

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

Behavioral Objectives: Finance (Duration: 40 minutes)

1. Describe how the wing budget is determined.
2. Discuss the operations of the Wing Finance Committee. (ref: CAPR 173-2)
3. Discuss how wing finance supports wing and unit fundraising efforts, and describe wing fundraising policies. (ref: CAPR 173-4)
4. Discuss what the wing does to train and support the unit finance officers.
5. Discuss how annual squadron audits are utilized by the wing. (ref: CAPM 173-1, CAPR 173-2)
6. Discuss wing finance policies for: (ref: CAPM 173-1, CAPR 173-2, CAPR 173-3)
 - f. SAR
 - g. Counter Drug
 - h. Orientation Flights
 - i. Member/Unit reimbursement procedures
 - j. etc.
7. Discuss how these actions support CAP's three main missions.

Teaching Outline

MP I. Wing finance functions

A. Budget

1. How the wing budget is determined

B. Finance committee

C. Fund raising

D. Training of unit finance officers

1. OJT
2. Unit visits
3. Etc.

E. Audits

1. The wing audit
2. How unit audits are applied to the wing audit

MP II. Wing finance policies for:

A. SAR

B. Counterdrug

C. Orientation flights

D. Member/Unit reimbursement procedures

E. Etc.

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

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