HEADQUARTERS
CIVIL AIR PATROL TEXAS WING
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 154997
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26 April 2005

MEMORANDUM FOR ALL TEXAS GROUP AND SQUARDRON COMMANDERS

FROM: Texas Wing/CC (Letter #27)

SUBJECT: Texas Wing Reports - Reduction

1. After reviewing all the Texas Wing Reports, effective immediately the following changes are made to help reduce the reporting and paperwork requirements at the unit level. The following is a listing of all Texas Wing Reports:

Monthly Reports

Aircraft Monthly Flying Report (Corporate Aircraft) – Still required
Due Date: 5th of each month
Distribution: Provide a hard copy with a check (if required) mailed to Texas Wing Headquarters, a soft copy to TexasWingMaint@yahoogroups.com , copy to your Group Headquarters and a copy for your unit files.

Aircraft Monthly Flying Report (Member Owned) – Still required
Due Date: 5th of each month
Distribution: Provide a soft copy to TexasWingMaint@yahoogroups.com , copy to your Group Headquarters and a copy for your unit files.

Aircraft Flight Log – Still required
Due Date: 5th of each month
Distribution: Provide a soft copy to TexasWingMaint@yahoogroups.com , copy to your Group Headquarters and a copy for your unit files.

Flight Release Log – Still required
Due Date: 5th of each month
Distribution: All Flight Release Officers will, by the 5th of each month, forward the original CAPF 99 to Texas Wing/DO. In addition, all Flight Release Officers must submit a copy of the CAPF 99 to the CAP-USAF State Director's office. The Group and Unit Commanders will ensure all their respective Flight Release Officers comply with this requirement.

Vehicle Inspection Guide and Usage Log – Still required
Due Date: 5th of each month
Distribution: Provide Texas Wing Headquarters via fax, copy to your Group Headquarters and a copy for your unit files.

Safety Report – No Longer Required

Quarterly Reports

Aircraft Discrepancy Record – No Longer Required
Remarks: This is now part of the monthly flying report.

Aerospace Report – Changed from Quarterly to Yearly
Remarks: See additional information under yearly reports.

Cadet Programs Report – No Longer Required

Communications Report – No longer Required
Remarks: The Wing Director of Communications is required to maintain a listing of all Texas Wing Call Signs and all members with Civil Air Patrol radio operators permit. A listing will be kept on the Texas Wing Web page. Group Commanders will periodically review their unit's listing and submit any changes to the Wing Director of Communications.

Emergency Services Alert Roster – No longer Required
Remarks: Units who wish to participate within the emergency services mission will need to keep their unit's contact information current with your respective Group Headquarters. Group Commanders will periodically review their unit's listing and submit any changes to the Wing Emergency Services Officer.

Emergency Services Resources Report – No Longer Required
Remarks: Units who wish to participate within the emergency services mission will need to keep their unit's resources listing current with your respective Group Headquarters. Group Commanders will periodically review their unit's listing and submit any changes to the Wing Emergency Services Officer.

Public Affairs Report – Still required
Due Date: 15th of April, July, October and January
Distribution: All units must complete this report and forward to group headquarters. The group headquarters will then forward all reports to Texas Wing. The group headquarters must maintain a copy.

Flight Release Officer Appointment Letter – Still required
Due Date: 15th of the last month of each quarter (March, June, September and December).
Distribution: Units with CAP flight activity will provide a copy of their letter to the group headquarters. The group headquarters will then forward a copy to the Texas Wing/DO. The Texas Wing/DO will publish the list and forward a copy to the State Director.

Semi-Annual Reports

Chaplain Statistical Report – Still required
Due Date: 5th of July and December

5. Lt Col Bob Thomas, Texas Wing Information Officer is updating our wing web page. A page will be provided reflecting all the above reports, governing regulations and all forms required to complete the required report. Each of these areas will have a link established whereby anyone may go directly to the required regulation or the report form. In addition, a page will be dedicated to reflect all the units who have complied with the reporting requirements. Whereby any unit may check this page to ensure we have received the report.

6. If you have any questions, please contact Lt Col Max Hays, Texas Wing Chief of Staff.

ROBERT F. ELDRIDGE, Col, CAP
Commander

Distribution:
Texas Wing/State Director
Texas Wing Staff
File