



Form 21 (Training Request) Checklist

GENERAL INFO:

- Determine type of training, location, IC, etc., NLT 60 days prior to activity date.
- De-conflict proposed dates with Group assigned CD dates, known Wing-level activities, adjacent Group activities to ensure multiple activities are not competing for the same resources.
- Identify IC who should be qualified and current at the time of the F21 submission to Wing Training. **If IC is a trainee, identify Mentor IC in Description box.**
- The request should be made for one primary weekend and the mission end date should not be more than 2 weekends beyond the primary weekend. Deviations must be approved by the CAWG DO or DOT prior to submitting the F21.**
- Submit CAWG F21 to Group CC (or designee), Ops Officer and IC for their approval **prior** to submission to CAWG Training Mission Approval Officer.

COMPLETING AND SUBMITTING THE CAWG F21:

- Verify that the current version of the F21 is being submitted (**1-February-2021**).
- If the IC is a trainee, identify Mentor IC in the Description box.**
- Identify your training objectives in the F21 **Description** box. Be specific about what your training objectives are and articulate what you're trying to accomplish, how you want to accomplish it and if possible, name and quantify the ES ratings you'll be providing training to.
- Every box should have an entry, even if N/A.
- PROOFREAD** every entry before submitting up the chain for approval. The final document submitted should be error free with special emphasis on:
 - Spelling, grammar, and sentence composition (where applicable).
 - You must articulate what your training objectives are... be specific (what ES ratings, how many, etc.).
- The amount you request must reflect a thorough analysis of what the estimated cost will be to achieve your training objectives during the operational periods of the primary weekend and NOT include 'clean-up' sorties outside of those primary operational periods.**
- Wet signatures are not required for approving authorities.
- Once reviewed and approved by the above, submit the CAWGF 21 (**in Word format only**) to bill.boyd@cawg.cap.gov NLT 30 days prior to first date of activity.