

HISTORY OF  
**Washington Wing**  
Civil Air Patrol  
Auxiliary of the United States Air Force



1 January 2018 – 31 December 2018

History  
of  
**WASHINGTON WING**  
Civil Air Patrol  
*Auxiliary of the United States Air Force*

*Prepared by*

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Lieutenant Colonel, CAP  
Washington Wing Historian

*Reviewed by*

**SHELLY J. NORMAN**  
Colonel, CAP  
Washington Wing Commander



HEADQUARTERS WASHINGTON WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
PO BOX 4459  
JOINT BASE LEWIS-McCHORD WA 98438-0459



10 April 2019

MEMORANDUM FOR RECORD

FROM: WAWG/CC

SUBJECT: Annual Historical Report Approval

I approve the 2018 Annual Historical Report of Washington Wing.

A handwritten signature in black ink that reads "Shelly J. Norman".

SHELLY J. NORMAN,  
Colonel, CAP  
Wing Commander

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## **INTRODUCTION OF WING COMMAND GROUP**

Wing Commander  
Vice Commander  
Chief of Staff  
Assistant Chief of Staff

Col Shelly J. Norman  
Lt Col Kenneth W. M. Butler  
Capt Jessica J. Jerwa  
Lt Col Martin D. Heiz

### **Summary Narrative of Activities**

#### **CHAPTER I – OPERATIONS**

##### **Field Emergency Services Training**

Field Emergency Services Training also known as “FEST” completed its second year of operation in 2018.

It is conducted in Granite Falls, WA at the Masonic Family Park. The activity is designed to be consistent in the wing strategic intent and focus, so everyone understands what we are providing and not to burn out our staff.

Topics Covered: GTM 3 (primary focus), UDF, MSA, GTM 2 & 1. National CAP ES Curriculum is used for instruction and various other aids (maps, equipment, etc.).

Training methods: Classroom with emphasis on field training, to include overnight in shelters

Training months: One event per month, January, March, May & November 2018.

Attendance averaged 23 personnel per event.

While this is not a large event, the training is thorough and catered to the needs of individuals where feasible. Certain SQTR tasks are taught every session, primarily due to safety reasons, such as Cold/Hot weather Injuries.

Another unique aspect of this event is the invitation of specialty experts to share information or provide supplemental information. We are fortunate to have a great resource in Snohomish County of several volunteer units tied to the Sheriff’s SAR organization. In 2018 we had both their K9 team and the Operations Support Unit come out and interact with our members to showcase what they do, or teach concepts, such as the SQTR on Working with Canines.

Metrics: All students must have GES prior to attending. This has driven an increase to the Wing in GES rated individuals of approx. 60 personnel over the past year. SQTRs are signed off by staff after the session is completed, therefore ensuring progression towards

SAR qualifications. FEST has been responsible for at least 20 new GTM3 completions in the last year. Approximately 5 GTM 2 & 1's have also been achieved.

ZERO Safety issues occurred during 2018 (actually never during the entire tenure of this activity)

Goals for 2019 – Continued training in the same months as 2018, with continued emphasis in the same areas. Our progress has also directed us to gain closure on GTL qualifications PRIOR to the USAF SAR EVAL in June.

Lt Col Teresia Saylor is working with the WA Wing ES Officer, Maj Khoi Duong, to align training with the goals of his department. We will incorporate air activities where appropriate.

## **Summary Narrative of Activities**

### **CHAPTER II – AEROSPACE EDUCATION**

**Aerospace Education (AE) is directed and supported with the wing's squadrons by a unique team of experienced aerospace officers. Maj Sylvie Giral Kacmarcik is serving as the wing's Director of Aerospace Education (DAE) since late November 2018. She started her CAP career as an Aerospace Education Member before joining Paine Field Composite Squadron as their Aerospace education Officer, Activity Officer and Cyber Patriot Team Coach. Dr. Giral Kacmarcik is a scientist and an educator who has been teaching for over 29 years. She has taught in preschool classrooms to students from 2 to 6 years old, in K-9 grades as a STEM and French language specialist, and at colleges in accredited Earth Sciences courses and continuing education French language classes. She is presently a Geology Adjunct Professor at Shoreline Community College, and a STEM instructor at the Montessori Institute of Teacher Education of Spring Valley where she trains Elementary Montessori teachers in Maths and Sciences. Maj Kacmarcik holds a Technician rating in her Aerospace Education Specialty Track but she is currently working on her next ratings.**

**Maj Carl Lindberg is serving as Advisor to DAE and has served as the wing's DAE from 2015 until November 2018. He is a former CAP cadet who had served as a senior member with the California & Nebraska wings, as well as, serving on active duty time in the USAF (Air Operations Intelligence). He is retired from the Boeing Company with working the Renton Division's Industrial Engineering organization developing and coordinating manufacturing plans for a number of two and four engine aircraft.**

**Lt Col Russell Garlow is serving as Assistant DAE and had served as 12 years as our wing DAE. He is a current Boeing engineer.**

**Lt Col Stanley Dammel is serving as Eastern Washington AEO. He is a private pilot and a former squadron AEO. He visits and supports the widely distributed WAWG squadrons on the Eastside.**

**Lt Col Stephen Wallace is serving as Northwestern Washington AEO.**

**All four of these gentlemen hold the Master's AE specialty rating and serve as a high quality resource for the wing's squadron AEOs. The Washington Wing adopted this wing level AE organizational structure to better serve the WAWG squadrons in 2015.**

## Summary Narrative of Activities

### CHAPTER III – CADET PROGRAMS

Wing and multi-unit activities this year.

#### ddd – mm

Jan – Jun	Cyber Patriot Competition
24 Feb	Cascade Falcon Cadre Selection Day
24 Feb	Northwest Aviation Conference & Trade Show (CAP information booth)
13 – 15 Apr	Spring Conference
28 Apr	Southeast Group Search & Rescue Exercise
05 May	Alaska Airlines Aviation Day
12 May	Heritage Museum of Flight – Fly Day
19 May	Paine Field Aviation Day
08 – 10 Jun	CAP-USAF Wing Led Exercise & Evaluation
28 Jun – 07 Jul	Cascade Falcon XXIII Summer Encampment
03 – 08 Jul	Arlington Fly-In
17 – 28 Jul	Desert Eagle XV Flight Academy
03 – 05 Aug	Project Appleseed (Firearms Training)
06 – 09 Sep	Mukilteo Light House Festival
29 Sep	Auburn Airport Open House
12 – 14 Oct	Basic Marksmanship Safety Activity
10 Nov	Auburn Veterans Day Parade
17 Nov	Wing Fall Educational Conference & Banquet
15 Dec	Wreaths Across America – Tahoma Cemetery

#### **Wing Summer Encampment Cadet Command Group**

C/Col Piper Phillips (WA-001) - Cadet Commander  
C/Capt Hannah Kusman (WA-051) - Cadet Deputy Commander  
C/Maj Matthew Kusman (WA-051) - Cadet Plans & Curriculum

#### **Wing CAC Staff for the 2017-2018 term**

WCAC Chair - C/Maj Matthew Kusman  
WCAC Vice Chair - C/Capt Kennedy Greco  
WCAC Recorder - C/Capt Avery Hammerman  
WCAC Rep from the NW Group - C/Maj Madeline Patterson  
WCAC Rep from the SW Group - C/2d Lt Timothy Cuglievan  
WCAC Rep from the E Group - C/2d Lt Jordan LaMay

#### **WAWG cadets filled every executive level cadre positions at the ORWG/AKWG Joint Winter Encampment in 2018 also known as Winter Raptor III**

C/Maj Matthew Kusman (WA-051) - Cadet Commander  
C/Maj Marco Desimone (WA-050) - Cadet Deputy Commander for Operations  
C/Capt Kennedy Greco (WA-051) - Cadet Deputy Commander for Support  
C/Maj Hannah Kusman (WA-051) - Cadet Plans & Curriculum



## APPENDIX I – Data and Statistics

### Chapter I Operations

#### Operations Staff

Director of Operations	Maj Ralph Black
Aircraft Coordinator	
Standardization/Evaluation Officer	Col David G. Lehman
CIS Officer	Lt Col Richard E. Bonham
Homeland Security Officer	Maj Howard “Wayne” Humphries
Director of Counter Drug Operations	Lt Col Michael W. Dukes
Counterdrug Administrative Officer	
Director of Emergency Services	Maj Harold R. “Hal” Hack
Disaster Relief Officer	
ES Training Officer	Lt Col Teresia B. Saylor

#### Completed Staff Actions Calendar Year January 2018 – December 2018

1 Jan	G100 Course – Renton, WA
21-22 Jan	Aerial Photography Course – Spokane, WA
25 Feb	Pilot Flight Clinic – NWAC&TS (Ground), Puyallup, WA
25 Feb	Unit Led Exercise – Vancouver, WA
26 Feb	Check Pilot Meeting
26-27 Aug	Aircrew Mountain Operations Course, Phase I, Academics (WSDOT), Vancouver, WA
30 Sep-1 Oct	Aircrew Survival Course, Phase I, Academics (WSDOT) – Vancouver, WA
6-8 Oct	Aircrew Survival Course, Phase II, Field Training (WSDOT), North Bend, WA

APPENDIX I – Data and Statistics

**Chapter II AEROSPACE EDUCATION**

**Aerospace Education Staff**

Director of Aerospace Education	Maj Sylvie Kacmarcik
Assistant Director of Aerospace Education	Lt Col Russell Garlow
Advisor to Director of Aerospace Education	Maj Carl Lindberg
Aerospace Education Officer – Internal	vacant
Aerospace Education Officer – External	vacant
Aerospace Education Officer for Eastern Washington	Lt Col Stanley Dammel
Aerospace Education Officer for Northwestern Washington	Lt Col Stephen Wallace
Aerospace Education Officer for Southwestern Washington	vacant

**Data and Statistics**

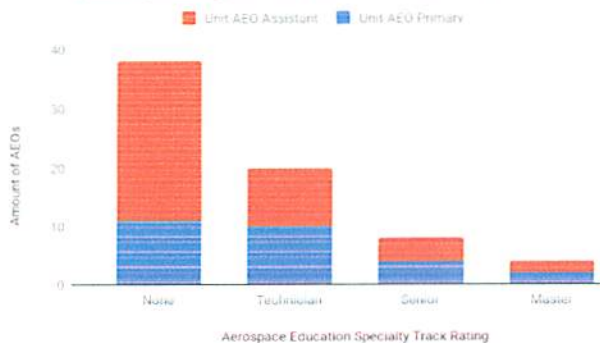
Number of AEOs in WAWG 77  
 Number of AEOs at the wing level 3  
     Aerospace Education Specialty Track Rating Technician (1), Master (2)

Number of AEOs at the group level 4 for 3 groups  
     Aerospace Education Specialty Track Rating Technician (1), Master (3)

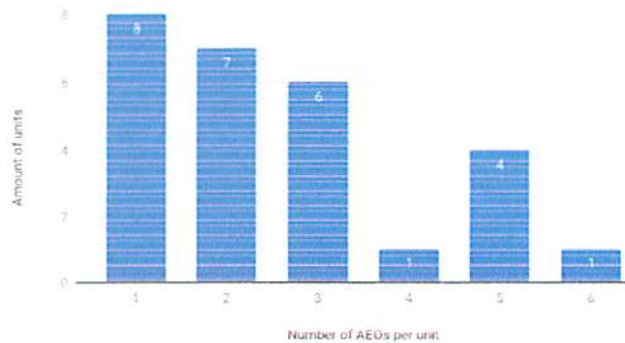
Number of AEOs at the unit level 70 for 27 units

Aerospace Education Specialty Track Rating	None	Technician	Senior	Master
Unit AEO Primary	11	10	4	2
Unit AEO Assistant	27	10	4	2
<b>Total Unit AEO</b>	<b>38</b>	<b>20</b>	<b>8</b>	<b>4</b>

Specialty Rating of Unit AEO Primary and Assistant



Number of AEOs per unit



<b>Aerospace Education Specialty Track Rating</b>	<b>None</b>	<b>Technician</b>	<b>Senior</b>	<b>Master</b>
Unit AEO Primary	11	10	4	2
Unit AEO Assistant	27	10	4	2
Total Unit AEO	38	20	8	4

Completed Staff Actions Calendar Year January 2018 – December 2018

Internal Aerospace Education

**STEM kits:** Twelve WAWG Squadrons reported internal participation with at least one STEM Kit. Eight of the twelve squadrons (Bellingham, Columbia Basin, Deer Park, Green River, Northshore, Paine Field, Tri-Cities, and Twin W) reported finishing a STEM Kit in 2018. The total number of WAWG cadets participating in these STEM kit activities was 183.

**AEX:** Eight WAWG Squadrons reported having an AEX activity in which 112 cadets participated.

**WAMA:** WAWG developed a new wing wide monthly training week-end academy, Washington All Mission Academy. WAMA runs every month from September to June and provides 11 hours of AE-STEM activities for up to 20 cadets per class using materials from AE, AEX and STEM kits provided by CAP-AE.

From October to December 2018, the monthly WAMA week-end provided a total of 33 hours, covering the topics of Parachutes, Model Rocketry and Astronomy to 33 cadets total. STEM kits used were Model Rocketry, and Astronomy / Telescopes. Lt Col Butler and Lt Col Hanson were able to award 24 cadets their Model Rocketry Badges at the end of the November WAMA week-end.

As of December 2018, we had 24 cadets attend a NCSA. There were 27 attendees at Desert Eagle Flight Academy. Eight squadrons with a minimum of 6 cadets were registered with the Air Force Association to participate in Cyber Patriot in 2018. Overlake Composite Squadron performed AE activities related to the AFA StellarXplorer program.

At the WAWG Spring Conference 2018, DAE Carl Lindberg presented a session on “How to Plan & Offer a Broad AE Program”.

At the WAWG Fall Conference 2018, Oregon Wing DAE Maj Bradley Naas presented an Aerospace Specialty track training for Technician rating. Maj Carl Lindberg stepped down as WAWG DAE and became Advisor to DAE, and then Capt Sylvie Kacmarcik stepped up as the new WAWG DAE.

External Aerospace Education

The DAE has developed and maintained a dialogue with a number of the national and local aerospace-themed STEM program owners such as:

A. Nationally: the Air Force Association (DAE was also the Executive VP of the AFA's Seattle Chapter), the Academy of Model Aeronautics, The Federal Aviation Administration

(NW Mountain Region), Experimental Aircraft Association (DAE was a member of the local Cascade Warbirds EAA Chapter).

B. Locally: the Museum of Flight and the Institute of Flight (2018 DAE served on the Institute's Teacher Advisory Board). The DAE has also sought out conversations with homeschool parents, the Ninety-Nines, The State of Washington Aviation Department, the University of Washington Department of Aeronautics and Astronautics (especially Dr. Chris Lum, Professor of Unmanned Aerial Systems, Control Theory, Automation, and Flight Operations), and since fall, the new DAE started collaborations with the Center Of Excellence - Unmanned Automated Systems, the Washington Science Teacher Association and the Washington Alliance for Better Schools.

Along with local schools, community groups that were partnered with included: airshows, street fairs, AF JrROTC, Boy Scouts, 4H, Experimental Aircraft Association EAA Young Eagles program, the Future of Flight STEM Night, Homeschoolers, Institute for Teacher Education, Kiwanis, AmVets, Rotary, Yakima Valley College Skills Center, and the VFW. Fourteen of the 27 WAWG Squadrons reported partnering with community schools or other groups in STEM related activities. The STEM related activities reported included the use of either STEM Kits and/or AEX activities. Eight schools reported participation in AEX activities. We provided STEM and Aerospace careers activities in six local schools and youth organizations (Boy Scouts & 4H) and briefed two school boards as to the Aerospace mission and benefits of the ACE and AEM programs.

In spring 2018, the DAE made contacts with two Girl Scout regional areas: the Boy Scouts Grand Columbia Council, the STEM Like Me organization in the Tri-Cities, WA; A Children's STEM Museum in Everett, WA; The Air Museum at McChord AFB. The DAE broadened this dialogue during the remainder of 2018 by contacting other air museums in the area (such as; Historic Flight and Flying Heritage & Combat Armor Museums at Paine Field and the McChord Air Museum at McChord AFB), as well as, the local chapter of the American Institute of Aeronautics and Astronautics.

From January 2018, through email and the Aviation Caucus Breakfasts, the DAE has been communicating with State Senator James Honeyford and David Fleckenstein (Washington State Department of Transportation Aviation Division, Director of Aviation) regarding aviation, electrical power aviation, UAS, and CAP aerospace and STEM educational materials.

In February 2018, the DAE attended Science Discovery Night at the Lake Forest Park Elementary School with some senior members from Northshore Composite Squadron. 1st Lt Eaton ran the flight simulator STEM kit while the other members answered questions and talked about our CAP ACE program for elementary schools. (Photo below)



In March 2018, senior members and cadets from Northshore Composite Squadron joined the Paine Field Composite Squadron to represent CAP to the community surrounding Paine Field at the Family STEAM Night of the Boeing Future of Flight Museum. We featured the CAP 75th Anniversary video, alongside multiple hands-on activities for the youth. Senior members spoke with parents to elaborate on the CAP cadet program and the aerospace education mission, with emphasis on the particular STEAM fields. (Photo above right)

Taking advantage of the Spring Conference 2018 happening in Wenatchee area, DAE Carl Lindberg worked with the Wenatchee School District to explain the program and our STEM kits,

Shoreline School District invited a number of exhibitors from the area to their Science Discovery Night to present to the students, families, and educators. Northshore Composite Squadron partnered with the DAE to represent CAP and our various aerospace and STEM initiatives. Some members ran a flight simulator station for the youth, while parents and educators spoke with other members about curricula and opportunities for our internal and external aerospace programs.

CAP Brewer Award, CAP WAWG- NW Group Commander and Assistant DAE Lt Col Russell Garlow and Washington Wing Director of Aerospace Education, Major Carl Lindberg presented the CAP Brewer Award to the Institute of Flight for its high quality Aerospace Education activities and programs.

In early May 2018, the DAE attended the STEM fest at Shoreline Community College. This activity was sponsored by BECU, Bio Life Solutions, Maker Lab NW, Shoreline Community College, and the Shoreline School District. He personally spoke to seven student/parent combinations, (including the Deputy Chief Pilot of Boeing's 787 program) four parents/grandparents, and six students. (Photos below)



WAWG worked with 4 science classes in the Walla Walla school district Pioneer Middle school in May 2018 to build and launch model rockets generating interest by science teachers possibly becoming AE members.

The two schools within the Northwest Group that have been contacted this year are Concrete Middle School and Raisbeck Aviation High School. Concrete is the site of a squadron extension by the Skagit unit, and Raisbeck is regularly visited by Lt Col Edgerton for this purpose.

In October, DAE Major Lindberg visited the NASA Houston activities. Major Lindberg enjoyed a tour that included the NASA Museum and the original Mission Control facilities (that are now being brought back to their original configuration as part of the historic record and the NASA Museum).



In mid-October 2018, Paine Field and Bellingham Composite Squadron AEOs attended the Washington state Science Teacher Association annual conference in Bellingham, WA. CAP AE, STEM and Cadet Programs were presented to almost 400 science teachers and school administrators. From this conference, a collaboration started on a Washington Alliance for Better Schools - Project Based Learning (WABS-PBL) project on UAS with 3 public schools

teachers in collaboration with the King County International Airport. This project will culminate in early June 2019 with an UAS STEM fair at the King County International Airport where we have been invited to attend and to provide judges.



In Fall 2018, Paine Field Composite Squadron AEO, future DAE, started communicating with the Washington State Center of Excellence for UAS to develop collaborations with local schools and teachers in the K-12+.

Some other unit involvements in the community are:

- Yakima Squadron PCR-WA-044: Visited Yakima Chapter of Aero Association with AE on 9 June 2018 and collaborated with McAllister Museum of Aviation in Jan 2018 for AE, ES, and Cadet Programs.
- Twin W Squadron PCR-WA-005: Wreaths Across America Presentation at Reserve Officers Association in June 2018, Young Eagles recruiting booth at Walla Walla Airport in May 2018 and color guard at SE Washington Fair.
- Spokane Squadron PCR-WA-003 supported the Spokane Lilac festival and Patriot Guard and Felts Field day.
- Tri-Cities Squadron PCR-WA-082: Recruiting Display and participation in Richland Airport's Aviation Celebration Fly-In activity, hosted by Richland Airport on June 23rd, 2018 and the Prosser balloon rally.
- Inter-State Squadron PCR- WA-092: Recruiting Display and participation in Colfax Fly-In activity at Colfax Airport, hosted by Lewiston ID. Chapter 328 of the Experimental Aircraft Association on June 23rd, 2018.
- Northwest Group: To date, the units in the NW Group have served at or organized events such as: The Arlington Fly-In, Concrete Fly-In, Paine Field Aviation Days, Heritage Flight events, Wreaths Across America, Veterans Day color guards, Mill Creek Parade. All units in the NW Group have participated in at least one of these events during 2018.
- Bellingham Squadron PCR-WA-015 participated in Festival of Flags and Airfest.
- Dungeness Squadron PCR-WA-091 provided a color guard for a marathon.
- Overlake Squadron PCR-WA-050 participated in both the Salmon days and Mill Creek parades.
- Seattle Squadron members PCR-WA-018 provided an honor guard for Memorial Day.

- Peninsula Squadron PCR-WA-051 supported the Bremerton fly-in.
- Skagit Squadron PCR-WA-046 supported the Heritage Flight Museum provided a color guard at the county fair opening.
- Paine Field Squadron PCR-WA-049 supported Paine Field Aviation Day and the Mukilteo Lighthouse festival.
- In the Southwest Group, Ft Vancouver Squadron PCR-WA-080 supported Memorial Day celebration,
- Green River Squadron PCR-WA-007 helped out at the Freedom Fair.
- Lewis County Squadron PCR-WA-110 helped out at the Seattle to Portland annual bike run.
- McChord Squadron PCR-WA-039 supported Armed Forces Day,
- Mt St Helens Squadron PCR-WA-070 participated in the volunteer fair,
- Renton Squadron PCR-WA-069 supported Maple Valley Days and
- South Sound Squadron PCR-WA-019 supported the Olympia Air Show and had a booth at Harbor Days.



## APPENDIX I – Data and Statistics

### Chapter III CADET PROGRAMS

#### Cadet Programs Staff

Director of Cadet Programs  
Deputy Director of Cadet Programs  
Assistant Director of Cadet Programs  
Cadet Advisory Council Advisor  
Cadet Advisory Council Chairman  
Pacific Region CAC Primary Representative  
Assistant Programs Development Officer  
Spatz Testing Coordinator  
Continuous Compliance Officer

Lt Col Kathy Maxwell  
Maj Clayton Amann  
SFO Zachary Lam  
Capt Taylor Black  
C/Capt Mathew Kusman  
C/Capt Hannah Kusman  
C/Col Carson Lutterloh  
Col David Maxwell  
Col David Maxwell

#### Data and Statistics

##### CP OTY Awards

2018 WAWG Cadet of the Year: C/Maj Matthew Kusman  
2018 WAWG Cadet NCO of the Year: C/CMSgt Juliette Haggith  
2018 WAWG CPO of the Year: Lt Col Timothy Kelley

##### Other Statistics

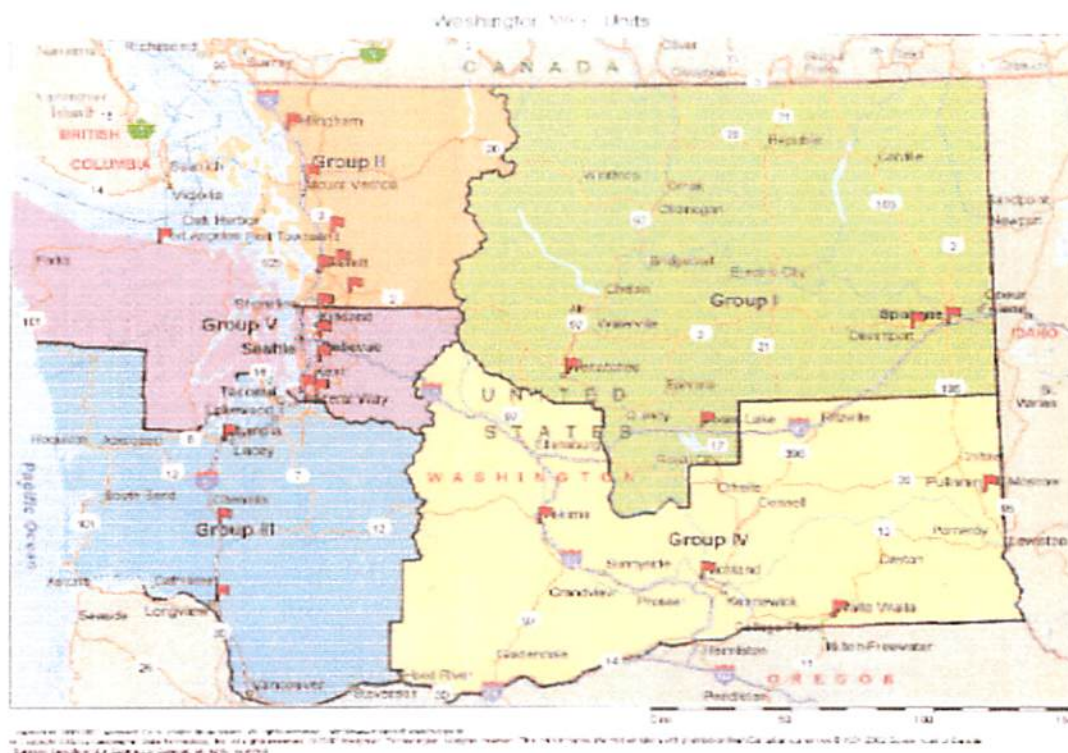
- 27 Flight Academy graduates
- 40 Cadets at AFI
- 111 CFXXIII student graduates
- 49 WAWG student graduates at Winter Raptor III
- 21 WAWG cadre members at Winter Raptor III
- 34 CFXXIII Cadre members
- 31 Gen Billy Mitchell Awards
- 11 Amelia Earhart Awards
- 3 Gen Ira Eaker Awards
- 3 Gen Carl Spatz Awards
- 61 TLC Basic graduates
- 36 TLC Intermediate graduates
- 71 Quality Cadet Unit awards (QCUA)

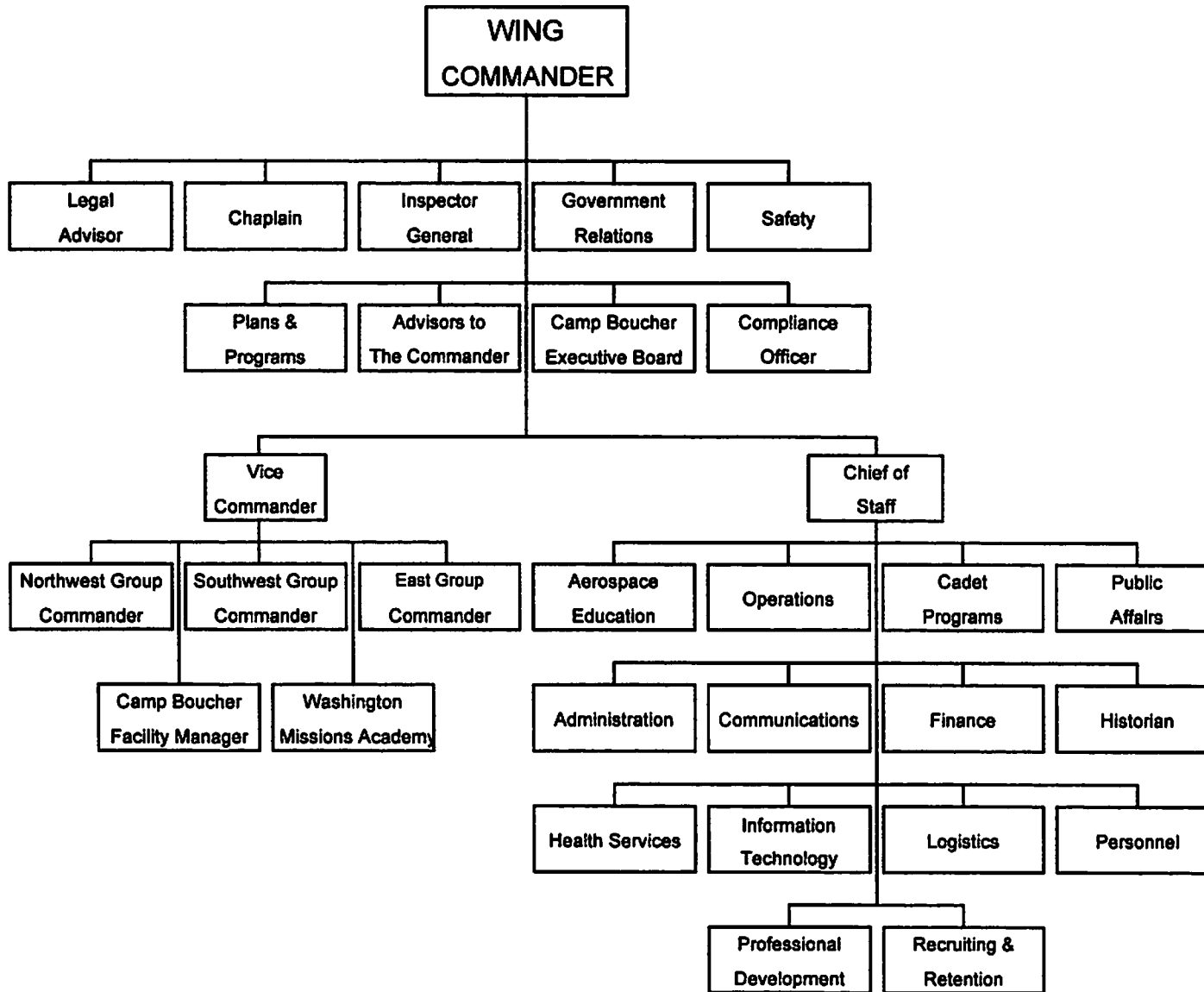
#### Completed Staff Actions Calendar Year January 2018 – December 2018

- WAWG held an Instructor's Course at WAMA which was similar to the previous Cadet Officers Retreat
- WAMA opened up
- Peninsula Composite Squadron won the Cadet Competition and represented WAWG at the region competition
- WAWG held 8 TLC Courses (5 basic and 3 intermediates) which was almost triple the 2nd highest in the region. The next highest was CAWG with 3 TLC courses

## APPENDIX II – Wing Staff – Data and Statistics

### APPENDIX II A – Wing Map





## APPENDIX II C – Unit Command and Staff Listing

On 16 April 2018 the new Wing Commander assigned the following wing staff.

POSITION	GRADE	NAME
<b>a. Command Section</b>		
Vice Commander	Lt Col	Butler, Kenneth W.
Group Commander, Northwest	Lt Col	Garlow, Russell D
Group Commander, Southwest	Maj	Deeds, Kelly M
Group Commander, Southeast	Lt Col	Treat, Jamie
<b>Commander's Special Staff</b>		
Legal Officer	Lt Col	Lustick, Jeffery A
Director of Safety	Lt Col	Pearson, Philip L
Inspector General	Lt Col	Ralph, John L
Compliance Officer	Lt Col	Fish, Randolph C
Chief of Staff	Capt	Jerwa, Jessica J
Assistant Chief of Staff	Lt Col	Heiz, Martin D (Dick)
Advisor to the Commander	Col	Furlong, James P
Advisor to the Commander	Lt Col	Green, Thomas A
Advisor to the Commander	Lt Col	Heiz, Martin D (Dick)
<b>b. Administrative Section</b>		
Director of Administration	Lt Col	Lantz, Raymond N
Asst. Administrative Officer	Lt Col	Long, Donald R
Asst. Administrative Officer	Lt Col	Reid, Desmond J
Reports Control Officer	Lt Col	Long, Donald R
Unit Performance System Manager	Lt Col	Long, Donald R
<b>c. Aerospace Education Section</b>		
Director of Aerospace Education	Maj	Lindberg, Carl A
Asst. Director of Aerospace Education	Lt Col	Garlow, Russell D
Aerospace Education Ofcr – Eastern WA	Lt Col	Dammel, Stanley J
External Aerospace Education Officer	vacant	Internal Aerospace Education Officer
Internal Aerospace Education Officer	vacant	d. Cadet Programs Section

## APPENDIX II C – Unit Command and Staff Listing - continued

POSITION	GRADE	NAME
<b>d. Cadet Programs Section</b>		
Director of Cadet Programs	Lt Col	Maxwell, Kathy M
Deputy Director of Cadet Programs	Maj	Amann, Clayton D
Assistant Director of Cadet Programs	SFO	Lam, Zachary
Cadet Advisory Council Advisor	Capt	Black, Taylor T
CAC Chairman	C/Capt	Kusman, Mathew R
Pacific Region CAC Primary Rep	C/Capt	Kusman, Hannah M
Program Development Officer	Maj	Hughes, Johnathan P
Asst. Programs Development Officer	C/Col	Lutterloh, Carson J
Spatz Testing Coordinator	Col	Maxwell, David E
Cadet Continuous Compliance Officer	Col	Maxwell, David E
<b>e. Chaplain Section</b>		
Wing Chaplain	Lt Col	Franklin, Dave R
Deputy Wing Chaplain	Lt Col	Adam III, William H
Character Development Instructor	Maj	Humphrey, Howard W
<b>f. Communications Section</b>		
Director of Communications	Lt Col	Sinclair, Michael A
Deputy Director of Communications	Capt	MacSpadden, Chris A
Wing Net Control (NCS) & Message Center Station (MCS)	Capt	MacSpadden, Chris A
Alternate NCS and MCS - NW	Lt Col	Lantz, Raymond N
Alternate NCS and MCS - NE	Capt	Strasser, Frank S
Alternate NCS and MCS - SE	Lt Col	Howard, William III
Alternate NCS and MCS - SW	Maj	Johnston, James E
Communications Administrative Officer	Lt Col	Lantz, Raymond N
Communications Licensing Officer	Maj	Talley, Michael L
Wing Communications Engineer	vacant	
Asst. Wing Communications Engineer	Capt	Strasser, Frank S
Asst. Wing Communications Engineer	Capt	Noble, Andrew J
Communications Logistics Officer	Capt	MacSpadden, Chris A
Asst. Communications Logistics Officer	Maj	Johnston, James E
Mobile Communications Team Leader	Capt	Lynn, Steve W

**APPENDIX II C – Unit Command and Staff Listing - continued**

<b>POSITION</b>	<b>GRADE</b>	<b>NAME</b>
<b>g. Financial Management Section</b>		
Finance Officer	Maj	Paul, Benjamin A
Asst. Finance Officer	Lt Col	Chizmadia, Joseph L
Asst. Finance Officer	2d Lt	Langford, Michael D
Asst. Finance Officer – Grant Writer	2d Lt	Gibbs, Dawn MB
<b>h. Government Relations Section</b>		
Government Relations Advisor (Federal)	Col	Tax, Theodore A (Ted)
Asst. Government Relations Advisor	1st Lt	Swick, Shannon R
Government Relations Advisor (State)	Lt Col	Honeyford, James D
<b>i. Health Services Section</b>		
Health Services Officer	Lt Col	Bailey, Roger I
Asst. Health Services Officer	Lt Col	Bonham, Richard E
Asst. Health Services Officer	Lt Col	Fish, Randolph L
<b>j. Historian Section</b>		
Wing Historian	Lt Col	Long, Donald R
Asst. Wing Historian	Lt Col	Lundstrom, Evelyn O
Asst. Wing Historian	Lt Col	Baker, Eleanor P
<b>k. Information Technology Section</b>		
Information Technology Officer	2d Lt	Germain, Ryan M
Asst. Information Technology Officer	Maj	Boonprohm, Mon
Asst. Information Technology Officer	Maj	Dean, Scott W
Asst. Information Technology Officer	Maj	Haug, John E
Cyber Patriot Coordinator	vacant	
Assistant Cyber Patriot Coordinator	C/Col	Lutterloh, Carson J
<b>l. Inspector General Section</b>		
Inspector General	Lt Col	Ralph, John L
Inspector General Administrative Ofcr	Lt Col	Ralph, Karin K
Asst. Inspector General - Compliance	Lt Col	Fish, Randolph C
Asst. Inspector General	Capt	Strasser, Frank S
Asst. Inspector General - SW Group	vacant	
Asst. Inspector General - NW Group	vacant	
Asst. Inspector General - SE Group	Lt Col	Keeney, Edwin A

## APPENDIX II C – Unit Command and Staff Listing - continued

POSITION	GRADE	NAME
<b>m. Legal Section</b>		
Legal Officer	Lt Col	Lustick, Jeffrey A
Deputy Legal Officer	Lt Col	Bruns, Scott A
<b>n. Logistics Section</b>		
Director of Logistics	Lt Col	Long, Donald R
Asst. Director Logistics	Col	Maxwell, David E
Transportation Officer	Maj	Kear, Richard N
<b>o. Operations Section</b>		
Director of Operations	Maj	Black, Ralph
Deputy Director of Operations	1st Lt	Kuznicki, Scott O
Asst. Director of Ops	Lt Col	Courtney, Patrick A
Standardization/Evaluation Officer	Col	Lehman, David G
Asst. Standard/Evaluation Officer	Lt Col	Laird, James A
Operations Training Officer	Lt Col	Gibbs, William E
Operations Training Officer	Maj	Haug, John E
Aircraft Maintenance Officer (AMO)	Lt Col	Nelson, David F
Deputy AMO	Lt Col	Courtney, Patrick A
Asst. AMO (WA-002)	Capt	Mayer, Paul
Asst. AMO (WA-003)	Capt	Payne, Steven H
Asst. AMO (WA-015)	Lt Col	Martin, Joel S
Asst. AMO (WA-018)	SM	Groves, Thomas E
Asst. AMO (WA-019)	Capt	Peters, Phillip E
Asst. AMO (WA-044)	vacant	
Asst. AMO (WA-049)	Maj	Cabrera, Jose N
Asst. AMO (WA-051)	Capt	Erb, Robert N
Asst. AMO (WA-069)	2d Lt	West, David A
Asst. AMO (WA-080)	1st Lt	Gover, Keith R
Critical Incident Stress Officer	Lt Col	Bonham, Richard E
CIS Clinical Director	Lt Col	Bailey, Roger I

**APPENDIX II C – Unit Command and Staff Listing - continued**

<b>POSITION</b>	<b>GRADE</b>	<b>NAME</b>
Counter Drug Officer	Lt Col	Dukes, Michael W
Advisor to the Counter Drug Officer	Col	Schnabler, Ernestus S
Asst. Counter Drug Officer	Maj	Hawken, Janet G
CD Mission Director	Maj	Hawken, Janet G
Homeland Security Officer	Maj	Humphrey, Howard W
FEMA Region X Liaison	Lt Col	Sinclair, Michael A
Emergency Services Officer	Maj	Hack, Harold R
Asst. ES Officer	Lt Col	Reno, John M
Asst. ES Officer	Lt Col	Porterfield, Anthony E
Airborne Photography Training Officer	Capt	Wiley, Carl T
Ground Team Training Officer	Lt Col	Sayler, Teresia B
GIIEP Coordinator	Lt Col	Reno, John M
Alerting Officer	Lt Col	Reno, John
Glider Program Manager	Maj	Whalen, Daniel A
Asst. Glider Program Manager	Capt	Rojas, Edgar F
Asst. Glider Program Manager	Capt	Woodford , Marshall P
Cadet Orientation Ride Coordinator	1st Lt	Clauson , Aran V.
WSDOT Aviation ES Program Mgr Liaison	Lt Col	Peterson, Thomas M
 p. Personnel Section		
Personnel Officer	Lt Col	Lantz, Raymond N
Asst. Personnel Officer	SFO	Lam, Zachary
 q. Plans and Programs Section		
Plans and Programs Officer	1st Lt	Wonser, Victoria A
 r. Professional Development Section		
Director of Professional Development	Lt Col	Keeney, Edwin A
Asst. Professional Development Ofcr	SFO	Lam, Zachary
Testing Officer	Lt Col	Keeney, Edwin A
 s. Public Affairs Section		
Public Affairs Officer	2dt Lt	DeWinter, Joshua P
Asst. Public Affairs Officer	Lt Col	Lustick, Jeffrey A
Asst. Public Affairs Officer	1st Lt	Wonser, Victoria A
Asst. Public Affairs Officer	SFO	Lam, Zachary
Asst. Public Affairs Officer	2nd Lt	Johnson, Deborah A
Asst. PAO – Evergreen Editor	2d Lt	DeWinter , Joshua P
Asst. PAO – Technical Advisor	C/Capt	Bennett, Tyler R



## APPENDIX II C – Unit Command and Staff Listing - continued

POSITION	GRADE	NAME
<b>t. Recruiting &amp; Retention Section</b>		
Recruiting & Retention Officer	1st Lt	Hulse, Stacy R
Asst. Recruiting & Retention Officer	Maj	Moore , Michael W
<b>u. Safety Section</b>		
Director of Safety	Lt Col	Pearson, Philip L
Asst. Director of Safety	Lt Col	Minnich, George C
Cadet Safety Officer	vacant	
Asst. Safety Officer, Air	Maj	VanHorn, Robert P
Asst. Safety Officer, Ground	vacant	
Asst. Safety Officer, Training	Lt Col	Porterfield, Anthony E
<b>v. Groups</b>		
Group Commander, Northwest	Lt Col	Garlow, Russell D
Group Commander, Southwest	Maj	Deeds, Kelly M
Group Commander, Southeast	Lt Col	Treat, Jamie W

## Appendix III – Logistics – Data and Statistics

### Logistics Staff

Director of Logistics

Maintenance Officer

Transportation Officer

Supply Officer

Lt Col Donald Long

Lt Col David Nelson

Maj Richard Kear

vacant

The Logistics staff was able to clarify equipment turn-in procedures with CAP National Headquarters (NHQ), the Joint Base Lewis McChord Property Book Office and the Defense Logistics Agency. Non-disposable items may be recommended for retirement in the CAP Organizational Resource Management Systems (ORMS). If NHQ approves the retirement in ORMS then Pacific Liaison Region generates a turn-in document number, and the unit disposes of the item according to instructions from NHQ in ORMS.

During 2018 WAWG/LG retired 100 items of equipment deemed no longer useable. These disposal actions reduced our equipment inventory by 40 percent. A large portion of these items were computers donated to CAP that could not be upgraded economically.

## Appendix IV – Communications – Data and Statistics

Director of Communications  
Deputy Director of Communications  
Wing Net Control NCS & Message Center NCS  
Communications Licensing Officer

Lt Col Michael A. Sinclair  
Capt Chris MacSpadden  
Capt Chris MacSpadden  
Maj Michael L. Talley

Completed Staff Actions Calendar Year January 2017 – December 2017

The wing Communications property book contains 936 tracked and non-expendable items. There are 477 items at wing headquarters and 456 are being carried by subordinate units.

### Wing Headquarters

<u>ITEM</u>	<u>QUANTITY</u>	<u>PERCENT</u>
Portable Radio-ISR	137	29 %
Battery Charger	57	12
Mobile/Portable Radio-VHF	96	20
Power Supply	43	9
ELT, Practice	20	4
Repeater-VHF	12	3
Base Station-HF	10	
Base Station-VHF	4	

### Subordinate Squadrons

Portable Radio-ISR	185	41 %
Battery Charger	19	4
Mobile/Portable Radio-VHF	115	26
Power Supply	61	13
ELT, Practice	10	2
Base Station-HF	18	4
Base Station-VHF	15	3

**Appendix V – Professional Development – Data and Statistics**  
**Professional Development**

**Director of Professional Development**  
**Assistant Director, PD**

**Lt Col Edwin A. Keeney**  
**SFO Zachary Lam**

**Appointed**  
**26 Jan 2018**  
**30 Dec 2017**

**Professional Development Actions Completed during 2018.**

<b>Level 5 - Gill Robb Wilson Awards</b>	<b>02</b>
<b>Level 4 – Paul E. Garber Awards</b>	<b>04</b>
<b>Level 3 – Grover Loening Awards</b>	<b>11</b>
<b>Level 2 – Benjamin O. Davis Awards</b>	<b>20</b>
<b>Level 1 – Membership Awards</b>	<b>80</b>
<b>Squadron Leadership School Graduates</b>	<b>32</b>
<b>Corporate Learning Course Graduates</b>	<b>09</b>
<b>Unit Commanders Course Graduates</b>	<b>01</b>
<b>Region Staff College Graduates</b>	<b>05</b>
<b>National Staff college Graduates</b>	<b>02</b>

**Washington Wing renamed its Ephrata, Washington facility “Washington All Mission Academy” (WAMA). The facility provides lodging, meals and classrooms for a variety of classes in all fields.**

## Appendix VI – Coordinating Staff Officers – Data and Statistics

### Coordinating Staff Officers

Director of Administration	Lt Col Keith Weber
Director of Personnel	Lt Col Keith Weber
Director of Recruiting and Retention	1st Lt Stacy Hulse
Director of Public Affairs	2d Lt Joshua DeWinter
Director of Information Technology	1st Lt Ryan Germain
Director of Finance	Maj Benjamin A. Paul
Chaplain	Lt Col William Adam
Historian	Lt Col Donald Long
Health Services	Lt Col Roger Bailey

### Completed Staff Actions Calendar Year January 2017 – December 2017

#### Director of Administration & Personnel

The year 2018 was an eventful, busy year for the Administrative Section. Several changes in our staffing occurred mid-year. These included the appointment of Lt. Col. Keith Weber, Director of Administration and Wing Personnel Officer, Lt. Col. Richalie Demaine, Deputy Director, and SFO Zachary Lam, Assistant Administrative and Personnel Officer. These new staff members joined Lt. Col. Donald Long, who continued his duties as the Wing Reports Control Officer and the Manager for the Wing Unit Evaluation Program.

CAPR 20-1, Organization of Civil Air Patrol, states that that the Administrative Section is responsible to implement, manage and direct administrative services activities. This is accomplished through:

Establishment and implementation of administrative policies and procedures;

Correspondence Control

Preparation and authentication of Administrative Authorizations and Military Support Authorizations (MSA)

Preparation and publication of Personnel Authorizations (PA)

Preparation and publication of Participation Letters (PL)

Preparation of local publications such as Supplements, Operating Instructions, Pamphlets and Forms.

The implementation, supervision, and monitoring of compliance with CAPR 10-2, Files Maintenance and Records Disposition.

To meet the duties listed above, the Washington Wing Administrative Section maintains the following wing supplements to CAP Regulations:

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The implementation, supervision, and monitoring of compliance with CAPR 10-2, Files Maintenance and Records Disposition.

To meet the duties listed above, the Washington Wing Administrative Section maintains the following wing supplements to CAP Regulations:

<b>Washington Wing Supplements</b>			
<b>Supplemental Publication</b>	<b>Title</b>	<b>Supplement Date</b>	<b>Status</b>
CAPM 39-1	CAP Uniform Manual	1-Feb-17	Approved by NHQ
CAPR 39-3	Award of Medals & Ribbons	25-May-17	Approved by NHQ
CAPR 66-1	Aircraft Maintenance	7-Aug-17	Approved by NHQ
CAPR 77-1	Vehicle Operation	18-Sep-17	Approved by NHQ
CAPR 173-1	CAP Financial Procedures	21-Feb-18	Approved by NHQ
CAPR 210-1	CAP Historical Program	9-Dec-17	Approved by NHQ

The following Wing Operating Instructions are maintained:

<b>Washington Wing Operating Instructions</b>			
<b>Number</b>	<b>Title</b>	<b>Date</b>	<b>Status</b>
14-01	Awards Presentation	25-May-17	Approved by NHQ OPR
15-07	Washington All Mission Academy - Management & Operation	5-Jan-17	Revision pending approval by NHQ OPR

The following Wing Pamphlets have been published:

<b>Washington Wing Pamphlets</b>		
<b>Number</b>	<b>Title</b>	<b>Date</b>
1	Activity Management Guide	1-Oct-17
2	How to Prepare Decorations	30-Jul-15
3	Guide for Processing Awards, Promotions, and Activity and Service Awards	15-Jun-17
4	Compliance Officers and Inspection Process Guide	1-Feb-16
5	Additional Cadet Awards	12-Dec-16
6	Guide to the After-Action Report (AAR)	25-Sep-17
7	Preparation of Formal Radio Messages	20-Jan-18
8	Course Directors' Guide	28-May-18
9	Wing Cadet Scholarships	28-Feb-18
10	WAWG Strategic Plan	28-Feb-18

Additionally, Washington Wing maintains several other publications that are directive in nature:

<b>Date</b>	<b>Title</b>	<b>OPR</b>
7-Apr-16	Washington Wing Communications Plan	DC
	Reports Control Calendar	DA
	Annual Required Briefing Guide	CC
	Unit Evaluation Program	CC

The following is a summary of various actions processed through WAWG Headquarters in 2018:

Promotion Actions –	7 (*)
Organizational Actions –	8
Commander's Commendations –	38
Exceptional Service Award –	3
SAR "Find" Awards –	9
Bronze Medal of Valor –	1
Miscellaneous –	34

(\*) Does not include Duty Performance promotions processed through eServices. Statistics were not maintained for 2018. A process has been established to track eServices promotions in 2019.

Washington Wing maintains an inventory of numbered forms to assist with the various processes established within the Wing. All forms listed are maintained by the Administrative Section. These forms, with their publication date, OPR, and/or prescribing directive are as follows:

<b>Washington Wing Forms</b>			
<b>WAWG Form Number</b>	<b>Date</b>	<b>Title</b>	<b>WAWG Reference</b>
12	Nov 2017	Change of Command Worksheet	DA
14	Jul 2018	Application for Radio Call Sign	DC Plan
15	Oct 2018	Mission Comm Quarterly Status Report	DC Plan
16	Oct 2018	Mission Comm Team Members Report	DC Plan
31	Jul 2018	Unit Check Request (Squadron & Group)	FM
32	Mar 2018	Deposit Advice	FM
33	Mar 2018	Funds Advance Request	FM
34	Mar 2018	Unit Funds Transfer	FM
35	Mar 2018	Fund Raising Activity Approval	FM
36	Mar 2018	Travel Request & Reimbursement	FM
37	Mar 2018	Direct Deposit Enrollment	FM
38	Mar 2018	Wing Hq Departments Check Request	FM
70	Dec 2018	Vehicle Credit Card Receipt Record	S 77-1
72	Mar 2018	Vehicle Maintenance Log	S 77-1
73	Jul 2018	Vehicle Trip Log	S 77-1
74	Aug 2018	Vehicle Inspection Sheet	S 77-1
77	Oct 2018	Net Participation Report	DC Plan
90A	May 2018	Aircraft Report	S 66-1
90B	Jun 2018	Aircraft Report	S 66-1

#### Other Administrative Section Accomplishments and Plans

In 2018, the section began a gradual conversion to a “paperless” operation in as many areas as were practical. It is recognized that some documents must be maintained as “hard copies” but many other records can now be maintained electronically with a shared database system, accessible from any computer or location. The system being used is secured with encryption and passwords. Access is restricted to the Administrative and Personnel Staff and selected members of the Wing Command Staff.



The Washington Wing Headquarters Administration and Personnel Sections are committed to providing support and assistance to all subordinate units within the Wing. We encourage your questions and we will strive to provide our members with solutions to problems being encountered and any concerns that they have that are within our control. Do not hesitate to contact us with any issues that you may have. We are here to help!

### Recruiting and Retention

This year I reached out to the R/R officers around the state to determine their needs, what was working, what wasn't, etc. and started the process of trying to create a team atmosphere among the department members state wide. This is an ongoing process.

Next year, I am hosting a break out session at the Spring Conference to answer questions and spread the word about the Great Start program and cohort recruiting ideas as this is how National Headquarters would like to see us recruiting new members. The program focuses on the idea that if you create an engaging training program for beginning members to help them truly understand the program and get connected, they will be more apt to stay in the program, thus increasing our retention rate. The idea is that if you fix your retention problems, your recruiting will happen on its own because of word of mouth and small events. The key is to make sure our current members are excited about what they are doing so that they will share that enthusiasm with their friends, family, and co-workers.

I am also in the process of helping McChord Squadron to get the Great Start program fully implemented. Once that is finished, my goal is to start working with other squadrons to get them started on this as well.

### Historian

The Historian department continues to collect and scan wing encampment and Flight Academy annuals and to add the names of "of-the-year" award recipients to the Washington Wing Awards pamphlet.

The Historian department has been screening its historical files to create these collections:

- Organization Actions (unit Activation and deactivation dates)
- Wing Personnel Authorizations
- Squadron and Group Personnel Authorizations
- Wing weekly and monthly newsletters.

Next year we intend to send a list of their past squadron commanders with dates of command and unit meeting places. Another list will give the dates and page numbers of articles from local newspapers about units and members. These two lists will give unit historians basic information on which to build and enhance their unit histories. Unit historians can also review, research, and correct information maintained at wing headquarters.

## Appendix VII – Special Staff Officers – Data and Statistics

### Special Staff Officers

Inspector General

Lt Col John Ralph

Director of Safety

Lt Col Philip Pearson

Government Relations Advisor

Lt Col James Honeyford

Legal Officer

Lt Col Ross Vetta

### Director of Safety

In the spring of 2018 WAWG replaced its longtime Director of Safety, Lt Col George Minnich, with a new Director, Lt Col Philip L. Pearson. However, WAWG was fortunate to retain Lt Col Minnich's experience as he agreed to stay on the staff as an advisor to the Safety Office.

During 2018, WAWG experience 8 mishaps including 5 aviation, 1 vehicle, one minor personal injury, and one possible food allergy reaction. Two aviation mishaps were tail strikes that occurred during landings. Two others occurred when aircraft were being pushed into parking and the aircraft struck the hangar. These two were clearly preventable. WAWG took steps to ensure these mishaps will not occur in the future. The fifth aircraft mishap occurred when a tow rope broke during glider operations. The pilot executed preplanned emergency procedures and the glider landed without incident at a predesignated landing area. A cadet experienced skinned knees when he fell during a run. A stone cracked the windshield on a CAP van. The personal injury was slight and vehicle and aircraft damage was small. WAWG redoubled its efforts to reduce preventable mishaps to zero.

During the fall conference Maj Colleen Hack, one of the wing's most experienced safety officers, presented an excellent class on how to prepare to be a successful mission safety officer. Her considerable experience allowed her to present a class that was appreciated and enjoyed by all in attendance.

### Government Relations Advisor

Members of several units in Washington Wing visited their state representatives at the state capital as a part of Washington Wing Legislative Day, Olympia, WA on 13 April 2018

**ATEST**

This annual report is faithfully executed and submitted by the below signed Civil Air Patrol Historian representing the aforementioned unit. All information is recorded as submitted by the various departments and assigned personnel "as is" and represents statistical data, financial statements, and unit activities for the specified period of assessment and recording. The unit historian is not responsible for the veracity or accuracy of information.

Submitted by



**DONALD R. LONG, Lt Col, CAP**  
**Washington Wing Historian**