CIVIL AIR PATROL
National Headquarters
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CAP PAMPHLET 205 (E)

1 August 1996

CIVIL AIR PATROL
SENIOR MEMBER TRAINING PROGRAM
SPECIALTY TRACK STUDY GUIDE

Administration

FORWARD

This pamphlet is your guide in preparing to fulfill the responsibilities of a Civil Air Patrol administrative officer. The contents are also applicable to the director of administration at wing and region levels.

The administration functional area encompasses the operation and management of administration functions; command and staff/executive support; and general office management. Specifically, duties include establishing and administering policies, procedures, and standards concerning publications, forms, and correspondence management; monitoring the Civil Air Patrol writing program; preparing administrative authorizations; and maintaining the official set of CAP publications.

The administrative practices and procedures of Civil Air Patrol, like most of the other functional areas, are designed to parallel as closely as possible the administrative practices and procedures of the United States Air Force. Mastery of these practices and procedures will enable the CAP administrator to perform any administrative task to which he or she or she may be assigned at any level of operation.

The material is divided into three sections relating to attaining the technician, senior, and master ratings in this specialty area. Progressively mastering the materials in each section will prepare you for positions of increasing responsibility. Study each part and practice applying the information to actual situations on the job. You may be fortunate enough to be assigned an on-the-job (OJT) training supervisor to assist you, but you should have no problem learning the job through self-study.

When you, and your OJT supervisor if applicable, are convinced that you are proficient in the tasks described for each section, consult your unit commander, who must certify your proficiency in your personnel records before award of a rating. Upon your commander's certification of a technician, senior, or master rating, you may wear the Leadership Ribbon with bronze or silver star, respectively. You also become eligible for consideration for promotion to first lieutenant, captain, or major, depending on the rating earned and providing you meet all of the promotion eligibility criteria outlined in CAPR 35-5.

Supersedes CAPP 10-1, 1 July 1985.
OPR: MSA
Distribution: In accordance with CAPR 5-4.

ADMINISTRATION

Technician Rating

1. Position Description. The administrative officer:

a. Maintains current master publications library and/or operational publication files. (See CAPRs 0-2 and 5-4).

b. Replenishes inventory stocks of blank forms through semiannual requisition and special requisitions when required. Periodically screens forms and inventories and disposes of obsolete forms (unless indicated otherwise on the new edition of the form or in the CAP forms index). (See CAPR 0-9) **CAUTION:** The administrative officer should avoid keeping too large a stock on hand which will take up valuable storage space and create waste should the form become obsolete prior to usage. It is recommended that he/she monitor the average monthly usage rate and adjust stock levels accordingly.

c. Types correspondence/messages, reports, schedules, inventories, and requisitions. (See CAPR 10-1)

d. Operates a centralized correspondence and message distribution center.

e. Establishes and maintains general correspondence files. (See CAPR 10-2)

f. Prepares administrative authorizations in accordance with established procedures. (See CAPR 10-3)

g. Closely reviews the "Bulletin Board" for new, revised or deleted publications and forms. Properly posts the information to the appropriate CAPR 0-2 or CAPR 0-9.

h. Periodically uses the "Quick Reference Guide" in the last part of this pamphlet for self inspection.

2. Objectives. To achieve the technician rating, the individual must know the:

a. Procedures for requisitioning replacement copies of publications and blank forms and become familiar with the numbers and titles.

b. Proper method of maintaining a current, properly posted, official set of CAP publications and the storage of blank forms.

c. Proper procedures in the preparation of correspondence and general administrative communications duties.

d. Proper method of maintaining CAP documentation.

3. Functions and Responsibilities:

a. Knowledge Requirements:

(1) Attain a broad understanding of the administrative function.

(2) Understand the following directives:

(a) CAPR 0-2, Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids.

(b) CAPR 0-9, Numerical Index of CAP Forms, Test Materials, and Certificates.

(c) CAPR 5-4, Publications and Blank Forms Management.

(d) CAPR 10-1, Preparing and Processing Correspondence.

(e) CAPR 10-2, Files Maintenance and Records Disposition.

(f) CAPR 10-3, Administrative Authorizations.

(g) CAPM 100-1, Communications, chapter 14 (only that portion pertaining to the preparation of messages).

b. Performance Requirements:

(1) Complete a six month internship.

(2) Complete Level I, Senior Member Training Program.

(3) Display ability to perform assigned duties with minimum supervision.

c. Training:

(1) Administrative officers should study the following:

(a) CAPM 50-15, CAP Operational Missions (only that portion pertaining to duties of the mission administrative function).

(b) CAPR 76-1, Travel of Civil Air Patrol Members via Military Aircraft and Surface Vehicles and Use of Military Facilities.

(c) CAPR 123-3, The Civil Air Patrol Inspection Program.

(d) CAPR 900-2, Use of Civil Air Patrol Seal and Emblem; Use and Display of the United States Flag and Civil Air Patrol Flags.

(e) Study or take courses in business, English, and mathematics (if not taken in high school).

ADMINISTRATION

Senior Rating

1. Position Description. The administrative officer with a senior rating normally continues to perform the tasks associated with the technician rating. However, at the same time he/she becomes expert in all areas of CAP administration. Additionally, the senior rating means the individual:

a. Is not only knowledgeable in all CAP administrative policies and procedures, but is expected to exercise sound judgment in applying them.

b. Writes correspondence and instructions providing administrative guidance to staff and subordinate units as appropriate.

c. Reviews all locally developed publications to ensure they are administratively accurate prior to publication.

2. Objectives. To achieve the senior rating, the individual must develop a thorough knowledge in all aspects of CAP administration, which includes policies, methods, and procedures relating to:

a. Publications and forms management.
b. Files and documentation management.
c. Administrative authorizations.
d. Administrative communications.
e. General office management.

3. Functions and Responsibilities:

a. Knowledge Requirements:

(1) Develop a thorough knowledge of the directives listed in paragraph 3a(2) of the technician rating.

(2) The administrative officer should become familiar with the following:

(a) CAPM 39-1, Civil Air Patrol Uniform Manual.
(b) CAPM 50-17, CAP Senior Member Training Program.
(c) CAPM 20-1, Organization of Civil Air Patrol.
(d) CAPM 39-2, Civil Air Patrol Membership.
(e) CAPR 123-3, Civil Air Patrol Inspection Program.

b. Performance Requirements:

(1) Complete one year duty as administrative officer.

(2) Complete Level II, Senior Member Training Program.

(3) Display ability to perform duties without supervision.

c. Training. Administrative officers should become familiar with such related areas as personnel, management, and finance.

ADMINISTRATION

Master Rating

1. Position Description. The administrative officer with a master rating normally continues to perform the tasks associated with the technician and senior ratings. The most important function of the administrative officer at the master level is to monitor the overall administration program in his/her own headquarters and subordinate units. Additionally:

a. If at region or wing level, he/she is expected to conduct administration training seminars at region or wing conferences and other times as deemed necessary.

b. He/she will provide management assistance in his/her own unit and will make management assistance visits to subordinate units, as required, to ensure compliance with administrative procedures.

c. He/she will prepare administrative statistical summaries and special reports.

2. Objectives. To achieve the master rating, the individual must demonstrate an in-depth understanding and application of CAP administration as it pertains to all levels of Civil Air Patrol. This includes:

a. Recognizing and resolving all problems unique to CAP administration.

b. Actively seeking out ways to improve administration which impact on unit effectiveness of the CAP mission.

c. Serving as advisor to other staff personnel and subordinate units by providing expert technical assistance and guidance on all administrative matters.

3. Functions and Responsibilities:

a. Knowledge Requirements:

(1) Develop in-depth understanding of the directives listed under the technician and senior rating.

(2) Study CAPR 20-3, Charters and Other Organization Actions.

b. Performance Requirements:

(1) Serve at least one year as administrative officer at the Senior Level.

(2) Complete Level III, Senior Member Training Program.

(3) Display ability to perform assigned duties under all conditions.

QUICK REFERENCE GUIDE
(Applicable to all three levels)

PUBLICATIONS AND FORMS MANAGEMENT:

- Use CAPF 8 when requisitioning replacement copies of publications and blank forms (CAPR 5-4).
- Maintain a current, properly posted, official set of CAP publications (CAPR 5-4).
- Ensure maximum effort is made to conserve publications and blank forms (CAPR 5-4).
- Ensure current status of all publications is properly reflected in your CAP index (CAPR 0-2).
- Establish a policy for storing and issuing blank forms (CAPR 5-4).
- Inventory stocks of blank forms semiannually and requisition sufficient quantities to last until the next semiannual requisition is submitted (CAPR 0-9).

ADMINISTRATIVE COMMUNICATIONS:

- Know the proper use of indorsements and separate letter replies to correspondence (CAPR 10-1).
- Do not impose any administrative or clerical controls on correspondence that could cause delay in CAP business (CAPR 10-1).
- Use the authority line on correspondence prepared by staff members that contains policy or is directive in nature (CAPR 10-1).
- Use the proper procedure when referring to a previous communication to or from the addressee on the same subject (CAPR 10-1).
- Establish a suspense system to ensure prompt replies to incoming correspondence (CAPR 10-1).
- Use letterhead stationery which meets the established format (CAPR 10-1).
- Ensure administrative authorizations are properly prepared (CAPR 10-3).
- Use proper procedures when preparing records for storage (CAPR 10-2).
- Ensure appropriate responsible officials approve travel authorization (CAPR 10-3).
- Ensure CAPF 57 is properly prepared and filed (CAPR 10-2).
- Use appropriate rules for items listed on CAPF 57 (CAPR 10-2).
- Ensure files disposition and control labels contain prescribed criteria (CAPR 10-2).
- Appoint a records officer in writing (CAPR 10-2).
- Properly dispose of calendar and fiscal year records (CAPR 10-2).
- Periodically review CAPF 57 to ensure all files and records are accounted for and cited disposition authorities are appropriate (CAPR 10-2).