

Wyoming Wing Staff Meeting

24 January 2018

7:00- 7:25 PM

- Finance Committee: Rescheduled

Conducting: Col Jeff Johnson

Recording:

Renee Bailey

Attendees:

Jeff Johnson

Michael Haerberlin

Mike Moore

Rod Burnett

Jan Johnson

Sal Chiporo

Attendees Via Audio Conference:

Jerry Cowles

Ken Dyk

BJ Carlson

Toni Brown

Terry Bosecker

Ian Lydic

Robert McKinney

Joe Feiler

McKinley Wood

Tim Anderson

Cec Reed

AGENDA

Invocation..... Chaplain Wood

Safety Brief..... Lt Col BJ Carlson

Tendency to slip this time of the year. It is very slippery right now. Tips to remember make sure you are wearing proper footwear, rubber soled shoes, boots, traction, never run on icy ground, keep your hands free, avoid carrying loads, don't use your cell phone while walking, try to keep the walkways and driveways clear, plan ahead and give yourself sufficient time, plan your route. Take short steps, walk flat footed. If you to fall, fall sequentially, toss your load (if carrying), don't use your hands.

Commander..... Col Jeff Johnson

1. Col Kettell wanted me to remind everyone that there should be no quotes or comments in the CAP signature block other than what is approved. We certainly need to be sure that we do nothing to disparage our national and local sponsors. Please make sure you use the approved CAP signature block.
2. Col Kettell also wants as many as possible to attend the region conference being held in conjunction with the Colorado Wing Conference in Colorado Springs. CC's please share this info with your squadron and encourage them to go. Gen Smith will be there, as well as the BOG.
3. Perhaps as our flying slows in the winter months, our winter ops can shift over to recruitment. We can network in the community or encourage parents to join. As we enter 2018--The Year of the Senior, each squadron CC needs to step up and increase their senior member cadre. This needs to be your priority. You are wearing too many hats, as are your members. Burnout is one of the symptoms of declining enrollment we can do something about. Another source of potential seniors are those who are in the 000 squadron. They had an interest at one time; find out what they need to become increasingly active. Get them slowly involved in the squadron once again.
4. When we bring in new senior members, we need to have an 18 month support plan that includes level one. We want to make sure our new senior members have a great CAP experience, are supported and not overwhelmed.
5. We need to make sure we are pulling the CAP wagon in the same direction with all hands working. We need unity in action to grow and improve the wing. Please set a reasonable goal and time frame in which to develop your senior membership and let me know your plans. I'd like to hear from you by 15 February.
6. Thank to all of you who submitted awards for members. We had a record number forwarded.
7. On a final concluding exciting note, we have a new Spaatz Cadet. C/Col Tasha McKelvey from the Yellowstone Composite Squadron. She passed her test the first time through with great scores. Join me in congratulating her. Her promotion celebration has not yet been announced.

Other Discussion

Department Reports (electronic only)

Commander.....Col Jeff Johnson

Vice Commander.....Lt Col BJ Carlson

I encourage you to look into capmembers.com for valuable information. Today I happened across the CAP University link and found a "New Members Kit" I did not know existed. Our new members would probably not think to look there for more information unless they are told by National when they get their membership card (I am not sure what guidance new SMs get when they join). When you get a new member, especially a senior member, direct them to:

https://www.capmembers.com/cap_university/ They can go there even before their application is processed. They will find a link to a "Senior Member Welcome Book" and the "Respect on Display" pamphlet at the New Members Kit site. The SM Welcome Book tells a new member about setting up an eservices account, accessing online learning, how to do an appropriate ID

picture and uniform wear. It is an easy read and helpful. The Respect on Display will get them used to customs and courtesies in a variety of settings. While they are at the CAP University site they can also look into the different levels of professional training and have a link to access the Level 1 training.

Also, did you know there is a new pamphlet, CAPP40-2, "Just in Time Workbook for New Unit Commanders"? It just came out Sept of 2017 and should be a useful tool for people tackling the awesome job of commander. Check it out, even if you are a more seasoned commander. After all, you need to train your replacement at some time and this may help you remember what you didn't know when you started the job and now is second nature..

Chief of Staff Maj Michael
Heaberlin

Director Aerospace EducationMaj Toni Brown
Director Aerospace EducationMaj Toni Brown

- 1) Thank you Commanders and Aerospace Education Officers for submitting your Squadron Activity reports and your Plans of Action for 2018.
- 2) Please let me, External DAE Joe Feiler and Internal AEO Bob Montgomery know of your Aerospace Education needs, wishes and desires for your squadrons and for your communities – schools, scouts, 4H and other youth groups.
- 3) Following the Wyoming Aeronautics Seminar "The State of Aviation" Nov. 14-16, I discovered that the Wyoming State Museum has a traveling photographic exhibit called **West Across The Skies**. It consists of thirty-five panels ranging from 16" x 20" to 20" x 24". This exhibit presents the evolution of air transportation from the biplane to jet aviation in Wyoming using historic photographs. I am working on a schedule to have this exhibit travel to the communities where we have CAP squadrons. While on display at these communities (in libraries, airports, colleges), we could offer TOP flights to local educators. I will be emailing you more about this project in the coming months.
- 4) Encourage your AE Officers and Cadet leaders to attend the combined Colorado Wing/ Rocky Mtn Region Conference in Colorado Springs April 27-29, 2018. Go to Eventbrite.com to register and for details about speakers. CAP vans can travel to the event. I will check with Wing Finance Officer to see what funds are available for us to use to travel to this conference.
- 5) Do not forget to put the dates for the Wyoming Wing Conference in Casper in your calendars - June 1-3, 2018.

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

Aircraft Maintenance..... 1st Lt John Douglas

Aircraft status:	Total hrs
N261CP - 42.4hrs to mid 92.4hrs to annual	34.9 hrs total for 2018
N294CP - -2.9 hrs to mid 67.7 hrs to annual	9.3 hrs total for 2018
N344CA - 15.2 hrs to mid 65.2 hrs to annual	29.3 hrs total for 2018
N353CP - 13.8 hrs to mid 63.8 hrs to annual	29.2 hrs total for 2018
N702CP - 38.7 hrs to mid 65.7 hrs to annual	12.1 hrs total for 2018
N897CP - 48.3 hrs to mid 98.3 hrs to annual	12.8 hrs total for 2018
N9935E - 14.0 hrs to mid 14.2 hrs to annual	17.4 hrs total for 2018
Wing total hrs = 145.0	Aircraft avg hrs= 20.6

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

- N294CP -
- N344CP -
- N353CP -
- N702CP -
- N897CP -

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.....CMSgt Mike Moore

1. Make sure any file plan changes that are Wing level get forwarded to the Admin Office.
2. All Wing Staff that have forms or files on the Wing Website need to review for currency and necessity. Those which duplicate Region or NHQ forms need to be deleted as recommended by the SAV Team.

Cadet ProgramsTSgt Sal Chiporo

1. Cadet Training Weekend - 23-25 March
 - a. Subject: Color Guard Training
 - b. Commander - Lt Col Mike Carlson
 - c. Cadet Commander - C/Lt Adam Carey (Casper)
 - d. TLC Basic or Intermediate will be offered (which course will depend on need)
2. CAC
 - a. Next Conference Call: 28 January
 - b. Agenda Items: Wing Conference Cadet Track, Encampment, Spring O-Flights, Recruiting & retention
3. Operation Stripe - 13-15 October After Action Report
 - a. Low turnout, but all objectives achieved
 - b. Lessons Learned:
 - i. Have testing materials, PRB forms, grade pins, etc. available beforehand
 - ii. Ban cell phones for all cadets
 - iii. Some squadrons want to do their own promotion board process so

perhaps only a certificate of completion of requirements should be given out at the activity.

- iv. Training on how to teach should be given to the cadet staff each time Operation Stripe is offered. This was done while the students were in their CDI lesson on Friday night.

4. Encampment

- a. Applications open for Senior Member and Cadet Staff - Get the word out
- b. Applications open for Basic Cadets on 1 March

5. RMR Cadet Competition - April 13-15

- a. Two WY Squadrons interested in participating
 - i. Cheyenne and Casper
 - ii. Having a mini competition during WYWG Spring Training Weekend
- b. Need SM's from Cheyenne and Casper to chaperone (I am hoping to go as WYWG representative and not SQ Rep if possible)
 - i. More to come on Requirements

6. Congratulation Letters

- a. Implementing DCP Congratulation Letter initiative for outstanding Cadet performance or achievements
 - i. Submit your qualifying cadets and their accomplishments to me at schiporo@wywg.cap.gov (Subject line "DCP Outstanding Cadet")
 - 1. Let me know how you would like the letters presented. Ex. at WYWG Conference, sent to the cadet, presented by the DCC, etc.
 - 2. I will use quality paper and have professionally printed on Wing Letterhead (I can share the letterhead if you need it)
 - 3. I will leave it up to the SQ's to frame, etc. if they wish.
 - ii. First letter is going to Cadet Col. McKelvey (writing and proofing in progress)

Chaplain.....Ch McKinley Wood

1.

Communications.....1st Lt David Shepard

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

Emergency Services 1st Lt Robert McKinney

Finance.....Maj Greg Schreurs

Government RelationsCol Bill Morton

Pictures from last years Winter boards are finally arriving . Still working on getting the pic's from Congresswoman Cheney's office.

Appointments for this years Winter board have been completed.

Health Services Officer.....Maj Jim Little

Historian.....Capt Jerry Cowles

1. Note: WYWG first female Spaatz cadet occurred 14 Jan 2018, welcome C/Col Tasha McKelvey from YRCS, she is one of 6 Spaatz cadets in WY. (Hayden in May '76, Curran in June 76, Lawson in Aug '89, Miller and Coletta Dec '16) and she will become a senior member upon her age out and continue in CAP sharing her expertise,
2. CAP historical display will be moving from Park County Library to Fremont County Library the end of Jan 2018. It has raised awareness of CAP in Big Horn Basin.
3. First Annual RMR PAO Academy was held in Centennial, CO. New marketing of the brand is located in CAPM 190.
4. Wreaths Across America had transportation issues in December and reports of over 1400 cemeteries are now participating with over 1.4 million wreaths were placed.
5. Historian reports are now due from squadrons for annual report to wing, a new template will be sent by region and I will send to squadron historians.

IG..... Lt Col Cec Reed

Operations..... Lt Col Burnett

1. New Aircraft Information File (AIF) formats: Ensure all Squadron LGM's update the AIF with the new information, formats and layout. As of Dec 2017 previous additions will not be used. New AIF front page, Table of Content changes, Flight Logs and Tab changes.
2. 16-18 March 2018 SAREX. Need maximum participation and training, especially with ES training.

Personnel.....CMSgt Mike Moore

1. The cutoff for the Of The Year Awards was 15 January. Thanks to those that submitted other members for an award. The selection process has been completed and individual names will be released by the Wing Commander at a later date.
2. Ensure all paperwork that requires the signature/approval of the Wing Commander is submitted through the proper channels.,

Plans & Programs..... Col Jackie Floyd

Professional Development.....Maj Harlan Ribnik

1. SLS and CLS will be offered at the wing-wide training on 23-25 March 2018 at the Casper Armory.

Public Affairs.....Maj Tera Cowles

1. The last issue of 2017 is late coming back from the printer but should be coming out any time now.

2. I need articles for the next issue by the 15th of February. I need at least one article per Wing department and 1 article from each squadron. The more advertisers we have means more income from the magazine and since the Public Affairs Office is the only Funds generating department it would behoove us to have as full a magazine as possible.
 - a. When submitting please title your articles
 - b. Caption your photos
 - c. Don't forget your byline
 - d. Spell and grammar check before submitting
 - e. The subject in the email should read 'Magazine Submission-Title'. This is for organization on my part to make sure no article is lost in the shuffle.
 - f. All cadet and SM articles are welcome but must be approved by their squadron PAO or their squadron Commander.

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

Safety.....Lt Col BJ Carlson

1. Remember to complete a Safety Day sometime in Jan, Feb or March. This is a meeting dedicated to safety issues. So far 3 squadrons have completed this and I heard about 1 that has their safety day in the planning stages. I would like to hear what you did or what you are planning to do for your briefings on that day.
2. Thanks to all squadron safety officers for getting their safety surveys in before the deadline. It is appreciated.
3. It is important to conduct a safety briefing before any CAP activity and document it in eServices. Members that are not present at the briefing should be encouraged to complete a safety quiz online. Even though safety currency is no longer required for participation in CAP activities, each member is required to have some type of a monthly safety briefing and stay current each month. There are some members who have not had a briefing for 1+ years.
4. According to regs a safety briefing of 15 minutes should be accomplished once a month in order for members to participate in CAP activities. In a cadet program this can be spread to shorter briefings but occurring at each meeting. This way you are sure to get more cadets briefed at least once throughout the month. Assign a cadet safety officer to help with this or assign topics to different cadets for each meeting.
5. For the first time since Jan of 2017 the percentage of wing members being current on a safety brief is over 50%. 2 squadrons are still at 0% so I am hoping that they will get a safety briefing completed before the end of the month and increase this percentage. My goal is to have the wing at 75% or more on a regular basis.
6. Safety Information and Reporting System (SIRS) on eServices is being revamped. If you have any suggestions for what you would like to see in SIRS email SIRS_Suggestions@capnhq.gov
7. All safety officers should be receiving an email version of the Beacon when it comes out and should use applicable content in their squadron safety briefings. The Beacon is now an option for a safety quiz in SIRS. This is ideal for members who may miss a meeting.

Stan/Eval.....Capt Jeff Baum

- 1.

Supply/Logistics.....Capt Jan Johnson

1. We received two new computers from national. I am still waiting to receive tag numbers on them, at which time I will distribute them. Maj Anderson has already done the software work on them. There are also older computers available for those who need one. All have been upgraded to Windows 10 and should operate faster than they were.
2. I am thinking about dividing up the ABU uniforms we have and sending them out to the squadrons. Having them at wing is not working well to get them to those who want one.
3. Our end of the year inventory was completed before the drop dead deadline and most of the squadrons had theirs done by the end of October. Thanks to all who helped with this tedious and detail oriented process. We were able to catch a number of mislabeled items and correct things in ORMS.

Transportation.....Maj Michael Heaberlin

1. Captain Jan Johnson is taking over the responsibilities for transportation to free Maj Heaberlin up to concentrate on his other responsibilities. Requests and end of month information should be sent to both Maj Heaberlin and Capt Johnson this month as she is being trained.

Web Administration.....Maj Tera Cowles

1. No updates at this time

Wing IT.....Maj Tim Anderson

Wing Administrator..... Renee Bailey