

# Wyoming Wing Staff Meeting

27 APR 2017

7:00- 7:25 PM

**Conducting:** Col Jeff Johnson

**Recording:** Mary Waterstreet

**Attendees:**

Michael Heaberlin

Rod Burnett

Jeff Johnson

Tim Anderson

Jan Johnson

**Attendees Via Audio Conference:**

**Aaron Seng**

**Bill Morton**

**Greg Schreurs**

**Ken Dyk**

**Joe Feiler**

**Jerry Cowles**

**Jackie Floyd**

**Cec Reed**

**Ian Lydic**

**David Shepard**

## AGENDA

Invocation.....Ch McKinley Wood

Safety Brief.....Lt Joe Feiler

1. Basic Ladder safety - equipment check, make sure size ladder for the job, 1 person at time, check placement surroundings, read safety label. Different kinds of ladder for different jobs. Side bar: remove the tow bar!

Commander.....Col Jeff Johnson

1. Thank you to those who have worked on the wind waiver training program

2. Follow up receipts. Make sure all are labeled correctly and uploaded in a timely manner.
3. SUIs - please plan well in advance for SUI. Should be thinking about it a year in advance and have documentation ready
4. BDUs in supply. Send Jan information or will be shipped to Ian Lydic. ABUs lots of women's sizes, a few men's in 34 sizes. They are really small or really big - especially for your cadets.
5. Major need to fly. Need to get creative in when we fly. Fly!
6. SAREX in May. Please get your people and planes there. Need all the practice we can get.
7. Questions: Comment regarding staff coordination Please send to the appropriate supervisor.
  - a. OFlight training will also do ES training for cadets. (see below for dates)
  - b. ES training weekend (see below for dates)
  - c. Finance - so important for everyone to make sure paperwork is done properly. Cooperation, patience and assistance.
  - d.

**Other Discussion**  
**Department Reports (electronic only)**

Commander.....Col Jeff Johnson  
 Vice Commander.....Lt Col BJ Carlson  
 Chief of Staff ..... Maj Michael Heaberlin

Director Aerospace Education ..... Maj Toni Brown

Please note the official staffing changes: Maj. Toni Brown is Wyoming Wing (DAE) Director of Aerospace Education. 1st Lt. Joe Feiler is External (AEO) Aerospace Education Officer. 1st Lt. Robert Montgomery is Internal AEO. Bob Montgomery will be presenting the 2 AE sessions at Wing Conference (see items below). Joe Feiler has received approval for the teacher flights in August with the Wyoming Dept. of Ed. STEM conference in Gillette. Watch for details.

Aerospace Education (External)..... 1st Lt Joe Feiler  
 1st week Aug STEM educators conference.

Aerospace Education (Internal)..... 1st Lt Robert Montgomery

**For the Commander Track at the Wing Conference I will be presenting the following:**

- \* The Importance of Aerospace Education in CAP.
- \* Internal and External AE, Seniors, Cadets, Teachers and Community.
- \* AE reports, plans of action, quarterly reports, SUI's, etc. - the Commanders role.
- \* STEM kits, publications, and other resources for AE.
- \* Increased Communication between Squadron AEO's in the Wing.

**For the General Track at the Wing Conference I will be presenting the following:**

- \* The Importance of Aerospace Education in CAP.
- \* Internal and External AE, Seniors, Cadets, Teachers and Community.
- \* AE reports, plans of action, quarterly reports, SUI's, etc. - the AEO's role.
- \* STEM kits, publications, and other resources for AE.
- \* Increased Communication between Squadron AEO's in the Wing.

Aircraft Maintenance.....Col Bill Morton

Aircraft status:

N261CP - 32.5 hrs to annual.

N294CP - 47.5 hrs to annual.

N344CA - 38.0 hrs to annual.

N353CP - Due for Mid cycle oil/filter chg now.

N702CP - 48.6 hrs to mid cycle oil / filter chg.

N897CP - 50 hrs to midcycle oil/filter chg- Aircraft currently on loan to Colorado Wing(approx 2 weeks)..

N9935E - 40.2 hrs to mid cycle oil/filter chg.

Admin.....Maj Aaron Seng

1. New Regulation has been posted, CAP Regulation 20-3 replaces CAPR 123-3, which becomes effective 28 April 20147.
2. (Old Feb 2016) Request each Wing Staff Officer go through their files and ensure that the records meet the retention/disposition requirements of CAPR 10-2 Attachment 1. I would appreciate it if you would let me know when complete. (Old: Please complete by 15 April 2016) **No Response**
3. (Old- Oct 2015) Requested File Plan from each unit in October, Only Cheyenne and Yellowstone Regional Composite Squadron have done so to date. (Old: Please complete by 15 April 2016) **No Response** (I have noted that all units had one at their last SUI, as they were counted as correct (not as a discrepancy.). Please get them to me ASAP.
4. Transportation is working on a new supplement, (Old, no new update)
5. As a reminder, all publications are in the process of being rewritten and renumbered
- 6.

Cadet Programs ..... Lt Col BJ Carlson

1. So far only 4 cadets have signed up for the Wing conference. Please see if other cadets are planning to attend. Unfortunately, we have not been able to secure free/low cost lodging but cadets can share a room at the Virginian.
2. Casper has volunteered to represent WY at the Region Cadet Competition in Utah the second weekend in May.
3. We have been asked to have a few cadets participate in a Memorial Day ceremony at Fort Laramie. I am waiting to see if any cadets from Wheatland, Casper or Cheyenne can help out with this.
4. There will be a formal ceremony in Sheridan on 1 June to honor the 2 Spaatz cadets, Brent Miller and Don Coletta (who is now a SM).

5. A powered orientation flight weekend will occur in Sheridan on the first weekend in June. We will camp at the Griffin Poulson Youth camp outside of Sheridan. ES training will occur concurrently with the orientation flights. Information has been sent out to squadron leadership personnel. POC is 1st Lt Ian Lydic.
6. A mission is being developed for our ES training weekend in Sheridan on 22-25 June. Cadets and SMs that are in an ES training track (Ground team member, Ground Team Leader, MSA, or MRO) are welcome to attend. More details later. POC is Major Aaron Seng.
7. CAC - The next conference call will be 30 April at 1900.
8. Encampment dates - 29 July-6 Aug at Camp Guernsey with staff arriving on 27 July. Please get the word out so we have a good WYcadet turnout this year. Decisions about cadet staffing assignments will be made by the end of the month.

Chaplain.....Ch McKinley Wood

1.

Communications.....1st Lt David Shepard

1. The repeater in Gillette is in process of being repaired. National is sending equipment and once it arrives, the vendor will schedule and perform the work.
2. I am still in the process of contacting squadrons about their communications programs.
3. The Survey/Audit went well except for one missing comms item -- it was located and the ORMS record was updated with the correct information and issuance.
4. The HF radios in vehicles need to be tested regularly. I will be in contact with squadrons that have vehicles equipped with HF radios to work out how best to accomplish this.
5. Please let me know of any equipment that needs repair or maintenance. I have access to equipment here in Cheyenne for testing radios to make sure they are working at their best, and I can make adjustment to some, if needed.
6. I have sent out an email but just a reminder - if you or anyone in your squadrons have wing-issued comms equipment, please take a picture of the property tag or the model/serial number plate and email those to me. This will help make sure that ORMS is up to date on issued equipment.

Drug Demand Reduction.....Lt Col Susan McDonald

The is nothing to report from DDR. Unfortunately no units participate and have turned nothing in to report on.

Emergency Services ..... Lt Col Mike Carlson

1. SAR Mission 17-M-0002A was conducted 02 January for (2) overdue snowmobilers. Paperwork **STILL** needing to be completed ... ICS 211 & 218.
2. The next SAR Ex is scheduled for 19-21 May in Gillette. Maj. Twitchell will be the IC.
3. Ground Team training will be conducted 22-25 JUN in Story. Contact Major A Seng.

Finance.....CMSgt Mike Moore

1. The completion of finance transactions will be done by the staff during the interim period of Mary's departure until a replacement is hired. Make sure all required documentation is submitted to prevent delays. At this time we don't have an estimate of when a new Wing Administrator will be in place.
2. Reports to the squadrons will be sent as soon as possible after the month is reconciled.

Government Relations .....Col Bill Morton

- 1.

Health Services Officer.....Maj Jim Little

Historian .....Capt Jerry Cowles

1. WYWG Annual Report has been submitted to WGCC for review and signature, each annual report is archived and can be viewed upon request. Historians a new year of events is happening, please make monthly reports to myself.
2. I have scanned Windcatcher newsletters in years 2005,2006 and 2007 and have archived to National Archives -**thank you Maj Brown** for allowing this to happen. If you wish to view these documents please contact Wing Historian Capt Jerry Cowles for view link.
3. Please check your storage for other documents, historical items and please assign a historian in each squadron.

IG.....Lt Col Cec Reed

- 1.

Operations.....Major Greg Schreurs

Personnel.....Maj Aaron Seng

1. An Awards Review Board was reformed on 20 March 2017, please coordinate with me with any questions, and please allow one to two weeks for the Boards recommendation to be made to the Wing Commander. If the award is pressing, please call/email me to expedite the process
2. I will be reviewing personnel records for those coming up for promotion, and working with Squadron Personnel Officers to ensure documentation meets the standards.
3. Asking each Wing Staff to reach out to the Squadron staff and establish clear departmental communications.

Plans & Programs.....Col Jackie Floyd

Professional Development..... Maj Harlan Ribnik

- 1.

Public Affairs.....Maj Tera Cowles

1. First online meeting with the squadron PAO's was a success, if only because people got questions answered. Zoom.us worked well except for it only allowed for a 15 minute meeting, so I will be looking into how much it will cost for usage since it allows us to see

each other and the interaction will help grow a strong PAO team and add more PIO's to ES.

2. Still don't have enough articles for a whole magazine but the wing conference should take care of that. If you are presenting at the conference I would love to have a written article about how it went from your perspective.
3. All of the intros that have been sent in for the Wing Conference will be used in the magazine at some point so the general Wing membership has an idea of who they are working with at Wing level.

Retention & Recruiting.....2d Lt John Douglas

Safety.....1st Lt Joe Feiler

Stan/Eval.....Capt. Jeff Baum

1.

Supply/Logistics..... Capt Jan Johnson

Transportation..... Maj Michael Heaberlin

1.

Web Administration & IT.....Maj Tera Cowles

1. Thanks to Maj Tim Anderson the new Wing Website will be ready for unveiling at the wing conference and should be going live about the same time. The old website will be set up to forward everyone to the new web address until the subscription service runs out in October.

Wing Administrator..... Mary Waterstreet

The following is my schedule for the next 5 weeks. Thanks.

1. Mon 4/27-Wed 4/29 8:30-2:30, Thursday 4/30 9:00-12 and 4:30-8:00 (Wing Staff Meeting), Friday 4/31 Off



