

## FLORIDA WING CAP FORM 27 CHECKLIST

This Checklist is intended to assist FLWG members complete the CAPF 27

Do not include a DATE or CONTROL NUMBER on the CAPF 27

Review CAPR 20-3(I), pertinent CAPRs, and **proofread** before submitting

All CAPF 27s are to be submitted to the FLWG Personnel Officer for Review

CAPF 27 will be submitted to the FLWG Commander for Approval and Processing

**Checklist must be submitted with the completed CAPF 27 forms for 2-4 below**

SER \_\_\_\_\_ GROUP \_\_\_\_\_ DATE \_\_\_\_\_

1. To report **CHANGES** in unit mailing address; meeting place; meeting day or time; name of the unit; or re-designation of the unit, complete the CAPF 27 with required signatures and relevant data.
  
2. For **ACTIVATION** of a new Squadron or Flight submit the following information:
  - Completed CAPF 27 with required signatures
  - Memo on unit letterhead from the applicable Group Commander authorizing the establishment of a new Squadron or Flight within the Group boundaries
  - Completed CAPF 2a appointing the unit commander with required signatures
  - Personnel Authorization on unit letterhead appointing the unit staff
  - Unit Commander's Statement of Understanding with required signatures
  - All information required in CAPR 20-3(I) CHARTERS AND OTHER ORGANIZATION ACTIONS
  
3. For **DEACTIVATION** of an existing unit submit the following information:
  - The Unit Number (Charter Number) to which **ALL MEMBERS** of the unit are to be transferred
  - A Memo from the Group Commander on Unit letterhead documenting the status and location of the unit's funds at the time of deactivation. All information necessary for the FLWG Director of Finance per CAPR 20-3(I), paragraph 8.
  - Completed CAPF 27 confirming the transfer of property to the receiving unit
  - All information required in CAPR 20-3(I) CHARTERS AND OTHER ORGANIZATION ACTIONS
  
4. For **CHANGE OF COMMAND** of any CAP unit submit the following information:
  - Completed CAPF 27 with required signatures
  - CAPF 2a appointing the Incoming Commander with all signature blocks completed
  - CAPF 2a reassigning the Outgoing Commander with all signature blocks completed
  - CAPF 2a assigning the Supply Officer with all signature blocks completed
  - CAPF 2a(s) or a Personnel Authorization appointing a new staff with all signature blocks completed
  - A Financial (Cash) Report as of the date of the Change of Command initialed by the Incoming and Outgoing Commander
  - A Communications and Equipment Report initialed by the Incoming and Outgoing Commander
  - Unit Commander's Statement of Understanding with required signatures
  - All information required in CAPR 20-3(I) CHARTERS AND OTHER ORGANIZATION ACTIONS

\_\_\_\_\_  
(PRINT) FNAME

\_\_\_\_\_  
LNAME

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
SIGNATURE