



HEADQUARTERS GROUP II
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
701 Wilson Point Road, Hanger 4
Middle River, MD 21222


2 July 2016

MEMORANDUM FOR MARYLAND WING GROUP II MEMBERS

FROM: MD042/CC

SUBJECT: Activity Request Form

1. **SCOPE:** This memorandum and process applies to all members, which includes cadets and senior members, within Maryland Wing's Group II.
2. **PURPOSE:** Activities outside regularly scheduled squadron meetings requires approval from the Group II Commander (or designee). Approval will be requested via the Group II Activity Request Form.
3. **PROCESS:** When requesting approval from Group II Headquarters, all Group II units will submit via e-mail to the Group Commander, an Activity Request Form. If the member requesting approval is not the squadron for flight commander, evidence (i.e. an e-mail chain) documenting commander approval should also be included with the request. Each activity requires a separate Activity Request Form. All requests must be completed in full and include at a minimum, a description of the activity, the location, how many members intend to attend, the name of two attending senior members, the point of contact's information, and the mode of transportation to/from the activity. All units should work to ensure that Activity Requests Forms are completed in full to include ORM for the activity. Activity Request Forms will be submitted to the Group Commander (or designee) AT LEAST ten (10) days prior to the activity date. Precedence will be given for the following activities:
 - Wing Activities
 - Group Activities
 - Squadron Activities
4. Upon approval, the unit's activity will be logged and the Activity Request Form will be returned to the unit with an Activity Number. If an Activity Number is not received, the activity will not occur.


DONALD J. ELLS, Maj, CAP
Commander

Attachments:
Group II Activity Request Form

cc:
MDWG/CC
MDWG/CV
MDWG/CS