



HEADQUARTERS
CIVIL AIR PATROL CONNECTICUT WING
2013 CTWG ENCAMPMENT
UNITED STATES AIR FORCE AUXILIARY
PO BOX 1233 MIDDLETOWN, CT 06457-1233
Tel: (860)262-5847
Fax: (860)262-5848



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COMMUNICATING/GAINING APPROVALS WITH A GROUP STRUCTURE AT THE WING LEVEL – FIRST AMMENDMENT

THIS DOCUMENT IS A GUIDELINE FOR UNDERSTANDING THE COMMUNICATING AND GAINING APPROVALS PROCESS FOR PERSONNEL THROUGHOUT THE WING NOW THAT WE HAVE CREATED GROUPS WITHIN THE CHAIN OF COMMAND

Introduction

In order to eliminate confusion regarding which personnel should/should not be kept in the communication loop within the wing, this policy letter has been created. Its intention is to clarify how wing personnel need to communicate with one another going forward and what the procedure is for securing approvals or submitting paperwork for awards and promotions through the proper chain of command.

Wing Staff Communicating With Squadron Personnel

When it becomes necessary for wing staff to communicate with squadron personnel the wing staff member may email the squadron officer. If they fail to respond in a timely manner, the wing staff officer should email them again but **MUST** carbon copy (cc) the respective squadron commander requesting a response. If the email again is not responded to in a timely manner, then the wing staff officer should email the squadron commander and they **MUST** carbon copy (cc) the respective Group Commander asking for assistance. If a request is made and the squadron member fails to communicate and answer back to the wing staff member, then that staff member should immediately send an email to the respective group commander and reference the initial email in the correspondence. To make it simple the following new email addresses have been created and any emails sent to them will be immediately forwarded to the respective group commanders personal email addresses: westerngroupcc@ctwg.cap.gov and easterngroupcc@ctwg.cap.gov.

Squadron Personnel Communicating with Wing Personnel

Any squadron member having business with a wing staff member may email them but out of courtesy they should cc their squadron and group commander and if it is a squadron commander who is initiating the email, they should cc the respective group commander.

Squadron/Group Commanders Seeking Wing Commander Approval

If a squadron commander needs the CTWG commander's approval on any document, they must first obtain their group commanders signature. If the group commander needs the wing commanders signature, they should send the document electronically to the following email address: wingapproval@ctwg.cap.gov. The wing commander or his/her designee will sign such documents on Wednesday evening of each week (unless a justifiable emergency requiring an immediate signature exists. If such an emergency exists please follow the above process and include **EMERGENCY** in the subject line of the email. Emergency is defined as anything less than 2 weeks. Include the reason for the emergency request in the email.). **NOTE: NO EMAILS SHOULD BE SENT TO WING CC, ONLY TO WINGAPPROVAL@CTWG.CAP.GOV.**

Squadron/Group Commanders Recommending Awards or Promotions

All award and promotion requests above the grade of Captain **MUST** be signed off by the respective group commander and then forwarded to the wing promotion review board via email. Any awards such as “Of The Year Awards” etc., need to be approved by the respective group commander and emailed to the wing awards committee. The email address to send such documents to are: awards@ctwg.cap.gov promotion requests should be forwarded to promotions@ctwg.cap.gov. ***NOTE: Any award or promotion request received from a squadron or group staff officer that does not contain the group commander’s signature will be sent back to that officer without any action being taken until the proper group authorizations have been obtained.***

Encampment CAPF31s

Any cadet seeking to register for the CTWG encampment needs their squadron and group commanders signed approval on their CAPF31. Any cadet seeking outside wing encampment registration needs all of the above plus the CT wing commander’s signature affixed on their CAPF31.

Questions?

If you are on wing staff and have questions, please contact me at cs@ctwg.cap.gov. If you are on group or squadron staff, please contact your respective group commander.

To be clear, **NO** documentation or email thread should be sent outside the group without the group commander being made aware of the communication, likewise any communication from the wing to squadron or group staff must be have the respective group commander cc’d on it. In this manner we seek to eliminate the lack of proper communication while keeping the group commanders “in the know.”

CAP FORMS SIGNATURE APPROVAL REFERENCE

<u>Form</u>	<u>Date</u>	<u>Title</u>	<u>Reference</u>	<u>Signatory Authorization</u>	
*F1	Jun 11	Organizational Excellence Candidate Biography	R50-17	Unit Commander	
*F1A	11-Jun	Request for Award of Organizational Excellence Program Level	R50-17	Wing CC	
*F1B	Jun 11	Application for Organizational Excellence Mentor Appointment	R50-17	Wing CC	
*F2	Nov 01	Request for Promotion Action	R35-5	Wing CC	
*F2A	Oct 08	Request for and Approval of Personnel Action	R35-1	See note below	*
*F2B	Oct 72	Personnel Action Request-Termination of CAP Membership	R35-3	Unit commander or their designee	
**F5	Mar 13	CAP Pilot Flight Evaluation	R60-1	Evaluator	
*F11	Jul 09	Senior Member Professional Development Program Directors Report	R50-17	Director & Wing CC or their designee	
*F17	Jul 09	Application for Senior Member Activities	R50-17	Unit commander or their designee	
*F24	Mar 13	Application for Senior Member Professional Development Awards	R50-17	Wing CC 4&5 ONLY	
**F31	Oct 13	Application for CAP Encampment or Special Activity	R52-16	Squadron CC, Group CC	**
*F35	Feb 12	Chaplain Appointment (Corrected Copy)	R265-1	Wing CC & Chaplain	
*F35A	Feb 13	Character Development Instructor Appointment	R265-1	Wing CC or their designee & Chaplain	
*F54	11-Jun	Civil Air Patrol High Adventure Activity Request	R52-16	Wing CC or their designee	
*F58	Dec-87	Nomination for Cadet of the Year to Group/Wing	R39-3	Squadron CC, Group CC	
*F58	Dec-87	Nomination for Cadet of the Year to region	R39-3	Wing CC	
*F70	12-Mar	Vehicle Reimbursement Request	R77-1	Wing CC or their designee	
F83	Feb 04	Civil Air Patrol Counterdrug Application	R60-6	Wing CC	
*F120	Dec 08	Recommendation for Decoration	R39-3	Wing CC (see note)	***
F175	Aug 10	Vehicle Justification	R174-1	Wing CC	
F176	Jan 06	Aircraft Major Maintenance Reimbursement Request	R66-1	Wing CC	

* **The appropriate unit commander may sign this document.**

** **Wing Commander or designee will sign off on any out of wing encampment approval.**

*** **Certain awards may be signed off by the wing commander's designee with the exception of a Commanders Commendation or above.**

Wing Commander designee shall be either the wing vice commander or wing chief of staff

STANDARD EMAIL ADDRESSES TO NOTE

<u>Email Address</u>	<u>Destination</u>	<u>Purpose/Recipient</u>
admin	@ctwg.cap.gov	Wing Admin/Personnel Officer
awards	@ctwg.cap.gov	All CAPF120s & award recommendations need to be sent to this email address
cadetprograms	@ctwg.cap.gov	WingCadet Programs Officer
cs	@ctwg.cap.gov	Wing Chief of Staff
easterngroupcc	@ctwg.cap.gov	Eastern Group Commander
finance	@ctwg.cap.gov	Wing Finance Officer
hqctwg	@ctwg.cap.gov	Wing Administrator
hso	@ctwg.cap.gov	Wing Health Services Officer
ig	@ctwg.cap.gov	Wing Inspector General
ito	@ctwg.cap.gov	Wing IT Administrator
news	@ctwg.cap.gov	Any news you wish placed in a wing publication or on the wing website Public Affairs page should be sent here
pao	@ctwg.cap.gov	Wing Public Affairs Officer
pdo	@ctwg.cap.gov	Wing Professional Development Officer
promotions	@ctwg.cap.gov	All promotion requests should be sent to this email address
recruiting	@ctwg.cap.gov	Wing Recruiting Officer
westerngroupcc	@ctwg.cap.gov	Western Group Commander
wingapproval	@ctwg.cap.gov	Any documents requiring wing cc approval should be sent to this address

////SIGNED////

James A. Ridley, Sr, Major, CAP
CTWG Chief of Staff