

# Wyoming Wing Staff Meeting

27 June 2017

7:00- 7:25 PM

**Conducting:** Col Jeff Johnson

**Recording:**

Renee Bailey

**Attendees:**

Jeff Johnson

Robert McKinney

Rod Burnett

Mike Moore

Tim Anderson

David Shepard

Jan Johnson

**Attendees Via Audio Conference:**

**Ian Lydic**

**Jeff Baum**

**Aaron Seng**

**Ken Dyk**

**Mike Heaberlin**

**Greg Schreurs**

**Bill Morton**

**Jacquelyn Floyd**

**Harlan Ribnik**

**Tera Cowles**

## AGENDA

Invocation..... Bill Morton

Safety Brief.....Lt Joe Feiler

1. Travel safety: with long drives it is common to get tired. Often need to stop more frequently than fuel stops. If you find yourself dozing off, get off the road, switch drivers, take a nap, take a break. Stay hydrated, health snacks.

Commander.....Col Jeff Johnson

1. Wind waiver form is now on the wing website. FROs fill out and send to DO or direct to Wing CC if DO not available. Wing CC will approve and forward to the appropriate folks.
2. Strong wind training needs to be completed. Work with Jeff and Greg on that. Cannot fly if not trained.

3. Fuel receipts need to be uploaded in 72 hrs, if they are not, flying privileges may be suspended for a period of time.. FROs make sure you talk about fuel receipts in your briefings, and document your discussion as 'heard'.
4. July SAR-EX needs participants. When Lt McKinney calls for help, please be available. It will be in Laramie, please plan ahead to come and participate. Staying in the Armory. 3rd weekend in July. Participation is needed from all squadrons. Cadets should have a job to do i.e. MSA or MRO. Training is available for them, but should not be beginners.
5. Wing CC is spending the week at the AFA at the region staff college, and highly recommends it. Please consider attending next year. It is a week long exercise in leadership and well worth the time.

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

Aircraft Maintenance.....Col Bill Morton

Aircraft status:

N261CP -47.2 hrs to oil/filter chg. 98.2 hrs to Annual/100hr inspection.  
 N294CP -50.0 hrs to oil/filter chg. 100.0 hrs to Annual/100hr inspection or Jun 2017(12 months).  
 N344CA -24.9 hrs to oil/filter chg. 27.2 hrs to Annual/100hr inspection.  
 N353CP -32.0 hrs to oil/filter chg. 43.1 hrs to Annual/100hr inspection  
 N702CP -37.3 hrs to oil/filter chg. 87.3 hrs to Annual/100hr inspection  
 N897CP -12.7 hrs to oil/filter chg. 41.8 hrs to Annual/100hr inspection  
 N9935E - 5.4 hrs to oil/filter chg. 55.4 hrs to Annual/100hr inspection  
 Total aircraft hours for Wing = 455.6 at end of May  
 Minimum hours needed by end of Sept. = 625 hrs (125 hrs avg per A/C)  
 A/C currently in danger of being lost to another Wing:  
 N294CP(33.2 hrs)  
 N353CP(53.3 hrs)  
 N702CP(40.0 hrs)

If we cannot get our hours up for each airplane we may lose aircraft.

Admin.....Maj Aaron Seng

1. (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.
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 Programs .....Lt Col BJ Carlson

1. We still need students for encampment. A notice has been sent to squadron leadership.
2. NCO training has been tentatively scheduled for the last weekend in Aug at the Casper Armory. I need to know how many cadets are planning to attend as soon as possible. Cadets from SrA through Chief are eligible.

Chaplain.....Ch McKinley Wood

- 1.

Communications.....1st Lt David Shepard

- 1.

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

Emergency Services ..... Lt Col Mike Carlson

- 1.

Finance.....CMSgt Mike Moore

1. State fiscal year ends on 30 June. Will work on the budget for next state year after closeout.
2. Squadrons should start the planning process for next fiscal year budget.

Government Relations ..... Col Bill Morton

- 1.

Health Services Officer.....Maj Jim Little

Historian.....Capt Jerry Cowles

Cheyenne Composite Squadron's visit to Cheyenne SuperDay sponsored by Holly Frontier Refinery.

IG..... Lt Col Cec Reed

- 1.

Operations..... Major Greg Schreurs

Next SAREX is scheduled for July 21-23 at the Laramie Airport. It was moved due to scheduling conflicts with the airport facilities. IC will be Lt Robert McKinney. Further info will be sent out shortly. We need participation by all squadrons in preparation for the SAREVAL in September. We will conduct as much training as we can but the priority will be procedures in preparation for the SAREVAL.

Wind restrictions have been removed from RMR's supplement to 60-1. Ground training materials have been distributed and we are awaiting some windy conditions to get in the flight training. Waiver requests should be submitted to the Wing CC through the Wing DO.

The re-write of CAPR 60-1 (new title is 70-1)has been delayed again, until at least September.

The 2017-18 training plan has been entered. I have invited the Wing DO and ES staff to review and have not received any further additions. It is due by July 31, but I will submit tomorrow for the Wing CC review unless anyone has any further additions.

Cadet Orientation weekend July 8-9 in Cheyenne needs pilots. SQ CC's please get your Orientation pilots to volunteer.

We have \$1285 available in "A" Pilot Proficiency. I am shifting over to having folks fly on that money til it is expended.

Personnel..... Maj Aaron Seng

1. No new Wing Staff have been added
2. Expanded Wing Staff and associated Organizational Chart is in process for approval.

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. Still working on clearing discrepancies from the survey/Audit. Four of seven are resolved as well as the discrepancy for WY-069.
2. ABU's: We have been instructed by JOSHUA J. GORDON, MSgt, USAF, CAP-USAF RMLR to

record all ABU items in ORMS expendable property using ORMS form 111 before dispensing and to mark DRMO on all. The DRMO process will be used for any uniforms that are unneeded or become unusable. Members wishing uniform items will have them transferred in ORMS to the member. After conferring with the Utah LG, we are the only region with this requirement. There are big problems with this as underage cadets cannot accept items in ORMS and keeping track of each uniform item would be a huge undertaking. Melanie Niedfeldt, the Utah LG has taken this issue up the chain and we are still awaiting answers. She indicated that it has gone all the way to General Vazquez and discussions at the highest level are occurring. Hence, I have stopped issuing uniforms until further direction has been given. It is my opinion that if we are required to use this procedure, we should DRMO all the inventory we have as it will be impossible to accurately keep track of them.

3. **Ken Dyk reported** "The GPS unit on our camera does not charge and when on the camera it does not communicate with the camera to record the GPS location on each picture. I was wondering what I need to do to get a new one? Do you order this or do I need to contact someone else?" Col Johnson suggested that he needs to contact Col Morton. Bill, is this correct?
4. On 6 Jun 2017 I asked all the unit commanders to send me a list of all the cameras in their squadrons possession, on airplanes in their squadrons and issued to individuals in their squadron letting me know the serial number and the CAP Tag number. There are some issues I am finding with SN and Tag number agreement and I need to know what is where. I gave a July 1 deadline and have so far heard from one Squadron, Cheyenne.

Transportation..... Maj Michael

Heaberlin

- 1.

Web Administration.....Maj Tera Cowles

Wing IT.....Maj Tim Anderson

1. If your CAP computer is experiencing slow performance, I recommend upgrading the computer to Windows 10 (64-bit). This requires a complete overwrite of the hard drive. I have all the installs for the CAP software - let me know if you need them. If you would like help, please let me know.
2. If you need any tech support for your CAP computer please email [it@wywg.cap.gov](mailto:it@wywg.cap.gov).
3. If you need anything added or if you have changes you would like to recommend to the wing website (wywg.cap.gov) please email [webmaster@wywg.cap.gov](mailto:webmaster@wywg.cap.gov).

Wing Administrator.....