



**ALASKA WING**  
**UNITED STATES AIR FORCE AUXILIARY**  
BLDG 16322, 37TH ST  
ELMENDORF AFB, AK 99506-3915



6 Sep 22

MEMORANDUM FOR AKWG MEMBERS

FROM: AKWG/CC

SUBJECT: Initial Requirements & Training Plan for AKWG Composite Squadron Stand Up

1. The best practices provided herein to the leaders of prospective new units are based on the policies and procedures contained within CAPRs 20-3, 20-3(I), 173-1, 60-1 and the unique considerations that come with fielding a CAP unit in the Alaska Wing. They will be incorporated into a future AKWG OI.

2. As a rule, Alaska Wing sustains Composite Squadrons in order to best execute our chartered missions while serving our communities, state and nation. Units that flourish feature well-trained leaders and a membership with a shared sense of mission. It has been proven that a unit that meets the minimum requirements of CAPR 20-3(I) and then fails to develop senior members to take on the responsibilities required to run a compliant, effective unit will eventually fail as an organization. Therefore, the following general criteria must be met for units wishing to stand up as a Composite Squadron in AKWG:

a. A unit may be chartered as a Composite Squadron in AKWG if the originally chartering membership of the proposed unit meets the criteria established in CAPR 20-3(I) para 2 and includes:

- i. A member who has previously served a full term as Commander of a CAP squadron who has successfully completed a Subordinate Unit Inspection within the past 10 years and agrees to take command of the newly chartered unit for a period of at least 3 years, AND
- ii. A member who has previously served a full term as a Deputy Commander for Cadets or Assistant Deputy Commander for Cadets, who agrees to serve as Deputy Commander for Cadets of the newly chartered squadron for a period of at least 2 years, AND
- iii. A member who has previously served a full term on a CAP finance committee at any level who agrees to serve as Finance Officer of the newly chartered unit for a period of at least 2 years AND
- iv. The proposed unit has at least six prospective cadets with one prospective cadet having graduated an encampment and attained the rank of C/SSgt or higher AND
- v. The proposed unit is not within a 30-minute and/or 15-mile driving distance of an already existing squadron.

b. Any proposed unit that does not meet the criteria of paragraph “a” will initially organize as a **non-chartered flight under the supervision of an appropriate AKWG composite unit** for a period of at least 6 months. To subsequently stand up as a composite squadron via CAPF 27, the following criteria are expected to be met:

- i. The prospective Commander must have attained Level 3, earned at least a Technician rating in at least one mission area (AE, Ops, ES, CP, or AO) and accomplished GES, ICUT, TLC, SET and SCC training as a minimum AND
- ii. The prospective Deputy Commander for Cadets must have attained Level 2, earned at least a Technician rating in CP and accomplished GES, ICUT, SET and TLC training as a minimum AND
- iii. The member who has agreed to take on the duties of the Finance Officer of the newly chartered unit for a period of at least 2 years has completed Level 1, has been trained by AKWG/FM AND
- iv. The proposed unit has at least six prospective cadets with one prospective cadet having graduated an encampment and attained the rank of C/SSgt or higher AND
- v. The proposed unit is not within a 30-minute and/or 15-mile driving distance of an already existing squadron AND
- vi. A complete set of SUI worksheets and supporting documentation has been submitted and reviewed by AKWG/DO, COM, DCP, AE, FM and AO directorates, then AKWG/IG to ensure processes and programs are in place.

3. Feel free to contact me with questions, concerns or any appeals for “case-by-case” waivers. Waivers to requirements may be considered, but only as a temporary measure with an expiration date. Thank you for all you do to take care of the members and our missions on the last frontier.

KEVIN McCLURE, Colonel, CAP  
Commander