



**HEADQUARTERS  
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UNITED STATES AIR FORCE AUXILIARY**  
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NEW YORK WING POLICY LETTER 02-06

23 NOVEMBER 2002

**GROUP COMMANDER'S AUTHORITY REGARDING LATE/MISSING CAPF 108s**

Due to the number of late or missing CAPF 108s from members engaged in the various CAP missions that require a CAPF 108 be submitted to the Wing in a timely fashion for us to receive reimbursement from National HQ, the Air Force or any outside agency, the following policy is hereby in effect from this date forward:

**Group Commanders, at their sole discretion, may impose penalties on any member who fails to submit a required CAPF 108 to the Group within 15 calendar days of the date of the mission requiring said CAPF 108, including but not limited to the following:**

- 1.) **Grounding the member in question if they are a pilot until the necessary CAPF 108 has been submitted;**
- 2.) **Suspending that member's CAP 101 or 101T card, rendering them ineligible to participate in any CAP missions;**
- 3.) **Imposing sanctions on the member preventing them from participating in any CAP activities, regardless of whether or not flying or a mission is involved;**
- 4.) **Suspending the individual from CAP membership until the CAPF 108 is done.**

All such actions will be properly documented by the Group IG, and a copy of the relevant paperwork given to the pilot as well as being placed in their personnel record. The Group DO, FRO and Wing DO, DOS and Alerting Officers are to be informed of any pilots who have been suspended from flying status or had their 101 card or membership privileges revoked. **Pilots who fly or otherwise participate in activities from which they have been suspended risk a CAPF 2-B proceeding against them, culminating in dismissal from CAP.**

Upon the lifting of the suspension, appropriate notification is to be distributed to the pilot, Group DO and FRO and Wing DO, DOS and Alerting Officers, as well as being placed in the member's personnel file.

Group Commanders are hereby required to ensure that every Emergency Services qualified member of their Group receives a copy of this Policy Letter and understands its purpose. **Please insure that the most current version of CAPF 108 is utilized as previous versions are obsolete and will be rejected. The forms must either be typed or computer-generated to be processed by National HQ. Hand-written forms will not be accepted.**

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**DALE RENEE HUMPHRIES, First Lieutenant, CAP  
Director of Administration**

<<< Signed >>>

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**AUSTYN W. GRANVILLE, JR., Colonel, CAP  
Commander**



Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron  
**OPR: DOS**