

# Middle East Region Civil Air Patrol

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## Commanders Update Briefing

13 December 2017



**Col John Knowles**  
**MER/CC**

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# MER Staff Briefing



- HC – Chaplain
- HO – Historian
- IG – Inspector General
- JA – Legal
- PA – Public Affairs
- SE – Safety
- A1 – Personnel/Admin
- 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:*

A6I – Director of IT



# MER/A1

## Lt Col Ted Lybrand



### *Top Accomplishments this Period*

- A1 Staffing up to strength
- Added Lt Col James Emerson and 1<sup>st</sup> Lt Nicholas Paramore. Both as additional duty
- 7 Promotions Processed
- 9 Awards Processed
- Redesigning A1 Webpage – work in progress

### *Top Goals next Period*

- Update Org Chart
- Redesigning A1 Webpage continues – guides for promotions, awards, training module for awards writing

### *Risks / Problems*

### *Assistance Needed*



MER/A3

Col David E Crawford, CAP



**Top Accomplishments this Period**

- Planning for 4 aircraft coming to Region. 1 in Q4 CY17, and 3 in Q1 CY18. 2 of 4 turn-ins already complete.
- ADS-B Transition plan ongoing (55% of region fleet complete)
- Through November MER is slightly below required aircraft utilization. NC, DC and SC are at or above required hours.

Unit	Avg No. Acft	Total Hours	Average	+/- Goal
DC	4	127.1	31.8	-1.6
DE	4	189.5	47.4	14
MD	10	279.3	27.9	-5.4
MER	1	17.8	17.8	-15.5
NC	16	767	47.9	14.6
SC	9	300.5	33.4	0
VA	12	367.2	30.6	-2.7
WV	6	120.8	20.1	-13.2
	62		32.1	-1.2

**Top Goals next Period**

- MER SAR 2018 Planning: 1-3 JUN at Ft Pickett
- MER/A3 on National Glider Cross Functional Team
- MER/A3 planning on seminar at MER Conference – “What’s new in Ops? CAPR 70-1 and You”.

**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 Dana P. Thorpe

### Top Accomplishments this Period

- MER ROS's Clear Up at Higher Echelon; Three (N993CP), (Projector), & (TV-VCR) Currently With NHQ Awaiting CAP-USAF LG & CAP-USAF LR Comments & Assessments
- All A4 Personnel Safety Current

### Top Goals Next Period

- Continue the Clearing process of Wings' ROS's Resulting from Annual Inventories
- Continue Cleaning-Up All Retirements (Total: 92)
- MD Wing flood will have large jump in RoS soon

### Risks / Problems

- Pending timely completions of RoS's and Retirements
- ROS's over 60 Days (Total: 15 Equipment)

#### RoS Statuses:

	MER	DCWG	DEWG	MDWG	NCWG	SCWG	VAWG	WVWG	Total
Vehicle	0	0	0	0	0	0	0	0	0
Equipment	0	1	3	2	0	3	6	0	15
Aircraft	0	0	0	0	0	1	0	0	1
Comms	0	0	2	1	0	0	2	2	7
Total ->	0	1	5	3	0	4	8	2	23

### Assistance Needed

- Please advise if you have any knowledge of issues that need to be addressed
- Clearing Up Retirements From Wings Upcoming Year; Preventing Procurement of Newer Assets. Assets Awaiting Between 2 to 7 Years Since Initiation (Total: 25).
  - 2010: 2 Items (7 Years)
  - 2011: 11 Items (6 Years)
  - 2012: 2 Items (5 Years)
  - 2013: 5 Items (4 Years)
  - 2014: 3 Items (3 Years)
  - 2015: 2 Items (2 Years)



MER/A6

Lt Col Maurice Thomas



***Top Accomplishments this Period***

- NTC Travel, test and repaired radios,
  - NTC assistance
- Plan and prep for WAA-17 deployment
  - Four repeater nets including UHF crypto
- ORMS Inventory completed
- Continue Strong Comm Participation
  - NTN HF Nets & Exercises
  - COMMEX 17-3 by all wings and region
  - Preps for upcoming tasking

***Top Goals next Period***

- Emphasize Mission Utilization / Assessment
- New Region Comm Plan due
  - Including HF connectivity plan
- Encourage 100% MER HF staff stations
- Assist with Wing Comm Plans
- Review Training Objectives
- HF assets to be added and reassigned

***Risks / Problems***

- **ROS** of “live” and irreplaceable assets
- UHF ISR radios: No plan to replace
  - Assess mission impact
- VHF portables – May be replaced by incoming assets and DRMO finds
- NTC – Understaffed, needs continuous support

***Assistance Needed***

- **Minimize the loss of irreplaceable assets**
- Reporting of more frequent failures (MTBF)
- Active inputs from DO and CC
- Need CUL-T training at state level





# Information Technology

## Lt Col Kertis Henderson



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period</i></b>
<ul style="list-style-type: none"><li>• Migration to Office 365 Begun<ul style="list-style-type: none"><li>• Skype replaces AnyMeeting</li><li>• New E-Mail system</li><li>• SharePoint replaces OwnCloud</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Test Skype meeting</li><li>• Provision all MER Staff Users in O365</li><li>• Train all MER Staff in O365</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>• Need to adhere to Office 365 schedule<ul style="list-style-type: none"><li>• AnyMeeting is expensive, need to get off of it</li></ul></li></ul>	<ul style="list-style-type: none"><li>• A6I needs help with Office 365 user migration</li></ul>



# MER/A7 Col Trick



<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 PD, CP, AE</li><li>• Discussed Scholarships with NHQ/CP.</li><li>• Monitored miniquad STEM kit Flying with Middle School Unit</li><li>• Attended Intermediate TLC at NatCap Wing</li><li>• Gave Pearl Harbor class to Middle School Flight</li><li>• Gave interview on CAP with press.</li></ul>	<ul style="list-style-type: none"><li>• AE - Encourage use of STEM kits</li><li>• PD – Increase Level V completions</li><li>• Fill CAC Chair</li><li>• WAA</li><li>• Work on ES Qualls at SAREX</li><li>• Visit more wings</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>



# 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>• Attended MDWG Conference.<ul style="list-style-type: none"><li>• Provided a Racing Drone, Quad-Copter Simulator, and RC Radio to St Mary's Sqn AE Officer.</li><li>• Passed out Hand Launch Gliders, Safety Information on Lithium Batteries, and youth membership information for AMA, AOPA, and EAA to Cadets and SM.</li></ul></li><li>• Completed Passenger Van Safety Course for Dec.</li></ul>	<ul style="list-style-type: none"><li>• Push Brewer Awards, AE Officer of the Year, and Teacher of the Year nominations for FY18 and to recruit AEMs.</li><li>• Encourage Cadets members to apply for AOPA and AMA Scholarships</li><li>• Select a FY18 Aero Ed School Director and plan for FY18 AE school.</li><li>• Plan Aero Ed Program for MER Conference in May 2018.</li><li>• Participate in Nat'l Hq Aero Ed conference call with on Region's DCS/AE 13 or 14 Dec 2017.</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<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>• Activities locations secured</li><li>• HGA accreditation</li><li>• RCLS accreditation pending</li></ul>	<ul style="list-style-type: none"><li>• Cadet Competition staffing</li><li>• Assist Wings with 60-1 rollout</li><li>• MER CAC Chairman replacement</li><li>• Assist wings with improving TLC numbers</li><li>• Assist wings with DCC Cadet Programs Specialty Track completion</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>• May be sporadic in availability due to ill family member- will do my best to stay up to date</li><li>• Attempt prioritizing with work conflicts:<ul style="list-style-type: none"><li>• Staff Retreat</li><li>• MER Conference</li><li>• Region Staff College</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Cannot access contact lists for emails (MER-INFO, MER-STAFF), etc</li><li>• Warrior Challenge awards status</li></ul>



# MER/A7P Lt Col Wright



## *Top Accomplishments this Period*

- Continue to work with Wing PDs  
- give assistance with PD courses  
(TLC, CLC, SLS, UCC)
- Assist MER staff with PD
- Notified 2018 MER Staff College Director (Col. Jane Davies, CAP) of her selection. Also notified 2018 MER Staff College Deputy Director (Lt. Col. Brenda Reed, CAP) of her selection.

## *Top Goals next Period*

- Get more Master Levels in specialty tracks
- Get more members to Level V
- Decrease time to Process PD Awards
- Will attend 2018 MER Conference in May.
- Will present a Professional Development Seminar at 2018 MER Conference in May.

## *Risks / Problems*

## *Assistance Needed*



**MER/FM**

**Lt Col Phyllis Griffin**



***Top Accomplishments this Period***

- Processed all requests for payment/deposits
- Processed monthly credit card bill
- Completed PayPal request for updated W-9.
- Completed proposed FY18 Vanguard budget
- Working with Lt Col Benbow on FY18 HGA
- Started work on NCC 18 with NHQ
- Assisted NatCap with FM report/training

***Top Goals next Period***

- Process all requests for payment/deposits
- Reconcile bank accounts
- Process credit card bill
- Reconcile FY 17 with NHQ
- Continue work on HGA and NCC

***Risks / Problems***

None

***Assistance Needed***

- None



# 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>A5/8 posted final FY 17 data to FY 18 Non-Training Metrics Scorecard to be shared with Wing CCs</li></ul>	<ul style="list-style-type: none"><li>Execute plan for quarterly updates of FY 18 Training and Non-Training Metrics Scorecard beginning 10 Jan for Dec Metrics.</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
	<ul style="list-style-type: none"><li>Staff to submit updated Training and Non-Training Metrics quarterly by 10 Jan/Apr/Jul/Oct for the quarter ending the previous month.</li></ul>



- **Staff Plays a Vital Role In EVERYTHING we do in the MER – You are the SME!**
- **Meet with your Wing counterpart**
- **MER Staff Retreat – 20-22 Apr 2018**
- **MER Conference Dates – Williamsburg, VA 18-20 May**
- **Thanks for meeting the 7 Dec Inventory deadline**
- **Apologize for missing the meeting – flying with NATCAP on a Falcon Virgo mission**
- **Happy Holidays!**





# MER/CS Col Eugene Egry



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

- Attended MDWG Conference 10 – 11 NOV, Cumberland, MD
- Selected the following 2018 MER Cadet Activity Directors :
  - MER Cadet Competition – Capt Patti Overman, MER
- Selected Col Jane Davies, DCWG as Director MERSC and Lt Col Brenda Reed, MDWG as Assistant Director for MERSC.
- Selected two A1A – Assistant Director of Administration and Personnel
  - Maj James Emerson, NCWG
  - 1<sup>st</sup> Lt Nicholas Paramore, SCWG
- Worked with A4 and A6 to complete Annual Inventory re-validation NLT 7 DEC
- Worked with MER A6I to select a go forward conference call / screen sharing and document storage repository

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

- Find A6PA – Assistant Historian
- Find PAA – Assistant PAO's
- Find A6IA - Assistant Director of IT
- Attend Wreaths Across America – Arlington National Cemetery Event – 16 DEC
- Attend Hawk Mountain Ranger School Senior Staff Meeting – PAWG / HQ - 17 DEC
- Work with Staff to prepare seminars / presentations for the MER Conference - 18-20 MAY, Williamsburg Woodlands Resort & Conference Center
- Prepare for 2017 OTY Awards Processing
- Work with A5/8 to begin planning of MER Staff Retreat - 20-22 APR, Camp Pendleton, VA

## ***Risks / Problems***

- Recruiting additional qualified assistants and developing “bench strength” for MER Staff
- Ensure all MER Staff hold conference calls (minimum quarterly) with Wing Counterparts

## ***Assistance Needed***

- Keep MER Calendar Current – Check Often
- Review Upcoming Items Due – Stay On Top Of Things And Communicate to Wings



# MER/HC



## Lt Col Wayne Byerly

### *Top Accomplishments this Period*

- Continued to process applications for appointments of character development instructors and chaplains.
- Conference calls and emails with the SER Chaplain, the Curriculum Co-ordinator, and the Registrar, re: 2018 Joint MER/SER Chaplain Corps Region Staff College. Dates are confirmed for 7 – 11 May, 2018 at Seymour Johnson AFB, NC.

### *Top Goals next Period*

- Continue to process applications for appointment of chaplains and CDIs in a timely manner.
- Conference call with the MER CCRSC planning committee.
- Conference call with the MER Wing Chaplains to update and review calendar items and issues affecting the region and wings.
- Planning for the MER Conference in May. Topics for Chaplains/CDI seminar include: Retention/Recruiting, MC/CSS training, and Professional Development for Chaplain Corps personnel.

### *Risks / Problems*

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

### *Assistance Needed*

Updating dates on the Region calendar for the 2018 MER/SER Chaplain Corps Region Staff College.



**MER/HO**

**Maj Joseph Myers**



<b><i>Top Accomplishments this Period</i></b>	
<ol style="list-style-type: none"><li>1. Distributed new report templates for annual history reports to Wing Historians</li><li>2. Providing Historical research for various MER Units as needed.</li><li>3. Increased Reporting from NCWG Squadrons.</li></ol>	<ol style="list-style-type: none"><li>1. Select an Assistant HO for MER.</li><li>2. Promote Professional Development for Historians across the region. Promote the flow of feedback and ideas across the Region.</li><li>3. Support the development of new Historians in the Region.</li></ol>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>• Missing or incomplete records and lack of primary source materials.</li></ul>	<ul style="list-style-type: none"><li>• Encouragement of Wing Historians to produce and forward Annual Wing History Reports.</li><li>• Ease of access to information for Wing Historians for reports</li></ul>



# MER/IG Col. Ray Harris



## *Top Accomplishments this Period*

- Complaint Resolution – 1 Open Case
- On the National IG report – **No RED** for SUI  
**1-Units Orange (up to 3 months late)**
- No RED** for DTS 6 month time frame.
- DEWG CI-Effective (16 to Close by 2/2019)
- MDWG SAV ( 26 to Close by 6/2018)
- 7– SUIs Completed Dec-Jan All “**Effective**”

### **MER SUI Assessment Rating**

**82.35% Green (> 3 months)**

**16.91% Yellow (0-3 months)**

**0.74% Orange (Up to 3 months late)**

**0.0% RED (> 3 months late)**

## *Top Goals next Period*

- IG Conf Call – February 27 Conf Call

### **Annual Goals:**

1. All Wing/IGs to have at least 1 IGA
2. No MER units in **RED** for SUI timeline or DTS
3. Complaint Resolution conducted and closed in timely fashion.
4. Schedule IGSC for FY 2018

## *Risks / Problems*

## *Assistance Needed*



# MER/JA

## Lt Col Tim Corrigan



### Top Accomplishments this Period

- Advised CC and subordinate commanders related to the discretionary appointment and removal of duty status assignments and appeals thereof
- Advised CC regarding allegations of inappropriate behaviors against a CAP member for actions that may have occurred outside of and unrelated to CAP

### Top Goals next Period

- Continue providing timely, accurate and relevant legal advice to MER/CC and staff officers as required

### Risks / Problems

- None

### Assistance Needed

- Since no 'of the year' award exists for Legal Officers, please encourage your Wing counterparts to recognize the support they receive from their attorneys – PROGRESS: National HQ is considering establishing a Region/National level award! But not for this FY. More to follow ...



# MER/PA Maj Julie Holley



## *Top Accomplishments this Period*

- Working to re-establish PAO list serve.
- Creating short document to share with subordinate PAOs reminding them how/where to access specialty track information.

## *Top Goals next Period*

- Begin collecting feedback and ideas from Wing PAOs
- Organize and host a virtual meeting with Wing PAOs
- Create a training seminar for MER conference.

## *Risks / Problems*

N/A

## *Assistance Needed*

N/A



# MER/SE, Dec 2017

## Lt. Col. Guy R. Butts II



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

- There are currently 10 Open MER Mishaps in the Mishap Reporting Process, with 15 Open Mishaps November 2017
- Continue to assist with Wing SE's and Mission Review Officers with the management of Mishaps in SIRS to move them effectively to closure and the completion of the Squadron Annual Safety Surveys.
- Invited by NC-170 Brunswick County Composite Squadron Cadets (and Maj. Kathy Nicholas Squadron Commander) to participate in their Holiday Social. I am creating a positive lasting impact as a result of the MER Warrior Challenge 2017.

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

- Continue to work with MER Wing SE's.
- Communicate regularly with CAP NHQ Safety with the new CAPR 160.
- Coordinate with Region SE's; Rick, Ken, Bill, Sarah, John, Roy, Dan.
- Create the structure for my MER Conference 2018 Safety Presentation
- Assist MER Wing SE in completing their Annual Squadron Safety Surveys by 31 January 2018: Current status: DC 3/6, DE 0/8, MD 5/27, NC 7/31, SC 17/17, VA 1/24, WV 4/14.

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

- CAP NHQ SIRS Nov 2017 Safety Education
- ❖ MER Staff October Safety Briefing 14/39, 36%
- ❖ Wing November Safety Currency: DC-68%, DE-49%, MD-36%, NC-52%, SC-31%, VA-29%, WV-44%. MER Region – 41%

### ***Assistance Needed***

- Improvement in the MER Monthly Safety Currency Education compliance to >90 %