



HEADQUARTERS OREGON WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
28735 Grumman Drive  
Eugene OR 97402-9542



20 January 2017

MEMORANDUM FOR RECORD

FROM ORWG/CCC

SUBJECT: Wing Commander Invitations

1. The Wing Commander desires to implement protocol controls within the Oregon Wing. Until a suitable Protocol Officer can be appointed to the Wing Staff, the Command NCO will continue to serve as the Commanders primary source for matters of Protocol.
2. Unit Commanders will ensure that local events and ceremonies comply with *CAPP 3 Protocol* if Wing Commander attendance is requested.
3. Any requests for the Wing Commander to participate in unit-level meetings, ceremonies, or events will be delivered to the Commander via email no less than 1 calendar month before the date of the event. Requests after this deadline may be considered on a case-by-case basis.
4. Requests for Wing Commander visits will include:
  - a. Date and location of event.
  - b. Purpose of event.
  - c. Uniform of the Day.
  - d. Names of additional officials to be present.
  - e. Additional equipment or Wing Staff support requested.
5. Any questions or comments regarding this policy can be referred to the undersigned via email at [pdukes@cap.gov](mailto:pdukes@cap.gov).

//SIGNED//  
Patrick T. Dukes, TSgt, CAP  
COMMAND NCO