



**HEADQUARTERS  
CIVIL AIR PATROL ARKANSAS WING  
UNITED STATES AIR FORCE AUXILIARY  
2201 CRISP DRIVE – ADAMS FIELD  
LITTLE ROCK AR 72202-4406**

**WING STAFF MEETING MINUTES  
8 March 2008  
1045 – 1130 hours**

The meeting was called to order by the Chief of Staff at 1045 hours.

The Chief did the roll call of the staff. Those in attendance were: Britton, Buckner, Gilbert, Betzold, Wingfield, Radford, Henninger, Sasse, Loeber, Parmiter, Bishop, Bryan and Wood.

LTC Betzold informed the staff that with the upcoming advent of consolidated maintenance, Squadrons and FROs must be accurate in the use of mission symbols to describe flights and putting the flights into WMIRS. More and more reliance is being placed on using WMIRS as a legal document as to who is responsible for payment of aircraft time. Unless the mission reflects a correct utilization designation, it will be difficult, if not impossible, to get the USAF to pay for the mission.

LOGISTICS – LTC Radford still needs several Reports of Survey from the Squadrons.

TRAINING – LTC Gilbert said his group will be developing training needs to be identified and then establish training to meet those needs. MAJ Buckner discussed approving a 5 April dress rehearsal SAREX in WMIRS with his ops plan for the Mission Evaluation SAREX the first weekend in May. Training funds are currently zero. He anticipates getting some funds from Region. He will develop other distributive SAREXs. Statewide, priority is training for photo missions. The scanners will be photo technicians. Need to start training crew members. COL Britton said our past performance of photo missions was unsatisfactory, although USAF was pleased, and the photo quality was good, the documentation was weak. Will do at one photo sortie at all SAREXs.

Gilbert reported on ICS training. He was happy with the people who participated in ICS training recently. We will eventually end up with 10 people who can act as mission COs. Wants to afford these people with opportunity to participate with experienced mission commanders. In April, and even May, wants trainees to get training with experienced ICOs. and given opportunity to actually perform a mission task. The Chief will assign these positions during SAREXs. According to Britton, this is an excellent step to develop depth in our expertise. Sasse suggested that trainees should be involved in ELT missions as good training. Communications, coordination and teamwork are essential elements for success. Build knowledge base of all events going

on. The CC directed the Chief to develop a list of trainees to be given to Tom Rea and get at least one involved in each ELT mission.

The Chief informed the Staff that work is starting on developing a telephone alert system through text messaging, etc. If so, a message can be sent out to all designated personnel to respond by an automated method. This will give early warning to personnel so that if they are available, they can let HQ know at an earlier time. LTC Bishop will be working out a system to make it happen.

COMMANDER'S AGENDA – 5 April is a practice SAREX and he would like to do some tabletop SAREXs prior to this. The Chief has a list of those he wants to participate. The CC will develop a list of participants for tabletop SAREXs with Gilbert and Bishop.

With the Aerospace Education Director's report, the CI response should be completed. The Services Coordinator is to prepare a list of monthly reports due to HQ and distribute to the Squadrons by mail. He is to instruct that if any reports are not submitted on time, that the Squadron will be suspended until in compliance.

Problem Squadrons currently are 83<sup>rd</sup>, 102<sup>nd</sup>, 113<sup>th</sup>, and 120<sup>th</sup>. The safety reports should be transmitted to the SC instead of filing directly with the Director of Safety so that they can be logged by the SC.

Sasse is to put out a notice of National Staff College dates.

Oklahoma has a recognition system for pilots only. Achievement awards are given for recognizing pilot participation in CAP activities, i.e. 100 hr, 200 hr, 300 hr completion. He will get the essentials of their program to staff for ideas on developing an Arkansas program. Jim Bryan is assigned as Project Officer for the program. The goal is to get CAP pilots to use their 4 hours per month of flying time which is currently deductible on their income tax.

The CC discussed the FAA Wings program. If a pilot has completed a Form instrument ride up to Commercial pilot standards, he gets to go to Level 2. The revised 60-3 requires certain members to complete ICS levels 1,2,3,4 and 7,8 by 31 December 2008. The rest are recommended to complete them. Members should refer to 60-3 to determine who is actually required to complete this training.

The Director of Logistics still has 3 reports of survey that have not been submitted on a weedeater, blower, lawn mower and monitor.

There being no further business, the meeting was adjourned at 1145 hours.

/s/ Doug Wood

---

Doug Wood  
Wing Administrator  
Recorder

APPROVED \_18\_\_\_\_\_ March 2008.

/s/ Robert B. Britton

---

ROBERT B. BRITTON  
Colonel, CAP  
Commander

