

Lesson Objective: Explain how mission support functions support the three mission elements of the wing.

Developmental Objectives: Member Services and Administration (Duration: 40 minutes)

1. Describe the wing administrative functions. (ref: CAPR 5-4, CAPR 10-1, CAPR 10-2, CAPR 10-3)
2. Describe the guidance and policy procedures the administrative function performs. (ref: CAPR 10-1, CAPR 10-2)
3. Describe the computer methods (information management) which the wing uses to enhance the administration of the wing.
4. Describe the key processes of the wing, and what information from the squadrons is needed to complete those processes.
5. Discuss what assistance the administrative office of the wing can provide to the units.
6. Describe the personnel functions at the wing, and what information is needed from the units to complete those functions. (ref: CAPM 20-1, CAPR 35-2, CAPR 35-3, CAPR 35-6, CAPR 39-1, CAPM 39-2, CAPR 39-3)
7. Describe the wing's role in the adverse member action processes. (ref: CAPR 35-3)
8. Describe the wing personnel function's role regarding the CAP grievance/complaints program. (ref: Inspector General segment)
9. Describe the committees which the personnel office of the wing is part of: (ref: CAPR 35-6, CAPM 39-2, CAPR 39-3)
10. Discuss the wing Personnel staff's involvement with recruiting and retention. (ref: CAPM 39-2, CAPP 33-1)
11. Discuss the wing's involvement with charter and organizational actions: (ref: CAPR 20-3)
12. Discuss the wing personnel key personnel policies
 - a. Death and serious injury notification
 - b. Nondiscrimination and equal opportunity
13. **Discuss how these actions support CAP's three main missions.**

Teaching Outline

MP I. The Administrative function as performed at the wing level

- A. Performs routine administrative functions of the wing as its own unit.
- B. Coordinates wing-wide administrative taskings and correspondence
 1. Key processes described
 2. Information needed from squadrons to complete those processes
- C. Computer enhanced methods
 1. E-mail
 2. Web sites
 3. Etc.
- D. Assistance to units
 1. training
 2. unit visits

3. Administrative assistance**MP II. The Personnel function as performed at the wing level**

- A. Performs routine personnel functions of the wing as its own unit**
- B. Role in the CAP grievance/complaints program**
- C. Key personnel processes described**
 - 1. Adverse member actions**
 - 2. Committee participation**
 - a. Promotion**
 - b. Awards and decorations**
 - c. Membership**
 - d. Etc.**
 - e. Information needed from squadrons needed to complete those processes**
 - 3. Charter and Organization actions**
 - 4. Control of charters and organizational actions**
 - 5. Unit activations/deactivations**
 - 6. Charter reviews**
 - 7. Etc.**
- C. Personnel's role in recruiting and retention**
- D. Key policies**
 - 1. Death and serious injury notification**
 - 2. Nondiscrimination and equal opportunity**

MP III. How these actions support CAP's three main missions

- A. Aerospace Education**
- B. Emergency Services**
- C. Cadet Programs**