

## **PREFACE**

This Administrative Procedures Guide, when completed, will supercede CAWGM 11-1, 1 Sep 1997 and subsequent Changes 1 and 2. Because of the time and effort involved in updating the entire manual, chapters are being released as they are finished, in order to provide current information as expeditiously as possible. The reader is directed to the Table of Contents to determine which chapters of CAWGM 11-1 have been replaced, and which are still in effect.

The Guide is not directive in itself, but it does implement a standardized approach to administrative procedures directed by various Civil Air Patrol regulations, manuals, supplements and policies. Following the procedures set forth herein, while not mandatory, will result in compliance with those underlying directives. Alternative approaches to transaction processing will attempt to be accommodated, but will likely result in delays and increased cost caused by rerouting transactions to the proper functional areas, producing the required copies, and even returning the transaction to the originating unit for completion of missing data or approvals.

The Guide is designed to augment the controlling directive. In some cases information has been duplicated herein to provide emphasis or continuity to the explanation. The Guide should be used with the directive to provide a complete picture of the procedure.