



HEADQUARTERS
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**CTWG COMMANDERS' CALL
 MINUTES
 7 July 2004**

Attendance	Name:
WING COMMANDER	COL. PALMER
VICE COMMANDER	MAJ OSBORN
CHIEF OF STAFF	LTC ROWEN
STATE DIRECTOR	MR. ISABELLE (NP)
103 RD COMP. SQ - CT004	SM KOCZERA
SILVER CITY COMP. SQ. - CT014	MAJ DAVIAULT
STRATFORD EAGLES COMP. SQ - CT022	LTC MC DONOUGH (NP)
169 TH COMPOSITE SQUADRON - CT027	MAJ MAGURANY
399 TH COMPOSITE SQUADRON - CT042	CAPT BOUDREAU
C. K. HAMILTON COMP. SQ. - CT058	LT TRUJILLO
NORTHWEST HILLS COMP. SQ. - CT062	LT L. HULL
ROYAL CDT. COMP. SQ. - CT071	CAPT LILLIBRIDGE
CT MINUTEMEN COMP. SQ. - CT073	CAPT DALEY
DANIELSON COMP. SQ. - CT074	MAJ PROVOST
THAMES RIVER COMP. SQ. - CT075	LTC KINCH

(REP) Representative, (NP) Not Present, (EX) Excused

Meeting called to order by LTC Rowen at 1935 hours.

COLONEL PALMER

- Good evening. On behalf of Captain Palmer and myself, thank you for sending cards.
- When you call me, please leave your name for me to call back. I get many calls and don't always know who is calling me so I can't call you back. I don't always recognize the voice.
- How many of you knew it was National Cadet Week?
- National Boards is the same week as encampment. Let me know if you are going so I know you are there.
- Captain Daly – good to see you.
- Major Provost – are we keeping you busy? Redcapwise things happen in three's. Good job for those who helped out Major Provost. (Rowen – what is your opinion of the Critical Incidence Stress Debriefing?) Didn't call me. I had one cadet who got called and they basically just asked him a few questions. What did he see, how was he doing? Stuff like that. (Provost – where jurisdiction lines come into play. It started as a regular ELT but around 8:15 Lt Sledge said a helicopter was overdue. Two troopers stopped me at the airport but I only knew at this time that we were only looking for an ELT. After all said and done and basically found, the cadet led the troopers to the crash site. They told him to leave. We hung around for 2-1/2 hours because they wouldn't let a senior turn the ELT off.) You have to get back to the IC and he has to get back to AFRCC. The Air Force or the FAA will call the state police. When you run into the situation, call the IC. We can't leave the scene until we are cleared. Not everyone has to stay at the scene. One individual has to stay until it is shut off. When the press is there, please have your uniform on when you are going in front of the camera. It does not look professional if you are not wearing your uniform. It's very important.
- Visitations – I will get that e-mail out to you.

- (H. Carlson – For future knowledge, will we refer media questions to a PAO.) If one is available, otherwise the GTL would have to take the responsibility.)
- It seems every meeting I have to make this statement. Nothing mailwise comes up to here gets handed to an individual. It must go in that box, it must get logged in. Back before January a document came in. That's before I instituted certain parameters. It's gone. We have absolutely no idea where it is. It's not logged in – lost. In June the document was handed in and sent to me. We did find it in my mail. That's the importance of it. We knew where it was. Time sensitive stuff – please let us know. We need to have this process and one of the good things that's been happening, and again, I'll make the statement, other than the one I've heard from Danielson, since we implemented this we have not had a problem. As soon as we know there is a problem, we jump right on it. LTC Huchko and Lt Bailey, trust me, I've even tracked down. As long as we keep this going, paperwork will get processed. If we know its time sensitive, say that. They are just as concerned about the paperwork as you are. We harp on the staff that we have to process the squadron's paperwork as soon as possible. The only way we could do this is if we have a trail. As soon as LTC Huchko found where it was logged in (we're talking about this paperwork from Danielson), I got this e-mail from her at work. Please, by handing in to a staff member you are adding pressure on them to get the paperwork logged in don't hand it to them.
- Keep up the good work and drink fluids in this weather. Watch out for lightning. Be careful, and take appropriate precautions.

MAJOR OSBORN

- Good to be back. Hopefully I'll be here most of the meetings. I will be on vacation 13 Aug to 15 Sep on vacation. Any transfers in the Wing – all paperwork will come here first. If I am not here, will go to Colonel Palmer.
- The Mitchell award is a very prestigious award. I officiated at a ceremony the other night in which the squadron was unable to get anyone to present the award. We have a congressional squadron and we have a host of officers at the 103rd fighter wing that would be able to present. If you can't get anyone please contact us at Wing so we can get a dignitary to present.
- We need to be sure that cadets who are submitted for the Mitchell award need to meet all the requirements. One of the requirements is progression in the cadet program and regular attendance. I am aware of some irregularities actually happening where cadets are not attending meetings and individuals have been assured that that is not an issue. I am here to tell you first hand that if I see a cadet's name on a Mitchell and I find out they are not attending meetings, I will suspend that squadron commander.
- Encampment forms – how many submitted encampment forms today? I need a count of basics going to encampment:
 - 004 1 or 2
 - 014 unsure
 - 027 3
 - 071 6 basic, 2 staff
 - 058 2 basic, 5 staff
 - 074 1 basic
 - 062 3 potentials
 - 073 2
 - 042 4
 - 075 2

Sgt Austin has set up tours and a simulator at Stewart Air field in New York – C5 simulator – tour on 19 July – tour begin 1330 to 1600. Has anyone responded to this?

- 073 9 cadets and 3 seniors
- 027 7 cadets and 2 seniors
- 074 will know tomorrow – will e-mail him

- I ask you to e-mail to me names, addresses, the information needs to go on the MSA for Stewart prior to July 19. I have to give to LTC Isabelle.
- I need to see Lt Trujillo after the meeting.
- ABS brakes work – I had an incident happen to me and they do work. They will save your life.

LTC ROWEN

- From the encampment committee – please make sure all squadron vans are available at Camp Rell, formerly Camp Rowland, for the week of 14-21 August.
- All squadrons with the new CAP laptops owned by CAP, the Toshiba's, please bring them to the August Commanders' Call for maintenance and to be available for encampment. They will be returned at the September Commanders' Call.
- From IT, please enter your squadron activities into the National calendar off the wing web site. This is the one that is linked to the Wing web site and also one that many staff members use to plan their activities. If you have an activity that conflicts with a wing activity and you didn't put it on the calendar, don't complain. If you don't know how to use the calendar, see Major Wrobel.
- Need to know how many pilots in each squadron:
 - 103rd 1
 - 014 0
 - 022 they do have pilots (can take plane)
 - 027 0
 - 042 1 (can take plane)
 - 058 1 (Robertson for flying)(can take plane)
 - 062 2 (plus one in training) (go to Robertson to fly)
 - 071 0 (Manchester and 103rd pilots use Brainard, C. Wright, P. Rice)(can take plane)
 - 073 1 (can take plane)
 - 074 0 (can take a plane) (our FBO, Paul Rice, is a CFII)
 - 075 3 mission pilots (plus two in training)
- I need these figures so that Ops can work out a rotation plan.

LTC STIDSEN

- In your mailbox tonight you will find two safety briefings. One on dehydration and one on insect bites. Also a heat and humidity risk scale to help you assess safety at any activity at your squadron. (Osborn – the latest Combat Edge there is also something similar.)
- For those people who have pilots, I would remind them of the aviation safety program and FAA meetings that are held. (See LTC Stidsen for a list of dates and places.)
- Cell phones and gasoline don't mix-future topic.
- If anyone has a topic they would like me to discuss, let me know. You can send to me or talk about it yourself.

103rd

- One of our cadets did receive the Mitchell award. He went to the Coast Guard Academy.
- 26th we assisted Paul Newman's Hole in the Wall Gang. We did parking at the fire academy.
- Planning on setting up for air show at Westover in August. (Osborn – I need names, etc. for MSA for LTC Isabelle.)
- I still have plenty of baseball tickets left for July 17.

SILVER CITY

- Helped with the open cockpit.
- Have a cadet Change of Command ceremony.
- Cadets have been working on a model rocketry program.
- Got a call back from Colonel Steinmeir to see if he is bringing his group up again.
- Will do junior rifle training. Will get request up to Wing.

MANCHESTER

- We are getting new prospectives also.
- Taking van to C5 simulation.
- Simsbury Fly-In September 26. Is there anybody here who would like to help out. We were doing it for a couple years. They had no problem with what we were doing but the FAA, who was there last year, felt that we needed more personnel on the flight line. Please get back to me and let me know if you can help.

DANBURY

- We had an open house. We picked up several cadets and two seniors.
- We helped 062 with their balloon fest.
- Helped with firework display at Danbury.
- Had an open cockpit. During the fire works where the wind blew the wrong way and a lot of debris was strewn on runway. Several cadets and seniors worked into early morning to keep things clear until they could reopen the airport.

C K HAMILTON

- We had an article published in the newspaper in regard to the Mitchell award we just had.
- We had five cadets take the basic ROA course.
- June 11 and 12 – we set up a recruiting booth in Bloomfield at the Teach Conference for home schoolers. We had several people interested.
- 18th-had the ELT search for the helicopter. We learned a lot there. We were contacted by the stress management system. Stress management was a good aspect of it. It questions how much the cadets have seen and keeps them in mind.
- 21st – six cadets flew with Sean Neal.
- 29th – had an air-to-ground mission with Capt. Shapiro.
- The cadets had put together a silhouette of a 172. Can set up as a crash site. Have turned over to Lt Sledge to be used.
- Went to the Quonset Air Show.
- 17 July – will go to Rock Cats game
- 19th – will go to Stewart Air Field with Stratford.
- 20th – leadership reaction course at Camp Rell
- Have been contacted by the Southington Armory to use them for training and it is opening up doors for Camp Rell.
- 22 July to August 8 – we have cadets going to National GSAR (four or five)
- CKH is looking for a possible opportunity to move into the Southington State Armory. It has been proposed to us that there is space there for us. We don't have the space at the Church now that we have grown so big. We do not have a place for our equipment.
- We need pilots to take our cadets up for O flights.

NORTHWEST HILLS

- We helped out the Torrington Health do a smallpox drill. We had to secure the Torrington High School for people who were contaminated with the smallpox.
- We participated in the open cockpit at NE Air Museum.
- We did the Northwest Hills Balloon Fest.
- We helped Danbury with their fireworks.
- Our next activity will be July 10 – called Beetlemania. It's a fundraiser for us. Anyone who would like to help, just show up around 2 p.m.

ROYAL CADET

- Sent eighteen people to the C5 simulator.
- Participated in one mission
- Have a Mitchell ceremony on Friday, July 23, 1900 hours. Calls have gone out to Mayor Perez in Hartford to see if he could present. This cadet definitely wants to join the Air Force, so we would like to have a representative from the active Air Force.

CT MINUTEMAN

- We have three prospective cadets coming in.
- We are sending 9 cadets and three seniors to Stewart Air Field.
- We have two cadets going to encampment.

DANIELSON

- In regard to O flights, Operations said they were going to let each squadron know and give them a time slot to be able to use the aircraft. What ever happened to that? (Palmer-will check on.)
- We are in the process of getting two trailers for our squadron. We are running out of room also.
- We had two missions.
- Our cadets went to RI also.

THAMES RIVER

- There was an air show at Groton last weekend in June. Had a lot of people come by and asking questions. Had a display with the CAP plane. One of our cadets set up a program on aircraft recognition. We've had three seniors and four cadets sign up.

LTC HUCHKO

- MMLs – National has indicated that they would like to stop sending hard copies. They would like it to be done totally on line.
- You should be checking them every month. I have found that many things have been falling off at National. Ratings, tech, senior, master. You have to check every month because it is much easier to reconstruct because National won't accept anything without documentation.
- If somebody is going for a promotion, don't just tell him or her they are promoted. They can't wear rank until it is on the National web site, until National officially signs off that 2a. National asked me when I was talking to them to make sure that our people understand this because it can be very embarrassing if the Commander has to say to somebody, I'm sorry your rank hasn't been approved, you can't wear IT.
- Form 11 for Level I and Cadet Protection. The only ones that have to be signed by the Wing Commander are for CLC and SLS classes. When you give a Level I or Cadet Protection at the squadron, you need to have them sign it and you as commander, fax it to National with a courtesy copy to the PDO at Wing. We've run into a lot of problems, especially at the SAV, they asked about those people on the MML who did not have Level I or Cadet Protection. Are you following up to make sure that they are not working with cadets. When you do a Form 11 make a copy for their personnel

file. I know that National sometimes falls down on us, but we have to follow up. This is the only way. I can't fight without documentation and it will make it much easier for your people.

Questions:

Captain Lillibridge – I have a senior member who has joined and he does not want to wear a uniform. His son is very active in the squadron so he shows up at the activities and helps out but has no intention of wearing a uniform. It has been brought to his attention by Wing staff. (Palmer-Is he a member?) Yes he is. (Palmer – Then he has to wear one of the uniforms. We have distinctive uniforms.) Where in the regs does it say that it is mandatory for him to wear a uniform? (Osborn-52-16 it says anytime cadets are present, senior members shall be in uniform.) (Palmer – It's also, if something happens and he is not in uniform, he is not covered by insurance.)

Trooper One will be out of commission for another two months. Due to the recent shake up, the State Police will be losing their Commissioner and will be another shake up with the Homeland Security Department. They don't know whether they will be keeping their offices in Hartford or moving them back to Waterbury.

Major Provost – In regard to the Mitchell, is there an exception – (Osborn- If they are in college and show up during breaks. What I am talking about is we have, unfortunately, the cadets have activities, and they don't show up for weeks and weeks on end, then come down, want to test, do PT and want to get their Mitchell. As long as they make good grades in college and make an attempt to show up on breaks. I am talking about those cadets who don't show up for any valid reason and want to get promoted, want to get their Mitchell, whatever.

If they are in the Army ROTC, they don't want them in CAP. (Osborn – To the best of my knowledge, there is nothing to preclude them from being in CAP if they are in ROTC. If they are in the Air Force ROTC, there are some provisions for their training, being applied to CAP training and CAP milestones. I have a cadet who wants to stay in CAP but there is a squadron down the street from the school. Does he need to transfer or do stuff at that squadron and have records transferred here? (Osborn – He can transfer to the squadron for the school months or you can contact that squadron commander and make arrangements for them to attend meetings, do their testing.

Meeting adjourned at 2045 hours.

Respectfully submitted,

//signed//

LTC Cassandra Huchko
Administrative Officer