Lt Col, USAF (ret)
 State Director, CAWG

DISTRIBUTION:

2-Each Individual
 1-CAWG State Director's Office
 1-HQ CAP/DO
 1-File

Figure 1-3. Military Support Authorization Sample

1-8. ADMINISTRATIVE CORRESPONDENCE

- a. **Authority.** Correspondence between CAP members and units must follow uniform guidelines. Refer to CAPR 10-1, *Preparing and Processing Correspondence*, for specific instructions and formats. It is particularly important that official correspondence be prepared in the approved form when it will be forwarded to higher headquarters or USAF offices for action, because it's appearance is a reflection on your unit and on CAWG.
- b. **Limitations.** Per CAPR 10-1, NO CAP UNIT MAY CORRESPOND DIRECTLY WITH ANY MILITARY OFFICE. Only HQ CAP-USAF, CAP-USAF Liaison Region, and CAP-USAF State Director's Offices may correspond directly with a military office, and all such correspondence shall have an information copy forwarded at the same time to CAWG HQ. All correspondence requiring CAP-USAF SD action must be submitted through channels for the wing commander's approval prior to submission to the SD. Sending correspondence directly to the SD will cause delays because it must be returned to CAWG/CC for review and approval.

NOTE: This limitation on contact and correspondence with military offices and facilities does not apply to routine matters transacted with appropriate officials on the base on which a unit is already resident.

- c. **CAWG processing.** Submit the original and at least one copy of correspondence requiring SD assistance to CAWG/DA.

1-9. UNIT STATIONERY

- a. **Types.** The two styles of letters are designated for internal and external use.
- b. **Internal.** Internal style is used for correspondence and memos between CAP members, staff officers, and commanders. It complies with the formatting and labeling conventions that appear in CAPR 10-1 Atch 1. A sample is shown in Figure 1-4.
- c. **External.** External style is used for letters to organizations outside CAP and for formal letters to CAP members. The formatting and labeling of external letters follow the conventions that appear in CAPR 10-1 Atch 3. A sample is shown in Figure 1-5.
- d. **Format requirements.** CAPR 10-1, paragraph 5 outlines the format requirements for CAP unit stationery. Effective 1 June 1987 all units subordinate to CAWG HQ were required to bring their stationery into compliance with CAPR 10-1.
- e. **CAP seal.** Units below CAWG HQ may use the CAP seal. Place the seal on the left side of the stationery, one half (1/2) inch from the top and one half (1/2) inch from the left edge of the paper. The CAP seal must be one (1) inch in diameter.
- f. **Wing patch.** The CAWG patch is NOT to be used by units below Wing level. HQ CAWG is the only unit permitted to use the CAWG patch. Placement is as described for the unit patch below.

- g. Unit patch.** Unit patches approved by CAWG/CC are placed in the upper-right hand corner of the stationery, one half (1/2) inch from the top and one half (1/2) inch from the right hand edge of the paper. The unit patch should be one (1) inch in diameter.
- h. Unit address form.** The unit address should be in a pitch and point of type that allows the unit address to be within the guidelines set forth in CAPR 10-1. The following is an example of how the address should be formatted. Be sure to include the full nine-digit zip code and the full name of the unit (as registered with HQ CAP on CAPF 27).

HEADQUARTERS
GOLDEN BEAR COMPOSITE SQUADRON 24, CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P. O. BOX 139
SACRAMENTO CA 95825-0139

- i. Ink color.** The color of ink used for printing letterhead is Air Force blue. Instruct the printer to use PMS 280 ink, mixed 16 parts Reflex Blue and 1 part Black.
- j. Computer-generated letterhead.** Units may use computer generated letterhead stationery ONLY if it adheres to the use, type of paper, format, etc., outlined above. A computer letterhead in Microsoft Word (DOC) format is available to download and customize by each unit. Please see the Forms and Templates section of the Publications page of the CAWG web site at www.cawg.cap.gov. Units are encouraged to use this file to create their own letterhead if they do not already have a properly formatted form available.

THE CAP OFFICIAL MEMORANDUM-STYLE LETTER



HEADQUARTERS (1)
 CIVIL AIR PATROL MICHIGAN WING
 UNITED STATES AIR FORCE AUXILIARY
 2525 W. JEFFERSON AVE., SUITE C
 TRENTON MI 48183-5000

(Note: Two-letter state abbreviations—don't use comma; use comma if state is spelled out.)

(1) (Note: Center left margin at middle of seal) (2) 2 Apr 96

(3) MEMORANDUM FOR HQ CAP/MSA
 ATTENTION: Mr. Miller (4)

(5) FROM: CAP Michigan Wing

(6) SUBJECT: Format for Memorandum-Style Letter (Your Memo, 15 Mar 96)

(7)(8) 1. Type or stamp the date on the right side of the memorandum 10 lines from the top of the page; about 1 inch from the right margin. (See reference item 2 on page A2-1.)

2. Type the "MEMORANDUM FOR" caption in all caps 4 lines below the date or 14 lines from the top of the page. If you do not use the CAP seal on your computer-generated letterhead or are using plain bond paper, begin the caption approximately 11 lines from the top of the page. (See reference item 3.)

3. Type the "ATTENTION" or "THROUGH" line one line below and align under addressee. (See reference item 4.)

4. Type the "FROM" caption in all caps two lines below the last line of the "MEMORANDUM FOR" caption. The "FROM" caption should contain the full mailing address of the of office originating the correspondence unless your letterhead reflects entire address. (See reference item 5.)

5. Type the "SUBJECT" caption in all caps two lines below the last line of the "FROM" caption. (See reference item 6.)

6. Begin typing the text flush with the left margin, two lines below the "SUBJECT" or reference. Number and letter each paragraph and subparagraph. (See reference items 7 and 8.)

(9) JOHN J. DOE, Major, CAP
 Administration Of officer

(Note: Signature element begins three spaces to the right of the centerline.)

(10) Attachments:
 1. -----
 2. -----

(11) cc:

(12) Distribution:

(Note: Use same abbreviation for singular and plural forms of abbreviations, i.e., Attachments 1 and 2 would be "Atch 1 and 2"; paragraphs 1 and 2 would be "para 1 and 2.")

(1)

Figure 1-4. CAP Internal Memorandum Format

1-10. FUNCTIONAL ADDRESS SYMBOLS

- a. **Purpose.** The use of functional address symbols (FAS) with a command or organization identity assures direct delivery of communications at all levels of CAP. By using the standard FAS to identify and to address unit functions, a maximum degree of standardization for office identities will be attained.
- b. **Style.** All unit offices and areas of functional responsibility in CAP are assigned standard two and three character FAS in accordance with CAPR 10-1. The offices retain their identity regardless of where they are placed in a unit, and regardless of the unit level.
- c. **Use mandatory.** Per CAPR 10-1, the use of FAS identity is mandatory in preparing and addressing administrative communications (correspondence, memoranda, orders, publications, etc.), communications messages, e-mail and forms. Adhere to the following rules for use of standard functional address symbols:
 - 1. Command or organization identification must always be used with a FAS.
 - 2. Always separate the FAS from the command or organization identity by using a virgule (/), e.g. CAWG/DOS, Gp 5/CC, Sq 11/ETS.
 - 3. If the memo, message or document is directed to a specific duty officer (or title) within a command or organizational directorate, use an "Attention" line below the FAS address to assure proper delivery (see Figure 1-4).
- d. **CAWG responsibility.** The CAWG HQ Director of Administration (DA) is the office of primary responsibility (OPR) for the functional address system and approval authority for those symbols not listed in CAPR 10-1. The CAWG/DA may assign one or two additional letter symbols to standard two- and three-letter office symbols. In addition, CAWG/DA approves symbols used by subordinate units through the first four letters of the FAS. Subordinate units must not use office symbols that conflict with National or CAWG office symbols assignments. Within subordinate units, the administrative officer may assign the fifth, sixth, and additional letter symbols for section, unit, and lower organizational levels.
- e. **Subordinate units.** The functional address symbols apply to all units unless otherwise indicated, and should be used when corresponding with CAWG HQ (see CAPR 10-1 Atch 6). A modified FAS list, showing unique office symbols used at CAWG HQ, is shown in Figure 1-6.
- f. **Duty titles.** The FAS address symbols apply to functional organization sections and are NOT to be construed as duty titles. The FAS refers only to the office or function within the unit, NOT to the individual subordinate positions. Other directives cover duty titles (e.g., CAPM 20-1).
- g. **Address list.** Figure 1-7 contains several frequently used addresses, and Figure 1-8 contains standard grade and rank abbreviations.

CALIFORNIA WING FUNCTIONAL ADDRESS SYMBOLS

The following functional address symbols are in use by CAWG HQ to distinguish among the various HQ directorates.

COMMANDER -----	CC
Vice Commander -----	CV
Chief of Staff -----	CS
ADMINISTRATION -----	DA
Forms & Publications -----	DAF
Reports Control -----	DAR
HISTORIAN -----	DAH
FINANCE -----	FM
OPERATIONS -----	DO
Maintenance Officer -----	DOAM
Counterdrug -----	DOC
Gliders -----	DOG
Disaster Relief-----	DOR
Documentation/Certification-----	DDC
Emergency Services-----	DOS
ES Training -----	DOT
Standardization/Evaluation -----	DOV
Homeland Security.....	DOH
COMMUNICATIONS -----	DC
Frequency Manager -----	DCM
Licensing Officer -----	DCL
Operating Authorizations (Permits) -----	DCP
PERSONNEL -----	DP
CHAPLAIN -----	HC
INSPECTOR GENERAL -----	IG
LEGAL OFFICER -----	JA
Deputy -----	JAD
LOGISTICS -----	LG
Supply Officer-----	LGS
Real Estate Officer -----	LGR
Transportation Officer -----	LGT
MANAGEMENT INFORMATION SYSTEMS -----	IS
MEDICAL OFFICER -----	SO
PUBLIC AFFAIRS -----	PA
RECRUITING -----	PAR
SAFETY -----	SE
AEROSPACE EDUCATION AND TRAINING -----	ET
Aerospace Education-----	ETA
Professional Development -----	ETS
CADET PROGRAMS -----	CP
PLANS AND PROGRAMS -----	XP

Figure 1-6. California Wing Unique Functional Address Symbols

**FREQUENTLY USED ADDRESSES, TELEPHONE NUMBERS,
AND RADIO CALLS**

HEADQUARTERS, CALIFORNIA WING, CAP

15900 Victory Blvd.
P O Box 7688
Van Nuys, California 91409-7688
Telephone: 818-989-8100
Fax: 818-989-8108
Radio Call: Yosemite 11 (VHF-FM)
www.cawg.cap.gov

**DEPARTMENT OF THE AIR FORCE
CAP-USAF STATE DIRECTOR'S OFFICE (CAP-USAF/SD , CA)**

3411 Olson Street, Rm 100
McClellan Park CA 95652-1003
Telephone: 916-564-1605
Radio Call: Yosemite 12
Prusakmi@earthlink.net

HEADQUARTERS, PACIFIC REGION, CIVIL AIR PATROL

PO Box 8955
Lacey WA 98509
Telephone: 360-951-3266
<http://pcr.cap.gov>
www.PACR-Chaplains.org

NATIONAL HEADQUARTERS, CIVIL AIR PATROL

105 South Hansell Street
Maxwell AFB AL 36112-6332
Telephone: 334-953-xxxx
Membership Services Toll Free: 877-227-9142
Fax 334-953-5296
www.capnhq.gov

CIVIL AIR PATROL CAPMART (BOOKSTORE)

30 S. Arnold Street
Maxwell AFB AL 36112
800-633-8768 or 334-953-7242
Fax: 334-265-6381

Figure 1-7. Frequently Used CAWG Address List.

ABBREVIATIONS OF SENIOR MEMBER AND CADET GRADES

Maj Gen—Major General
 BG or Brig Gen—Brigadier General
 Col—Colonel
 LtC or Lt Col—Lieutenant Colonel
 Maj—Major
 Capt—Captain
 1st Lt or 1Lt—First Lieutenant
 2d Lt or 2Lt—Second Lieutenant
 SFO—Senior Flight Officer
 TFO—Technical Flight Officer
 FO—Flight Officer
 SM—Senior Member

C/Col—Cadet Colonel
 C/Lt Col or C/LtC—Cadet Lieutenant Colonel
 C/Maj—Cadet Major
 C/Capt—Cadet Captain
 C/1Lt—Cadet First Lieutenant
 C/2Lt—Cadet Second Lieutenant
 C/CMSgt—Cadet Chief Master Sergeant
 C/SMSgt—Cadet Senior Master Sergeant
 C/MSgt—Cadet Master Sergeant
 C/TSgt—Cadet Technical Sergeant
 C/SSgt—Cadet Staff Sergeant
 C/SrA—Cadet Senior Airman
 C/A1C—Cadet Airman First Class
 C/Amn—Cadet Airman
 C/AB—Cadet Airman Basic

Figure 1-8. Grade Abbreviations.

1-11. ELECTRONIC MAIL (E-MAIL) ADDRESSES

- a. **CAWG e-mail usage.** CAWG has established an e-mail account for all wing directorates and staff offices. Many individual staff members also have CAWG e-mail addresses. In addition, all group and squadron headquarters may have e-mail addresses available through the CAWG account. All e-mail addressed to the CAWG address is automatically forwarded to the e-mail address of the commander or other designated officer of the unit whose e-mail address is provided to CAWG/IS. The form of the address is [address]@cawg.cap.gov (e.g., da@cawg.cap.gov).
- b. **Group/CC responsibility.** In order to receive e-mail promptly, each group/CC should maintain a group e-mail address to which e-mail received by CAWG HQ may be automatically forwarded. In addition, group commanders must obtain the e-mail address maintained by each unit (or unit/CC) under their command and promptly send changes to CAWG/DA.
- c. **Reporting.** Current e-mail addresses should be reported to CAWG/DA by e-mail, for inclusion in the CAWG Unit Locator and maintenance of the e-mail forwarding list. Address all changes to da@cawg.cap.gov.
- d. **Local e-mail accounts.** Every group and unit commander must have access to an e-mail account through an internet service provider (ISP) that is capable of sending and receiving file attachments. HQ CAWG distributes numerous documents as e-mail attachments, including staff rosters, unit locator lists and other time-sensitive communications requiring prompt replies. Units and staff personnel can save on postage and telephone toll charges by using e-mail as a substitute for mail and telephone calls that often do not reach the recipient in a timely manner.
- e. **Computer equipment required.** Any computer with a modem may be used to access e-mail. However, better performance will be achieved if the computer has at least a Pentium-class CPU and a 28,800 bps or faster modem.

1-12. COMPUTER RESOURCES FOR ADMINISTRATION

- a. **CAWG policy.** CAWG is actively pursuing a policy of computerizing or automating every possible operation or function amenable to the types of computer resources readily available to members. This policy includes communications between headquarters (i.e., the commanders) of all units, standardization and online publishing of all CAWG publications and forms, management of all types of emergency services missions, and distribution of documents and announcements. Electronic communication is immediate, less time-consuming to execute, and more cost effective than using other forms of mail or overnight delivery. Because of ongoing CAP budget constraints, it is imperative that we conserve funds wherever possible. Use of the worldwide web (the Internet) and e-mail distributions can save CAWG thousands of dollars in mailing, duplicating and labor costs.
- b. **Operating system software programs required.** In order to obtain full access to electronic documents and database tools published by HQ CAP and HQ CAWG, units should have a computer that uses Windows 95/98 (or later) or NT operating system, with Microsoft Office Professional 97 (or later) software.

- c. **CAP forms online.** Most CAP forms are available online through the HQ CAP worldwide web home page <https://www.capnhq.gov> including aircraft questionnaires and the annual pilot questionnaire that must be completed as part of a CAPF 5 pilot recertification. All forms are available to be downloaded to the user's computer. The user must have Microsoft Word version 6.0 or higher to use these forms. They are in the form of MS Word templates (file type .DOT) and most will permit computer data entry by the user. An alternate download using the Adobe Acrobat Reader can provide paper forms for manual completion. When printed, best results are obtained with a laser or inkjet printer.
- d. **Unit member data (CAPWatch).** Unit membership data from HQ CAP may be obtained by registering on the HQ CAP web home page (see the e-services link). Member data is updated nightly. The data downloads as a Microsoft Access application, formatted as an Access 2.0, 95, 97 or 2000 database application (user selectable online). Additional features utilizing interactive programs provide the ability to maintain the National database from any computer.
- e. **Mission/Wing Management Utilities.** An interactive database application is available for CAP mission management. It is commonly known as the Mission Management Utilities, and is currently in use in several CAP wings. The application uses the current CAPWatch member data available from HQ CAP (see para. d above) along with member data input to the interactive Wing Management Utility (WMU.) To download instructions and program files or to work directly with either of these utilities, go to <http://wmu.nat.cap.gov>
- f. **PowerPoint presentation files.** Many (all newly revised) CAP training courses and presentations now are available as Microsoft PowerPoint presentation files (.PPT file extension). These presentations may be viewed on any computer with graphics capabilities running Microsoft PowerPoint (which is included as part of Microsoft Office Professional) or PowerPoint Viewer (a free viewer available for download from various sites on the Internet). A projector connected to a laptop or desktop computer can be used to show these presentations in larger groups or auditoriums. CAWG has projectors available for loan from CAWG/IS, by prior arrangement. Many training facilities, including military bases, have computer presentation projection equipment available as well.
- g. **CAP Manuals and Regulations.** HQ CAP now publishes all revisions of CAP Manuals and Regulations on the web as Adobe Acrobat files (.PDF file extension). The user must have Adobe Acrobat Reader (a free PDF viewer program) to view or print these files. These CAP publications are available by clicking on the "CAP Pubs" link in the CAP web page at <https://www.capnhq.gov> Acrobat Reader is available from Adobe through a link on the NHQ web site. The NHQ web site should be checked frequently to obtain changes or new manuals and regulations as they are published.
- h. **CAWG publications online.** Most CAWG publications are available for free download through the Publications section of the CAWG web page at www.cawg.cap.gov. The documents are stored as Adobe Acrobat PDF files, and may be downloaded, for use on a computer or for printing, by clicking on the active link for the document. Available publications include this guide, all CAWG supplements to CAP Manuals and Regulations, Policy Letters, wing Personnel Authorizations, unit organization lists (including group assignments), the Unit Locator, CAWG forms, and the Wing Calendar. The available

publications change frequently, so it is advisable for users of this source to check the site at least monthly. CAWG intends to maintain all of its publications through the web site.

- i. **CAWG Cadet Programs.** The CAWG Cadet Programs Section maintains its own web site at <http://www.cawgcadets.org/>. The site is updated frequently, and is used to announce and report on all cadet activities in CAWG. All CAWG cadets are urged to make use of this web site.

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