

# Middle East Region Civil Air Patrol

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## Commanders Update Briefing

17 May 2017



Col John Knowles  
MER/CC

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# MER Staff Briefing



- A1 – Personnel/Admin
- HC – Chaplain
- HO – Historian
- IG – Inspector General
- JA – Legal
- PA – Public Affairs
- SE – Safety
- CMC – Region Command Chief
- A3 – Operations
- A4 – Logistics
- A5/8 – Plans and Programs
- A6 – Communications
- A7 – Mission Support
- A7E – Aerospace Education
- A7O – Cadet Programs
- A7P – Professional Development
- A9 – Finance



# MER Command Staff Briefing



- Chief Of Staff
- Region Commander



# MER Staff Briefing



*Time Permitting:*



# MER/A1

## Lt Col Ted Lybrand



### *Top Accomplishments this Period*

- 4 Promotions Processed
- 7 Decoration Recommendations

### *Top Goals next Period*

- Update Org Chart
- Process Personnel Actions when received
- Add sample awards to A1 web page

### *Risks / Problems*

- Unable to access email account so promotions, awards and other personnel actions are currently treading water.
- Also unable to read, research or answer emails sent to A1

### *Assistance Needed*

- Need an Assistant A1 to process personnel actions



MER/A3

Col David E Crawford, CAP



***Top Accomplishments this Period***

- Working plans for intra region transfers of aircraft for fleet mix as required. No new aircraft expected in Region until after end of FYI
- ADS-B Transition plan under development Through April 2017 4 of 7 wings are within the ballpark of the required hours per aircraft (116.7/acft at this point). 3 others are trailing significantly. Funding has been a significant driving consideration up until now
- Hours/Acft: NC:176, DC: 127, VA: 114, MD: 108, WV: 96.4, DE: 94, SC: 91

***Top Goals next Period***

- Assist VA Wing with revitalizing Glider program, with assistance of NC
- Planning flight clinics

***Risks / Problems***

- N/A

***Assistance Needed***

- Staff – please notify A3 staff when you have personal OPS Qual entries to be validated.



# MER/A4

## Lt Col Jeffery A. Focke



### *Top Accomplishments this Period*

- MER ROS's Clear Up at Higher Echelon; None With NHQ Currently
- All A4 Personnel Safety Current

### *Top Goals next Period*

- Continue Clear Up of Old ROS's Below Wing; Assigned investigators have failed to perform assigned duties (DE-001, MD-091, SC-032)
- ROS's under 60 Days (Total: 2):  
SC-001: 1x Generator & 1x Life Raft
- Clear Up Vehicle Retirement List
- LG-T Queuing Up Inventory Process

### *Risks / Problems*

- Backlog of Pending ROS's & Retired Items
- **ROS's Over 60 Days (Total: 5):**  
MER-001: 1x Computer (Appeal Process)  
DE-001: 1x Projector  
MD-091: 1x VHF Radio  
SC-001: 1x Vehicle (Appeal Process)  
SC-032: 1x VHF Radio

### *Assistance Needed*

- Please advise if you have any knowledge of issues that need to be addressed



**MER/A6**

**Lt Col Maurice Thomas**



***Top Accomplishments this Period***

- **ACTIVATED!** EFJ UHF Handheld Kit
  - First deployment: **Cadet Comp 3/17**
- Continue Strong Comm Participation
  - NTN HF Nets & Exercises
- Region Evening Nets - good participation

***Top Goals next Period***

- Emphasize Mission Utilization / Assessment
- Wing ORMS Oversight & Accountability
- Encourage 100% MER HF staff stations
  - Develop Links/Radio Path to Each Command Echelon
- Review Wing Comm Plans as submitted
- Review Training Objectives

***Risks / Problems***

- **ROS** of “live” and irreplaceable assets
- UHF ISR radios: No plan to replace
  - Assess mission impact
- VHF portables – No budget for replacement
- NTC – Understaffed, needs continuous support

***Assistance Needed***

- **Minimize the loss of irreplaceable assets**
- Reporting of more frequent failures (MTBF)
- Planning assistance to the wings
- AAR to stress mission comm support
- Active inputs from DO and CC
- Need CUL-T training at state level





# MER/A7 Col Trick



## ***Top Accomplishments this Period***

- Continue to help Wings with AE, CP, and PD.
- Awarded two Academic Scholarships to CAP cadets in the name of the late C/Col Brian Campbell (DEWG)
- Attended AMA Mid-Atlantic Regional UAS4STEM Competition
- Project Officer Boy Scout Jamboree STEM Event in WV
- A7 Staff attended MER Staff Retreat

## ***Top Goals next Period***

- AE - Encourage use of STEM kits  
- there are now 10
- PD – Continue Level V completions
- Plan/Staff 2017 Activities
- Fill additional A7 Positions and complete staffing of HGA, RCLSs, and RSC
- Prepare for AMA UAS4STEM National Competition

## ***Risks / Problems***

## ***Assistance Needed***

- NHQ IT - give higher priority to allowing Wings to enter completion for SLS, CLC, TLC, UCC.



# MER/A7E

## Lt Col McLellan



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period</i></b>
<ul style="list-style-type: none"><li>• Lt Col Bob Terry is working on lesson plan and logistics for MER Aero Ed Officer School</li><li>• 17 Students signed up for MER Officer School to date</li><li>• Sent agreement for use of AOPA Community Center to AOPA Rep Mike Woods and verified that he received it.</li><li>• Attended MER Retreat for FY18 Activities Planning.</li></ul>	<ul style="list-style-type: none"><li>• Push Brewer Awards, AE Officer of the Year, and Teacher of the Year nominations and to recruit AEMs.</li><li>• Hold MER AE Officer School</li><li>• Encourage Cadets members to apply for AOPA and AMA Scholarships this coming year.</li><li>• Find FY18 Aero Ed School Director and plan for school</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>• None</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>



A70

Capt Patti Overman



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period</i></b>
<ul style="list-style-type: none"><li>• Staff retreat</li><li>• 2 New Spaatz and one awaiting results<ul style="list-style-type: none"><li>• C/Col Scott W Zieger Spaatz #2099 on 30 Mar 2017 MER-VA-095</li><li>• C/Col Mara E Kramer Spaatz #2100 on 02 Apr 2017 MER-VA-060</li><li>• C/Lt Col Micah Pratt awaiting essay results MER-VA-017</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Encampment visits</li><li>• Finalize RCLS/HGA plans</li><li>• Warrior Challenge</li><li>• Prepare to transition to new CP</li><li>• Continue to encourage 75<sup>th</sup> CP celebrations</li><li>• Continue DCP teleconferences</li><li>• NCC</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>• RCLS-N Staffing</li><li>• NC Encampment slotting decreased (SC has room)</li><li>• Status of DDRx</li></ul>	<ul style="list-style-type: none"><li>• RCLS-N Staffing</li></ul>



MER/A7P

Lt Col Wright (acting)



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period</i></b>
<ul style="list-style-type: none"><li>• Continue to work with Wing PDs - give assistance with PD courses (TLC, CLC, SLS, and UCC)</li><li>• Continue to assist NHQ with PD issues</li><li>• Metrics on track</li><li>• Of the Year Awards</li></ul>	<ul style="list-style-type: none"><li>• Encourage attendance at RSC and NSC</li><li>• Plan and Staff MER RSC 2017</li><li>• Encourage members to achieve more Master Levels in Specialty Tracks</li><li>• Encourage more members to go to Level V</li><li>• Process PD “Of the Year” awards</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
	<ul style="list-style-type: none"><li>• NHQ/IT has had an action for years to allow wings to directly enter SLS, CLC, TLC, and UCCs into e.Services. We need this to be given higher priority.</li></ul>



**MER/FM**

**Lt Col Phyllis Griffin**



***Top Accomplishments this Period***

- Processed all requests for payment/deposits
- Processed monthly credit card bill
- Working with Lt Col Mayhew on HGA
- Finalizing region Cadet Comp – still collecting registration fees from wings
- Attended MER Staff Retreat
- Working with NHQ on National Cadet Comp to be held next month – serving as Finance Officer and Registrar

***Top Goals next Period***

- Process all requests for payment/deposits
- Reconcile bank accounts
- Process credit card bill
- Continue working on HGA & National NCC
- Update and publish Finance Procedures for MER Activity Directors

***Risks / Problems***

None

***Assistance Needed***

- Need MER activity directors to submit activity budgets for FM committee approval



# MER/A5/8 Plans and Programs

## Lt Col Wilkins



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period</i></b>
<ul style="list-style-type: none"><li>• Assumed duties as A5/8.</li><li>• Began familiarization and task analysis.</li></ul>	<ul style="list-style-type: none"><li>• Manage and ensure readiness and continuity of operations.</li><li>• Reconcile priorities with leadership.</li><li>• Prepare and synchronize plans with leadership.</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>



- **Staff Plays a Vital Role In EVERYTHING we do in the MER – You are the SME!**
- **MER Staff retreat – Thank you to all who came**
- **Calendar Events FY 17 – add them or update FY 18 from the ATP is already added**
- **Keep up with the regular stuff (SIRS; ROS; etc..)**
- **MER Website Change – Opportunity to update your functional area content**
- **CSAG Meeting**
- **Helping other regions**



# MER/Command NCO CMSgt Dennis Orcutt



## Top Accomplishments this Period

- Senior Member NCO Recruiting Drive

## Top Goals next Period

- 1 Mar 17 – 28 Feb 18

FORMER MILITARY GRADE	18 Months		3 Years		7 Years		10+ Years		TIME IN CAP
	LEVEL I	LEVEL II	LEVEL III		LEVEL IV		LEVEL V	PD LEVEL	
	2d Lt	1st Lt	Capt	Capt	Major	Major	Lt Col	≥ Lt Col	CAP GRADE
E-4	SSgt		TSgt			MSgt			NCO CONVERSION GRADE
E-5	SSgt	TSgt		MSgt		SMSgt			
E-6	TSgt	MSgt			SMSgt				
E-7	MSgt	SMSgt							
E-8	SMSgt								

## Risks / Problems

## Assistance Needed

- Still need each MER Wing to appoint a Wing Command NCO, if able
- Encourage prior active duty NCOs to entertain the idea of selecting CAP NCO path
- CC/CV/CS share calendar for visits





# MER/CS Col Eugene Egry



## ***Top Accomplishments this Period***

- Attended MER Staff retreat – April 21-23, Camp Pendleton
- Earned Technician Rating in Safety

## ***Top Goals next Period***

- Find A4 – Deputy Chief of Staff, Logistics
- Find A6PA – Assistant Historian
- Find A1A – Assistant Director of Administration and Personnel
- Find PAA – Assistant PAO's
- Assist onboarding new CV/W, Col Bruce Heinlein
- Complete roll out new MER Website that conforms to NHQ standards
- Attend MER Wing Commander's Retreat – April 19 - 21, Camp Pendleton, VA

## ***Risks / Problems***

- CS availability now until end of June – work commitments
- Leverage you staff and develop assistants
- Establish remaining / new MER Staff to Wing Staff conference calls. Minimum Quarterly
- CUB Slide Naming Convention

## ***Assistance Needed***

- Finding and onboarding staff members



# MER/HC



## Lt Col Wayne Byerly

### *Top Accomplishments this Period*

- Attended the MER Staff Retreat at Camp Pendleton, VA.
- Led the Sunday morning Chapel service.
- Continued to process applications for appointments of character development instructors and chaplains.
- Participated in a conference call with the Chief of Chaplains and the Chaplain Corps Advisory Council re: request to assist with chaplain support for ROTC detachments.
- Submitted the names of 3 chaplains to participate in the initial phase of providing support to ROTC detachments within MER.

### *Top Goals next Period*

- Continue to process applications for appointment of chaplains and CDIs in a timely manner.
- Brief the wing chaplains on the training and non-training goals and metrics in the 2018 Annual Training Plan during the upcoming quarterly conference call on 15 May.
- Review issues and topics that need to be addressed with wing chaplains in preparation for the Annual Conference in August.

### *Risks / Problems*

Continuing to address challenges of recruiting and retention of qualified individuals as chaplains and CDIs.

### *Assistance Needed*

Providing funding for chaplains and CDIs to offset some of the costs to attend NESAs in July, 2017 for training as mission chaplains and chaplain support specialists and receive credit for CCRSC.



**MER/HO**

**Maj Joseph Myers**



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals 2017</i></b>
<ol style="list-style-type: none"><li>1. Reworking the Annual History report format to be compatible with older versions of MS Word.</li></ol>	<ol style="list-style-type: none"><li>1. Promote Professional Development for Historians across the region. Promote the flow of feedback and ideas across the Region.</li><li>2. Support the development of new Historians in the Region</li><li>3. Early completion of the 2016 History Reports.</li></ol>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ol style="list-style-type: none"><li>1. Lack of understanding of the Historian function.</li><li>2. New Report Template not user friendly.</li></ol>	<ul style="list-style-type: none"><li>• Support for Wing Historians to produce and forward Annual Wing History Reports.</li></ul>



# MER/IG Col. Ray Harris



## *Top Accomplishments this Period*

- Complaint Resolution – 2 Open Cases
- Attended ATP
  - Developed Goals and Metrics, have sent to Wing IGs
- On the National IG report – **No RED** for SUI 27 month time frame
  - 1-Unit Orange (up to 3 months late)
- No RED** for DTS 6 month time frame.
  - 1-Unit Purple (within 60 days shutdown)

## *Top Goals next Period*

- Keep DTS and SUI Status out of the **RED**
  - IG Conf Call – Next Call 30 May 17
  - Attend ATP
  - Recruit an IGA for MER (Have Prospect)
- Goals:**
1. Well trained and highly qualified IG Corps
  2. No MER units in **RED** for SUI timeline or DTS
  3. Complaint Resolution conducted and closed in timely fashion.

## *Risks / Problems*

- VA-002 (12 Jun 17 Shutdown)
  - 1 Open Discrepancies (as of 8 May)

## *Assistance Needed*



# MER/JA

## Lt Col Tim Corrigan



<b>Top Accomplishments this Period</b>	<b>Top Goals next Period</b>
<ul style="list-style-type: none"><li>• Attended the MER Staff Workshop</li><li>• Assisted MER IG with a preliminary legal review of a Complaint Analysis</li><li>• Assisted SCWG CC with a current personnel matter</li><li>• Advised the MER CC on other membership matters</li><li>• Coordinated with National GC regarding rental space at AOPA for the AE Officer School</li></ul>	<ul style="list-style-type: none"><li>• Continue providing timely, accurate and relevant legal advice to MER/CC and staff officers as required</li></ul>
<b>Risks / Problems</b>	<b>Assistance Needed</b>
<ul style="list-style-type: none"><li>• None</li></ul>	<ul style="list-style-type: none"><li>• Encourage Wing Leadership to officially (and publically) recognize the work of their JAs -- in the absence of an established 'Legal Officer of the Year' award</li></ul>



# MER/PA

## Maj Julie Holley



### *Top Accomplishments this Period*

- NHQ PA is working with regions/wings to get those interested converted to the new, standard web template.
  - MDWG is almost complete
  - MER is nearly complete
  - Once a wing's page is in place, group and squadron pages can be converted

### *Top Goals next Period*

- Create position announcements for a social media staff members and a second deputy.
- Create a page on the MER site for PA best practices from PAOs in the region.

### *Risks / Problems*

- Need more staff

### *Assistance Needed*

- Advertising positions



# MER/SE, Mayr 2017

## Maj. Guy Butts



### ***Top Accomplishments this Period***

- There are currently 13 Open MER Mishaps in the Mishap Reporting Process with 14 Open Mishaps last Month
- Participate in MER Staff Retreat at Camp Pendleton, VA.

### ***Top Goals next Period***

- Continue to work with MER Wing SE's on a daily/weekly basis
- Communicate regularly with CAP NHQ Safety George Vogt and Bob Castle
- Coordinate/Communicate with all Region SE's.
- Assist with the management of Mishaps in SIRS to move them effectively to closure
- Work with NHQ SIRS Redesign Team
- Attend the 2017 National Safety Officers College and serve as Logistics and Region Mentor.
- Secure two 15 Pax Vans for NSOC

### ***Risks / Problems***

- CAP NHQ SIRS Apr 2017 Safety Education
- ❖ MER Staff Safety Briefing 20/41, 48%
- ❖ Wing Feb Safety Currency: DC-58%, DE-55%, MD-34%, NC-42%, SC-52, VA-36%, WV-42%. MER Region – 42%

### ***Assistance Needed***

- ❑ Improvement in the MER Monthly Safety Currency Education compliance to >75 %