

Wyoming Wing Staff Meeting

24 August 2017

7:00- 7:25 PM

- Finance Committee at 6:45

Conducting: Col Jeff Johnson

Recording:

Renee Bailey

Attendees:

CMSgt Mike Moore

LtCol Rod Burnett

Maj Michael Haeblerlin

Attendees Via Audio Conference:

Col Jeff Johnson

Maj Aaron Seng

Capt Jan Johnson

1st Lt Robert McKinney

Lt Col Susan McDonald

Col Bill Morton

Maj Greg Schreurs

Col Jackie Floyd

1st Lt Ken Dyk

Capt Jerry Cowles

Capt Jeff Baum

Lt Terry Bosecker

Lt Col Cec Reed

Lt David Shepard

AGENDA

Invocation..... Col Bill Morton

Safety Brief..... Col Jeff Johnson

1. Hiking safety: remember hydration, 8 oz an hour at altitude; sunscreen the higher the better; footwear make sure they are broken in, provide ankle support and are comfortable; critter safety be aware and make adequate noise; wear a hat; stay on trail don't go bushwhacking; let people know where you are going, your timeframe and the route you are taking; be aware of signs of heat exhaustion. Bring your SPOT if you have one. Appropriate clothing for weather changes. Check the weather before you go.

Commander..... Col Jeff Johnson

1. Pic's need to get receipts in immediately
2. WEX card receipts need to be sent in regularly

3. Issues with individuals need to be dealt with personally and in a timely manner. I'm starting to hear rumors about people and about issues between Squadrons. Stop gossiping. This has no place in a core driven organization. If you have issues talk to your next line supervisor. They will work it out or bring it to my attention. Let's focus on what's important. Squadron commander's may contact me directly at jjohnson@cap.gov
4. SAREVAL – in a couple of weeks. Encourage all the players to be there even if it means excusing a cadet from school so you can come up Friday day instead of late evening. Goal is to have ICP up and going by 1600 because AF wants to meet at 1700. Robert is doing an outstanding job in prepping things. He needs all of our support. We have got to have aircrews.
5. Make sure we are getting strong wind training done.
6. Look for some ac being moved around. The operations folks are working on this. We want ac where they will be flown. This is not a squadron punishment but a strategy to equalize flying hours. Expectation is everyone will be a team player.

Other Discussion

Department Reports (electronic only)

Commander.....Col Jeff Johnson
 Vice Commander.....Lt Col BJ Carlson
Make sure that everyone in the wing is aware of the 2018 Wing conference, scheduled for 1-3 June in Casper WY . Let's have a great turn-out.
 Chief of StaffMaj Michael Heaberlin

Director Aerospace Education Maj Toni Brown

This summer has been a busy one for Wyoming Wing Aerospace Education. External DAE Lt. Joe Feiler made the arrangements with the Wyoming State Department of Education to present several opportunities at the Roadway to STEM teachers conference that was held at Gillette College in Gillette, August 2-4. On Wed. Aug 2, Maj. Toni Brown had a table during the Share-A-Thon (Trade Fair) in the new Gillette College Pronghorn Center. She had many of the CAP hands-on activities and invited teachers to join Wyoming Wing CAP as Aerospace Education (AE) members. I will be sending out to each Squadron, the teachers' names and contact information of those who registered for our classes as well as those who joined Wyoming Wing as AE members.

Then on Thursday at our first class, Joe presented the history of CAP and many interesting videos about aviation and space. We then took the teachers out to the Gillette Campbell County airport (GCC). first we took a tour of the Flightline repair shop. Next we were able to tour a Billings Flight Service Chinook Helicopter that is used for fire fighting. Watch for photos in the next magazine and on the Wyoming Wing Website & Facebook page.

Friday Maj. Toni Brown took the 2 teachers who were AE members each on a flight around Devil's Tower. Remember, this is the 40th anniversary of the movie Close encounters of the Third Kind. Neither of the teachers had even walked around the Tower before. Now they have photos from above!

For the coming year, I would like to know from each squadron when your senior meeting is, and then when your Aerospace Education meeting is for cadets and senior members.

Internal DAE Bob Montgomery has an Aerospace Education notebook that he received in his training at the National AE Conference last year. We would like for each squadron to have one of the notebooks and for us to go over the sections so you know what they mean.

Also we will bring the box of AE materials that each Aerospace Education Officer (AEO) as well as each Squadron Commander can order for your group. We will bring samples of the STEM kits so you can see what they are in case you have not already ordered your own. Those STEM kits include an astronomy kit, a flight simulator, robotic arms, a weather kit, a rocket kit and a drone kit - among others.

Please email me your meeting days and times so we can create a schedule to come out to each of you with these materials

Aerospace Education (Internal).....1st Lt Robert Montgomery
 Aerospace Education (External).....1st Lt Joe Feiler

Aircraft Maintenance.....Col Bill Morton

Aircraft status: Total hrs 2017

N261CP - 10.7 hrs to mid cycle - 60.7 hrs to Annual/100hr ck.	158.4
N294CP - 35.3 hrs to mid cycle - 85.3 hrs to Annual/100hr ck.	58.0
N344CA - 47.9 hrs to mid cycle - 97.9 hrs to Annual/100hr ck.	94.7
N353CP - 4.8 hrs to mid cycle - 15.9 hrs to Annual/100hr ck.	95.4
N702CP - 28.0 hrs to mid cycle - 78.0 hrs to Annual/100hr ck.	54.0
N897CP - 44.7 hrs to mid cycle - 27.1 hrs to Annual/100hr ck.	99.0
N9935E - 44.3 hrs to mid cycle - 44.5 hrs to Annual/100hr ck.	116.6

Wing total hrs = 684.4 hrs Aircraft avg hrs 91.5hrs for 7.5 aircraft

A/C currently in danger of being lost to another Wing:

- N294CP - 58.0 hrs
- N344CP - 94.7 hrs
- N353CP - 95.4 hrs
- N702CP - 54.0 hrs
- N897CP - 99.0 hrs

In the past they required a minimum of 125 hrs per a/c or averaged the total Wing time to keep your aircraft.

Three aircraft are close to minimums.

Two are definitely in the loss status. The Wing CC will usually be given the choice of which a/c he gives up.

Admin.....Maj Aaron Seng

1. (Old- Oct 2015) Requested File Plan from each unit in October, Only Cheyenne, Sheridan, 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.

2. Transportation is working on a new supplement, and is being coordinated with Wing Staff
3. (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**
4. As a reminder, all publications are in the process of being rewritten and renumbered

Cadet ProgramsLt Col BJ Carlson

1. Encampment was successful, with 23 students graduating. Students were from Cheyenne-10, Wheatland-2, Casper-1, North Dakota-6, Colorado-2 and Nebraska-2.
2. NCO Academy will be held the weekend of 25-27 August 2017 at the Casper Armory. Lt Sal Chiporo is coordinating this effort with the help of at least 2 cadet officers. All cadets with the grade of SrA and above are encouraged to attend. Officers can benefit from the training as well so they are aware of what training the NCOs are receiving. For more information: salvatorechiporocap@gmail.com
3. Operation Stripe activity will be held on 14-15 Oct at the Casper Armory. Please encourage your cadets to attend to try and get their next stripe. Senior member point of contact is Capt Jan Johnson: j.johnson.cap@gmail.com A Cadet Commander has not been appointed as yet.
4. CAC meetings will commence again in September with the current CAC reps and assistants and new appointees. **AGAIN - SQUADRON CC's - PLEASE APPOINT YOUR REPRESENTATIVE AND ASSISTANT INTO THE DUTY ASSIGNMENT MODULE IN eSERVICES. THIS WAS DUE IN JULY. EVEN IF THE PEOPLE ARE STAYING THE SAME THEY NEED TO BE REAPPOINTED.**
5. 1-3 June 2018 is the WY Wing Conference in Casper. The CAC will begin working on the cadet programs track.

Chaplain.....Ch McKinley Wood

- 1.

Communications.....1st Lt David Shepard

1. The Casper repeater is in the process of being restored to operation. We have a quote from ComTech to do the work and National will be sending additional parts.
2. The Medicine Mountain repeater is also scheduled to be restored to operation with work to begin on 28 August.

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

1. Red Ribbon Week coming up in October. I will be visiting several schools in my neck of the woods. Squadrons should prepare to visit some local schools and pass on the info about Red Ribbon Week. Try posting a flyer or poster at schools, libraries, local hangouts for families. Give out Red Ribbons. Units can get them lots of places.. Like Oriental Trading Company. NHQ no longer provides anything even Red Ribbons contact

your schools to see what they already have planned. Offer speakers or posters or any info you have to share. It's a way to get you into the schools and share info and bring CAP info as well. Maybe your squadron cadets could produce the posters or PA announcements. Have a contest. There are DDR posters on the DDR resources section of the cadet library page.

2. Here is a budget request for the finance meeting. If wing could allocate about \$1250 for Wing DDR we could probably get some things from PSA in Colorado Springs for our units to use.. They can also print up things for wing recruiting with our wing or local sqdrn info.

Emergency Services Lt Col Mike Carlson

1. **NOTE SAR Eval coming within the next 4 weeks (11-17 Sept)** The SAR Eval is NOT the time for individuals to be training. Those attending should be Qualified in the jobs they will be performing. This is like demonstrating your task skills to a "Skills Evaluator", and the AF "is" the Skills Evaluator. We either "pass" for another 2 years or "fail" and WY Wing may not be flying or doing SAR's for a while.
2. Mission (17-M-0639A) was conducted (16 Aug 17) for a missing person in the NE corner of the state (Crook County). Two flights occurred. No joy in locating the individual. There have been No news releases of the event. From this event two things stand out needing improvement, (1) better communications skills are needed, (2) crews MUST make sure the Wing X-Pro "Black Box" is functioning during the mission.
3. There is a Nat'l requirement about replacing ID photos with a current one every 5 years and there are many still not uploading their 1st time photos.

The screenshot shows a web browser window displaying the 'CAP Photo Guidelines' page. The browser's address bar shows the URL: https://www.capmembers.com/cap_national_hq/member_services/membership_card_guide.cfm. The page has a dark blue header with navigation links for 'CAP Members', 'eServices', and 'CAP News'. A welcome message reads 'Welcome, Lt Col Michael Carl...'. The main content area is titled 'CAP Photo Guidelines' and includes a list of requirements for photos. To the left of the list is an example photo of a woman in a CAP uniform, with the caption: 'Example of a perfect photo for the CAP membership card or CAP Form 101'. The requirements list includes:

- Must be a color picture with full face and frontal view
- Must have a white or off-white background
- Photo should capture from just above the top of the head to the bottom of the neck line
- Photo should be in normal attire or appropriate CAP uniform
- Photo must have been taken within the last 12 months
- If you normally wear prescription glasses, wear them for the picture - if they are transition lenses, wait until they become transparent
- If you have a problem with glare from your glasses, tilt your head down slightly when you take the photo
- Head should be centered in the picture and eyes open and looking at the camera
- Preferred electronic photo format is .jpg - though .png and .gif is acceptable
- Photo needs to be replaced with a current one every five years

 The browser's taskbar at the bottom shows several open applications: Skype, Membership Card P..., Untitled - Paint, and Photo_Report 24Au... The system clock indicates 2:57 PM.

The following report through "Member Reports" in eServices shows the problem.

Finance.....CMSgt Mike Moore

1. The new fiscal year starts on 1 October. All squadrons must be working on their new budget. It MUST be submitted to Wing NLT 1 October 2017.
2. The updated CAP Form 172 must be submitted for each squadron. Make sure the finance committee signs the form that is sent. Also make sure all members are appointed in eServices. The commander is the chair with at least two other senior members. The commander CANNOT be assigned duties of finance officer either primary or assistant.
3. Ensure all information is input into WIMRS for all mission/sorties. This includes checking the right boxes for the credit card used or who pays.

Government Relations Col Bill Morton

- 1.

Health Services Officer.....Maj Jim Little

Historian.....Capt Jerry Cowles

1. Historian will be making squadron visitations over next two-three weeks to chat with historians or lack thereof. Compiling of squadron events with news releases and photos need to be copied to Wing Historian as they happen. WG IT Maj Anderson is the archive specialist and will upload into WG archives.

IG..... Lt Col Cec Reed

- 1.

Operations..... Maj Greg Schreurs

The SAREVAL will be held from 11 to 17 Sept. We will see several items during the week, probably including a 100% recall, some photo missions, aircraft inspections, etc. The final phase will be in Thermopolis on 15, 16, and 17 Sept. Do NOT come to that portion of the exercise expecting to do training. The PRIMARY emphasis will be the SAREVAL.

SD will be putting on a Mountain Fury course in September. Ground portion to be on Sept 10th and flying portion to be on Sept 16th. They have billeting available for the flying portion. You can register here:

<https://www.eventbrite.com/e/sd-aviation-hall-of-fame-and-mountain-fury-2017-tickets-37077843829>

The Wing training plan has been submitted to and approved by Region and USAF Region Liaison (Marty Laye). We have asked for about 85% more funds than we got last year. We do not yet know how much of that request will be funded by National. I have a PDF copy of that training plan available that includes some tentative dates for SAREX's and other planned events. Let me know if you want to see a copy. (We have planned for the first SAREX in the

fall - Late Oct or in November.) The additional funding means that we will be expecting each member to participate in training events, SAREX's, flying and ground events MORE this coming year than in the past. 85% to 100% more than past years. Squadron Commanders, let your folks know of this increased commitment. We want to see more new faces at training events and SAREX's than we have in the recent past.

Receipts getting uploaded continues to be a problem. If you are on staff for an event, exercise or SAR, and you accept responsibility for uploading receipts and doing post mission paperwork, YOU are responsible to be sure it is done correctly and on time. If you are the Pilot in Command (PIC) and are flying a mission that does not have staff responsible for paperwork, YOU are responsible for getting receipts and post mission paperwork done correctly and on time. If you are either a PIC or on Mission Staff and are unsure how to properly and timely complete mission paperwork - ASK someone. As a final recourse you are to ask - contact me.

We are expecting permanent VIRB camera mounts to be arriving soon for 2 aircraft (N353CP and N344CA). Those will need to be installed in Casper. Flight crews in Gillette and Powell will need to re-familiarize yourselves with VIRB procedures when those mounts arrive.

- Personnel..... Maj Aaron Seng
1. The Search for a new Wing Personnel Officer and Director of Administration is on. I will be moving to New Mexico the weekend on 7 October 2017. I will be staying within the Wyoming Wing for at least one year.
 2. Units have members that are eligible for promotion. It is up to the Squadron Commanders are ensuring the Promotion review Boards are meeting adequately to ensure timeliness of promotion actions or corrective actions.
 - 2.1. Casper: 2 members eligible
 - 2.2. Jackson: 2 members eligible
 - 2.3. Cheyenne: 3 members eligible
 - 2.4. Sheridan: 3 members eligible
- Plans & Programs.....Col Jackie Floyd
- Professional Development..... Maj Harlan Ribnik
- 1.
- Public Affairs..... Maj Tera Cowles
- Retention & Recruiting.....2d Lt John Douglas
- Safety.....1st Lt Joe Feiler
- Stan/Eval.....Capt Jeff Baum
- 1.
- Supply/Logistics.....Capt Jan Johnson
1. Col Kettell has given permission for Wing logistics officers to distribute the ABU's we have without recording them in ORMS so uniforms are available.

2. I am working on the last couple discrepancies from the Survey/Audit. I have been out of pocket a lot this summer so it is taking me longer than I anticipated.
3. We have received 4 newer computers from region in response to a request from Lt Col Mike Carlson for computers for incident commanders. Maj Anderson is updating them and I will bring them to the SAREVAL for those who need one. They are the same kind of computers that we already have.
4. I plan to issue a directive about inventory procedures that will require checking both the tag number and the serial number of any asset against ORMS. I have found a number of assets that have been mislabeled or where the tag and serial numbers do not match.

Transportation.....Maj Michael Heaberlin

- 1.

Web Administration.....Maj Tera Cowles

Wing IT.....Maj Tim Anderson

1. The wifi at the wing headquarters building has been updated with security. There are now 2 networks - internal (for file sharing and printing) and guest. The network names and passcodes can be found on the bulletin board in the lobby for both networks.
2. There have been several security breaches and viruses in the news lately. To protect yourself and the CAP computers, please ensure you are updating your computer and that you are running up-to-date anti-virus software. If you have questions about either one, please email me at it@wywg.cap.gov and I will help you.

Wing Administrator..... Renee Bailey

1. Housekeeping: if you visit Wing HQ during off hours and have trash, please place it in the large can in the front hallway for disposal or take it with you. We would like to minimize any unwanted guests from taking up lodging in the HQ building.