



# Monthly Planner



## January 2009

### Week 1:

5 January 2009

Uniform: AF Blues / CAP Distinctive

Session 1: Aerospace Education

Session 2: Aerospace Education Lab

### Week 3:

19 January 2009

Uniform: AF Blues / CAP Distinctive

Session 1: Moral Leadership

Session 2: Safety

### Week 2:

12 January 2009

Uniform: BDUs / CAP Distinctive

Session 1: Emergency Services

Session 2: First Aid

### Week 4:

26 January 2009

Uniform: PT

Session 1: PT

Session 2: PT Testing

NOTE: This schedule may change. Consult the weekly agenda and check the Squadron Web Site <http://ocean.njwg.cap.gov> for updates.

The following reports are due this month:

Mon	Due	Item	From	To	Reference	Form	Comments	
J A N U A R Y	1	Annual Unit Safety Survey	Squadron	Wing	R 82-1	NJWG Form	Sent via e-mail to Wing SE	
		Begin a new Property Document Register	All	n/a	R 67-1	38		
		Cadet of the Year Nominations - Phase 1,2,3,4	Squadron	Wing	R-39-3			COY Guide
		Chaplain Statistical Report	Chaplains	Wing Chaplain	R 265-1	34		
		NCASE Crown Circle nominations	All	HQ CAP	R 280-2	In P 15		
		Safety Officer of the Year nominations	Squadron	Wing	R 82-1	120		
		Safety Report	Squadron	Wing	R 82-1	Via WMU		
	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	In brochure	Only if participating	
		AEO Periodic Update Report	Squadron	Wing	P 15	Informal		
		Flight Release Logs	FROs	Wing:LO	R 80-1	99		
		Vehicle usage	Squadron	Wing	R 77-1	73 via web		
	10	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update	
	15	Brewer Awards nominations	Squadron	Wing	P 15	25		
		Cadet of the Year nominations	Squadron	Wing	R 39-3	58		
		Communicator of the Year nominations	Squadron	Wing	R 100-1 V1	Narrative		
		Moral Leadership Officer of the Year nominations	Squadron	Wing	R 265-1	Narrative		
		Public Affairs Quarterly Report	Squadron	Wing	R 190-1	NJWF 2	Sent via e-mail to wing PAO	
		Senior Member of the Year nominations	Squadron	Wing	R 39-3	Narrative		
	31	Squadron Chaplain of the Year nominations	Squadron	Wing	R 265-1	Narrative		
		CAP Academic Scholarships applications	All	HQ CAP	R 52-16	95		
IACE Applications		All	HQ CAP	R 52-16	31	Requires coupon in CAP News		

Department Heads are responsible for submitting these reports and providing a copy for the Squadron files.

*Nancy Mercadante*

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Commander



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