



HEADQUARTERS
CIVIL AIR PATROL TEXAS WING
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 154997
WACO, TX 76715-4997

1 March 2005

MEMORANDUM FOR ALL TEXAS GROUP AND SQUADRON COMMANDERS

FROM: Texas Wing/CC (Letter #24)

SUBJECT: Texas Wing Reports - Reduction

1. After reviewing all the Texas Wing Reports, effective immediately the following changes are made to help reduce the reporting and paperwork requirements at the unit level. The following is a listing of all Texas Wing Reports:

Monthly Reports

Aircraft Monthly Flying Report (Corporate Aircraft) – Still required

Due Date: 5th of each month

Distribution: Provide a hard copy with a check (if required) mailed to Texas Wing Headquarters, a soft copy to TexasWingMaint@yahoogroups.com , copy to your Group Headquarters and a copy for your unit files.

Aircraft Monthly Flying Report (Member Owned) – Still required

Due Date: 5th of each month

Distribution: Provide a soft copy to TexasWingMaint@yahoogroups.com , copy to your Group Headquarters and a copy for your unit files.

Aircraft Flight Log – Still required

Due Date: 5th of each month

Distribution: Provide a soft copy to TexasWingMaint@yahoogroups.com , copy to your Group Headquarters and a copy for your unit files.

Flight Release Log – Still required

Due Date: 5th of each month

Distribution: Provide a soft copy to TexasWingMaint@yahoogroups.com , copy to your Group Headquarters and a copy for your unit files.

Vehicle Inspection Guide and Usage Log – Still required

Due Date: 5th of each month

Distribution: Provide a Texas Wing Headquarters via fax, copy to your Group Headquarters and a copy for your unit files.

Safety Report – No Longer Require

Quarterly Reports

Aircraft Discrepancy Record – No Longer Required

Remarks: This is now part of the monthly flying report.

Aerospace Report – Changed from Quarterly to Yearly

Remarks: See additional information under yearly reports.

Cadet Programs Report – No Longer Required

Communications Report – No longer Required

Remarks: The Wing Director of Communications is required to maintain a listing of all Texas Wing Call Signs and all members with Civil Air Patrol radio operators permit. A listing will be kept on the Texas Wing Web page. Group Commanders will periodically review their unit's listing and submit any changes to the Wing Director of Communications.

Emergency Services Alert Roster – No longer Required

Remarks: Units who wish to participate within the emergency services mission will need to keep their unit's contact information current with your respective Group Headquarters. Group Commanders will periodically review their unit's listing and submit any changes to the Wing Emergency Services Officer.

Emergency Services Resources Report – No Longer Required

Remarks: Units who wish to participate within the emergency services mission will need to keep their unit's resources listing current with your respective Group Headquarters. Group Commanders will periodically review their unit's listing and submit any changes to the Wing Emergency Services Officer.

Public Affairs Report – Still required

Due Date: 15th of March, June, September and December

Distribution: All units must complete this report and forward to group headquarters. The group headquarters will then forward all reports to Texas Wing. The group headquarters must maintain a copy.

Semi-Annual Reports

Chaplain Statistical Report – Still required

Due Date: 5th of July and December

Distribution: All units must complete this report and forward to group headquarters. The group headquarters will then forward all reports to Texas Wing. The group headquarters must maintain a copy.

Annual Reports

Aircraft Data Form – Change from Annual to as needed

Remarks: Due to the new radios and radio panels being installed, we will need to obtain information on all the aircraft. Therefore, we will be notifying units, in the near future, when

the report will be required. A new form is being developed. Once we have received all the aircraft data forms, we will update all the aircraft receipts, CAPF 37A. A copy will be provided back to the unit to be maintained in the aircraft. Once this is accomplished, we do not foresee this report being required for a couple of years.

Aerospace Report – Changed from Quarterly to Annual

Due Date: 15 January

Distribution: All units must submit their reports to the group headquarters. The group headquarters will collect all the unit reports and forward to Texas Wing. A copy of the report must be maintained at the Group Headquarters.

S-3 Non-Communications Equipment Inventory Report – Still required

Due Date: 1 April

Distribution: The S-3 inventory must be completed each year, between 1 January and 1 April. Once the inventory is completed, a copy must be provided to Group Headquarters. Group Headquarters will collect their unit's respective reports and then forward them to Texas Wing Headquarters. A copy of the S-3 must be maintained at the Group Headquarters. The S-3 is still being developed under the new CATS. More information will be provided when they become available.

S-6 Real Property Inventory Report – Still required

Due Date: 15 January

Distribution: The group headquarters will need to review the S-6 with their respective units for any changes. If a unit has a change, the unit is required to submit a new real estate survey form to the group headquarters. The group headquarters will then forward any changes to Texas Wing.

S-8 Communications Equipment Inventory Report – Still required

Due Date: 31 March

Distribution: The S-8 inventory must be completed each year, between 1 January and 31 March. Once the inventory is completed, a copy must be provided to Group Headquarters. Group Headquarters will collect their unit's respective reports and then forward them to Texas Wing Headquarters. A copy of the S-8 must be maintained at the Group Headquarters. A new S-8 will be required anytime equipment is added or removed from the S-8.

Unit Self-Assessment – Still required

Due Date: 1 October

Distribution: All units must complete this report and forward to group headquarters. The group headquarters will then forward all reports to Texas Wing. The group headquarters must maintain a copy.

Remarks: Only units who did not receive a Subordinate Unit Inspection will need to complete a Unit Self-Assessment.

Finance Report – Still required

Due Date: 1 November

Distribution: All units must submit their reports to the group headquarters. The group headquarters will consolidate the report and forward to Texas Wing. A copy of the report must be maintained at the Group Headquarters.

Safety Surveys – Still required

Due Date: 31 December

Distribution: All units must complete this survey and forward to group headquarters. The group headquarters will then forward all reports to Texas Wing. The group headquarters must maintain a copy.

Remarks: All units must complete this survey once a year. They will also track and update the group headquarters all open discrepancies from the survey until the discrepancies have been corrected. The group headquarters will keep the wing director of safety the status of all open discrepancies found during the survey.

2. To assist in reducing the number of reports, several items will be placed on a secure web page. Until this is accomplished, the Emergency Services Listings will be provided via e-mail.
3. All these changes will be updated within the appropriate Texas Wing Supplements.
4. As noted in the above remarks, the group commanders will be responsible for ensuring all their respective units complete and submit all required reports by the suspense date to wing headquarters. In addition, all groups will need to maintain a copy of all their unit reports.
5. Lt Col Bob Thomas, Texas Wing Information Officer is updating our wing web page. A page will be provided reflecting all the above reports, governing regulations and all forms required to complete the required report. Each of these areas will have a link established whereby anyone may go directly to the required regulation or the report form. In addition, a page will be dedicated to reflect all the units who have complied with the reporting requirements. Whereby any unit may check this page to ensure we have received the report.
6. If you have any questions, please contact Lt Col Norm King, Texas Wing Chief of Staff.

ROBERT F. ELDRIDGE, Col, CAP
Commander

Distribution:
Texas Wing/State Director
Texas Wing Staff
File