



CADET PROGRAMS MANAGEMENT

CAPR 52-16, dated 1 February 2011, Including Change 1, 2 June 2011 , is supplemented as follows:

**7-2. c. (4). Added.** CAC Officers, whether appointed by the echelon commander or elected by the council, should be made up of cadets from different units. This ensures fair representation of units at each echelon level.

**8-2. a.** Cadets shall print the online CAPF 31 and get the appropriate signatures on the form. The Application packet shall consist of CAPF 31, *Application for CAP Encampment or Special Activity* and NJWF 52-CAPE, *Cadet Annual Performance Evaluation* (available for download on DragonNET). Completed packets shall be sent to NJ Wing Headquarters via US Postal Service to:

Civil Air Patrol - NJ Wing HQ/CP  
Attn: NCSA  
PO Box 16099  
McGuire AFB, NJ 08641-6099

**8-2. b.** New Jersey Wing will hold a “Special Activities Selection Board” no later than 30 January following the fall announcement of yearly activities.

**8-9. Added. Northeast Region Glider School (formally NJWG Eagle Flight).** The Northeast Region Glider School is a 9-day program and 2-day ground school to enable cadets to receive glider flight training and work toward receiving their private pilot licenses for gliders. Cadets are encouraged to apply multiple years.

**a. Application Procedures.** Region Headquarters announces this school through National Headquarters NCSA process. The prerequisites and application procedures are posted each fall, online at [ncsas.com](http://ncsas.com). Cadets must receive the endorsement of their wing commander before attending is activity. Cadets shall print the online CAPF 31 and get the appropriate signatures on the form. The Application packet shall consist of CAPF 31, *Application for CAP Encampment or Special Activity* and NJWF 52-CAPE, *Cadet Annual Performance Evaluation*(available for download on DragonNET). Completed packets shall be sent to NJ Wing Headquarters via US Postal Service to:

Civil Air Patrol - NJ Wing HQ/CP  
Attn: NER Glider School  
PO Box 16099  
McGuire AFB, NJ 08641-6099

**b. Eligibility.** To participate, cadets must have completed an encampment, be 14 years old, and hold the grade of C/TSgt or above by the time of the Ground School Weekend.

**c. Selection Board.** New Jersey Wing will hold a “Special Activities Selection Board” no later than 30 January, following the fall announcement of yearly activities.

**8-10. Added. New Jersey Wing Falcon Flight School.** Falcon Flight is a weeklong program to enable cadets to receive powered flight training and work toward receiving their solo flight for their private pilot license.

**a. Application Procedures.** New Jersey Wing Headquarters announces activities and their pre-requisites and application procedures each fall, online at [njwg.cap.gov](http://njwg.cap.gov). The Application packet shall consist of CAPF 31, *Application for CAP Encampment or Special Activity*, NJWF 52-CAPE, *Cadet Annual Performance Evaluation* (available for download on DragonNET), and *Falcon Flight Questionnaire*. Completed packets shall be sent to NJ Wing Headquarters via US Postal Service to:

Civil Air Patrol - NJ Wing HQ/CP  
Attn: Falcon Flight School  
PO Box 16099  
McGuire AFB, NJ 08641-6099

- b. **Eligibility.** To participate, cadets must have at least the Billy Mitchell Award (grade of C/2<sup>nd</sup> LT or above), be 16 years of age or older, and able to get an FAA Medical Certification before first Ground School Weekend.
- c. **Selection Board.** New Jersey Wing will hold a "Special Activities Selection Board" no later than 30 January following the fall announcement of yearly activities.
- d. **Graduation & Awards.** Cadets must complete 80% of the Falcon Flight School to be eligible to graduate. The activity director determines if a cadet successfully completes an activity and receives credit for the school.
- e. **Activity Directors.** The Wing Commander appoints Falcon Flight School directors on the recommendation of Director of Operations and Director of Cadet Programs. Activity Directors must comply with the guidelines set forth by Wing Headquarters.
  - (1) Selection of the Next Falcon Flight School Director will be held no later than 2 months before the start the current year Falcon Flight Ground School.
  - (2) The Falcon Flight Director Selectee will act as an observer during both the Ground and Flight Schools. The Selectee may also have a staff position at the Falcon Flight School if selected under the current Director's staff selection process.
  - (3) Falcon Flight Director Selectee will be announced at the Graduation of the Falcon Flight School.
- f. **Vehicles.** Cadets who drive privately-owned vehicles (POVs) to a Wing Activity will not operate the POV during the activity and will turn in all car keys to the designated senior member upon arrival.
- g. **Early Dismissal.** If due to medical or disciplinary reasons a cadet must be sent home early from a Wing Activity, it shall be the obligation of the parent(s) or legal guardian(s) to pay for transportation and/or related costs. Parents acknowledge this obligation by signing their cadet's CAPF 31, *Application for CAP Encampment or Special Activity*. To avoid any disputes, unit commanders should reiterate this requirement to parents upon receiving CAPF 31 applications.

**8-11. Added. Other Out of State Activities.** Various States will hold activities for cadets that can be attended with the authorization of the Wing Commander.

- a. **Application Procedures.** Activity Applications shall be completed in accordance with application process of the activity that the cadet is applying for. In addition, the application must have the application deadline listed on the form and an email address to which the application will be sent back once Wing Headquarters approves it. **DO NOT** send any funds for the activity with your application. It will be the member's responsibility to send the completed applications, once sign by the Wing Commander, to the Activity Director. Completed packets shall be sent to NJ Wing Headquarters via US Postal Service to:

Civil Air Patrol - NJ Wing HQ/CP  
 Attn: Out of State Activities  
 PO Box 16099  
 McGuire AFB, NJ 08641-6099

- b. **Selection Board.** Selection boards will not be held for out of state activities due to their wide range of timing. The Director of Cadet Programs will review the application package for the pre-requisites and application procedure compliance. Any issues with the application package will be communicated to the applicant.

**9-2. b.** The wing commander will select and announce the encampment commander using the following:

- (1) Selection of the Next Encampment Commander will be held no later than 2 months before the Summer Encampment.
- (2) The Encampment Commander Selectee will act as an observer during the Summer Encampment. The Selectee may also have a staff position at the Summer Encampment if selected under the current Encampment Commanders staff selection process.
- (3) Encampment Commander Selectee will be announced at the Graduation of the Summer Encampment.

**9-3. e. Added. Application Procedures.** Encampment Applications shall be completed in accordance with application process that can be found online at: [encampment.njwg.cap.gov](http://encampment.njwg.cap.gov). Completed packets shall be sent to NJ Wing Headquarters via US Postal Service to:

Civil Air Patrol - NJ Wing HQ/CP  
Attn: Encampment  
PO Box 16099  
McGuire AFB, NJ 08641-6099

- (1) Staff applications. Staff application packets shall be submitted to Wing Headquarters by the deadline set for the “Special Activities Selection Board”.
- (2) Student applications. Cadets planning to attend the basic encampment will follow the application process in accordance with the Encampment website once the Encampment announcement has been sent out to Wing.

**9-3. f. Added. Selection Board.** New Jersey Wing will hold a “Special Activities Selection Board” no later than 30 January following the fall announcement of yearly activities