

Washington Wing Pamphlet 8

May 28, 2018



**SLS, CLC, and UCC
Course Directors**

Contents

SUMMARY OF CHANGES.....1

Acknowledgement1

Purpose1

Minimum Number of Students1

Process:.....1

 Summary of WAWG Expectations.....1

 Steps to Planning a PD Course.....1

 Basic Planning Schedule.....2

 Student Registration and Payment of Student Fees.....2

 Course Materials2

 Course Announcement.....3

 Student Meals and Housing3

 Required Safety Briefings.....3

 At the conclusion of the course3

Attachment 1 -- Course Director’s Task Checklist4

Attachment 2 -- Summary of WAWG Expectations.....5

SUMMARY OF CHANGES.

This pamphlet has been updated to bring it into line with changes to various wing procedures. The major change to implement the use of the Wing's Activity Request Submission found on the wing web site main page. Some other editorial changes have been made. **Note:** Shaded areas identify new or revised material.

Acknowledgment: This pamphlet is based in large part on the works of the late Lt Colonel John Bittinger and his Director's Game Plan and his guide for Directors of a Squadron Leadership School (SLS) or Corporate Learning Course (CLC).

Purpose: This document provides the framework the hosting of an SLS, CLC, or UCC within Washington Wing. Any Director of these courses is encouraged to follow the directions in this pamphlet.

Minimum Number of Students: To ensure the best possible training experience for the students, Washington Wing has established a course **minimum number of students as eight (8)** students to conduct a course. This minimum number of students must register no later than two weeks before the date of the course. **The maximum number of students is twenty-four (24).**

Process: The process for establishment and conduct of an SLS, CLC, or UCC is explained below. Attachment 1 to this pamphlet contains a Course Director's Checklist, and Attachment 2 is a Summary of WAWG Expectations to assist the Course Director in the planning and execution of the course.

Summary of WAWG Expectations: The Course Director will be responsible for:

- All required planning and scheduling
- Staff recruiting and course/seminar staff assignments
- Selecting instructor staff from multiple squadron and wing staff resources, with preference given to those officers who may require this experience to satisfy Level IV or Level V requirements.
- Reservation and coordination of the training facility
- All refreshments for class break periods
- Returning any "extra" reimbursed supplies, course certificates, and other materials to WAWG/PD.

Steps to Planning a PD Course

At least eight weeks prior:

- Review [Course Director Resources](#) on the WAWG PD Page
- Select the course to be taught
- Pick a date
- Find a location for the course
- Submit a filled out CAPF 46, *Professional Development Course Materials Order Form* to WAWG/PD (pd@wawg.cap.gov)
- If there is a course fee, submit a balanced budget to WAWG/PD
- Have the Course Director, or the Safety Officer fill out a [Risk Management Sheet](#)
- Create a google form and corresponding response sheet to be shared with WAWG/PD
- Complete the [Activity Request Submission Form](#)

At least seven weeks prior:

- Announce course and open registration
- Recruit and assign instructors

Within one week of the course:

- Review critiques
- Submit CAPF11 to WAWG/PD

Within 30 days of the course:

- Submit any reimbursement requests to Wing Finance
- Submit an After Action Report (AAR) to WAWG/PD

Student Registration and Payment of Student Fees

- (1) **Student Registration:** All students wishing to attend a course will register as specified in the course announcement. Submission of CAP Form 17 is required and forwarded to the Course Director.
- (2) **Payment of Student Fees:** Students must submit class fee determined by the Course Director.
- (3) **Refund Policy:** If paid by personal check, course fee may be refunded in full until the registration cutoff date. Refunds after the cutoff date will be considered on a case-by-case basis.

Course Financial Planning

- (1) No later than eight weeks before course start, the Course Director will develop a preliminary budget based on an enrollment of 15 students.
- (2) **Any funds expended before receipt of Finance Committee budget approval will be at the Director's risk and may be subject to denial of reimbursement by the Finance Committee.** However, budgeted materials and supplies may be adjusted by the Course Director after the registration cutoff date in the case where prepaid registrations exceed the budget base of 15 students. Any such adjusted increases may be accommodated at the discretion of the Course Director without pre-approval and included in the after-course reimbursement request(s).

Course Materials

- (1) The Course Director may check with WAWG/PD (pd@wawg.cap.gov) to establish if class materials are available from Wing or if local reproduction services will be needed.
- (2) The Course Director may elect to require the students to download necessary material from the websites listed below and bring that material with them to the course.
 - [SLS material](#)
 - [CLC material](#)
 - [UCC material](#)
- (3) The Course Director will assemble the class materials, student handouts, and classroom supplies during the period between the registration cutoff date and the start of the course (earlier if approved by the WAWG/PD and Finance Committee). **NOTE:** This step will not be required if the Course Director elects to require the

students bring the necessary materials to the course.

- (4) All students are required to keep a completed copy of CAPF 161, *Emergency Information*, on the member's person when participating in a CAP activity.

Course Announcement

No later than **seven** weeks before course date, the Course Director will prepare a course announcement to be sent to the wing through the Wing Announce Email System.

Student Meals and Housing

Housing arrangements will be the responsibility of the individual students. Meals may be provided at the discretion of the host for the course, but any cost for these meals must be included in course budget or may be left to the responsibility of the individual students. The Course Director will provide information to aid students in completing required arrangements, but will not be responsible for making such arrangements.

Required Safety Briefings.

- (1) At the start of each day of the course, a safety briefing will be conducted to ensure that the students know the basic safety material, i.e., where are the exits, where is the assembly area, etc.
- (2) Any new participants that arrive throughout an activity are to receive the same mandatory safety briefing before participating.

At the conclusion of the course

- (1) The Course Director will prepare a CAP Form 11 (electronic, e-signed version) and a list of instructors and school staff and forward both items to WAWG/PD (pd@wawg.cap.gov) for the Wing Commander's signature **no later than seven days after the course completion date.**
- (2) The Course Director will also complete any necessary reimbursement requests using the procedure established by the Wing Finance Officer **within 30 days of course completion,** and forward them to Wing Administrator (wa@wawg.cap.gov). Original receipts for all listed expenses **MUST** be included with the reimbursement requests. **Any reimbursement submitted later than 30 days after the course will NOT be paid.**
- (3) Copies of the final budget, student evaluations, as well as any Director/instructor comments, shall be included with the AAR and submitted to WAWG/PD **no later than 30 days after the course.**

Attachment 1 -- Course Director's Task Checklist

- Review this pamphlet, course Director's Guide, Attachment 1 (this checklist) and Attachment 2 "WAWG Expectations."
- Review the [Course Director Resources](#) page on the WAWG website
- Complete CAP Form 46 and submit to Wing Professional Development (PD) (pd@wawg.cap.gov) for review and approval by the Wing Commander.

Send the form to CAP/DPR.

- Complete a [Risk Management Sheet](#)
- Create a Google form and corresponding response sheet to be shared with WAWG/PD
- Complete the [Activity Request Submission Form](#)
- Download the course materials (lesson plans and PowerPoint slides) for your course from the applicable NHQ web site
 - [SLS material](#)
 - [CLC material](#)
 - [UCC material](#)
- Develop class schedule (Day 1, Day 2, etc.)
- Develop a list of materials and resources required
- Develop a preliminary budget and the estimated per-student course fee
- Submit a budget to Wing HQ/PD (pd@wawg.cap.gov) for review and approval by Wing Finance Committee
- Compose a course announcement and submit to Wing PD (pd@wawg.cap.gov) for review
- Recruit and brief staff assistants and instructors
- Acquire/assemble/coordinate all required supplies, materials, and equipment
- Contact WAWG/PD for course certificates
- Present the course
- Prepare and submit CAPF 11, any reimbursement requests, and After Action Report

Attachment 2 -- Summary of WAWG Expectations

The Course Director will be responsible for:

- All required planning and scheduling
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