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| **This checklist is Wing Commander directed for the purpose of ensuring all newly assigned commanders receive the proper information, briefings, and accountability transfers as directed by applicable directives.** |
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| **The checklist items listed below need to be accomplished immediately upon assuming a command position and must be worked through completion within the first 120 days of duty unless specific regulatory requirements dictate otherwise. The commander must retain this checklist showing documented completion until relieved of command.** | **Regulation/****Reference** | **POC and Phone** | **Date** **Complete****&****Initials** |
| **1.** **SAPR** – Ensure Sexual Assault and Prevention/Recovery policies are in place and advocate a strong program. | DODI 6495.02 | 136 AW/SARCx3005817-714-5536 |  |
| **2. FEMA Courses –** Sq CC are required to take courses 100.b and 200.bAll O-6’s, Group CC and CCMSgt are expected to take FEMA/NIMS Courses below.100.b http://www.training.fema.gov/EMIWeb/IS/IS100b.asp200.b http://www.training.fema.gov/EMIWeb/IS/IS200b.asp700.a http://www.training.fema.gov/EMIWeb/IS/is700a.asp800.b http://www.training.fema.gov/EMIWeb/IS/IS800b.asp | ATAG Guidance | 136 AW/CCEx3203 |  |
| **3. Command Post –** Ensure you have Desktop Alert Moderator rights. |  | 136 AW/CPx3260 |  |
| **4.** **IGQ** Briefing (What not to do to stay out of trouble and what to do when someone threatens IG complaint)Within 90 days of assuming command | AFI 90-301 | 136AW/IG x3430 |  |
| **5. MICT –** Roles assigned to manage MICT for your unit and Status of Checklists.  | AFI 90-201 | 136 AW/IGIx3593 |  |
| **6.** **IGI** – CCIP Inspection/Self-Assessment history |  | 136 AW/IGIx3593 |  |
| **7.**  **JAG** Briefing (What to do if you have trouble, demotions, discharges, & non-attenders) |  | 136AW/JAx3218 |  |
| **8.** **EO** Briefing: Key Personnel (Commanders, First Sergeants, Senior enlisted advisors) must be briefed on the EO program, responsibilities and EO statistical data within 6 months of their appointment. | ANGI 36-7, 3.4.5 | 136 AW/MEOx3223 |  |
| **9.** Request a **Unit Climate Assessment** through the MEO Office within first six months. | AFI 36-2706, 3.25 | 136 AW/MEOx3223 |  |
| **10. Safety –** Chief of Safety must have face-to-face w/new CC’s within 90 days of assignment. | AFI 91-202, 2.3.1 | 136 AW/SEChief of Safety, x3208 |  |
| **11.** New Commander **Safety** Briefing | AFI 91-202 | 136 AW/SEx3209 |  |
| **12.** **Operations Plans** for Unit Commanders- Checklists and other commander briefs for newly assigned commanders. Must be completed within 45 days of assignment. | AFI 10-403, A3.1.18, Table A3.18 | 136 AW/XPOx3338 |  |
| **13.** **IGESP**: Roles and Responsibilities(In-Garrison Expeditionary Site Planning) | AFI 10-404, 2.11 | 136 AW/XPOx3338 |  |
| **14.** Audit of **ADPE Inventory** – request a new listing from CF and have your equipment custodian conduct a new audit of all computer equipment. |  | 136 CF/SCXPx3137 |  |
| **15.** **FM** – Update appt letters for the unit of assignmentauthority and delegated authority to sign pay documentsReview FM CC ppt and meet with Budget Analyst | DODFMRvol 5 Chap 33AFI65-601 | 136 CPTFx3442 |  |
| **16. Status of Funds/Resources** – Review with the RA and Finance ST/AT/PT allocations as well as MilPers, O&M, etc. |  | Unit RA & 136 CPTF/FMAx3442 |  |
| **17.** **Manning Documents** – Obtain the latest manpower documents, both full and part-time, and receive education on the positions assigned to the unit. |  | 136 FSS/FSMPx3235 |  |
| **18.** **Contract Quarters Brief** – discussion on who is eligible and requirements of member, 1st Sgt and CC | AFI 34-135 and 136AWI 34-135 | 136 FSS/FSVx3009 |  |
| **19. Review Private Organizations/Unofficial Activities** within your organization.  | AFI 34-223 ANGSUP dated 13 Nov 2014 | 136 FSS/FSVx3009 |  |
| **20. Recruiting** |  | 136 FSS/DPRx3299 |  |
| **21. Retention Brief** |  | 136 FSS/ROMx3230 |  |
| **22. Selective Retention** |  | 136 FSS/FSMPx3235 |  |
| **23. Personnel Systems Manager (PSM)** |  | 136 FSS/PSMx3239 |  |
| **24.** **AFIT/ART** (AEF Reporting Tool) Reporting: Squadron/Unit Commander or equivalent level supervisor. Brief Commander report. | AFI 10-244, 2.6.4. and AFI10-244\_ANGSUP, 2.6.4. | 136 LRS/LGRDXx3402 |  |
| **25.** (**DRRS**) Commanders training on Department of Defense Readiness Reporting System  | DoDD 7730.65 | 136 LRS/LGRDXx3402 |  |
| **26.** **UTC** (Unit Type Code) Assessments | AFI 10-244, 3.4 | 136 LRS/LGRDXx3402 |  |
| **27. DEPLOYMENT TRAINING –** Attend initial deployment training from IDO or designated rep | AFI 10-403, 1.9.1.4, 2.26.3.4, 2.39.3 | 136 LRS/LGRDXx3402 |  |
| **28.** **Equipment Management** - Annual CA/CRL (R-14) Inventory – Conduct complete inventory, resolve any discrepancies, signed by custodian and the new organization commander. If applicable, inventory of all Government Purchase Card items on the R-15 and sign for accountability. Forward both inventories to LRS/EAE. | AFI 23-101, 5.4.2.6 | 136 LRS/LGRMx3562 |  |
| **29.** **ISOPREP**  | AMC Guidance, dated 7 Aug 14 Jt Pub 3-50. AFI 16-1301 | INTEL x3274&PA x3888 |  |
| **30**. **Antiterrorism Level III** Briefing | AFI 10-245 | 136 SFS/ATOx3614 |  |
| **31.** Review Squadron **OPR/EPRs** due dates and ensure close out OPRs/EPRs are completed when required and Change of Rater documentation is completed. | AFI36-2406 | Unit CSS&136 FSS/FSMPx3237 |  |
| **32. Additional Duty Appointment Letters** |  | Unit CSA / Individual Pgrm Managers |  |
| **33. Family Care Plans** |  | Unit First Sergeant |  |
| **34. Fitness** –Ensure unit fitness program is both active and current in your unit. Not only is it important for your folks to be fit to meet AF standards, but their reenlistment and promotion depends on passing scores. Personnel on the FIP and those approaching 4 unsats in 36 months. | AFI 36-2905 | Unit Fitness Program Mgr &136 FSS/FSVx3009 |  |
| **35.** Review **Medical Readiness** PIMR |  | Unit Health Monitor & 136 MDG/SGPx3378 |  |
| **36. Family Readiness** – New CC’s must meet with Airman & Family Readiness Program Manager within 60 days of taking command. | AFI 36-3009, 1.2.11.4 | A&FRC Program Managerx3558 |  |