



EVERGREEN COMPOSITE SQUADRON
COLORADO WING - CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 1117
Evergreen CO 80437



20 Sep 2010

MEMORANDUM FOR ECS MEMBERS

FROM: RMR-CO-188/CC

SUBJECT: Squadron Activity Approval Process

1. All squadron activities outside of normally scheduled meetings require approval of the Colorado wing commander. These activity approval requests must be made by the squadron commander and cannot be delegated. However, the planning process and approval request document preparation is normally the responsibility of the activities officer.

2. The following steps are a recommended means of accomplishing planning and document preparation for squadron activities. The complexity of a specific activity may require changes to this process. The process may be modified with the concurrence of the commander and activities officer.

- a. Squadron members may submit ideas for activities either verbally or in writing to the activities officer for consideration. The activities officer has responsibility for all planning of squadron activities outside of weekly meetings. All approvals are the responsibility of the squadron and wing Commander.
- b. The activities officer will submit a verbal proposal, including the planned date of the activity, if known, to the squadron commander for activity concept approval. If the activity concept is approved, and once the activity date is known, the squadron commander will set a deadline for submission of the final plan for the activity. This deadline will be set to allow time for plan review prior to submission to the wing commander. This deadline should, normally, be two weeks before the activity.
- c. The activities officer will appoint a project officer and officer in charge (OIC) for the activity. The same senior member *may* hold both positions. The OIC will be a senior member who is participating in the activity and will have overall on-scene responsibility for the safe conduct of the activity. The activities officer will provide timeline milestones for the project. The activities officer is responsible for ensuring that all required planning process steps are completed according to the timeline.
- d. The **ECS Activity Initial Planning Document** may be used for the initial proposal. This form is on the **Useful Links** page of the squadron website. The project officer/OIC should prepare the initial proposal in electronic format for ease of submission and distribution.
- e. The project officer/OIC will work closely with the squadron safety officer to develop a safety plan during activity planning. The project officer and safety officer will use Operational Risk Management (ORM) throughout the planning process to identify potential hazards, assess risks, and implement tactics to minimize risks.
- f. After activity planning is complete, the activities officer will submit all activity documents to the squadron commander for review and submission to the wing commander. This will include the final version of the **ECS Activity Initial Planning Document** (if used), a completed **ECS Activity Approval Request**, and a completed **ECS Parental Consent for**

Activity document. Fillable PDF version of these form are available on the **Useful Links** page of the squadron website.

- g. The squadron commander will submit the **ECS Activity Approval Request** along with any necessary supporting documents to the wing commander for approval.
- h. Following review and approval by the wing commander, the project officer/OIC and activities officer will ensure that all activity participants receive and complete the **ECS Parental Consent for Activity** document, **ECS CAPF 60 Emergency Notification Data** (prefilled), and, if appropriate, the **ECS Activity Early Termination** forms prior to the activity.



FLOYD B. MCCORMICK, Major, CAP
Commander

cc:

ECS Squadron Website
Continuity Book – Cadet Programs
SUI Binder – Cadet Programs
Continuity Book – Safety
SUI Binder – Safety
All ECS Members via email