

WASHINGTON WING ANNUAL BRIEFING REPORT 2019: **REQUIRED BRIEFINGS**

Reviewed: 26 Dec 2018

UNIT: _____ NAME OF PRIMARY BRIEFER: _____ BRIEFING DATE: _____

#	SOURCE	PARA	YYMMDD DATE	TOPIC	SUI REFERENCE
<input type="checkbox"/> 1	R1-2 (I)	2.a(2)	120403	Personally Identifiable Information. 2.a(2) Ensure that all personnel within their area of responsibility understand the need to protect PII.	
<input type="checkbox"/> 2	R36-1 & R39-2	4.4.2 1.1.2	160804 170109	Non-Discrimination Policy. 4.4.2. Commanders will ensure that the CAP Nondiscrimination Policy is briefed annually to all members within their respective commands.	[SUI E-1 #2]
<input type="checkbox"/> 3	R36-1	4.4.4	160804	4.4.4. Commanders will maintain such records as they determine necessary to ensure compliance with these directives. These records will be made available for inspection upon request of the EOO, assessment teams (see CAPR 123-3, CAP Compliance Assessment Program) or other competent authority.	[SUI E-1 #2]
<input type="checkbox"/> 4	R60-2	1.2.4- 1.2.5	180318	Cadet Protection Program (Replaces R52-10). 1.2.4. Unit Commanders. Unit commanders at the region level and below, assisted by their director of cadet programs (or functional equivalent), ensure that the cadet activities hosted by their unit, and all cadet activities hosted by subordinate units, comply with this regulation. Further, unit commanders ensure that their individual members comply with the CPP. 1.2.5. Adult Leaders. Adult leaders are senior members and others (see 1.5.7) who interact with cadets. Adult leaders have a duty to act in loco parentis (in the place of parents), protecting the cadets' well-being as a reasonable adult would for the benefit of his or her own children. In relation to cadets, adult leaders are authority figures functioning as instructors, mentors, and supervisors. They do not permit their superior / subordinate relationship with cadets to deteriorate into a peer relationship.	
<input type="checkbox"/> 5	R60-2	4.1- 4.2.1.2	180318	4.1. Immediate Safety. When reacting to a reasonable suspicion of abuse, the member's first priority is to ensure the cadet is safe from imminent harm. 4.2. Reporting Requirements. Adult members who develop a reasonable, good faith suspicion or belief that a cadet has been sexually abused, exploited, physically abused, neglected, or emotionally abused must report their suspicion to CAP through the chain of command. 4.2.1. Chain of Command. After ensuring the cadet's safety, the member will contact the wing commander via the chain of command. The wing commander will notify CAP/GC and the wing legal officer. After normal business hours, the point of contact is the National Operations Center, 888-211-1812 x300. Subsequently, CAP will ensure the affected parents or legal guardians are notified. 4.2.1.1. Fatalities. If the suspected abuse results in death, follow the guidance of CAPR 35-2, Notification Procedures in Case of Death, Injury, or Serious Illness. 4.2.1.2. Matters Involving CAP-USAF Personnel. When CAP members need to report reasonable suspicions of abuse involving CAP-USAF personnel, CAP members will follow the process of 4.2.1. and CAP/GC will forward the complaint to CAP-USAF/CC.	[SUI E-1 #3]

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<input type="checkbox"/> 6	R60-2	4.2.2- 4.2.5	180318	4.2.2. Process Flow Chart. See Attachment 3 for a flow chart depicting the process CAP uses when responding to a CPP incident. 4.2.3. Non-Compliance. Adult members who fail in their duty to report reasonable suspicions of abuse will be subject to disciplinary action. For a definition of “abuse” and “reasonable suspicion of abuse,” see 1.5.1 and 1.5.3, respectively. 4.2.4. False Reports. Accusing someone of violating the CPP is a serious matter. The repercussions can affect an individual’s personal and professional life. In reporting a reasonable suspicion of abuse, members must strictly limit their report to facts that they personally know to be true. If CAP determines that a member (including a cadet) made a report that he or she knew to be false, that individual will be subject to disciplinary action and referral to law enforcement. 4.2.5. CAP Reports to CAP-USAF. Within 48 hours of the initial report, CAP/GC will forward any complaints alleging sexual or physical abuse, any abuse that results in death, and any abuse that involves CAP-USAF personnel, to CAP-USAF/CC.	[SUI E-1 #3]
<input type="checkbox"/> 7	R60-2	2.4.5	180318	2.4.5. Proximity of Supervisor. Because each physical environment, mixture of cadets’ grades and ages, and nature of activity is different, CAP does not set a firm rule regarding the proximity between a group of cadets and their adult leader supervisor. If supervisors do not have direct line of sight contact with cadets, they must nevertheless be aware of where the cadets are, what they are doing, and check up on them periodically.	
<input type="checkbox"/> 8	R60-2	2.4.7	180318	2.4.7. Transportation & Rule of Three. When adult leaders transport cadets to, during, or from CAP activities, they must follow the “transportation rule of three” by ensuring the carpool party consists of at least three persons (e.g., adult leader-driver plus two cadets; or adult leader-driver, second adult, and one cadet). Adult leaders who transport family members or cadets known through relationships existing prior to their CAP membership (see 2.8.3.2.) are exempt from the rule of three. Regarding liability insurance, transportation to and from CAP activities via member-owned vehicles is not official travel and is therefore conducted at the member’s risk.	
<input type="checkbox"/> 9	R60-2	2.5.2	180318	2.4.8. Parental Permission for Special Events. The unit commander or project officer must ensure that minor cadets who wish to participate in activities beyond weekly squadron meetings or taking place in a location other than the unit’s normal meeting facility or local airport obtain written parental authorization via the CAPF 60-80 (formerly CAPF 32), Civil Air Patrol Cadet Activity Permission Slip. Cadets who have reached the age of majority may self-authorize their participation; parent or guardian authorization is not required. Units may modify the CAPF 60-80 to meet local needs, provided all data required on the national-level form is included on the local version.	
<input type="checkbox"/> 10	R20-2	2.3	180215	Complaint Resolution (Replaces R123-2). 2.3. CAP members have a responsibility to report FWA, violations of directives; abuse (including abuse of authority), cadet protection issues, or misconduct to an appropriate commander or IG. In addition, CAP members should report any known violations of law relating to these issues.	
= Item recently added to the list or updated.					

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<input type="checkbox"/> 11	M39-1	1.1.2	140626	<p>Uniform Manual. 1.1.2. Oversight. 1.1.2.1. COMPLIANCE WITH THIS PUBLICATION IS MANDATORY. This publication is the sole source for wear instructions and authorized items for various uniform combinations as prescribed within. Variation from this publication is not authorized. Items not listed in this publication are not authorized for wear with uniforms. Local commanders do not have the authority to waive grooming and appearance standards. 1.1.2.2. The Commander, CAP-USAF, with the approval of Headquarters USAF, prescribes the wear of the USAF-style uniforms, as well as the insignia, badges, and devices worn on these uniforms. 1.1.2.3. The CAP National Commander (CAP/CC) prescribes the wear of the Corporate-style uniforms, as well as the insignia, badges, and devices worn on these uniforms.</p>	
<input type="checkbox"/> 12	M39-1	1.2- 1.2.1.2	140626	<p>1.2. Wear of the CAP Uniform. 1.2.1. Individual members will obtain and maintain for wear either of the minimum basic uniforms described here. These combinations meet the requirements of most CAP events. A commander may require cadets to wear other optional uniform items only if the purchase is voluntary (such as requiring a specific uniform for participation in a National Cadet Special Activity) or if the uniform is supplied without expense to the cadet. 1.2.1.1. Minimum USAF-style Uniform: The minimum basic USAF-style uniform is the Blue Service Uniform (Class B) with short sleeve shirt (male) or blouse (female) as appropriate. Cadets authorized to wear the USAF-style uniform are required to maintain this uniform. 1.2.1.2. Minimum Corporate-style Uniform: The minimum basic CAP Corporate-style uniform is the Aviator Shirt Uniform with short sleeve shirt or blouse as appropriate. Cadets aged 18 and older who meet weight standards for wear of the USAF-style uniform must maintain the USAF-style Class B uniform as noted in the previous paragraph.</p>	
<input type="checkbox"/> 13	M39-1	1.2.2	140626	<p>1.2.2. Wearing the USAF-style uniform is a privilege extended to CAP members who meet weight (see Attachment 2) and grooming standards (see paragraph 3.2). Commanders and activity directors are expected to enforce these standards and ensure that members wearing USAF-style uniforms understand these requirements, that members wearing USAF-style uniforms accept personal responsibility for meeting these requirements, and are expected to provide remedial education and counseling if required.</p>	
<input type="checkbox"/> 14	M39-1	1.2.4.2	140626	<p>1.2.4.2. Members are normally required to wear a CAP uniform (either USAF- or Corporate-style) when working with cadets, when flying in a CAP aircraft (Corporate or member owned aircraft used in a CAP flight activity), or when conducting business under a CAP mission number (A, B, or C). Region commanders, wing commanders, and activity directors may stipulate appropriate civilian clothes while traveling to and from events by ground, or during events not involving flight where it is appropriate to wear civilian clothes.</p>	

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<input type="checkbox"/> 15	M39-1	2.10- 2.10.6	140626	<p>2.10. Commanders below Wing. In this context, region, wing, and group commanders act in this role for members of their headquarters units. Commanders may delegate these responsibilities to local activity directors for the duration of a particular activity.</p> <p>2.10.1. Ensure that all members, individually and collectively, present a professional, well-groomed appearance, which will reflect credit upon CAP as the auxiliary of the United States Air Force. They will ensure all members are uniformed in accordance with the provisions of this manual, uniform violations are promptly corrected, and that members are regularly educated as to the proper wear of the uniform.</p> <p>2.10.2. Enforces dress and personal appearance standards and defines “conservative”, “faddish”, and other terms not specifically defined in this publication or applicable supplements.</p> <p>2.10.3. Ensures uniform items are consistent and standardized throughout the organization, and designates the appropriate uniform authorized in this manual to be worn at unit activities and events. To maintain uniformity and good order, commanders determine their members’ compliance and understanding of this manual.</p> <p>2.10.4. Determines acceptable civilian clothing for wear at CAP activities and may prohibit clothing that is offensive for moral, legal, or safety reasons.</p> <p>2.10.5. May prohibit wear of optional items during formations, ceremonies, or other events when uniformity is required. Commanders may mandate wear of optional clothing if provided at no cost to the member, or if participation at an event is voluntary.</p> <p>2.10.6. Commanders do not have authority to waive personal grooming standards.</p>	
<input type="checkbox"/> 16	R60-1	8.4	180201	<p>Cadet Program Management (Replaces R52-16).</p> <p>8.4. Cadet Participation at Other CAP Units’ Activities. Units sometimes open their activities to cadets from outside units. To participate at an activity hosted by a CAP unit other than their own, cadets must obtain permission from their parent, home unit commander, and be accepted by the hosting unit. Commanders will ordinarily approve cadets’ requests to attend these activities, denying requests only for good cause. If approving a cadet to attend an activity hosted by another wing, the unit commander will inform the wing DCP.</p>	
<input type="checkbox"/> 17	R62-2	1.d	140520	<p>Mishap Reporting and Review.</p> <p>d. “Mishap” is defined as any unplanned or undesired, operational occurrence, or series of occurrences, that results in, or has the potential to result in, death, injury, or damage to equipment or property.</p>	
<input type="checkbox"/> 18	PCR S R62-2	3c & 3c3	180301	<p>3c. (Added) Individual Wing Mishap Notification Process. All mishaps shall be telephonically reported to the headquarters of the individual wing immediately (within 2 hours of the mishap occurring) using the notification process outlined below. The person contacted will notify the remainder of the required wing staff by appropriate means. The Wing Commander is responsible for maintaining the contact list with the Region Director of Safety.</p> <p>3c3. (Added) Notification Process</p> <p>The call in number for all Pacific Region Mishap Reporting is: 833-727-7233 (833-PCR-SAFE). Press 6 for WASHINGTON</p> <p>The call will automatically be directed to the first available staff member for that wing or the region. If no answer is received the system will automatically switch to voice mail.</p>	

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<input type="checkbox"/>	19	R77-1	1.8b	121226	<p><u>Operation and Maintenance of Civil Air Patrol Vehicles.</u> 1-8. Use of COVs, TUVs and POVs. b. Use of POVs for transportation to and from CAP meetings, encampments and other activities is solely at the risk of the individual CAP members and their passengers. CAP assumes no right of control, liability or responsibility for such transportation. Unit commanders must approve, in writing, justification for use of a POV as official CAP transportation, when adequate COVs are not available for such purposes. Approval is limited to unusual circumstances where lack of transportation or capability for CAP members adversely impacts important activities. Prior to granting such permission, the member must produce evidence of insurance coverage, state inspection (if required) and registration. Written approval for use of a POV will be maintained on file in accordance with CAPR 10-2, Files Maintenance and Records Disposition.</p>	[SUI E-1 #9]
<input type="checkbox"/>	20	R77-1	2.1a	121226	<p>2-1. Vehicle Inspections. a. Prior to first use of the day, vehicle operators will perform a safety check on COVs or TUVs using CAPF 73, CAP Vehicle Inspection Guide and Usage Data. During the inspection, all items found not to be in safe working order must be corrected before placing the vehicle in service. When a POV is used for official CAP transportation it will have a safety check performed using CAPF 73, prior to use. A POV will not be used if not in safe working order.</p>	[SUI D-8 #2]
<input type="checkbox"/>	21	R173-3	2.1	151001	<p><u>Payment for Mission Support.</u> All sortie data, including actual costs, must be entered into WMIRS within 72 hours of completing the sortie. (Note: If a charge is made to a wing for fuel paid by a member, a copy of the receipt showing the amount of fuel serviced and the total cost must be attached to the member's reimbursement request to the wing.) # - Receipt should be itemized # - Submit within 72 hours for vehicle charges # - Submit wing reimbursements within 20 days</p>	
<input type="checkbox"/>	22	R173-3	2.2.2	151001	<p>2.2.2. Members will submit requests for reimbursement to the wing not later than 15 days after the close of the sortie, RON or other expense is incurred/completed with the exception of commercial communications expenses.</p>	
<input type="checkbox"/>	23	R173-3	2.2.4	151001	<p>2.2.4. Members will have a current CAPF 179, Direct Deposit Sign up – CAP Member, on file with NHQ/FM in order to be reimbursed directly for expenses. Members without a CAPF 179 on file will be reimbursed through their wing. NOTE: WAWG STRONGLY RECOMMENDS ENROLLING IN BOTH NHQ and WAWG's DIRECT DEPOSIT SYSTEMS. This greatly lightens our Wing Administrator and Director of Finance's paperwork and financial management workload and will ensure the fastest refund.</p>	
<input type="checkbox"/>	24	R174-1	2-4a-b	121226	<p><u>Property Management and Accountability.</u> Non-expendable Property items . . . must be tracked the CAP Operational Resource Management System (ORMS).</p>	

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<input type="checkbox"/> 25	R174-1	2-15b	121226	b. Non-expendable property issue. The commander or property management officer shall issue non-expendable property to individuals through ORMS. At that time, individuals shall acknowledge receipt of property by agreeing to terms of issuance in ORMS. Upon acceptance of an item in ORMS, individuals may print a copy of their Individual Issue Report showing all property issued and value at time of issue. If immediate access to ORMS is not available, use a hand-written CAPF 37 to initially issue property. Individuals must acknowledge receipt of property in ORMS within 7 days of issuance. Units are not required to keep paper copies of Individual Issue Reports after property has been accepted in ORMS. Hold all CAPFs 37 until issuance has been accepted in ORMS; they should then be destroyed. By accepting property through the on-line process or by signature, recipients agree to reimburse CAP for the depreciated value of supplies or equipment and any costs of collection, including reasonable attorney fees for loss or damage, through negligence, abuse or willful misconduct. Members returning property should ensure they receive a CAPF 37 Individual Issue Receipt indicating turn-in. Members should hold this receipt until ORMS has been updated by the property management officer. Members may verify their own issued property list by accessing ORMS through eServices.	
<input type="checkbox"/> 26	R174-1	2-25	121226	2-25. Reporting Property Loss or Damage. CAP members have a responsibility to report property loss or damage to their unit commander or property management officer. Upon notification, the individual receiving the report must initiate a loss report in ORMS by changing the item's condition to "missing/damaged." Changing the condition of the item to "missing/damaged" will automatically notify the commander and appropriate property management officer. In the event the property is issued to a region commander or member of the national staff, the CAP Chief of Staff (CAP/CS) will be notified. Cursory searches for lost property are permitted, but in all cases the loss or damage must be reported within 7 days of discovery. Upon receipt of a loss/damage report the wing/region commander or CAP/CS shall appoint an investigating officer in ORMS. In order to prevent compromise of a secure CAP or customer network, and to ensure that proper precautions are taken with regard to encryption keys, immediately notify the NTC any time a piece of communications equipment with encryption is lost or stolen. If the property was involved in a mishap, the safety investigation and online mishap report must be completed prior to initiating the report of survey investigation. Units or wings will not be held accountable for time required to complete the safety investigation.	
<input type="checkbox"/> 27	R265-1	3e	150403	Chaplain Corps Activities. e. When teaching Character Development to members, Chaplains will only use material approved by the CAP Chief of Chaplains and provided on-line through the National Headquarters website. = Item recently added to the list or updated.	