



**HEADQUARTERS**  
CIVIL AIR PATROL CONNECTICUT WING  
UNITED STATES AIR FORCE AUXILIARY  
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1 May 2004

**CTWG STAFF CALL  
MINUTES**

**19 May 2004**

Attendance:

WING COMMANDER	COL. Palmer
VICE COMMANDER	MAJ Osborn (EX)
CHIEF OF STAFF	LTC Rowen
STATE DIRECTOR	LTC ISABELLE (NP)
CTWG SAFETY OFFICER	LTC STIDSEN (EX)
AIRCRAFT MAINTENANCE OFFICER	CAPT J. KELLING
AIRCRAFT MAINTENANCE ASSISTANT	CAPT WRIGHT (NP)
DIR CADET PROGRAMS, DIR DDR/DIR PROF DEV	MAJ MARTEKA (EX)
ADMINISTRATIVE/PERSONNEL	LTC HUCHKO
DIRECTOR OF COMMUNICATIONS	MAJ VALLEAU (EX)
COMMUNICATIONS LICENSING OFFICER	CAPT C. KELLING
GROUND OPERATIONS OFFICER	LT SLEDGE (NP)
FLYING SAFETY OFFICER	CAPT LE BOEUF
EMERGENCY SERVICES OFFICER (ADY)	COL. STURGES
EMERGENCY SERVICES ASSISTANT	CAPT FLETCHER (NP)
DIRECTOR OF OPERATIONS	LTC MYLCHREEST
OPERATIONS TRAINING OFFICER	CAPT SHAPIRO
STAN/EVAL OFFICER	MAJ CATES (NP)
DIRECTOR OF AEROSPACE EDUCATION	CAPT OESTREICHER (EX)
INTERNAL AEROSPACE OFFICER	LT ABBATE (NP)
PROFESSIONAL DEVELOPMENT OFFICER	LT PIENKOSZ (NP)
FINANCE OFFICER	MAJ FOROSTOSKI
CHAPLAIN	CAPT SAGENDORF
HISTORIAN/ASST CADET PROGRAMS	LT J. LESLIE
ASST. HISTORIAN	LTC HORNER
INSPECTOR GENERAL	LT HALEY (NP)
SUPPLY/TRANSPORTATION/REAL ESTATE OFFICER	LTC BRIGNOLA (NP)
DIRECTOR OF INFO.MGMT/COMM.ASST.	MAJ WROBEL (EX)
INFORMATION MANAGEMENT ASSISTANT	CAPT SCHINITIS
PUBLIC AFFAIRS OFFICER	LT JULIE BAILEY

(REP) representative; (NP) Not Present; (EX) Excused

Meeting called to order at 7:30 p.m. by LTC Rowen.

COLONEL PALMER

- **Thank you for doing your jobs. Keep up the good work. We all have to work together as a team. The road is long ahead of us so let's get over the bumps and look for a smooth road.**
- Safety issue - if anyone is going out in the woods, it is still turkey season. Turkey hunters do not need to wear orange vests so please be careful.

- Regarding the mail - as long as I can remember, Wing HQ was called the black hole. Squadron commanders would send up mail and it would never get to where it was supposed to. Only in the last few months have we gotten what I feel is good control over that, but we have found out that those that were lost never went through the log book. We are being sticky about this for various reasons. A lot of time it is critical information. If you do not see that stamp, go back and get it logged in and tell the individual that it needs to be logged in. I think we are getting better with this.
- As of May 1, name plates are back on the Class A coat. It will be the gray nameplate that you have at this point but by August of this year, we have to go over to the Air Force nameplate which is a brushed silver nameplate. It is mandatory as of May 1.
- May 25 - CK Hamilton is having a Mitchell presentation. Anyone who wants to come, can come.
- May 28 - Danielson is having a Mitchell presentation. Same offering on going.
- Lt Trujillo is the Acting Commander. Capt Brophy is away on leave. (Rowen - a modified roster will be out by end of week with his contact information.
- National Conference - Tampa, FL - 18-21 August. If haven't gotten any notice, contact LTC Rowen. I will leave the information at his desk.
- Region Conference - 17-19 September - Lake George at a dude ranch.
- Visitations - I make visitations to see the squadrons and see hi and talk to the people. You should all be making visitations with the squadrons also so you can discuss with your counterpart who might have questions. Make an effort to touch base with the squadrons - go down and visit.
- I would like to congratulate 2Lt Leslie. Here is your card.
- I have a Groever Loening award to present to Capt Jack Shapiro. Congratulations.
- The Communication Officer of the year is Major Valleau. When he is up here, I will present that to him also.
- Those who went to the conference - I hope you enjoyed yourselves. The Committee is looking into new places and are looking for constructive comments. Please get them to him.
- Col Sturges, LTC Rowen - got a notice that Lt Abates photo needs evaluation.
- Region HQ - Col Linker is offering training on the satellite imaging. Something we need to do - results are good. It's amazing the imaging system. This photography is real time. It can get picture down to the ground instantly.
- SAV Findings - Need to get them in to the Chief asap. If you don't have a complete answer, give him what you have. Chief has to put together and go over it before sending out. This is to get us prepared for November when they come in with fine pencils. (Rowen - Only findings. I sent you only the findings. I have gotten about 75% results back.)
- Observations are for you to use to make your area better. Make sure you have the correct checklists. Trust me, they are going to change the checklist. It usually comes out before we get inspected.
- Keep up the good work.
- The report we got was favorable - we have to remember a couple things close doors and windows.
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### LTC ROWEN

- We have a new position at Wing – Critical Incident Stress Management – First class will be September 12-13 – need 25 people.
- LTC Sherri Jones was at our Conference. An RN and works in hospital. She will give the class. CT is the first state to have a CISM person. Major Wrobel jumped at the chance to be this.
- When there are cadets here on a work night, bring your uniform or acceptable civilian cloths. Do not come in jeans or a tee shirt. Biggest questions we get from cadets is why do we have to wear a uniform if the seniors don't – especially on Commander's Call or Staff night.
- We have ants – not a lot but a couple families running around where we have dropped food. We need to be a little bit more diligent at our areas. Don't leave food lying around. The hospital is not happy when they have to call someone to kill the ants.
- I have a bunch of photos taken for the National web site. They are not totally done because I have to resize them and edit them. Some are on line-if you go on a mission and they go to print a 101 or 101T your photo will pop up. I also want to put on our web site so the cadets and seniors know who we are.
- Wing Management Utility is what MA uses for missions. We are going to use for everything. I am going to try to implement this fall or early winter. We need to go slow because all computerized. It will make things easier.
- Lt Bailey has been assigned as the Assistant Administrative Officer. She is not the Admin Assistant. We made the decision because Lt. Bailey, LTC Huchko and myself have been able to keep up with the phone logs and everything else very easily to put off hiring and Administrative Assistant for now. It doesn't mean we won't be

hiring one in the future. Right at this moment we would rather direct money into different directions. This was approved by the Wing Commander.

- If you weren't here Commander's Call, the Fire Chief pulled a fire alarm.
- You must make sure you sign in when you come in and sign out. If the fire alarm goes off it is just a single bell - it sounds like a church ringing the bell. If you hear it, don't use the elevator, walk down the stairs and into the parking lot. We meet directly behind the building by the stop sign - I do a roll call. Once it's done we go back inside.
- Colonel Sturges, Capt Kelling, Capt Shapiro, Capt Le Beau, Colonel Mylchreest - stay please after everyone is dismissed for a couple minutes.
  
- MAJ LEVY
  
- Will help anyone if they need help. Will be around from time-to-time.

#### CAPT SAGENDORF

- Remember our prayers in these times of trouble.

#### LT LESLIE

- Working on Wing history for last year. Report is due May 30. Please get information to me as soon as you can.
- Cadet Programs – Maj Marteka is doing cadet interviews for encampment staff. There are two candidates from OH interviewing via telephone.
- CAC is gearing up for its change. The new slate of CAC officers.
- Upcoming programs – 14-21 August – Encampment
- October 2 – Cadet Ball – Jester's Court, Manchester
- Color Guard Competition – October 16 at Royal Cadet Squadron
- DDR – There are DDR changes – he will be getting that information out.
- National Cadet Special Activities – Blue Beret still has openings
  - 20 July – 3 August Oshkosh (Blue Beret)
  - 2 squadrons sent cadets to the State-wide drill. Made the front page of the New Britain Herald.
- (Sturges) CT was represented at Cadet Comp – since we didn't have a drill team enlisted Leslie and Marteka to be judges.

#### CAPT KELLING

- Proposal for the repeater projects was denied by homeland security.
- Will have a quarterly communications training – June 5 at CTWG – hopefully will have semi-annually had advanced user training as well.
- ICAP/ICALL training on May 20-21 – statewide emergency communications system that allows interagency capabilities. It's not a regular communications net. Only intention was for different agencies to talk to each other.
- Encourage people to pursue communications as a specialty in the squadron as well as getting people who can do mission radio operator.
- Going to have a Licensing NCO. Will be under Maj Valleau and myself. Cadet Charles Bailey from Meriden Squadron.

#### LTC MYLCHREEST

- I am concerned about the lack of information here at Wing. I have no problem with squadrons keeping the information as long as they keep it up.
- Plan to have a monthly newsletter with information for the squadrons.
- Working to keep the lists (pilot, fro, etc.) up-to-date.
- Working on policies set up by previous administration and Director of Operations.
- Worked on Friday with Dave Hull on flying for encampment. Will have flying and a ground school there.
- Will report next month on how we are proceeding.

#### CAPT LEBOEUF

- CTWG is back in the air. Bad news is that everybody is pretty rusty.
- Found out that people are not up-to-date. We don't have current charts. Airplanes don't have any current charts. People who are here are aware of their limitations and are doing a good job.

- Will work with J. Kelling on getting an FRO course.

#### CAPT SHAPIRO

- Very please with Saturday. Victims did quite well. Pilots did well.
- June – continuation of teachings for Air crews. Approval for budget already given to us.
- Need qualified flight line personnel. Need to request with Maj Wrobel for access to web site – will make changes as they occur.

#### **CAPT J. KELLING**

- Captain Dill and cadets manned safety booth at FAA seminar last week.
- Trying to update maintenance scheduler on web site - will work on this with Maj Wrobel.
- Corrosion control - will be checked on by Air Force next inspection - They need washing.
- Registration of aircraft - need to speak with Legal Officer.
- All lists on web site need to be updated.
- Need to write up a new supplement.

#### **CAPT SCHINITIS**

- Nothing to Report

#### **MAJ FOROSTOSKI**

- Because I personal situationms I am no longer are able to do Finance job at Wing. Will help train someone when they are found.

#### **COLONEL STURGES**

- Thank you to all who signed card when I was in the hospital.
- MA program - good program and used by DO in Region. Has more in it than MIMMS.
- Working with squadrons now to get input done. One squadron on line - it's working beautifully.
- Three steps need to be done:
  - Someone has to input
  - Someone has to approve
  - Someone has to validate
- Will get together with LTC Rowen tonight so that we don't have a million people validating.
- Each one of the people on Wing staff should wear two hats. One is a mission hat and one is an administrative hat. I am working with the PDO to look at each individual person in Wing to see what each person has and where Colonel Palmer needs help and where each person fits in.
- MIMMS is working. It's difficult to make work when people don't follow the rules. There will be classes here up at Wing so that everyone knows how to use MIMMS.
- I'm not happy with the last weekend because Capt Shapiro did not get any participation from the squadrons. I called each of the squadrons and spoke with them. There were a lot of reasons why squadrons did not send cadets and take care of a ground team. He needed forty people and they had 12 to 15. One squadron did have all their people out on their own exercise and did not take part in the wing exercise because they did not know it was happening. We want to make sure squadrons know enough in advance so that they can take part.
- The other area of difficulty is getting our mission submissions in so that the Finance Officer can get some of the money for missions and training exercises. It's a matter of getting paperwork in and processed. We're ninety days plus in getting our paperwork in.

#### **COLONEL HUCHKO**

- Troubleshooting and getting people going on some of the stuff we need on the Personnel side of my job. Many files need updating and if anybody feels their file needs updating or are due for a promotion, let me know and I will try working with them. The only way we can accomplish this is working with each other.
- I process the paperwork that comes in - most of it is within one or two weeks. I have been coming in on Saturdays for the whole day and I will continue to do that until I get the areas set up.

- I am also helping Lt Bailey with the desk - do you want to talk about the desk.

**LT BAILEY**

- The mail all has to be logged in through the log books. If you have anything that needs to be logged in, don't just throw the piece of paper in the box. Please put it in the envelope. What happens is it gets stuck with other paperwork - I may or may not see it if it gets stuck on a paperclip. There are extra envelopes near the Squadron Commanders mail boxes. Check you mail boxes for your mail. If it has a red stamp on it, it went through the log book. I usually put who gets it on the top.

Meeting adjourned by LTC Rowen at 20:35 p.m.

Respectfully submitted,

//signed//

LTC Cassandra Huchko  
DA/DP