



MDWG Supplement 1
CAP REGULATION 60-1
26 February 2021
APPROVED/C.LAFOND/CAP/CP
Cadet Programs
CADET PROGRAM MANAGEMENT

CAP Regulation 60-1, dated 1 November 2019, is supplemented as follows:

4.3.2.2.1. Added. Maryland Wing (MDWG) wing-level cadet events will be coordinated and published via the MDWG event management website.

4.3.2.2.1.1. Effective upon approval of this supplement, all Maryland Wing wing-level activity will be published on the Maryland Wing Event Manager website located at <https://events.md.cap.gov>.

4.3.2.2.1.1.1. All wing-level events will be promulgated using the approved event management system.

4.3.2.2.1.1.2. Unit or group level events will not be directly managed on the wing calendar.

4.3.2.2.1.1.3. No direct entries to the MDWG Google calendar will be made, as it is updated automatically by the system above.

4.3.2.2.1.1.4. Draft (non-published) events should be utilized to the maximum extent possible to facilitate planning and coordination.

4.3.2.2.1.1.5. All events must adhere to the following conditions:

4.3.2.2.1.1.5.1. Wing events should not impinge on blocks set aside for Squadron or Family priority,

4.3.2.2.1.1.5.2. Wing events should be deconflicted across directorates, participant groups, and time to the maximum extent possible,

4.3.2.2.1.1.5.3. Only events approved by the Maryland Wing Plans and Programs Directorate (MDWG/A5) will be published to the MDWG calendar.

4.3.2.2.1.1.6. Event owners (designated Point of Contact) shall:

4.3.2.2.1.1.6.1. Update/modify event calendar items under their respective responsibility.

4.3.2.2.1.1.6.2. Delegate authority for maintenance of event calendar items appropriately.

4.3.2.2.1.1.6.3. Maximize use of event management features like sign-ups, attendance, and debriefs.

4.3.2.2.1.1.6.4. To the maximum extent possible, all event details should be updated in the event management system no later than two (2) weeks prior to the first event activity, which may be:

4.3.2.2.1.1.6.4.1. Sign-up deadlines,

4.3.2.2.1.1.6.4.2. Fee remission deadlines,

4.3.2.2.1.1.6.4.3. Form submission deadlines,

4.3.2.2.1.1.6.4.4. Staff preparatory activities, or

4.3.2.2.1.1.6.4.5. Event execution.

4.3.2.2.1.1.7. Recurring actions:

4.3.2.2.1.1.7.1. Annually, no later than 30 June, MDWG Staff shall populate DRAFT events in the calendar for the coming fiscal year.

4.3.2.2.1.1.7.2. Annually, no later than 31 July, the MDWG/A5 shall deconflict DRAFT event submissions and finalize the event framework for the coming fiscal year.

4.3.2.2.1.1.7.3. Monthly, no later than the first week of the month, the MDWG/A5 shall finalize event publications for the following month.

4.3.2.2.1.1.7.4. Monthly, the MDWG/A5 shall review the events for the upcoming quarter and deconflict as required.

4.3.2.2.1.2. Information and training regarding operation and management of sites and events shall be provided.

4.3.2.2.1.2.1. The system user guide is located at: <https://github.com/cap-md089/evmplus-guides/wiki>.

4.3.2.2.1.2.2. Training shall be conducted periodically.

4.3.2.2.1.2.3. Training presentations should be made available for unscheduled viewing.

4.3.2.2.1.3. Event manager functionality for units shall be made available to MDWG subordinate units upon request of the unit commander or designated representative. The use of this event management system at the unit level by MDWG units is encouraged and will be managed by the unit.

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**ATTACHMENT 1
COMPLIANCE ELEMENTS**

This supplement does not contain any compliance elements.