

TAB E-3: LEGAL OFFICER		
	ITEM	REFERENCE
1.	Is the Legal Officer appointed in writing? a. Does the Legal Officer meet the qualifications listed in CAPR 111-1? b. Is the IG and Legal Officer double billeted?	CAPR 10-3 and 35-1 CAPR 111-1 Para 2
2.	Do you review all documents placing a legal commitment on CAP and do you participate in their negation when appropriate? a. MOUs b. Real property leases, licenses, agreements and Bills of Sale c. Service contracts d. Insurance e. Fund raising f. Others (Please have documentation of your review and approval/disapproval recommendations available for the inspection)	CAPR 111-1 Para 3b(7) CAPR 60-3 Para 5-1 CAPR 87-1 Para 3a CAPR 111-1 Para 3b CAPR 900-5 CAPR 173-4
3.	In what ways do you provide legal support to the wing commander? a. Have you reviewed state and local laws and suggested ways to avoid liability from CAP activities? b. Do you help the commander ensure all Legal Officer appointments are tendered only to properly qualified individuals?	CAPR 111-1 Para 3b CAPR 60-3 Para 1-21 CAPR 111-1 Para 1
4.	In what ways do you provide legal support to the wing staff? a. Inspector General b. Safety c. Personnel d. Operations e. Emergency Services f. Cadet Programs	CAPR 111-1 Para 3b CAPR 123-2 & 123-3 CAPR 62-1 & 111-1 CAPR 35-3 CAPR 60-3 CAPR 52-10 & 52-16
5.	How do you monitor compliance with the CAP Constitution and By-laws?	CAPR 111-1 Para 3b(8)
6.	How do you support field Legal Officers? a. Do you review Legal Officer promotions and recommend action to the commander? b. Do you maintain a list of Legal Officers assigned within the wing? c. Have you attended the National Legal	CAPR 35-5 Para 25d Legal Off. Handbook Pt II, Sec C, Para 4,5,6

	Officers College? Do you encourage other Legal Officers in the wing to attend? d. Do you designate Legal Officers to assist unit commanders who have no Legal Off.?	Legal Off. Handbook Pt II, Sec C, Para 7
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