



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

9 NOV 05

MEMORANDUM FOR TENNESSEE CAP WING COMMANDER

FROM: CAP-USAF SELR/LG  
1342 DOBBINS PLACE, BLDG 727  
DOBBINS ARB GA 30069-4710

SUBJECT: Annual Survey/Audit –Tennessee CAP Wing

1. The annual Survey/Audit of the Tennessee Wing and two subordinate units was conducted 20-23 Oct 05 in accordance with CAP-USAF Instruction 67-2, CAPR 67-1, CAPR 77-1, CAPR 87-1, and CAPR 100-2, by MSgt Samuel M. Heard, USAF, Southeast Liaison Region, Director of Logistics and assisted by John Carnduff, Tennessee Wing CAP-USAF State Director.
2. The wing overall rating for this audit is “Successful”. The previous Survey/Audit of the Tennessee Wing was conducted 28-29 Jun 05 with an overall rating of “Excellent”.
3. Tennessee Wing Headquarters—overall rating of “Successful”. The results/discrepancies of the Survey/Audit are as follows:
  - a. **SUPPLY—“Excellent”**
    - (1) **OBSERVATIONS# 0:**
    - (2) **FINDINGS # 0:**
    - (3) **COMMENDABLES# 1**

A current copy of the wing’s S-6 Real Property was on-hand and validated. All real property surveys, leases, licenses, deeds, and other documents of permissions are maintained at the wing.

COMMENDABLE: An on-line application for real property survey forms was created, allowing the 38 units across the state to submit real property data annually or when changes occur.

CAPF 2a designated the Wing Logistics Officer.

CAPF 38, Property Document Register is being used to record all transactions that occurred. The wing has accumulated 70 transactions that consisted of receipts, transfers, and the disposal of three vehicles.

All mandatory files were available and current.

A copy of the wing's S-3, Nonexpendable Equipment Report, was filed and signed. A total of 43 non-expendable line items are currently on the wing's S-3 Inventory.

A line item inventory was performed on the wing's S-3, Nonexpendable Report.

Total number inventoried: 43

Assets inventoried: 43

Inventory accuracy: 100 percent

CAPF 37e is being used to support nonexpendable equipment transactions to support corresponding document numbers on the CAPF 38, Property Document Register.

Individual issue folders were established for eight wing personnel with property in their possession. CAPF 37 was validated for the current year with commander's signature.

Procedures have been established for non-serialized assets.

FINDINGS 16 and 17 that occurred in the supply area of the Tennessee Wing compliance inspection were answered. The wing will address these findings in the corrective action report.

The wing storage area was clean and well organized. Uniforms were hung and stored by size which made the issue of clothing very accessible and efficient.

**b. COMMUNICATIONS—“Marginal”**

**(1) OBSERVATIONS #0:**

**(2) FINDINGS #1 :**

**(3) COMMENDABLES #0:**

A CAPF 2a, request and approval of personnel action, was completed and filed.

The wing's S-8, Communication Equipment Accountability Report File, was established and current.

An inventory was performed on non-expendable communication assets 1 Mar 05.

Unit files were established to include signed S-8, CEAR Inventory Report.

Non-expendable Issue File was also established for wing personnel with property in their possession.

**FINDING 001:** A total of 154 communication assets are assigned to TN-001 S-8, CEAR Report. Forty-one assets have not been assigned or accounted for according to the S-8, CEAR. CEAR will be used to document and validate all communication equipment transactions and location. (CAPR 100-2(E), para 3-4)

**c. TRANSPORTATION—“Excellent”**

- (1) **OBSERVATIONS #1:**
- (2) **FINDINGS # 0 :**
- (3) **COMMENDABLES #0:**

The Vehicle Inventory Report, S-2, is monitored and posted with applicable changes that affect 19 vehicles within the wings fleet.

Vehicle folders contained all mandatory documents such as insurance and titles. CAPF 37v usage data was for all 19 vehicles.

The following vehicles were inspected for safety and reliability:

<b><u>VEHICLE TYPE</u></b>	<b><u>VEHICLE ID</u></b>	<b><u>UNIT</u></b>
Ford Aerostar	41004	TN001
Chevrolet Suburban	41020	TN001
FORD Aerostar	41021	TN162

**VEHICLE 41004:** No Discrepancies.

**VEHICLE 41020:** No Discrepancies.

**VEHICLE 41021:**  
(OBSERVATION): Insurance card not in vehicle, but later sent to unit.

Historical maintenance data is kept on each vehicle by the transportation officer. Tire pressure complies with vehicle manufacture specifications. Vehicles were clean and well maintained.

**d. AIRCRAFT—“UNSATISFACTORY”:**

- (1) **OBSERVATIONS #2:**
- (2) **FINDINGS # 13 :**
- (3) **COMMENDABLES #0:**

The following aircraft were inspected for appearance, safety, and air worthiness:

<b><u>Aircraft</u></b>	<b><u>Tail#</u></b>
Cessna 182R	N9987H
Cessna 172S	N905CP

**Aircraft N9987H:**

(FINDING 002): No documentation in maintenance records that a 100 hour inspection was accomplished. Latest log entry was 835 hours; at time of inspection, aircraft tachometer showed 1000 hours. (CAPR66-1,para 8b)

(FINDING 003): AD compliance check at last 100hr/annual was not available. (CAPR 66-1,para 2b)

(FINDING 004): Service Bulletins check at last 100hr/annual not available. (CAPR 66-1,para 2b)

(FINDING 005): Corrosion control treatment was overdue by five months. (CAPR 66-1,para 9b)

(FINDING 006): VOR operational check expired 22 Oct 05. (CAPR 66-1,para 8e(3))

(FINDING 007): No FAA form 337 for corresponding STC for gust lock. (CAPR 66-1,para 2c)

(FINDING 008): CAPF 37a was not available to verify com/nav equipment on aircraft. (CAPR 66-1, para 3-9)

(FINDING 009): Weight and balance not current, last annotation 1 Oct 03. (FARS)

(FINDING 010): Taxi light not operational.

(FINDING 011): Aircraft tire pressure not in compliance with service manual. (A/C Service Manual)

(OBSERVATION): Day/night VFR and IFR placard needs to be secure in aircraft.

**Aircraft N905CP:**

(OBSERVATION): Aircraft exceeded 4 months between oil changes according to last mid-cycle oil change 40-60 hours w/engine filter

(FINDING 015): Most recent service bulletin not accomplished. (CAPR 66-1, para 2b)

(FIND 016): VOR operational check expired 14 Oct 05. (CAPR 66-1, para 8e(3))

(FINDING 017): Old decals on aircraft; CAP seal and "USAF AUX" are to replace old decals located on door, vertical stabilizer, and wings. (LGM Letter, 20 Mar 02)

e. **OTHER—"Excellent":**

- (1) **OBSERVATIONS# 0:**
- (2) **FINDINGS #0:**
- (3) **COMMENDABLES #0:**

4. **Murfreesboro Composite Squadron (TN 162)**—overall rating of “Excellent”. The results/discrepancies of the survey/audit are as follows:

Personnel have access to all CAP directives 66, 67, 77, and 87 series.

A copy of supply officer appointment, CAPF 2A, was available and current.

CAPF 38, Property Document Register, was used to record all 11 transactions that have occurred within the unit. Document numbers were properly assigned for each transaction.

An expendable issue file was established containing eight transactions of clothing and field gear that was annotated on CAPF 111. All other mandatory files were available and current.

A current copy of the requirement list was created by the unit and forwarded to the Wing Logistics Officer.

The unit maintains a spreadsheet that tracks all expendable assets assigned to the unit that do not qualify as non-expendable.

Two assets are assigned to the wing’s S-3, Non-Expendable Property Report. One laptop and printer account for 100 percent inventory accuracy.

CAPF 37e was used to record all transactions for non-expendable equipment for personnel custody receipt.

The unit meets at the Murfreesboro municipal airport located in Murfreesboro TN. The squadron consists of 32 cadets and 36 senior members. The unit occupies two storage rooms with access to the lobby area for meeting purposes.

5. **Berry Field Composite Squadron (TN 056)**—overall rating of “Excellent”. The results/discrepancies of the survey/audit are as follows:

Personnel have access to all CAP directives 66, 67, 77, and 87 series.

A copy of supply officer appointment CAPF 2a was available and current.

CAPF 38, Property Document Register, was used to record all transactions. The unit received a laptop and printer that was reflected on the Document Register.

CAPF 37e is being used to record all non-expendable property with document numbers assigned.

There are no individual issue folders for unit personnel.

A current copy of the requirement list was created by the unit and forwarded to the Wing Logistics Officer.

The unit maintains a spreadsheet that tracks all expendable assets assigned to the unit that do not qualify as non-expendable

The composite squadron meets at the 640<sup>th</sup> Ariel Support Group, United States Army Reserve. The unit has access to two class and conference rooms that the Army Reserves provides for meetings and training. Berry Field primarily focuses on Emergency Services training. The facility is well maintained and accommodates the 15 cadets and senior members very well.

Request the Tennessee Wing Commander forward a corrective action report, through the State Director, to the CAP-USAF SELR/CC, within 45 days of the report date, 9 Nov 05, for all discrepancies identified as "FINDINGS". Report due 28 Dec 05.



SAMUEL M. HEARD, MSgt, USAF  
Director of Logistics

Concur/~~Nonconcur~~:



WILLIAM S. HICKMAN, Lt Col, USAF  
Commander

Cc:  
CAP SER/CC  
CAP SER/LG  
CAP TN Wing/LG  
CAO-USAF SELR/TN SD  
HQ CAP/LG/LGS/LGT/LGM  
HQ CAP/DO/DOK/DOS  
HQ CAP/EXI  
HQ CAP-USAF/LG/IG