

## Recommended Reading List

This list contains valuable reading material for the new squadron commander. Some are instructive, others situational, and still others give biographical insight into what it takes to be an effective commander. Many publications on this list were used in the formulation of the course. All can be obtained in either your local bookstore, library, CAP, or Air Force channels.

Reading selections from this list will hone further the concepts you explored in the Unit Commanders' Course. Happy reading!

1. Commanding an Air Force Squadron, Timothy T. Timmons, Colonel, USAF, AU Press, August 1995
2. George S. Brown, USAF, Edgar F. Puryear, Presidio Press, 1983
3. Leadership: 2000 and Beyond, Civil Air Patrol, 1994
4. My American Journey, Colin L. Powell, Random House, 1996
5. CAPP 50-2, CAP Core Values, July 2000
6. CAPM 20-1, Civil Air Patrol Organization, June 1993
7. CAPP 50-1, Commander's Guide, 1994
8. CAPR 50-17, Senior Member Training Program, July 1998
9. CAPR 52-10 Cadet Protection Policy, January 1999
10. CAPM 52-16, Cadet Program Management, December 1998
11. Speaking Effectively, John A. Kline, AU Press, December 1989
12. Listening Effectively, John A. Kline, AU Press, April 1996
13. ECI-13, CAP Senior Officer Course, November 1996
14. AU-24, Concepts for Air Force Leadership, AU Press, 1996
15. Air Force Core Values, 1 January 1997
16. Taking Charge, Perry M. Smith, Avery Publishing Group, 1988
17. CAPP 50-6, Cadet Protection Policy for Parents and Leaders, 1 March 1997
18. FM 22-103 Leadership and Command at Senior Levels, US Army, 1987
19. The Pentagon Wars, James Burton, Naval Institute Press, 1994
20. CAPP 4, How to Organize a CAP Unit, July 1997
21. CAP Pamphlet 50-3 CPPT Instructor's Guide, 1 Mar 1997

22. CAP Adverse Membership Actions Handbook, 15 Jan 1998
  23. Lincoln on Leadership
  24. CAPM 39-2, CAP Membership, 1 May 1996
  25. CAPR 50-15 CAP Operational Missions, 1 Feb 1996
  26. CAPR 55-1, CAP Emergency Services/Mission Procedures, 1 Jan 1992
  27. CAPR 60-1, CAP Flight Management, 15 Dec 1996
  28. CAPR 62-1, CAP Safety Responsibilities and Procedures, 1 Mar 1991
  29. CAPM 67-1, CAP Supply Manual, 1 Mar 1989
  30. CAPR 123-2, Complaints, 1 Sep 93
  31. CAPR 173-1, Financial Procedures and Accounting Report for Units Below Wing Level, 15 Jan 1992
  32. CAPR 173-4, Fundraising/Donations, 1 Jan 1996
  33. CAPR 900-5, The CAP Insurance/Benefits Program, 1 Nov 1996
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## Bibliography

1. CAPP 4, How to Organize a CAP Unit, July 1997
2. CAPR 5-4, Publications and Blank Forms Management, 1 Jan 1996
3. CAPR 10-2, Files Maintenance and Records Disposition, 1 Jul 1992
4. CAPM 20-1, Civil Air Patrol Organization, June 1993
5. CAPR 35-1, Assignment and Duty Status, 1 Dec 1994
6. CAPR 39-1, Nondiscrimination in Federally Assisted Programs, 1 Feb 1989
7. CAPM 39-2, CAP Membership, 1 May 1996
8. CAPP 50-1, Commander's Guide, Feb 1994
9. CAPP 50-2, CAP Core Values, Jul 2000
10. CAPP 50-3, Cadet Protection Policy Training Instructor's Guide, 15 Feb 1997
11. CAPR 50-4, Test Administration and Security, 1 Nov 93
12. CAPP 50-6, Cadet Protection Policy for Parents and Leaders, 1 Mar 1997
13. CAPR 50-15, CAP Operational Missions, 1 Feb 1996
14. CAPM 52-16, Cadet Program Management, Dec 1998
15. CAPM 50-17, Senior Member Training Program, 15 July 1998
16. CAPR 55-1, CAP Emergency Services/Mission Procedures, 1 Jan 1992
17. CAPR 60-1, CAP Flight Management, Dec 1996
18. CAPR 60-2, Safety and Regulatory Compliance/No-notice Inspections, 15 Feb 1997
19. CAPR 62-1, CAP Safety Responsibilities and Procedures, 1 Mar 1991
20. CAPR 62-2, Mishap Reporting and Investigation, 6 Sep 1995
21. CAPM 67-1, CAP Supply Manual, 1 Mar 1989
22. CAPR 77-1, Operation and Maintenance of CAP Owned Vehicles, 1 Sep 1993
23. CAPP 110-1, Federal Statutes Affecting Civil Air Patrol, 1 Dec 1996
24. CAPR 123-2, Complaints, 1 Sep 1993
25. CAPM 173-1, Financial Procedures and Accounting Report for Units Below Wing Level, 15 Jan 1992

26. CAPR 173-3, USAF Payments for CAP Support, 1 May 1996
27. CAPR 173-4, Fundraising/Donations, 1 Jan 1986
28. CAPR 900-5, The CAP Insurance/Benefits Program, 1 Nov 1996
29. ECI-13, CAP Senior Officer Course, Nov 1996
30. AU-24, Concepts for Air Force Leadership, AU Press, 1996
31. FM-22-103, Leadership and Command at Senior Levels, US Army, 1987
32. Leadership: 2000 and Beyond, Vols 1 - 3, 1994
33. Air Force Core Values, 1 January 1997
34. CAP Adverse Membership Actions Handbook, 15 January 1998