

# Pennsylvania Wing Civil Air Patrol



Staff Reports

November 20, 2010





HEADQUARTERS  
**PENNSYLVANIA WING CIVIL AIR PATROL**  
UNITED STATES AIR FORCE AUXILIARY  
BUILDING 3-108  
FORT INDIANTOWN GAP  
ANNVILLE, PA 17003  
(717) 861-2335 FAX: (717) 861-2164  
E MAIL: hq@pawg.cap.gov



19 Nov 2010

MEMORANDUM FOR PAWG HQ  
ATTENTION: Maj Roy Long CS

FROM: Maj Jeffery Buchman, PAWG Assistant Director Safety

SUBJECT: Staff Report

1. The Mandatory Safety Stand Down Day and alternate methods of compliance achieved a high attendance and response rate from PAWG pilots.

2. At the Safety Stand Down Day it was announced that the Wing Commander would supplement CAPR 62-1 to make participation by PAWG pilots in the FAA Wings program mandatory. This requirement will take PAWG's recurrent Safety training for pilots above and beyond, creating safer pilots and reinforcing a Safety mindset. This supplement has the support of the PAWGDOV.

ACTION ITEM REQUIRED: Writing and approval by the Wing Commander of a PAWG Supplement to CAPR 62-1 to include this requirement. Additionally, announcements and education plans will need to be prepared and distributed to pilots and check pilots.

3. The date has been set for the PAWG Pilots Flight Clinic. The date will be 7 May 2010. The location will be Queen City Airport, Allentown PA. The Operations Plan will be similar to the plan that was used for this event in 2010.

ACTION ITEMS REQUIRED: From the After Action Report that was prepared for the 2010 activity:

a. Advanced approval and funding for the activity. This will allow adequate time for the event to be announced and pilots to schedule this important safety event.

b. Commitment to provide aircraft in support of the event.

c. Involvement of PAO staff to promote, publicize and get media attention. This event was attended by 200+ non CAP members and provides an excellent opportunity to recruit and get media attention for PAWG.

4. The date, time and location for the Annual PAWG pilots meeting need to be determined. I would suggest 90-120 lead-time to insure adequate planning, promotion and attendance at the meeting.

# Chief of Staff Report – Maj Long

## **Staff Additions:**

We welcome Capt. Dick Schutter to the Wing Staff. As our new LGT, Capt. Schutter will be overseeing our fleet of vehicles, and will be issuing CAP drivers licenses in the near future.

## **Drivers Licenses:**

As announced at the Wing Conference, we are transitioning the member CAP driver's license application process to electronic form. The first step in the transition was the creation of a website where members with current CAP drivers licenses may print them anytime they choose. This makes the issuing of licenses expendable, much like the current 101 cards in eServices or the PA Wing ROA cards. Members may print their current drivers licenses by visiting this website:

<http://commo.pawg.cap.gov/>

Look for instructions and a submission procedure for applying for new licenses following the January Staff Meeting.

## **New Staff Email addresses:**

To better serve the membership and improve communication within directorates, we are transitioning to a new email system. The first 2 addresses to be transitioned are the main email address for Wing HQ, and a new address to submit questions relating to the drivers license process. You may begin using the following addresses immediately:

### **New Wing Headquarters Address**

[hq@pawingcap.com](mailto:hq@pawingcap.com)

### **For Drivers License Request / Info**

[license@pawingcap.com](mailto:license@pawingcap.com)

The old Wing HQ address (pawghqcap@aol.com) will still be monitored during the transition, but make sure to update you address book with the new address.

## **Staff Reports:**

The November 2010 meeting began the first series of written staff reports submitted by each directorate prior to the meetings. These reports will be collected consolidated, and briefed to the Wing Commander before each staff meeting. Instead of verbal reports being presented, face-to-face staff meetings will shift focus to preparing for the upcoming compliance inspection. Written submission from each directorate will be available online to the staff and membership following the meeting the Wing Web site here: <http://www.pawingcap.com/reports.php>

## **Aerospace**

No Report Submitted

## **Cadet Programs**

No Report Submitted

## **Emergency Services**

No Report Submitted

## **Counter Drug**

During the off season there is not much to report for CD. We are accepting form 83's for new CD members. CD training is planned for Sat. Apr.16th at the GAP. No one has stepped up to help us next season. We need help in the east. Groups 3-4.

Lt Col Falavolito

## **Operations**

No Report Submitted

## **Aircraft Management**

No Report Submitted

# Communications

1. The final and last repeater was installed in group 5 two weeks ago. This is number 25 and this completes the wing VHF repeater plan. I still don't know the availability of equipment for the Cherry Spring site since will asked for DOD equipment for this site. The Wing currently has a analog repeater installed until the new equipment arrives.
2. The SAV.....I supplied a written document and we found all 40 items asked for in this inspection.
3. The Communication department have spend the last couple weekend preparing the Cherry Springs ( Game Commission ) site. The Comm Staff found deficiencies on the tower at the 100 and 160 foot level. We are talking about loose bolts on the tower..... We also did some maintenance for the Game Commission in repainting there propane tank for there generator.
4. I still have major concerns with the upcoming NER border zone comm exercise. A lot of my question are still not answered by National and region Hq. The Major concern is causing willfully interference to a radio service. National and NER have no ideas what users are on Air 1, Air 2 and Guard in Canada. There was nothing in the NER ops plan to stop this exercise if we where creating willfully interference to a public satiety channel.
5. The Comm Section also returned 19 hand-helds back to the NTC for a upgrade replacement. We still have not received our new assets.
6. There is nothing new on the new code plugs for the radios.
7. The wing is also sending 3 radios back to the NTC for repair.....and the wing comm staff are now going though the radios we have in stock to make sure the are working correctly. Eventually most of these radios will be transferred back to the groups.
8. I also working on a plan for 2013 to move repeater sites around.....just in case national hq does not come though with the surplus repeaters. However since I not involved in this request.....I don't know the current status of this. With this plan we will only need 4 more repeaters.
9. I also ordered 5 of the power jacks used in the aircraft for repeater and accessory power use. These jacks cost about \$30 each. These jack are made to supply 12 or 24 volts to equipment in the aircraft.
10. We also been removing radios from the radio going to DRMO and also installing radios in new vehicles that do not have radios.
11. I also beginning to work on the 2011 operation and training plan plus the 2011 repeater plan.....these will be due mid Jan 11. Some of these plans will require a completely rewrite.
12. Also we made a few staff changes with communications. Gerry Snyder ( training ) was replaced by Chris Post.....Gerry will more over the a Assistant logistic officer.
13. I attended a meeting at Pema to go over the ACS ( Alternative Communications System ) with the other military users.

Lt Col Chubski

# Professional Development – Maj Carlson

## PA Wing Group 4 held SLS & CLC Weekend in Bethlehem PA

13 SM completed SLS and

26 SM completed CLC

Congratulations to students, instructors, and Maj Jeff Buchman, SLS/CLC Director

## Planning for Spring 2010 in the PA Wing

SLS Group 6 (?) - Sat, March 12 – Sun, March 13, 2011

UCC Group 5 - Sat, March 12, – Sun, March 13, 2011,

SLS Group 1 (?) - (March? TBD) (Johnstown?)

SLS Group 1 (?) - Sat, April 2 – Sun, April 3, 2011 (?)

SLS Group 5 - Sat, June 11 – Sun, June 12, 2011

TLC – Pre Encampment – at FTIG - Fri, June 17 – Sat, June 18, 2011

## SLS & CLC

Online SLS & CLC Is available **ONLY** for Chaplains and Senior Members who cannot attend a Wing/Group held course AND have the approval of the Wing Director of PD, Wing Director of Training, AND the Wing Commander.

## New Level I Requirement Added -

The "Introduction to CAP Safety Program for New Members" has been added to the Level I: Foundations requirements; effective immediately. All members may complete their Introduction to Safety Training (IST) when they visit the Level I page at the CAP University website. A tile for the course has been added to take the user to the eServices homepage. Once logged in, the user can select Online Safety Briefings and go to the IST course. POC: Bobbie Tourville – [btourville@capnhq.gov](mailto:btourville@capnhq.gov) .

## Member E-mail Addresses on eServices

It is very important to keep your e-mail address updated in eServices. To check or update yours, go to the "Review/Edit My Info" link at the top of the eServices homepage.

## PD Tip of the Week

Use the Orientation Program certificate (CAPC 13) to congratulate members who complete Level I. Present it and the ribbon in front of the squadron and make their achievement shine!

## Professional Development Library Catalog Released

PD has released a Professional Development Catalog of DVDs on popular management, leadership, and interpersonal communication subjects. These DVDs can be used to augment senior leadership education at any training level, and are ideal for use at SLS, CLC, UCC, RSC, and other schools. They can also be used during commanders calls and as seminar subjects at wing conferences. Interested?

Go to the Links to PD Resources page to find the "Professional Development Library Catalog" and find out what's available for your course!

**CAP Officer Basic Course**

The OBC graduated 1,785 students in FY10. This compares favorably with the 296 students who completed ECI over this same time period. Additionally, 1,503 Davis Awards were conferred in FY10, as compared to 883 in FY09. POC: Bobbie Tourville – [btourville@capnhq.gov](mailto:btourville@capnhq.gov) .

**REGION STAFF COLLEGE**

**NORTHEAST REGION STAFF COLLEGE (NERSC)**

**MIDDLE EAST REGION STAFF COLLEGE (MERSC) 11-18 June 2011**

Location – McDaniel College in Westminster, MD

Cost \$340 before 30-April-2011 (includes tuition, lodging, and meals)

Visit our web site at [www.mer-rsc.org](http://www.mer-rsc.org) for more information.

## **Chaplain – Lt Col Walters**

1. I am still recuperating from a bleeding ulcer and a GI-bleed for which I was hospitalized for 6 days. and then a swollen large intestine. I wish to thank all of the wing staff, chaplains and CDI's for their well wishes and prayers.
2. Our wing's newest chaplain John Hackney will be sitting in for me on the staff meeting. Please make him feel at home.
3. I remind all chaplains and CDI's that their 34 Forms are due by the end of December. Please try to get them in a bit early. Why? I must extract certain information to do another report and then it gets sent to Regional Chaplain Van Don Williams.
4. I remind all chaplains to tend to your levels, and try to advance to your next highest level. In many cases, all that may be required is the completion of a course and you can get promoted also.

## **Finance – Lt Col Riley**

No Report Submitted

## **Administration / Personnel – Lt Col Hayes**

Administration and Personnel Report

The PAWG Staff Directory was given out at the Wing Conference in October. Any changes to your information contact PAWG Headquarters now.

To all Group and Squadron Commanders - The PAWG Unit Directory was given out at the Wing Conference in October. Any changes need to be made on a CAP Form 27 and sent to PAWG Headquarters. Fill in date and NER PA charter number on the top line and ONLY the information that is to be changed. On the bottom line fill in the name of the person completing the form and the date.

Willa J. Hayes, Lt Col  
Director of Administration and Personnel

# Public Affairs – Maj Carlson

## For All Public Affairs Officers

Tons of resources, including templates, photos and “how to” guides for the PAO at any level in CAP: Flight, Squadron, Group or Wing go to [http://members.gocivilairpatrol.com/cap\\_national\\_hq/public\\_affairs/](http://members.gocivilairpatrol.com/cap_national_hq/public_affairs/)

## CAP offers new, innovative digital on-line version of Volunteer magazine

NATIONAL HEADQUARTERS – *Civil Air Patrol Volunteer* magazine is now available in a digital format powered by iMirus – a user-friendly electronic service designed to enhance readers’ online access to the publication.

The new e-edition, accessible through [www.capvolunteernow.com](http://www.capvolunteernow.com), offers a variety of innovative features, including easy navigation, flip-through page access and embedded video.

*Our very own Col Mark Lee is pictured on the back cover of this issue!!*

## Wreaths Across America

Since 2007, CAP has teamed up with Wreaths Across America to place Christmas wreaths on veterans graves at nearly 500 locations across the country and overseas. This also helps out our squadrons by providing funds for their operations. For every wreath donated, \$5.00 is returned to the squadron that sold the sponsorship. All squadrons are pre-enrolled this year, so please call Wreaths Across America at 877-385-9504 to get started, or, if your squadron would rather not participate, please visit the CAP Wreaths Across America website to donate a wreath for a veteran’s grave at <http://www.wreathscrossamerica.org/cap-members-landing-page.html> . CAP Website: [www.capmembers.com/waa](http://www.capmembers.com/waa)

## World War II-Era Members

We continue to work to identify CAP members who served as senior members (at least 18 years old) with the organization between 1 Dec 1941 and 15 Aug 1945, whether now living or deceased. This effort is made in anticipation of a bill before Congress that, if passed, would recognize CAP with the Congressional Gold Medal. It is possible candidates will need to substantiate their CAP service through letters or other written materials. If you know of any who would qualify, you can register candidates directly online at [www.capmembers.com/goldmedal](http://www.capmembers.com/goldmedal) . POC: Holley Dunigan – [hdunigan@capnhq.com](mailto:hdunigan@capnhq.com) or 877-227-9142, ext. 236.

## Civil Air Patrol membership soars past 61,000

Today, CAP boasts a force of close to 61,500 volunteers.

“It’s an honor to have so many people willing to serve their nation through

membership in CAP,” said Maj. Gen. Amy S. Courter, CAP’s national commander. “I’m very pleased to see us regain the 60,000-member milestone.”

Hitting 60,176 in July marked the first time membership had surpassed 60,000 since immediately after the Sept. 11, 2001, terrorist attacks, when the figure shot up to nearly 65,000.

Current membership includes 35,048 senior members and 26,335 cadets – 61,383 at the end of October.

### **Civil Air Patrol receives \$10K grant from Lightspeed Aviation Foundation**

The money, presented at the AOPA Aviation Summit in Long Beach, Calif., will be used to support CAP's congressionally-chartered aerospace education mission.

**CAP photos** from national are available via flickr at

<http://www.flickr.com/photos/civilairpatrol/sets/>  
and includes:

- NSC – 2010 – PAWing members: Anthony Kearse and Maurice Connor
- National Annual Conference 2010
- COS 2010
- Spaatz Banquet 2010
- Wing Commanders Course2010
- Legislative Day 2010
- And previous events from prior years.

### **Social Media**

Through PA, CAP has begun establishing a dynamic presence on Facebook (where our account is civil-air-patrol) and Twitter (where we’re CivilAirPatrol). Icons for instant access can be clicked on at the top of <http://www.capmembers.com> . POC: Julie DeBardelaben – [jdebardelaben@capnhq.gov](mailto:jdebardelaben@capnhq.gov) .

### **Public Affairs Awards**

CAP NHQ/PA was recognized with three awards from the Southern Public Relations Federation at its annual meeting in Baton Rouge, LA, in late September. The Volunteer magazine won an Award of Merit. The VolunteerNow website and last year’s feature article on Wreaths Across America both won awards of excellence. POC: Julie DeBardelaben – [jdebardelaben@capnhq.gov](mailto:jdebardelaben@capnhq.gov) .

## **Supply – Lt Col Lindermuth**

8 Oct. 2010 Work Day Wing HQ's--Working on starting CAP Vehicles parked at wing.

15-16 Oct. 2010 PAWG Conference--Hand out new computers to PAWG Units and receive old equipment. LGS instructed a specialty track lab on logistics.

27 Oct. 2010 Logistics staff work day PAWG HQ'S

5 Nov. 2010--Logistics staff preparation for USAF Inspection at Wing HQ'S

10-11 Nov. 2010--PAWG HQ'S cleaning supply room area--updating expendable property inventory--review state property listing for ORMS

12 Nov. 2010--USAF Inspection

In addition there is an ongoing input into the ORMS system for transfer of non-expendable equipment and the retirement of non-repairable equipment by only Capt. Barbara Snyder.

Submitted by:

LT. COL. Terry Lindermuth CAP

PAWG LGS

# Transportation – Lt Col Postupak

1. In preparation for the USAF inspection visit, several workdays were conducted over the past 2 months to get the vehicle file folders current, including new insurance cards, monthly CAPF 73's, and continued culling and purging of old files with the following findings:

- a. A number of new vehicle justifications need be signed.
- b. A number of old vehicle justifications were missing or unsigned. New justifications were generated to replace those missing, all need be signed.
- c. While monthly CAPF 73's are being submitted via the groups to wing, there are a number still not completed properly despite a CAPF 73 powerpoint that was sent out to all units earlier this year. There are transmission issues with poor quality, cut-off forms and missing pages of the CAPF 73's received in the LG box.

2. A small supply of auto products such as motor oil, ATF, power steering, distilled water and AF need be kept at PAWG in order to service vehicles based at PAWG. This will cost ~ \$50.

3. Precision Auto on FTIG has closed with no current auto service on base. Use of nearby Mease Motors as an alternate facility has not proved satisfactory. Another facility is being looked at presently.

4. In review of old files, exemptions were granted in the past for DOD vehicles normally sent to DRMO.

We have 3 vehicles at end life not useful for other than scrap value. Anyone having knowledge as to how this was done previously is asked to come forward. This option should be explored to keep PAWG costs low and comply with green directives.

5. There is an additional requirement in CAPR 77-1, 1-5.b., we need to comply with. A copy of the members valid state drivers license must be sent with request for a CAP drivers license. It is to be kept in the members personnel file. The CAPF 75 needs be revalidated when the member renews their state drivers license. While the PA state drivers license renewal is 4 yrs, unless the member has just renewed their PA state license, the initial CAP drivers license to any member will be less than 4 yrs. Subsequent CAP drivers license renewal depending on when renewal received by PAWG will be 4 yrs or close to it.

6. Communication has been received as follows:

To: All Wing Headquarters LG's/LGT's  
From: DCS/LGT  
Northeast Region Headquarters

19 November 2010

Subject: CAPR 77-1 attachment 5 Trailer Ventilation Procedures

Greetings;

There is important information in CAPR 77-1 attachment 5 regarding Civil Air Patrol trailers. **Effective today if you have not done so already attachment 5 must be posted outside the trailer and in plain sight inside. Please also include a log sheet inside showing when the trailer has been ventilated.** Any question please contact myself or Captain Mike Huelsenbeck. I can be reached either by e-mail or by cell 603-493-3067.

Sincerely;

Arthur Stockhausen, Jr  
1st Lt. Civil Air Patrol  
DCS/LG  
Cc: NER/LG

Northeast Region Headquarters

In looking at CAPR 77-1, this applies to functional COV's. Some of the requirements which I have highlighted above are not in the CAPR 77-1 and may be a NER supplemental regulation. The 8 FEMA trailers we have in PAWG are not kept to functional COV standards and need be converted to real property. Will inquire to NER for clarification if this is a supplemental directive, as well as NHQ as to how convert to real property.

7. The battery booster/air compressor purchased by PAWG some time ago to service PAWG vehicles and kept locked in room 5 is not functional as the charging cord is not with the unit. If financially feasible, a replacement should be ordered.

8. Vehicles as well as property sent out for repair needs have the repair facility information uploaded in the remarks section of the item's ORMS master record with the current condition annotated.

9. As the glider program has been transferred to NER, PAWG needs consider transferring the 2 glider trailers to NER.

10. All units meeting criteria for a unit vehicle need submit a CAPF 175 Justification to the commander to provide documentation in PAWG request to NHQ 1<sup>st</sup> quarter 2011.

### **Real Property**

While this module in ORMS is still not operational after 1 yr, all units in the month of December should review this area and submit an updated report to PAWG, even if no change.

### **Supply**

1. Please see separate report submitted by LGS/LGSA
2. PAWG and NER are awaiting a reply from NHQ whether our equipment/supplies we are waiting on to DRMO can be done locally, resulting in reduced costs and keeping with green directives.
3. There is no CAPF 111 currently available on the website or in ORMS.

### **Regulations**

All wing and region supplements to CAPR must be submitted to NHQ CAP/LG through the CAP chain of command for review and approval prior to publication and implementation with informational copies provided to CAP-USAF SD on submission. PAWG needs check whether all prior supplements in the LG and all other areas comply with this directive.

# **Inspector General – Lt Col Allen**

PA Wing Status as of Oct 2010

Synopsis of PA Wing Inspection status (Please find attached, the PA wing Inspection Status spreadsheet):

- As of Oct 2010, all PA Wing Units have had an SUI within the last 39 months.
- As many SUIs were performed in 2010, many Self Assessments not completed, were dropped from the status report because they no longer can be done.
- SAs following the many SUIs completed last year will become due during the 2011, some beginning in Jan 2011.

Inspector Training

The National IG has requested that all members have at least the online Inspector General training, if they are going to assist the Assistant IG's, with SUIs.

The online Basic IG course comes up with two optional sections, and it is only necessary to take the Inspection section.

- Inspections
- Complaints

Course contact Ed Burns at [mentor@roadrunner.com](mailto:mentor@roadrunner.com)  
([http://www.capmembers.com/cap\\_national\\_hq/inspector\\_general/educationtraining.cfm](http://www.capmembers.com/cap_national_hq/inspector_general/educationtraining.cfm)).

Wing Compliance Inspections (CI)

Wing Staff members who wish to type their responses, in between the CI questions in their section of the CI Guide, can request a Microsoft Word copy of their section from Lt Col Doug Allen or Capt Wayne Toughill.

Douglas Allen, Lt Col, CAP  
PA Wing Inspector General

# **Historian – Col. Kopczynski**

Nothing to report this month.

## Legal – Lt Col Sloane

Nothing to report this month.

## State Director

I will be accompanying TSgt Holloway, CAP-USAF NELR/LG, during the annual Survey Audit of the following Wing subordinate units:

PHILADELPHIA COMPOSITE SQDN 103.....Friday, 3 Dec 10 at 1845,  
during normal unit meeting

NORTHEAST PHILADELPHIA COMPOSITE SQDN 104.....Friday, 3 Dec 10 at 2000,  
during normal unit meeting

NORTH PHILADELPHIA SENIOR SQDN 105.....Tuesday, 7 Dec 10 at  
1930, during normal unit meeting

PHILADELPHIA COMPOSITE SQDN 102.....Friday, 10 Dec 10 at  
1830, during normal unit meeting

ALLEGHENY COUNTY COMPOSITE SQDN 602 & YORK COMPOSITE SQDN 301  
have been asked to take pictures of unit assigned equipment and communications gear  
and email photos substantiating their accountability.

Additional: Wing Communications, Logistics, and Transportation did well during the Survey Audit on 12 November, The Wing also shined during an AF Audit Agency inspection of the Wing as a CAP representative wing, making all of CAP and CAP-USAF look good in Dec 2008. Wing personnel leading the logistics and communication functions deserve great credit, they work hard and are diligent in their approach to their CAP duties. Such personnel reflect great credit upon the Wing, Civil Air Patrol and the United States Air Force.

//SIGNED//

BRUCE A. BERNER, GS-12  
State Director CAP-USAF Liaison