



HEADQUARTERS
ALASKA WING, CIVIL AIR PATROL
AUXILIARY OF THE UNITED STATES AIR FORCE
P.O. BOX 6014 • ELMENDORF AIR FORCE BASE, AK 99506-6014
OFFICE (907) 551-3147 • FAX (907) 753-4560



17 October 2005

MEMORANDUM FOR CAP/AK WING SQUADRONS

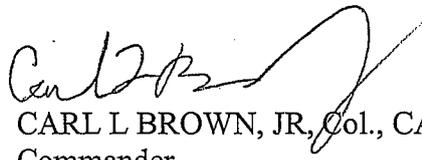
FROM: CC

SUBJECT: Alaska Wing Policy No. 1
Establishment of Policy File

1. Effective immediately, all Alaska Wing units will establish a Wing Policy File, either as a section of the unit's current Flight Crew Information File book, or else under separate binder.

2. In the recent past, policy letters have been issued at this headquarters with no uniform method of tracking them and ensuring that they are maintained at unit level. Due to time and personnel turnover, policies issued in this manner tend to get lost or mutated by "WOMS" (Word of Mouth). A numbered policy system will allow the Wing a formal method of initiating, reviewing, revising, and rescinding policies. It will take time to change some of the various letters and memorandums floating around the Wing into numbered policies; however, once this is done, all units will have a common set of guidance to operate under. Wing supplements to some CAP regulations may also be established in the near future, but in the mean time, the Policy File serves as an interim step until this is accomplished.

3. The Wing Chief of Staff will be responsible for overall management of the Wing Policy File. Other divisions may be assigned as Office of Primary Responsibility (OPR) for particular policies, depending on the subject. If you have questions or suggestions regarding the Policy File, contact the Chief of Staff or the appropriate OPR.


CARL L BROWN, JR., Col., CAP
Commander