



**HEADQUARTERS
CIVIL AIR PATROL INDIANA WING
UNITED STATES AIR FORCE AUXILIARY**
HESLAR NAVAL ARMORY
3010 N WHITE RIVER PARKWAY E DRIVE
INDIANAPOLIS, IN 46208-4983



31 Oct 2013

MEMORANDUM FOR ALL IN GP/CCs

FROM: CC

SUBJECT: Implementation of Group Organizational Structures

Reference: CAPR 20-1, "Organization of Civil Air Patrol"

1. **BACKGROUND.** Indiana Wing reactivated the group structure in 2006, following a period of 20 years where the more than 25+ units in Indiana Wing all reported directly to Wing HQ. In 2007, a memo was released by INWG/CC listing the positions that were considered appropriate for a group HQ. The group responsibilities in Indiana Wing have continued to grow and change and after, six years, it seems appropriate to clarify again the expected structure of group headquarters and the number of CAP officers required to staff the group HQ.

2. **DUTY ASSIGNMENTS.** The group organizational structure will match CAPR 20-1 required for groups. Those positions that are considered mandatory to fill are listed here, and this list will be utilized by the SUI program when reviewing the unit organizational charts.

a. Group commanders are not responsible for the administration of operations, aircraft maintenance, supply inventories, communication inventories or vehicle management. However, group commanders may, in conjunction with Wing Staff functions, be requested or required to intervene with units who do not meet program requirements, as the next echelon in the chain of command.

b. Duty Assignments **Required** to be Filled.

1) Geographical Groups: Commander, Administration Officer, Safety Officer, Finance Officer, Supply Officer, Communications Officer, Alerting Officer, Emergency Services Officer, Aerospace Education Officer, Professional Development Officer, and Public Affairs Officer. If the group HQ is a custody unit, then a Transportation Officer is required as well.

2) School Group: Commander, Administration Officer, Safety Officer, Finance Officer, Supply Officer, Communications Officer, Alerting Officer, Aerospace Education Officer, Professional Development Officer, and Public Affairs Officer. If the group HQ is a custody unit, then a Transportation Officer is required as well.

c. Duty Assignments **Optional** to be Filled. Groups may optionally assign other duties found in CAPR 20-1 including a Deputy Commander, cadet programs, legal, chaplain, etc. However, groups will not have an Operations Officer, as flight operations remains a unique, Wing-specific function within Indiana Wing.

3. STAFFING PLAN. Group commanders may staff their headquarters as they see fit. A reasonable model is for a group headquarters to have two "full time" officers and two "part time" officers assigned. In this model:

a. Commander [full time] with additional duties as Public Affairs Officer and Professional Development Officer.

b. Deputy Commander [full time] with additional duties as Administration Officer, Safety Officer, Finance Officer, Supply Officer and Communications Officer. If the group deputy commander is a sitting squadron commander with group Deputy Commander as an additional duty, then the full time position at group should be titled Administration Officer and the same additional duties apply.

c. Emergency Services Officer [part time] who may also be the group HQ Unit Alerting Officer. School group is not required to have this position filled.

d. Aerospace Education Officer [part time] which may include some Cadet Programs functions.

4. This memo is intended to be helpful in implementing group functions, and determining how best to utilize volunteer resources. If you have questions, please talk with me or Maj Crawford.



MATTHEW R. CREED, Colonel, CAP
Commander, Indiana Wing

cc:

IN WG/CV/CS/CSA/IG/DA-DP/WA
IN WG Gp/CDs