

Attachment 3

Checklist for New Commanders

This checklist was taken from CAP Pamphlet 50-1 **Commander's Guide** and is designed as a guide for use upon your appointment as commander.

1. CAP Form 27, *Organization Action*, completed by wing headquarters and forwarded to HQ CAP/MSP as soon as possible.
2. CAP Form 53, *Signature Verification Card*, completed by you and submitted to HQ CAP/CPR.
3. Audit unit funds. (does not have to be done by a CPA). Report any discrepancies/ improprieties immediately through your chain of command.
4. Establish or require one checking account in unit name as chartered. (Must have at least two signatures on all checks - you and one other, but not your spouse!) Change signatures as needed. (ref CAPM 173-1)
5. Logistics inventory (S-3). Verify the accuracy of the S-3 report by conducting a complete inventory of non-expendable property. In the event you have state-owned property, this must also be verified. Missing items must be reported in accordance with CAPM 67-1 within 90 days (major items immediately).
6. Obtain and review wing, region, and national policy letters and directives as soon as possible.
7. Appoint finance, membership, complaint, and awards & decorations committees in writing. (Copy to each member and your file).
8. Appoint staff positions on CAP Form 2a, *Request and Approval of Personnel Actions*. Copy to wing (and group) headquarters.
9. Revise organizational chart. (ref CAPM 20-1)
10. Check established wing and region training schedules.
11. Establish long, medium, and short range goals for the unit.
12. Prepare and submit an alert roster to higher command.
13. Be sure you have a complete set of CAP regulations and manuals.
14. Check for an adequate supply of CAP forms.
15. Review personnel files and interview all members of your unit. Take note of skills, training, etc., for future use and reference.
16. Obtain and review CAPR 123-2, *Complaints*, and CAPR 123-3, *CAP Inspection Program*.
17. Be a good listener, consider all the facts, then make your decision.

18. Use a model for decision making.
19. Learn your program thoroughly and then work your program.
20. Obtain and reference CAPP Pamphlet 50-1, *Commander's Guide*.
21. Establish or revise:
 - Aerospace Education program
 - Emergency Service program
 - Communications program
 - Cadet Program
 - Awards/Recognition program
 - Regular staff meetings
 - Policies and procedures
 - Unit calendar
 - Senior and Cadet training program
 - Unit safety program
 - Public Affairs program
22. DO NOT assume anything.
23. TAKE COMMAND AND BE A GOOD LEADER.