



HEADQUARTERS MICHIGAN WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
43401 North Jefferson
Bldg 825, Rm 317
Selfridge ANGB, MI 48045-4918



27 January 2019

MEMORANDUM FOR MIWG CADET PROGRAM OFFICERS

FROM: DIRECTOR OF CADET PROGRAMS

SUBJECT: MIWG ACTIVITIES PLAN

1. Currently our members are not properly informed of Cadet Activities, our selection process is not clear or consistent, and our Activity Directors are not properly supported to complete their roles. In order to correct these items, the follow actions will be taken:

a. MIWG will streamline the process for selecting Activity directors to make the process transparent, fair, and encourage more Senior members to take on these roles. All positions will be posted via MIWG listserv for widest distribution. All applicants will have to provide a CAP resume, letter of intent, and be available for a phone interview. All applicants should anticipate serving for a two-year period, unless extenuating circumstances allows only one year to be served. Additional years may be applied for if it is in the best interest of the Wing, with a maximum of 4 years. The follow will outline specifics based on the type of activity:

(1) Encampment and SAR Academy – Since these activities are more complex, the selection process will be for the Deputy Commander and anticipate that they will take Command at the completion of the current Commanders term. The Deputy Commander position will be posted by August 31st of the year of a new Commander. The selection board will consist of the Director of Cadet Programs, the current Commander, and the previous commander. The board will provide their recommendation to the Wing Commander for final approval.

(2) Week long activities, i.e. RCLS, NCOS, Flight Academy, Cyber Encampment Director positions of these activities will be posted by August 31st following the completion of a Directors term. The selection board will consist of a representative from the Cadet Programs team, the previous Director, and a Vice Wing Commander. The board will provide their recommendation to the Wing Commander for final approval. Region level activities, such as RCLS, will be sent to Region for final approval.

(3) Weekend activities, i.e. Leadership Seminars, Cadet Competition, Academic Bowl – Directors of these activities will be posted at least six months prior to the activity. These positions will be selected by representatives of the Cadet Programs team.

b. Activity Directors will be provided an Activity planning guide and forms to complete and return to the MIWG Cadet Programs team. These forms will allow the Cadet Programs team to provide the following resources to all MIWG Activities:

(1) Advertising - MI Wing Cadet Programs will publish all activities 9 months in advance with all information available. This will allow our members to better plan for future events. In addition, this will provide a reliable source for members to look up .

(2) Permission Slips – MI Wing Cadet Programs will publish prefilled Cadet Activity Permission Slips (CAPF 60-80) to the Wing and Units. This will help members better inform their families of CAP Activities.

(3) On a monthly basis, MI Wing Cadet Programs will provide Unit Commanders and Cadet Commanders a briefing of upcoming activities, the prefilled Permission Slips, and any additional pertinent information to provide verbal at their Unit Meeting. This will provide another avenue of information for members that are not utilize other methods of communication.

(4) Social Media – Activity directors will be provided a Social Media request form, once filled out, MI Wing PAO will advertise the activity through social media platforms. This will streamline the process and get timelier and more accurate information to our members.

(5) After Action Report (AAR) format – Activities will be able to utilize a google forms procreated AAR survey to send out to participants of an activity. This feedback will provide statistics as well as create historical data future project officers can utilize.

STEVEN DUFFY, Lt Col, CAP
Director of Cadet Programs