



**HEADQUARTERS
CIVIL AIR PATROL NEW JERSEY WING
UNITED STATES AIR FORCE AUXILIARY
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11 March 2004

To: New Jersey Wing Commanders and Staff

Subject: New Jersey Wing Policy -- Level I Training

The following outlines policies concerning the scheduling and conduct of Level 1 training in the New Jersey Wing. Group Commanders are encouraged and authorized to supplement the standard Level 1 curriculum with additional basic military subjects i.e. leadership, drill and ceremonies, formations, command and staff responsibilities, basic military organizations, etc.

1. There will be no UNAPPROVED Level I's in NJ Wing. All training will be approved by the Director of Professional Development (DPD), and scheduled at least one month in advance to allow the class to be announced so that other senior members in the Wing may attend. If possible Group Commanders should communicate the planned dates and locations to the DPD at the beginning of the training year so that the Wing calendar can be posted and scheduling conflicts resolved.
2. Four Level I's are scheduled for the year and the Group Commanders are to submit at least one additional date to the DPD so that NJ has at least eight scheduled for the year. For the purposes of broadening the instructor base Groups may work together on a Level 1 class, however the overall number of classes should not be reduced below eight.
3. Group Commanders are responsible to designate the Level 1 Director.
4. A student MUST have completed the Cadet Protection Program Training (CPPT) and have the National and a photo ID to present to the Director of the Level I at sign in. The Director is to receive the CAPF 17 (dated 3/2003, earlier versions are obsolete), COMPLETELY filled out, signed by the student and the Squadron Commander prior to the class.. A copy should be kept by the student and brought to the class in case the Director does not receive the mailed or Faxed copy.
5. The Director is to invite the Wing DPD to attend the Level I training.
6. At the completion of the training, the student is to be presented with a SIGNED copy of the CAPF 11 and a diploma.
7. Within ten days following the Level I, the Director shall submit a signed copy of CAPF 11 to National Headquarters, and a copy to the Wing DPD with the CAPF 17's, and evaluations.
8. Class is to begin at 0900 and the students should be encouraged to be there at least 15 minutes earlier to sign in, etc. so the class may start on time.

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NJ Wing Commander

cc:

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