



Southeast Wisconsin Group, Civil Air Patrol
United States Air Force Auxiliary
306 South Main Street
Delavan, WI 53115-1727



4 March 2006

MEMORANDUM FOR ALL GROUP MEMBERS

FROM: CC

SUBJECT: Policy on Waste, Fraud and Abuse

1. Definitions of Waste, Fraud and Abuse are found in CAPR 123-2, dated 3 May 2003:

“Abuse” is the intentional, wrongful, or improper use of CAP resources such as the misuse of rank, position, or authority that causes the loss or misuse of resources such as tools, vehicles, computers, copy machines, etc.

“Fraud” is any intentional deception (including attempts and conspiracies to effect such deception) for the purpose of: inducing CAP action, inaction or reliance on that deception; depriving CAP of something of value; securing from CAP a benefit, privilege, or consideration to which the party is not entitled. Such practices include, but are not limited to: offer of payment, acceptance of bribes or gratuities; making false statements, submission of false claims, use of false weights or measures, evasion or corruption of inspectors and other officials, deceit by suppression of the truth or misrepresentation of a material fact, adulteration or substitution of materials, falsification of records and books of account, arrangements for secret profits, kickbacks, or commissions, and conspiracy to use any of these devices.

“Waste” is the extravagant, careless, or needless expenditure of CAP funds or consumption of CAP property that results from deficient practices, system controls, or decisions.

2. Procedures for reporting WFA are also found in CAPR 123-2 and on the wing and national web sites. Any member with questions about procedures or practices within the group should contact their commander or the next higher commander or the group IG. CAPR 123-2, paragraph 6 states:
 - b. “Members should follow the chain of command. Commanders and members should make every attempt to resolve problems, conflicts, and disputes within CAP at the lowest unit level possible.”
 - e. “Members are advised of their duty to use appropriate channels and grievance systems to resolve complaints at the lowest possible level and will not send copies of complaints, or correspondence relating to complaints, to other CAP members, including CAP staff or members of the CAP Board of Governors (BoG), except as outlined in paragraph 7b. However, nothing herein should be interpreted as restricting a member's right to communicate with elected or regulatory federal, state and local governmental officials or legal counsel.”
3. We are stewards of the time, treasure, and talents our members bring to our organization. Our country trusts us with money and equipment to accomplish missions for our fellow citizens. We will not squander this equity but we will employ it to the best of our ability and in accordance with the law and the regulations of CAP.

A handwritten signature in cursive script, reading "Elizabeth R. Curry".

Elizabeth R. Curry
Commander