

**Approved: 26 Oct 2021**



# Post-COVID-19 Remobilization of the Membership Plan

## Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc)

TNWG  
Completed 26 October 2021

Template Updated 10 February 2021

## COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for Tennessee Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase II, Resuming One-Day Special Activities.

Additional staffing and resources have been coordinated with SER, to cover gaps in this wing’s available resources.

**NOTE:** Deviations from the template are authorized, but should be coordinated by contacting the COVID-19 Planning Team at [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov).

Plan Coordinator and Point of Contact: Maj Jonathan T. Cole, FNP, TNWG Staff HSO

Primary Phone:

Primary Email:

Narrative Summary of Coordination and Events To-Date in Tennessee Wing:

As a result of deteriorating statistics as reported on COVIDACTNOW.ORG, Tennessee Wing reverted to Phase 1 operations on 3 Sept 21. The indications are that all the statistics for the State of Tennessee will be out of the critical zone by 20 October 21 and will permit moving to phase II at that time. Forty-Seven percent of Tennesseans are fully vaccinated and the state will soon reach 50% fully vaccinated.

Note: OPRs marked as “N/A” represent an unfilled staff position. Those tasks will be completed by a member of the TNWG Command Team

Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc)

*NOTE: Resuming one-day special activities will not be done before it has been deemed appropriate to resume regularly scheduled meetings (i.e., this will start in Phase II).*

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1.	Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events	<b>Col Rob Borsari</b>	<b>18 Oct 2021</b>	<b>20 Oct 2021</b>		<b>Postponed events include the Annual Wing Conference and Awards Banquet and the Cadet Encampment</b>
2.1.1.	Wing priorities for training events should be coordinated with unit commanders’ needs	<b>Lt Col Roy Carmen</b>	<b>18 Oct 2021</b>	<b>20 Oct 2021</b>	<b>Ongoing</b>	

Plan Updated By: Col Dent Young

Last Updated: 18 Oct 2021

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2.1.2.	Task staff officers to provide input on list of events and priorities:	<b>(as noted)</b>	<b>18 Oct 2021</b>			<b>TNWG command will send email to staff officers to get input on events planned.</b>
2.1.2.1.	Director of Aerospace Education	<b>Lt Col Gary Lynn</b>	<b>18 Oct 2021</b>	<b>20 Oct 2021</b>		<b>List of events and priorities needed.</b>
2.1.2.2.	Director of Cadet Programs	<b>N/A</b>	<b>18 Oct 2021</b>	<b>20 Oct 2021</b>		<b>List of events and priorities needed.</b>
2.1.2.3.	Director of Operations/Emergency Services	<b>Lt Col Roy Carmen</b>	<b>18 Oct 2021</b>	<b>20 Oct 2021</b>		<b>List of events and priorities needed.</b>
2.1.2.4.	Director of Professional Development	<b>Capt Belinda N Lewis</b>	<b>18 Oct 2021</b>	<b>20 Oct 2021</b>		<b>List of events and priorities needed.</b>
2.1.2.5.	Plans and Programs Officer	<b>TNWG/XP</b>	<b>18 Oct 2021</b>	<b>20 Oct 2021</b>		<b>List of events and priorities needed.</b>
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	<b>Lt Col Roy Carmen</b>	<b>18 Oct 2021</b>	<b>20 Oct 2021</b>		<b>As needed, after list of proposed event and dates have been determined.</b>
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	<b>Lt Col Roger Middleton/IT</b>	<b>18 Oct 2021</b>	<b>10 May 2021</b>		<b>TNWG Event calendar and Blast emails, as appropriate</b>
2.4.	Task the Director of Safety to coordinate with Activity Directors	<b>N/A</b>	<b>18 Oct 2021</b>	<b>20 Oct 2021</b>		<b>This will be an ongoing process.</b>
NOTE:	<i>The term “Activity Directors” may include Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and taskings. Use good judgement.</i>					
2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	<b>As assigned to individual activity</b>	<b>18 Oct 2021</b>		<b>Ongoing</b>	<b>Event specific</b>

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2.4.2.	Activity Directors identify sources for face coverings & sanitizer to use in case of a return to increased risk	As assigned	18 Oct 2021		Ongoing	This will only be necessary in rare cases as TNWG has adequate PPE in place.
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Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.5.	Task the Health Service Officer to coordinate with Activity Directors	Group/ Squadron CC	18 Oct 2021	20 Oct 2021	Ongoing	The TNWG HSO has been working closely with all units to ensure the latest information on practices, techniques and equipment is readily available to the membership. Further safety measures to be coordinated by squadron level HSO.
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Group/ Squadron CC	18 Oct 2021	20 Oct 2021	Ongoing	Per email sent by TNWG/HSO
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Group/ Squadron CC	18 Oct 2021	20 Oct 2021	Ongoing	Per email sent by TNWG/HSO
2.5.3.	Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.	Group/ Squadron CC/ HSO	18 Oct 2021	20 Oct 2021	Ongoing	Per email sent by TNWG/HSO
2.5.4.	Units will ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions	Group/ Squadron CC	18 Oct 2021	20 Oct 2021		As necessary, per email sent by TNWG/HSO
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	Squadron CC	18 Oct 2021	20 Oct 2021		Per email sent by TNWG/HSO

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2.7.	Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)	<b>Confer with Group/Squadron HSO</b>	<b>18 Oct 2021</b>			<b>Activity Directors and TNWG REMOB Team will revise the situation in Tennessee and determine if the event will take place or not.</b>
2.7.1.	45 Days Prior Continuation Check					
2.7.2.	14 Days Prior Continuation Check					
2.7.3.	7 Days Prior Continuation Check					
2.7.4.	1 Day Prior Continuation Check					
2.7.5.	Day-Of Continuation Check					

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Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.8.	Ensure Unit Commanders are aware of and following the same procedures for unit-only single-day activities (i.e., they are the Activity Director for the purposes of this checklist, for unit events)	Lt Col Bill Renaud	18 Oct 2021	20 Oct 2021		Send blast email to unit commanders detailing the prescribed virus mitigation procedures in place.
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region Commander	Lt Col Bill Renaud				
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Maj Jonathan Cole	18 Oct 2021			
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Denise Stevens	18 Oct 2021			This will be an ongoing process
2.9.3.	Set date to resume one-day special activities	Col Rob Borsari	18 Oct 2021			
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.				Pending	
2.10.	Publish the date that one-day special activities will resume to subordinate units	Col Rob Borsari				
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	Lt Col Roy Carmen	18 Oct 2021	20 Oct 2021		
2.11.1.	Identify flight operations permitted during Remobilization Phase II	Lt Col Roy Carmen	18 Oct 2021			Flight operations to include flight evaluations, mission training, maintenance flights, dual instruction, cadet orientation flights, ground training, new pilot onboarding, and cadet orientation flights for AFJROTC and AFROTC are authorized.
2.11.2.	Identify requirements (Currency, etc) for Senior members	Lt Col Roy Carmen	18 Oct 2021		Ongoing	
2.11.3.	Identify cadet training requirements that may be different than Phase I requirements	N/A	18 Oct 2021		Ongoing	

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2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	<b>Previously in place</b>			<b>24 April 2021</b>	<b>We will continue with the aircraft and vehicle cleaning standards previously in place.</b>
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HEADQUARTERS  
CIVIL AIR PATROL, TENNESSEE WING UNITED  
STATES AIR FORCE AUXILIARY  
2441 E. General Aviation DriveAlcoa TN  
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MEMORANDUM FOR: ALL TNWG MEMBERS

20 Oct 2021

FROM: TNWG/CC

SUBJECT: Remobilization of Tennessee Wing – Phase 2. All single-day activities will be planned in coordination with the TNWG REMOB team to ensure compliance with this plan and all currentHQ's, TNWG's and CDC guidelines.

1. As Tennessee Wing moves into Phase 2 and more of our membership returns to in-person activities, I am thankful for the work and effort that has been done so far to ensure our members are safe and your dedication to this organization. We will continue to coordinate with the National Leadership as we work to bring more activities back online and provide more opportunities for our members to get involved with their communities in a multitude of events. I want to emphasize that members are not obligated to return to in-person meetings. Units may continue to conduct virtual meetings and activities to meet their membership needs and local requirements.
2. The following single day activities within the State of Tennessee are authorized during Phase 2 operations with 50 members or less:
  - a. All previously approved Phase 1 activities.
  - b. In-person unit meetings with 50 or fewer members on the scheduled unit meeting day.
  - c. Flight operations to include flight evaluations, mission training, maintenance flights, dual instruction, cadet orientation flights, ground training, new pilot onboarding, and cadet orientation flights for AFJROTC and AFROTC are authorized.
  - d. Full 3-person crews are authorized in aircraft, provided masks are used, consistent with clear communications. The aircraft will be sanitized after each sortie.
  - e. All vehicle seats may be filled with vaccinated members, all passengers, and the driver, must wear masks. If some members are not vaccinated, then occupancy should be limited to a maximum of 2 passengers per seat in a van. Since physical distancing cannot be adequately maintained, attention should be given to adequate ventilation and reducing potential exposure for unvaccinated members. Vehicles will be sanitized after each travel leg.
  - f. Emergency Services training with an approved funded or non-funded mission number.
3. Requests for activities not listed in paragraph 2 will be requested by the Squadron Commander through the Group Commander to the Wing. Group Commanders will send the request to the Vice Commander, Lt Col Bill Renaud ([341017@tncap.us](mailto:341017@tncap.us)). The command team will review the request and notify both the unit and the group of their decision.
4. All members will be required to wear masks indoors and follow CDC guidance for masking while outdoors. CDC guidance can be found here: [CDC Outdoor Mask Guidance](#).



5. The point of contact for the TNWG Remobilization Team is Major Jonathan Cole. He can be reached at [cap428cp@gmail.com](mailto:cap428cp@gmail.com). Thanks for being patient and for your hard work as we move forward.

George R. Borsari, Colonel, CAP  
Commander