



HEADQUARTERS
CIVIL AIR PATROL TEXAS WING
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 154997
WACO, TX 76715-4997

28 October 2003

MEMORANDUM FOR ALL TEXAS WING PERSONNEL

FROM: Texas Wing/CC (Letter # 6)

SUBJECT: Wing Calendar

1. Our time is our most precious possession. We plan our professional lives, family, hobbies and even Civil Air Patrol carefully trying to meet all the obligations we have freely taken on. Wing activities require the utmost planning, taking care to ensure we don't waste our ultimate resource, the time of our volunteer members. To ensure all appropriate resources are available we must have a reasonably certain schedule so our members can plan their time. Since 1 October **five of eight** scheduled activities have been cancelled for various reasons. This is extremely frustrating for the members who were planning to attend. Perhaps they needed the event to finish training for a position or they just wanted to be a part of the organization's efforts. The Texas wing calendar is a vital communication and planning tool for all members. It is part of a concerted effort to maintain effective communications within the wing. Therefore, it is important the calendar be kept updated and correct at all times.
2. In order to facilitate this effort the following will be completed:
 - a. The wing calendar shall serve as the official activity planning and tracking document.
 - b. The wing calendar will be reviewed during each wing staff meeting to ensure future activities are being properly prepared. All wing directors will need to be prepared to brief the status of scheduled activities in their respective areas.
 - c. Request all wing staff and group commanders review the calendar to ensure all activities are correctly listed.
 - d. Request all project officers to start planning your activity as early as possible and take steps to ensure we do not need to cancel any future events.
3. All changes, updates and entries to the calendar shall be submitted and approved as follows:
 - a. All funded and major wing activities (SAREX, conference, staff meetings, commander's call etc.) shall be approved by the Chief of Staff.
 - b. All unfunded squadron, group and minor wing activities may be submitted directly to Lt Col John Samuel, Plans and Programs officer. He is responsible for maintaining the calendar on the Texas Wing web page.
4. If you have any questions, please contact Lt Col Norm King, Chief of Staff.

//Signed//
ROBERT F. ELDRIDGE, Col, CAP
Commander