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CIVIL AIR PATROL  
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22 October 15

MEMORANDUM FOR DISTRIBUTION

FROM: ORWG/DA

SUBJECT: Administrative Procedures

1. This memorandum is a reminder that correspondence to the ORWG Headquarters, ORWG Staff, and counterparts at Pacific Region and NHQ need to be sent through this office.
2. The Oregon Wing Commander has asked that units and staff coordinate correspondence through the Oregon Wing Administrative Officer, in order to log items and track deadlines to support unit requests and actions. We have recently seen some last-minute scrambling and missed suspenses that can be avoided by making use of the Administrative Officer's role.
3. In addition, the Oregon Wing Commander asks that units notify ORWG/HQ when any events outside of regularly scheduled unit meetings events are planned. There is a template for Activity Operations Plans (ORWG Form 54) that cover typical categories for event planning, and this should be used to tell the ORWG leadership about what your unit has planned. If there are any questions regarding supervision of personnel, fundraising, and so forth, the appropriate wing staff may contact you for clarification.
4. I have included a reminder of the procedures for activity requests that include additional steps, specifically cadet firearms training, cadet high-adventure activities, and unit fundraising. Please refer to the attachment for additional guidance.
5. The most expedient way to ensure that your requests are attended to, and to provide the best possible support for Oregon Wing units, is to send your correspondence to [admin@orwg.cap.gov](mailto:admin@orwg.cap.gov) as early as possible. Submission of an ORWG Form 54 should be done at least a week prior to your event, with more time being beneficial (refer to ORWG Pamphlet 10-4). Coordination with higher headquarters for requests and/or approvals should be done with sufficient time to anticipate any possible delay.
6. If you have any questions, recommendations, or would like clarification on how to submit documentation to or through ORWG/HQ, please let me know. I can be reached at [admin@orwg.cap.gov](mailto:admin@orwg.cap.gov), or by phone at 203-558-6614. I look forward to assisting the personnel throughout ORWG pursue our three missions.

//SIGNED//

EDWARD A. BOS, Lieutenant Colonel, CAP  
Administrative Officer

cc:  
ORWG/CC  
/CV  
/CS

## Attachment 1 Oregon Wing Activity Request Procedure Overview

### **Fundraising (process)**

#### Applicable Regulation CAPR 173-4, A3(a)

*a. Wing commanders are responsible for maintaining control over all CAP fund raising activities organized within their wings. Subordinate units must obtain prior written approval from the wing commander or designee before initiating a fund raising project. Fund raising activities will be limited to solicitations within the respective wing.*

1. The unit submits the fundraising application to our administrative clearinghouse "[admin@orwg.cap.gov](mailto:admin@orwg.cap.gov)"
2. The application is provided to our Finance Director by email for review and recommendation. The Finance Director will consult with the Legal Director as needed.
3. The recommendation is considered by the ORWG/CC and approved, denied
4. The determination is sent to the unit and filed with the ORWG Administrative Director. The approval must be logged.

This has been implemented and should be ongoing.

### **Firearms Training (process)**

#### Applicable Regulation CAPR 52-16, 2-9(b) Weapons

*b. Firearm Training. Cadets may participate in firearm training if the wing commander approves the training facility and sponsoring personnel or agency in advance and in writing. Training must be sponsored and supervised by military personnel qualified as range safety officers; local law enforcement officers qualified as firearms instructors; or National Rifle Association, National Skeet Shooting Association or Amateur Trap Shooting Association firearms instructors.*

1. The unit submits the firearms training application to our administrative clearinghouse "[admin@orwg.cap.gov](mailto:admin@orwg.cap.gov)"
2. The application must include where the training facility is located, sponsoring personnel or agency, the qualifications of the personnel and their association with local law enforcement qualified as range safety officer, firearms instructors or credentialed instructors of the various organizations in the regulation.
3. The complete written application is provided to Lt Col Ted Tanory (a former USAF/ANG range master (safety officer) by email for review and recommendation
4. The recommendation is considered by the ORWG/CC and approved, denied
5. The determination is sent to the unit and filed with the ORWG Administrative Director. The approval must be logged.

This has been implemented and should be ongoing.

We should require the re-issuance of the approval at least annually and should require all new approvals to be obtained effective **January 1, 2016**. Where approvals are for multiple uses of the same sites, the dates must be clarified.

### **High Adventure Activity (process)**

#### Applicable CAPR 52-16, 2-8

*(Excerpt) HAAs will be conducted only with the wing commander's approval using CAPF 54. Cadets must obtain written permission from their parent or legal guardian via a completed CAPF 31, Application for CAP Encampment or Special Activity, to participate in HAAs.*

The regulation excerpted above requires all high adventure activities be approved by the Wing Commander. Consistent with CAPR 52-16,2-8 the steps should include:

1. The unit submits the high adventure activity on a CAPF 54 to our administrative clearinghouse "[admin@orwg.cap.gov](mailto:admin@orwg.cap.gov)"
2. The application must be completed on the correct Form and must address in writing the regulatory requirements.
3. The complete written application is provided to the Director of Cadet Program by email for review and recommendation
4. The recommendation is considered by the ORWG/CC and approved, denied
5. The determination is sent to the unit and filed with the ORWG Administrative Director. The approval must be logged.