

OREGON WING PAMPHLET 10-4

19 November 2015

Administration

ACTIVITY OPERATIONS PLANNING



In order to maintain appropriate situational awareness of the activities, events, and programs outside of regular unit meetings, the Oregon Wing Commander has instructed Squadron Commanders and Activity Officers to submit an Activity Operations Plan (AOPLAN) to the Oregon Wing Administrative Officer.

The AOPLAN can be completed using a standard template, the Oregon Wing Form 54.

It is recommended that the current version of ORWGF 54 be used, so that consistency can be developed, however previous versions and other templates (e.g., an Incident Command System Incident Action Plan) may be submitted.

Once completed, the AOPLAN should be submitted to the Oregon Wing Administrative Officer at admin@orwg.cap.gov.

The Oregon Wing Administrative Officer will log receipt of it, and then attend to the appropriate disposition of the AOPLAN. Typical options for this include:

- A.** Staff the AOPLAN to additional offices for their awareness, such as Safety, Emergency Services, or Cadet Programs;
- B.** Forward the AOPLAN to the Director of Finance for input, in the case of Unit fundraising activities, and then coordinate Wing Commander approval;
- C.** File the AOPLAN, with an acknowledgement sent to the unit submitting the form and a courtesy copy to other ORWG staff as appropriate.

It is recommended that units submit the AOPLAN at least one week prior to the event in question, with the understanding that more time is beneficial. If approval from the Wing Commander or staff is required (for example, unit fundraising, or High-Adventure-Activities), one week may prove to be insufficient to get feedback, revise the AOPLAN, and then resubmit for approval.

While the Wing Commander has directed that an AOPLAN be submitted for all activities outside of regular meetings, this is meant as a means for generating awareness, and not as a means of exerting undue control on subordinate units. Units are encouraged to be creative and take advantage of unique opportunities to strengthen the organization and pursue our missions of Aerospace Education, Cadet Programs, and Emergency Services. As long as units are rejecting unacceptable risk and using the Core Values to guide them, the ORWG Commander and staff will support them in their endeavors.

Questions, concerns, comments, and recommended changes related to this pamphlet and ORWGF 54 should be emailed to the Oregon Wing Administrative Officer, admin@orwg.cap.gov