Civil Air Patrol

Command Council Meeting

2 March 2018
Arlington, VA

ONE CIVIL AIR PATROL, EXCELLING IN SERVICE TO OUR NATION AND OUR MEMBERS!
Welcome
Invocation
Pledge of Allegiance
Roll Call
Col Bailey
Ch, Col Hughes
C/Col Jodie Gawthrop
Mr. Salvador
Introductions
Opening Remarks

Maj Gen Mark Smith
CAP National Commander
Opening Remarks

Mr. John Salvador
CAP Chief Operating Officer
Opening Remarks

Col Mike Tyynismaa
CAP-USAF Commander
Opening Remarks

Brig Gen Scott Sauter
Mobilization Assistant to the
Director of Current Operations,
Deputy Chief of Staff for Operations
Opening Remarks

Mr. Tom Shubert
Assistant Deputy for AF Auxiliary and Education, Development Programs
SAF/MRR

ONE CIVIL AIR PATROL, EXCELLING IN SERVICE TO OUR NATION AND OUR MEMBERS!
Recognition of New and Departing Command Council Members
Award Presentations
ONE CIVIL AIR PATROL, EXCELLING IN SERVICE TO OUR NATION AND OUR MEMBERS!
Distinguished Service Award
Colonel Jon Stokes
Distinguished Service Award
Colonel William “Ziggy” Bernfeld
Mr. Jeff Byard
Associate Administrator for the Office of Response and Recovery
Federal Emergency Management Agency
National Commander Update
Maj Gen Mark Smith
Overview

• Command areas of emphasis

• Progress made via working groups and cross-functional teams
Overarching Credo

“One Civil Air Patrol, excelling in service to our nation and our members”

Each word chosen carefully – emphasized teamwork, excellence, and the twin goals of mission and people.

The credo is bearing fruit in the advancements we are making, and the excellent relationship between BOG, Command Staff, National Staff, and our senior volunteer leaders.
Six Areas of Emphasis

Institutional Excellence in Mission Accomplishment
  • Two key components: professionalism; staying relevant

Grow, Strengthen, and Sustain our Partnerships
  • USAF, Federal Agencies, AFA, USCG, BGCA, and others on the horizon

Continued Emphasis on Recruiting and Retention
  • CAP grew by 5% in CY17. Working on sustaining growth; improving diversity

Strengthen CAP’s Financial Standing
  • Mission-based review of appropriated and corporate budgets; philanthropy

Seize Opportunities for Process Improvement
  • Numerous cross-functional teams at work; strategic hiring at NHQ

Grow the Next Generation of Leaders
  • Cadet program, NCO program, Professional Development

ONE CIVIL AIR PATROL, EXCELLENT IN SERVICE TO OUR NATION AND OUR MEMBERS!
Recruiting and Retention

Inclusiveness – Opportunity for Improvement

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<th>Senior Member</th>
<th>Cadet</th>
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<td>16%</td>
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<td>3%</td>
<td>6%</td>
<td>12%</td>
</tr>
<tr>
<td>Asian or Pacific Islander</td>
<td>3%</td>
<td>6%</td>
<td>6%</td>
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Inclusiveness: Look for and seize opportunities

Metrics: Continue 3%-plus overall growth, 1% growth in percentage of females, 0.5% growth in the overall percentage of ethnicity

- A word of caution – use of membership boards -

ONE CIVIL AIR PATROL, EXCELLING IN SERVICE TO OUR NATION AND OUR MEMBERS!
**CAP Rusty Pilot Challenge**

- **Challenge:** I’ll regain my currency if you get me another 100 rusty pilots
  - Buy a nice meal for top large & small WG/CCs and their Region CCs
- **Results:**
  - I passed my Form 5 on 26 Dec
  - From 1583 to 1874 VFR pilots (+15.5%; 291 new pilots!)
  - 48 wings saw increases
  - Top large wing: Texas (+ 40 new pilots)
  - Top small wing: Idaho (44% increase; +11 new pilots)

Well done!!!

Congratulations!!!
CAP Cross-Functional Teams

Staff-Led Groups
- Aircrew professionalism
- Glider program
- Youth aviation initiatives
- Aircraft maintenance
- Cadet in-school program
- Mission-based budget review

CSAG-Led Groups
- Command Council meetings
- Region cash reserves
- Vanguard funds processes
- Base access
- Leadership Development WG
Aircrew Professionalism Champion - Mr. John Desmarais

- **Objective**
  - Increase professionalism of CAP aircrews
- **Currently in Measure/Analysis Phase**
  - Review of prior initiatives
  - Review of aircrew qualification programs/standards
  - Mishap data (FY14-18) currently being HFACS coded
  - CAP 2018 Pilot and Aircrew Surveys
- **Improvement activities begin 13 Feb**
  - Development of Stan/Eval regulation
  - Aircrew Qualification Programs Roadmap
  - Organizational Support Plan Roadmap
- **On-track to deliver to charter requirements (5 Apr 18)**
Glider Program
Champion - Mr. John Desmarais

- **Objective**
  - Analyze glider program to address systemic problems highlighted by recent mishaps and other identified problems - top to bottom review

- **Products/End State**
  - Draft Glider Regulation
  - Enhanced risk management tools for glider ops
  - Strategic recommendations for CAP Leadership

- **Timeline**
  - Develop recommendations for tools, policies and procedures by 29 Mar 18
Youth Aviation Initiatives
Champion - Mr. John Desmarais

• Objective
  • Develop an execution plan for the $2.4M AF funding provided to enhance youth aviation and STEM
  • Includes $1M to fund cadets receiving private pilot licenses

• Products/End State
  • Execution plan for $2.4M AF funding starting in FY 19
  • National standards for cadet flight training
  • Expanded STEM kit and education deployment

• Timeline
  • Present the execution plan to the CEO by 5 Apr
Objective

- Reduce aircraft down time/increase MC rate

Products/End State

- Analyze mx actions using lean six sigma techniques
  - Value stream analysis –understand how work gets done
- Improve and smooth the process flow
- Remove obstacles and no-value-added activities
- Standardize and reduce variation
- Train and equip people involved in the process

Timeline

- Be prepared to implement by 1 July 2018
Objective

- Expand Cadets at School Program to include populations currently underrepresented in CAP

Products/End State

- Appraise in-school operations through surveys and telephone interviews with school commanders and others
- Recommended policy modifications, best practices, and program enhancements

Timeline

- Task force provided an interim report by 1 Feb 2018
- Final report to be provided by 1 Apr 2018
Mission-Based Budget Review
Champions: Maj Gen Smith, Mr. Salvador

- Objective: Bottom-up, mission-based scrub of budget to re-baseline appropriated and corporate budgets
- Four Phases:

<table>
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<tr>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
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- Define/Verify Missions (13 Dec – 13 Feb)
- Codify Capabilities (14 Feb – 31 Mar)
- Determine Resources Needed (1 Apr – 15 May)
- Develop Budgets (16 May – 30 Jun)

ONE CIVIL AIR PATROL, EXCELING IN SERVICE TO OUR NATION AND OUR MEMBERS!
Command Council Meetings
Champion – Brig Gen Phelka

- **Objective**
  - Reformat Command Council meetings for best use of leaders’ talents and time

- **Products/End State**
  - Framework for Winter and Summer meetings
  - Incorporation of feedback from prior meetings
  - Fulfilment of Command Council Charter in Article XI

- **Timeline**
  - Winter format submitted to CAP/CC and in use for the Winter 2018 meeting. Includes separate surveys for Legislative Day and Command Council. Video training included for Legislative Day.
  - Summer meeting discussion is underway. Col Rose Hunt (Director of Wing Commander Course) has joined the group for the summer meeting discussion.
  - Summer meeting framework complete by 01 Apr 18.
• Objective: Determine appropriate amount of cash reserves

• Recommendations:
  • 12 to 18 months worth of operating budget
  • Annual Financial Reserve Plan as part of annual budget submittal
    • Include spend-down plan if above 18 month level
  • Must have plan in place to receive Vanguard Funds

• Status:
  • Working Group is complete
  • Finalized procedures being worked by CAP/CV & FM
Objective:

- Develop fair and consistent approach to Vanguard distribution

Proposal:

- Region distributions: $1.00 per member (Amount may vary based on fund availability)
- Funds available for “capital improvement” projects

Status:

- Working Group is complete
- Finalized procedures being worked by CAP/CV & FM
Mission:

- Improve Base Access for Volunteers

Multiple approaches to help with access:

- CAC cards for small number of senior leaders
- DBIDS cards for unit commanders whose units meet on base
- CAP-USAF draft language for AFI 31-113 (FOUO)
- Importance of relationship with local base officials

Status:

- On track for AFI Coordination Handoff: 1 April 2018
Leadership Development Working Group
Champion - Col Aye

• Mission:
  • Initial focus: enhance training for our commanders
  • Revised focus: examine how we can improve our PD program + enhance the adult volunteer experience

• Multiple initiatives:
  • Determine what PD should look like; determine appropriate course offerings; develop courses
  • Mentoring, equivalency training, modular/SQTR approach, specialty tracks
  • Command specialty track, commander’s dashboard, executive leadership

• Status: Multiple teams working hard

ONE CIVIL AIR PATROL, EXCELLING IN SERVICE TO OUR NATION AND OUR MEMBERS!
CAP is proud to be a Total Force partner as we celebrate 70 years of service as the Air Force Auxiliary!
Refreshment Break
Save the Date
23-25 August 2018
National Conference & Command Council
Anaheim Marriott
Anaheim, California
Online Registration Opens April 2018
A Special Video From the Air Force Association
ONE CIVIL AIR PATROL, EXCELling IN SERVICE TO OUR NATION AND OUR MEMBERS!
Wings’ Best Practices
Best Practices

Mishap Review Board
Col Ridley
CTWG/CC
Mishap Review

• Current Procedure IAW CAPR 62-2, May 2014
  • Wing CC appoints a mishap reviewing officer
  • CAPR 62-2, 5.C (1) – review board optional

• CTWG A/C Mishap Review Board Best Practice
  • Mishap Review Officer is assisted by a review board
  • Review board consists of:
    • Wing DO, Wing DOV, Wing SE
  • If any member of this board was involved in the incident they are replaced
  • Purpose: Ascertain the facts, understand the circumstances, discover root cause, recommend ways to mitigate a future occurrence
STEM Fair
Best Practices

Aircraft Utilization Success
Col Bailey
NCWG/CC
Maximizing Aircraft Utilization

Civil Air Patrol - North Carolina Wing
(as of: June 12, ‘2017)

Index
- Glider
- Shared
- Aircraft
- 2 Aircraft

Six Groups
- 31 Squadrons
  - 26 Composite
  - 2 Senior
  - 2 Cadet
  - 1 Legislative

Headquarters, North Carolina Wing (NC-001)
- North Carolina State Legislative Squadron (NC-999)

Group 1 Hq (NC-011)
- Asheville Composite Sqdn (NC-019)
- Gastonia Composite Sqdn (NC-024)
- Shelby Composite Sqdn (NC-050)
- Hickory Composite Sqdn (NC-124)
- Boone Composite Sqdn (NC-153)

Group 2 Hq (NC-002)
- Raleigh-Wake Composite Sqdn (NC-048)
- Johnston County Composite Sqdn (NC-143)
- Franklin County Composite Sqdn (NC-145)
- Orange County Composite Sqdn (NC-150)
- Apex Cadet Sqdn (NC-301)

Group 3 Hq (NC-003)
- Tar River Composite Sqdn (NC-057)
- Pitt-Greenville Composite Squadron (NC-079)
- Cunningham Field Composite Sqdn (NC-160)
- Halifax Composite Squadron (NC-169)
- Elizabeth City Comp Sq (NC-305)

Group 4 Hq (NC-004)
- Burlington Composite Sqdn (NC-022)
- Sugar Valley Composite Squadron (NC-052)
- Winston Salem Composite Sqdn (NC-082)
- Randolph Composite Sqdn (NC-107)
- Guilford Composite Squadron (NC-307)
- The NC:IA Cadet Squadron (NC-325)

Group 5 Hq (NC-005)
- Fayetteville Composite Sqdn (NC-007)
- Cape Fear Composite Sqdn (NC-023)
- Goldsboro Composite Sqdn (NC-126)
- Brunswick County Composite Squadron (NC-170)
- Sandhills Senior Squadron (NC-171)

Group 6 (NC-006)
- 111th Search & Rescue Composite Sqdn (NC-111)
- Charlotte Senior Squadron (NC-121)
- South Piedmont Senior Sqdn (NC-137)
- Iredell Composite Sqdn (NC-162)
- Composite Squadron of the Waxhaws (NC-300)
Maximizing Aircraft Utilization

• Develop a program (vision)
  • Communication is key
    • Document the program
      • Expectations for utilization
      • How to achieve expectations
      • Simplify but document funding requests – example: NCWGF 98 and 52
  • Manage the program
    • Regularly scheduled conference calls
      • Cover regs, answer questions to improve performance, etc.
Maximizing Aircraft Utilization

- Added Wing involvement
  - Wing o-flight days
  - Encampment o-rides
  - Seek out missions for Wing
    - Examples for NCWG include 3-58th and 2-130th
Best Practices

Training Plans Using Strategic Goals
Col Winter
MDWG/CC
Training Plans Using Strategic Goals

• Annual Training Plan Development

• Deliberate plan nested with NHQ Strategic Goals (7 Priorities) + Region Strategies, Goals, and Objectives
• Staff & Commander Input, driven by requirements leads to metric tracking (MBO)

- What Strategies Can the Wing Support?
- What Additional Tasks Does the State request from the Wing?
- What is the staff(s) priorities/ingenuity?
- From this list what goals (metrics) tell us the mission is accomplished
- Review with Commander/ all–create ownership
Training Plans Using Strategic Goals

- What gets tracked – gets done
  - Review your metrics quarterly
  - Ask the Why – Low/High
  - Training / Non-Training Metrics
  - Dashboard / Scorecard
  - Natural Recognition Path
  - Continuous Evaluation – Adjust

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<th>Item</th>
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<th>Final</th>
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<td>N</td>
<td>COMPLETE</td>
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<td>5 NEW USERS EXTERNAL TO CAP</td>
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<td>Davis*</td>
<td>249</td>
<td>649</td>
<td>40% OF SENIORS (NOT INCL PATRON/ASSOC/LEG/SPONSORS</td>
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<td>5% OF ELIGIBLE SENIORS</td>
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<tr>
<td>Wilson*</td>
<td>3</td>
<td>41</td>
<td>5% OF GARBER RECIPIENTS</td>
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<td>Curry</td>
<td>80%</td>
<td>85</td>
<td>80% WITHIN 8 WEEKS</td>
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<td>1</td>
<td>9</td>
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Priority 1: Be a vigorous part of the Total Force ...
As a valued partner in the Total Force...
Goal 1.1: Increase opportunities to partner with the Air Force...
Objective 1.1.4: Annually, or following the transition of a new State Adjutant General,
MER Strategies
1.1.d: Increase interaction with senior AF staff and officials ...
Maryland Strategies
- Meet quarterly with TAG
- Increase support to ANG/ARNG Orgs...
Best Practices

Preparation Guides for Encampment
Col Gamache
COWG/CC
Virtual Familiarization and Preparation Training

Col Ellis
NATCAPWG/CC
Virtual F&P Training

• Mission Scanner fam & prep training held online
  • June 2017 & Jan. 2018 by Tuskegee Cadet Squadron
  • 4-hour class, split into 2x 2-hour sessions
  • 11 members attained MS-T
  • Multiple choice and short answer online quizzes
  • IT capabilities needed:
    • Computer, microphone, speakers, webcam, and a good internet connection
    • Google Hangouts and Google Forms were used

• Benefits
  • Lowered the barrier of entry into CAP’s ES mission
  • Made previously-inaccessible training available
  • Supported squadrons lacking an ES training capability
  • Reduced the burden on members and trainers
Best Practices

School Enrichment Programs
Col Argenti
INWG/CC
**BACKGROUND**

- Declining cadet members
- Scarce adult leaders
- Lack of parental interest or support to volunteer
- High $$$ participation fees
- Difficulty getting cadets to meetings and activities
- Units lacking stability and leadership continuity

---

**Schools Are Your Cadet Programs Partner!**

**Schools already have students**

**Schools already have trained youth leaders**

**Schools are already stable and understand financing**

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**McKenzie Career Institute**

Titan Cadet Squadron (GLR-IN-802)
36 cadets, 6 seniors

Technical careers, public high school.
CAP taught as daytime class by paid, 20-year member.

**Anderson Prep Academy**

APA Cadet Squadron (GLR-IN-803)
150 cadets, 7 seniors

Co-ed, military day school, K-12 Free tuition/open to all.
CAP taught as class by two paid, prior military, members.

**John Adams High School**

JAHS Cadet Squadron (GLR-IN-806)
20 cadets, 3 seniors

Traditional public high school.
CAP taught as a scheduled class by a retired, military officer.

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**THE CUSTOMER**

The SCHOOL became #1

- Schools need
  - Professional curriculum
  - Help meeting state goals
  - Tools to build leaders
  - Engaging activities
- Schools do not need
  - More paperwork
  - Internal politics
  - Unreasonable demands

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**SOLUTIONS**

- Match Cadet Program texts to State standards
- Seek schools with innovative approaches to learning
- Offer curriculum, flying, and activity support
- Find AE & CP mentors that look and act like teachers
- Provide a TLC-like program
- Build an administrative unit to do the paperwork
- Make it worthwhile for the school and the cadets!

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**APPROACH**

Any solutions we develop will need to
- Involve more young people in the Cadet Program
- Provide stable structure and continuity of leaders
- Have adults trained and ready to work with teens
- Address parental barriers
- Accommodate CAP’s culture and organization

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Contacts:
Col Phil Argenti – pargenti@inwg.cap.gov
Col Richard Griffith - rgriffith@cap.gov
Best Practices

Unit Rebuilding Program
Col Boehmer
MIWG/CC
Best Practices

Subordinate Unit Commander Selection
Col Garcia
FLWG/CC
Subordinate Commander Selection Process

Group/Squadron Commander selections previously used non competitive process

- Adopted board process similar to Wing CC / CAPR 35-9 with diverse panel members (command experiences/NCOs)
- Behavior Based Interview Questions
- Provide desired qualifications for applicants
- Outgoing/Incoming Commanders participate in calls with Group/Wing CMD Team (Two levels)

Current process provides talent management opportunities

- Develop future leaders/mentorship
- Gather lessons learned from units
- Established process to seek diverse candidates

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Best Practices

Recruiting & Retention Questionnaires
Col Fernandez
PRWG/CC
PR Wing Best Practice

Recruiting and Retention Officer Retention Surveys

The wing recruiting and retention officer produced three retention surveys to enhance retention.

The surveys cover

- Commander involvement
- Unit staff support to the member
- Mentoring
- Wingmanship
- Member’s overall satisfaction with the program
• First Survey
  • Conducted within the first 45 days of membership
  • Intended to provide an understanding of the member and unit expectations and the member's goals when they decided to join CAP.
PR Wing Best Practice

• Second Survey
  • Done at the 6/7 month of membership
  • Review the member’s progression and unit's support
  • Re-evaluate the member’s goals, expectations, and career path
  • Identify specific areas of concern to enable the unit to make changes and adjustments
  • Goals established by the member are revisited.
PR Wing Best Practice

- Third Survey
  - Measures member satisfaction with the program after almost a year
  - Provide the opportunity to examine member progress
  - Examine the root causes of members decisions either positive or negative in regards to their membership renewal
Email and Cloud Storage
Col Young
TNWG/CC
Email Management

- Platform – Google Apps for Non-Profits
- Process
  - CAPWATCH into MySQL
    - Powershell and PHP
  - Account Management
    - Javascript
  - “Add” “Delete” “Reactivate”
    - “Add” generates new password sent to member’s email in CAPWATCH
Email Management

- Group Emails ("Blast Lists")
  - Members assigned to lists based on
    - Senior / Cadet
    - Unit
    - Duty Assignment
  - All categories roll up to Group and Wing
  - List membership automatically updates from CAPWATCH changes
Cloud Storage

- “Google Drive”
  - Top-level folders for “General” file storage and each unit by charter.
  - Subfolders by staff area
    - Fully manageable by unit
    - Default read access to all wing members
  - Write access based on duty assignments in CAPWATCH
Conclusion

- Deployable to any hosting platform which can be managed by scripting.
- Extendable to website permissions
Best Practices

Suspense Tracking
Col Van Buren
GAWG/CC
Best Practices

Chartering & Mentoring
New Units
Col Lahan
KSWG/CC
Best Practices

Monthly Summary of Best Practices
Col Small
SDWG/CC
“Craig’s List”

- Monthly Operations Internal Review
  - Operations Related Safety Issues
  - Operations/WMIRS entry mistakes/error
  - Published for internal use only for wing pilots primarily

- As a learning tool relies on
  - Complete honesty and transparency
  - Trust in fellow members
  - NOT a punishment or tool of criticism
Best Practices

Quarterly Aerospace Events
Col O’Neill
MOWG/CC
Best Practices

Operations Plan Submittal System

Col Morris
AZWG/CC
Operations Plan Submittal System
Arizona Wing

• Born from a compliance inspection finding
• Designed for any non-emergency services related activity
• All units can see all plans, fosters multi-unit activities
• Operations plan is simply the main points of the activity
  • Approval is to move forward with full planning
  • Activities do not occur without all required approvals
• All plans require approval from the Chain of Command, SE and LO
• Any plan with a fund raising component requires Wing Legal Officer to approve the plan (denoted in the list with $)
• High Adventure Activities (HAA) denoted with special symbol (↑)
• Emails are sent to the appropriate staff for approval
• Activities which occur more than once require a single plan
## Operations Plan Submittal System

**Arizona Wing**

### Upcoming Plans For Review:

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<th>Tracking #</th>
<th>Hosting Unit</th>
<th>Activity Name</th>
<th>Location</th>
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<th>End Date</th>
<th>APPROVAL STATUS</th>
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<td>2017174</td>
<td>NEOTOMA COMPOSITE SQDN</td>
<td>CyberPatriot</td>
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<td>2017-09-15</td>
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<td>PARADISE VALLEY CADET SQDN 310</td>
<td>($5) EAA Pancake Breakfast</td>
<td>Falcon Field, Mesa AZ</td>
<td>2017-10-21</td>
<td>2018-05-19</td>
<td>WING SECTOR SAFETY LEGAL UNIT</td>
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<tr>
<td>2018008</td>
<td>EAST TUCSON CADET SQUADRON 305</td>
<td>Tucson Rodeo Parade</td>
<td>Tucson, AZ</td>
<td>2018-02-22</td>
<td>2018-02-22</td>
<td>WING SECTOR SAFETY LEGAL UNIT</td>
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<tr>
<td>2017236</td>
<td>YUMA COMPOSITE SQUADRON 508</td>
<td>Yuma Modelers R/C Annual Air Show</td>
<td>Contreras Field, Mile Marker 35 of Rt 95, Blaisdel, Arizona</td>
<td>2018-02-24</td>
<td>2018-02-24</td>
<td>WING SECTOR SAFETY LEGAL UNIT</td>
</tr>
<tr>
<td>2017254</td>
<td>FALCON COMPOSITE SQDN 305</td>
<td>ICS 300 Intermediate Incident Command</td>
<td>Falcon Composite Squadron 305 Building</td>
<td>2018-02-24</td>
<td>2018-02-25</td>
<td>WING SECTOR SAFETY LEGAL UNIT</td>
</tr>
<tr>
<td>2018027</td>
<td>SKY HARBOR COMPOSITE SQUADRON</td>
<td>Rainbow valley . fix</td>
<td>Rainbow valley</td>
<td>2018-02-24</td>
<td>2018-02-25</td>
<td>WING SECTOR SAFETY LEGAL UNIT</td>
</tr>
<tr>
<td>2018030</td>
<td>388TH COMPOSITE SQUADRON</td>
<td>($5) Fund Raising</td>
<td>388th COMPOSITE SQUADRON (AZ-388)</td>
<td>2018-03-01</td>
<td>2019-02-28</td>
<td>WING SECTOR SAFETY LEGAL UNIT</td>
</tr>
<tr>
<td>2018044</td>
<td>FALCON COMPOSITE SQDN 305</td>
<td>ACTIVE SHOOTER RESPONSE Presentation</td>
<td>Falcon Composite Squadron 305 Building</td>
<td>2018-03-06</td>
<td>2018-03-06</td>
<td>WING SECTOR SAFETY LEGAL UNIT</td>
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</tbody>
</table>
**Submitted Operations Plan For Approval**

<table>
<thead>
<tr>
<th>Wing Tracking Number:</th>
<th>2017256</th>
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</thead>
<tbody>
<tr>
<td>Hosting Unit:</td>
<td>FALCON COMPOSITE SQDN 305</td>
</tr>
<tr>
<td>Activity Name:</td>
<td>Falcon Pancake Breakfast</td>
</tr>
<tr>
<td>Location:</td>
<td>Falcon Field</td>
</tr>
<tr>
<td>Purpose of activity to raise funds?:</td>
<td>Yes</td>
</tr>
<tr>
<td>High Adventure Activity?:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Activity Objectives:**
Set up, serve, and clean-up assistance for the monthly EAA Pancake Breakfast. EAA/Warbirds will donate a portion of the total proceeds to the squadron. In cooperation with Sky Harbor Squadron and the EAA Warbirds at Falcon Field.

Happens 3rd Saturday of the month from January - June 2018

**Project Officers (Senior & Cadet):**
- Lt Col Bob Ditch
- SM Stephen McCaskill

**Activity Start Date:** 2018-01-20
**Activity End Date:** 2018-06-16
**Activity Start Time:** 06:00
**Activity End Time:** 12:00

**Participant Cost:** $0
**Meal Plan:** Breakfast available to participants

**Participant Requirements:** Uniform of Day

**Activity Transportation Officer:** n/a

**Transportation Plan:**

**Senior Participants:** 10
**Cadet Participants:** 5

**Uniform Of The Day:**
- USAF-Style
- Physical Training
- Flightsuit
- Civilian

**SENIOR UNIFORMS**
- USAF-Style
- Aviator
- Polo
- Flightsuit
- Civilian

**CADET UNIFORMS**
- BDU/ABU
- Blue Battle Dress Uniform
- Civilian

**Unit Approval:**
- APPROVED

**WING APPROVAL:**
- APPROVED

**SECTOR APPROVAL:**
- APPROVED

**SAFETY APPROVAL:**
- APPROVED

**SAFETY COMMENTS:**
I recommend that Cadets only use sharp kitchen utensils such as knives and open can lids only while under the direct supervision of a Senior member alongside.

Follow any applicable Health Dept. sanitation regulations pertaining to food service food preparation.

Use appropriate PPE.

**LEGAL APPROVAL:**
- APPROVED

**LEGAL COMMENTS:**
No Air Force involvement - No suggestions or inference should be made in any CAP fund-raising program that the Air Force is involved or would benefit. Recommend wear of the Air Force-style CAP uniform in fund raising activities is limited to cadets. Advertising and promotional matter should clearly identify CAP as a distinct organization from the Air Force. All state and local laws should be followed with respect to food handling and sale.

**UNIT COMMENTS:**
Request submitted by commander.

If any one reviewer denies the plan, the plan receives the "DENIED" status.

The plan is in "PENDING" status until all reviewers approve the plan, or until the first "DENIED" is entered.

When a reviewer enters comments or denotes approved/denied, the plan's submitter along with all reviewers receive an email notification.

<table>
<thead>
<tr>
<th>Signup Cutoff Date:</th>
<th>2018-01-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permits Needed?:</td>
<td></td>
</tr>
<tr>
<td>Insurance Needed?:</td>
<td></td>
</tr>
</tbody>
</table>
Special Announcement
Maj Gen Mark Smith
Air Force Organizational Excellence Award Sept 2016
Air Force Organizational Excellence Award Ribbon

- Authorized for wear on the AF-style blue uniforms
  - May be worn by any cadet or senior member active for at least one day during the period 1 Oct 2012 to 31 Aug 2016
    - Individual member records are being updated today to reflect the permanent authorization to wear the ribbon
  - Order of precedence is before all CAP awards
    - Military members, including Guard and Reserve, may not wear the AFOEA for CAP service in the standard order of precedence for military awards and decorations. The CAP award is not authorized for wear on any military uniform.
- Ribbon may not be worn on CAP distinctive uniforms
  - AFOEA enamel lapel pin may be worn with the blazer combination
- Complete details in Interim Change Letter to CAPR 39-3 and CAPM 39-1 posted today
Breakout Sessions
Rules of Engagement
Breakout Sessions

NER – Jefferson
MER – King
GLR – Reagan (2d floor)
SER – Dulles (3d floor)
NCR – Lincoln
SWR – Salon B
RMR – Roosevelt
PCR – Salon F
Lunch Break
Region Breakout Sessions
Start at 1315
Save the Date
23-25 August 2018
National Conference & Command Council
Anaheim Marriott
Anaheim, California
Online Registration Opens April 2018
Lt Gen Judy Fedder, USAF (ret)
Chair, CAP Board of Governors
Col Louisa S. Morse Center for CAP History

Col Frank Blazich
Colonel Louisa S. Morse Center for Civil Air Patrol History is a research and storage facility for the National Archives and Historical Collections (NAHC) located on Joint Base Anacostia-Bolling (JBAB) in Washington, DC. The center's mission is to archive and curate the records and artifacts of CAP and facilitate the research and study of the corporation's history.

- Ability to support researchers, interns, and training programs
- First specialized facility to house and preserve corporation’s history in 76 years
- Foundation for education and enhancement for and about CAP
Colonel Louisa Spruance Morse (1912-2009)
- Joined CAP in November 1942
- DEWG Commander, 1953-1976
- MER Commander, 1976-1979
- CAP Hall of Honor, 1983
- DE Aviation Hall of Fame, 2003
- Founded CAP National Historical Committee, 1979
- First CAP National Historian
- Aug 2014: discussions with Mr. Tom Shubert about CAP National History Program needs
- Feb 2015: meeting with Mr. Walt Grudzinskas, director of USAF History and Museums Program, about CAP needs
  - June: Maj Gen Joseph Vazquez submits request to CO of JBAB for a 2,000 sq ft facility
  - September: Walk-through of potential space
  - 23 October: JBAB CO approves space request
- 2016-2017: Planning and waiting….
- August 2017: MOU for space signed between CAP National History Program
Building 94, Second Floor

- Total of 3,536 sq ft; approx. 2,195 sq ft lockable room; 1,060 sq ft for artifacts/processing; 530 sq ft for archival material; 115 sq ft for audio/visual; 490 sq ft for operations
- Restrooms, water fountain, elevator, wheelchair ramp, loading dock, parking

ONE CIVIL AIR PATROL, EXCELLING IN SERVICE TO OUR NATION AND OUR MEMBERS!
Current Conditions
Road Ahead, 2018

- November 2017 - March 2018
  - Locks rekeyed, lights repaired
- March – December 2018
  - Authorization to remove unwanted/unnecessary furniture
  - Repair of carpeting and general housekeeping
  - Installation of storage shelving and furniture
  - Consolidation of NAHC
- 2019-2020
  - Processing and storage of NAHC materials
  - Opening? Late 2020 – early 2021
NAHC Consolidation
Questions?

ON THE AIR FORCE TEAM

Civil Air Patrol members are on our team. The United States Air Force is proud of this partnership.

PROUD MEMBER of the TOTAL FORCE

ONE CIVIL AIR PATROL, EXCELLING IN SERVICE TO OUR NATION AND OUR MEMBERS!
End of Day Wrap-up

Brig Gen Ed Phelka
THANK YOU FOR COMING!!

Please visit the link below to complete a survey on the Command Council meeting

https://www.surveymonkey.com/r/18CommandCouncil
Save the Date

23-25 August 2018

National Conference & Command Council

Anaheim Marriott
Anaheim, California

Online Registration Opens April 2018