

BCSM 00-02
23 July 2007



Organizational Master Plan

31 January – 31 December 2005

A SQUADRON PUBLISHED WORK FOR MEMBERS OF THE
BUTLER COMPOSITE SQUADRON 712
CIVIL AIR PATROL
HEADQUARTERS: BUTLER COUNTY AIRPORT, PENNSYLVANIA

General Information

This Master Plan encompasses all aspect of the Civil Air Patrol program within this squadron.

Implementation

Implementation of this Master Plan lies with the Command Staff and members of Squadron 712

Time Duration and Changes

This Master Plan is capped at the one year mark. Changes can be made throughout this time period however, provided the changes are approved by the Command Staff of Squadron 712.

Components

This Master Plan addresses the following components:

- Cadet Programs
- Emergency Services
- Facilities Management
- Community Partnerships
- Public Awareness
- Finance
- Squadron Wish List

Plans of Action

Plans of Actions are not necessary for all goals within this Mater Plan. However, those goals needing a Plan of Action are indicated under the “Plan of Action” column within each table.

Responsibility for Plans of Action fall to those members/positions listed under the “Responsibility” section of each table.

Plans of Action will be inserted between each component section.

Component:	Cadet Programs
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Duration	3 Months	Targeted Completion Date:			31 May 2005
<u>Goal</u>		<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Recruit 5 new cadets		Cadet Members, DCC, Testing Officer			
Progress existing cadet by 1 achievements		Cadet Members, DCC, Testing Officer			
Award 1 Milestone Awards		Cadet Members, DCC, Testing Officer			
Add 1 SRU ROTC Tactical Officer		CC, PAO			
Cadet Commander attends Commander's Call each month		DCC, c/CC			

Duration	6 Months	Targeted Completion Date:			31 August 2005
<u>Goal</u>		<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Send 2 cadets to encampment		Cadet Members, DCC			
Conduct Airman Leadership School		Cadet Members, DCC			
Appropriate rank/insignia for cadets		Logistics Officer, DCC			
Conduct joint CAP unit training		DCS, DCC, CC			
Conduct joint CAP Fun Day		CC, DCC, DCS			

Component: Cadet Programs

Duration	1 Year	Targeted Completion Date: 31 December 2005		
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Establish core group of staff cadets	DCC, Cadet Commander			
Activities once per month	DCC, Activities Officer, Cadet Commander			
Bi-monthly O flights	CC, DCC, DCS			
25 Active cadets	CC, DCC			

Component:

Cadet Programs Plans of Action

Component: Emergency Services

Duration 3 Months	Targeted Completion Date: 31 May 2005			
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
All members General ES Qualified	ES Officer, DCS			
Communications Liaison Established with the USCGAux	CC, DCS, ES Officer			
ROA qualification renewed	DCS, ES Officer			
1 st Aid & CPR Renewal	DCS, ES Officer			

Duration 6 Months	Targeted Completion Date: 31 August 2005			
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
All members GTM-3 Qualified	ES Officer, DCS			
MOU signed with USCGAux	CC	Yes		
Acquire GTM team-level equipment	CC, DCS, ES Officer			

Duration 1 Year	Targeted Completion Date: 31 December 2005			
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Qualified GT with GTL certifications	ES Officer, DCS			
Joint Operations Center Established & Operable	CC, DCS	Yes		
Est. liaisons with local ES organizations	CC, DCS, ES Officer			

Component: Emergency Services Plans of Action

Component: Facilities Management

Duration 3 Months	Targeted Completion Date: 31 May 2005			
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Heating source resolved				
New propane tank				
New blinds				
Fix Supply Room door				
Investigate building permits		Yes		
Inventory Supply Room				

Component: Facilities Management

Duration	6 Months	Targeted Completion Date: 31 August 2005		
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Maintenance Day		Yes		
Investigate Natural gas line tap		Yes		
Paint Building		Yes		
Sand window sills				
Masonry heating platform				
New white board		Yes		
Build radio shelf		Yes		
Erect antenna(s)		Yes		
Building "Clean Sweep"				
Box in fuse box		Yes		
Fix chewed section of building				
Concrete platform for propane tank		Yes		
Fix main door frame				
Fix main door patio				
Paint main door				

Component: Facilitates Management

Duration	1 Year	Targeted Completion Date:			31 December 2005
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>	
Install screens for windows		Yes			
Paint building floor		Yes			
Install baseboard molding					
Install 4 new lighting fixtures		Yes			
Remove Supply Room lockers and drawers		Yes			
Acquire and install 2' deep steel shelving		Yes			
Investigate location and prices for sheds					

Duration	Extended Plans	Targeted Completion Date:			
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>	
Tap into new sewage lines		Yes			
Tap into natural gas source		Yes			
Building expansion/addition		yes			

Component: Facilities Management Plans of Action

Component: Community Partnerships

Duration	3 Months	Targeted Completion Date:			31 May 2005
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>	
Est. military recruiters relationship					
Est. BSA relationship			1/31/05	2/28/05	
Est. USCGA relationship			1/31/05	2/28/05	
Reaffirm partnership with Airport Authority			1/31/05	3/17/05	
Est. relationship with SRU ROTC			3/16/05		

Duration	6 Months	Targeted Completion Date:			31 August 2005
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>	
Est. Red Cross relationship		Yes			
Est. Butler ROTC relationship					
Est. Young Eagles relationship					
Provide Big Butler Fair support		Yes			

Component: Community Partnerships

Duration	1 Year	Targeted Completion Date:			31 December 2005
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>	
Operating relationship with Red Cross					
Participation in Red Cross missions					
Participation in USCGA missions					
Est. relationship with Butler County EMA					

Component: Community Partnerships Plans of Action

Component: Public Awareness

Duration	3 Months	Targeted Completion Date:			31 May 2005
<u>Goal</u>		<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Recruiting rounds in county				3/22/05	3/22/05
CAP DAY			Yes	2/28/05	4/2/05
Est. Butler Eagle advertisement for CAP DAY					
Public Service Announcements every 3 months					
Est. Master Contact Log					

Duration	6 Months	Targeted Completion Date:			31 August 2005
<u>Goal</u>		<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Regular recruiting sources developed and trapped					
Est. booth at Big Butler Fair					
Est. booth at Penn Twp VFC Car Cruise				3/17/05	7/16/05
Participation in Butler Veterans Day Parade				3/17/05	11/11/05
Participation in Sen. Orié's Kid's Day					

Component: Public Awareness

Duration	1 year	Targeted Completion Date:			31 December 2005
<u>Goal</u>		<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Regular attendance at community activities					

Component:

Public Awareness Plans of Action

Component: Financial Management

Duration	3 Months	Targeted Completion Date:			31 May 2005
<u>Goal</u>		<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Fundraiser for encampment		Finance, DCC, Cadets			
Est. Materials Donation Log		Finance, Logistics			
Est. Financial Report every month during Cdr.'s Call		Finance			

Duration	6 Months	Targeted Completion Date:			31 August 2005
<u>Goal</u>		<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Investigate CAP Sponsorship Program		CC, DCS, DCC, Finance			
Investigate grant possibilities		Finance, CC			

Duration	1 Year	Targeted Completion Date:			31 December 2005
<u>Goal</u>		<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Pay all cadet meals during banquet		CC, DCS, DCC, Finance			
Reserve fund at \$500		Finance, CC			
Investigate Capital Fundraising Campaign		Finance, CC, DCS, DCC			

Component: Financial Management

Duration	Extended Plans	Targeted Completion Date:		
<u>Goal</u>	<u>Responsibility</u>	<u>Plan of Action</u>	<u>Date Started</u>	<u>Date Complete</u>
Subsidize National Cadet Special Activities	CC, DCC, Finance			
Establish Squadron Scholarship Fund for students	Finance, CC			