



HEADQUARTERS
COLORADO WING CIVIL AIR PATROL
United States Air Force Auxiliary
179 E. Hamilton Ave.
Peterson AFB, Colorado 80914

14 March 2010

MEMORANDUM FOR COLORADO WING MEMBERS

FROM: Wing Commander

SUBJECT: Contact with Government Agencies or Legislators

1. It is critical that Civil Air Patrol and Colorado Wing speak with one voice. This is particularly important when conducting official correspondence with Members of Congress, members of State Government, and government agencies at all levels. It is also critical that proper protocol be observed when interacting with the Military.
2. Colorado Wing has two very talented Government Relations Advisors who serve on my staff. Col Gary Tobey, CAP, is the Government Relations Advisor for Federal, and Col Jack Buschmann, CAP, is the Government Relations Advisor for State. If you have a desire to interact with State or Federal Government officials, please consult the appropriate advisor first, and obtain final approval from me before sending official correspondence.
3. For interaction with the Military, the State Director, Mr. Gerald Peaslee, must be involved. His job is to serve as the intermediary to obtain Military support for Civil Air Patrol. For all matters regarding Military support (including Active, Reserve, and Guard), Mr. Peaslee must be consulted. On certain routine matters pertaining to Peterson Air Force Base and Buckley Air Force Base, the Wing Administrator, Ian Carman (Peterson) and the State Division of Civil Air Patrol employee, Mike McDonald (Buckley) may be able to assist. Regardless, all interaction with Military entities must be funneled through Mr. Peaslee.
4. All citizens of our great country are free to communicate with their elected officials and their government as private citizens. All official correspondence, whether written, email, in person, or via telephone, that purports to represent the position of Colorado Wing or Civil Air Patrol must come through me for approval. Each member and his or her commander have a responsibility to act in the best interest of Civil Air Patrol. All communication with government agencies or elected officials, regardless of the subject, needs to be coordinated so that messages and priorities do not conflict. Coordination is not optional – it is required. Failure to coordinate communication as described above may result in severely negative consequences.

EDWARD D. PHELKA, Colonel, CAP
Commander

cc: RMR/CC
Messrs. Peaslee, McDonald, Carman