|  **ANG**  |
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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 and submit a copy to CCE 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 –** All Wing CCs, Vice Wing CCs, Command Chiefs, Group CCs, Sq/Fl CCs, and A-Staff Directors need to complete the following FEMA courses through the Texas Division of Emergency Management Web site: [www.preparingtexas.org](http://www.preparingtexas.org) IS-100.c <https://www.preparingtexas.org/ViewCourse.aspx?courseid=223cbd0d-fbe9-4da0-a3b3-44d184a0d9d8> IS-200.c <https://www.preparingtexas.org/ViewCourse.aspx?courseid=ea15181d-92c7-47ce-8499-ef5c271f2aa2>IS-700.b <https://www.preparingtexas.org/ViewCourse.aspx?courseid=054cb86a-ed9c-490a-9bf6-8fd9b8e6fbd1>IS-800.d <https://www.preparingtexas.org/ViewCourse.aspx?courseid=3d10ee00-bacd-4bbf-9210-39ec3911e7d0> | ATAG Guidance | 136 AW/CCEx3203\*NOTE: please email all completed certificates to Wing Exec:Jan.martin.3@us.af.mil |  |
| **3. Command Post** Briefing: WG/GP/SQ/Tenant CCs (& CCFs) OPREP-3 training required within 30 days of assuming position (temporary CCs/CCFs must complete within 3-5 duty days of assuming position if filling in for 30+ days) and Emergency Management Notification System responsibilities; Coordinate with unit At Hoc manager to ensure Desktop Alert account is created and downloaded (CP has spreadsheet of EMNS program managers) | AFMAN 10-206, 2.6.7. & 2.7.1. | 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, 1.50.2.4 | 136AW/IGQ x3241/3240 |  |
| **5. MICT** – Roles assigned to manage MICT for your unit and Status of Checklists.  | AFI 90-201, 12.3, A12.2 | 136 AW/IGIx3244 |  |
| **6.** **IGI** – CCIP Inspection/Unit Self-Assessment Program | AFI 90-201, 2.3.3.9, 2.5 | 136 AW/IGIx3242 |  |
| **7.**  **JAG** Briefing (What to do if you have trouble, demotions, discharges, & non-attenders)  | AFI 36-2909, AFI 36-2502 | 136AW/JAx3252/3253 |  |
| **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.  | AFI 36-2706 Table 14.1, Rule 8 | 136 AW/MEOx3271/3272/3273 |  |
| **9.** Request a **Unit Climate Assessment** through the MEO Office within first six months of assignment  | AFI 36-2706, 3.25 | 136 AW/MEOx3271/3272/3273 |  |
| **10. Safety –** Chief of Safety must have face-to-face w/new CC’s for new CC Safety Briefing within 90 days of assignment  | AFI 91-202, 2.3.1 | 136 AW/SEChief of Safety, x3208/3209 |  |
| **11.** **Operations Plans** – OPLANS & Taskings, State MRPs, Exercise Development, Local CoP, Long Range Planning, COOP & other Wing Plans within 45 days of assignment | ANGI 10-400 | 136 AW/XPx3285 |  |
| **12.** 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/SCXPx3378 |  |
| **13. Records Management Brief and Training.** Meet with Base Records Management for Program Overview and complete CBT:<https://lms-jets.cce.af.mil/moodle/enrol/index.php?id=11981> Within 60 days of assuming command | AFI 33-322 | 136 CF/BRM(MSgt Narcisse)X3408 |  |
| **14.** **FM** – Update appointment letters for the unit of assignmentauthority and delegated authority to sign pay documentsReview FM CC ppt and meet with Budget Analyst; MICP; CFI 200 Managers Internal Control Program AUM CBT (FMDLS) | DODFMRvol 5 Chap 33AFI65-601 | 136 CPTFx3250 |  |
| **15. 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/FMAx3222 |  |
| **16.** **Manning Documents** – Obtain the latest manpower documents, both full and part-time, and receive education on the positions assigned to the unit |  | 136 FSS/FSMPx3534/3535 |  |
| **17.** **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/FSVx3553 |  |
| **18. Review Private Organizations/Unofficial Activities** within your organization  | AFI 34-223 ANGSUP dated 13 Nov 2014 | 136 FSS/FSVx3551 |  |
| **19. Recruiting** | ANG R&R PSDGv2Chapter 1, 1.5. | 136 FSS/DPRx3299 |  |
| **20. Retention Brief** |  | 136 FSS/ROMx3230 |  |
| **21. Selective Retention** |  | 136 FSS/FSMPx3230 |  |
| **22. Personnel Systems Manager (PSM)** |  | 136 FSS/PSMx3536 |  |
| **23. Deployment Training – IDO Brief – BAS&E Site Planning** Attend initial Commanders training from IDO or designated rep Within 90 days of assuming command | AFI 10-403, 1.16.5AFI 10-404, 1.8 | 136 LRS/LGRDXx3436/3437 |  |
| **24.**  **Equipment Management** - Annual CA/CRL (R-14) Inventory – Conduct complete inventory, resolve any discrepancies, signed by custodian and the new organization commander. Forward both inventories to LRS/EAE.  | AFI 23-101, 5.4.2.6 | 136 LRS/LGRM x3430 |  |
| **25.** **ISOPREP –** Requirement for all 136 AW personnel; no exceptions. Annual review requirement for non-aircrew, semi-annual review requirement for aircrew. All personnel require review prior to OCONUS travel. | AMC Guidance, dated 7 Aug 14 Jt Pub 3-50. AFI 16-1301 | INTEL x3051/3054 |  |
| **26**. **Anti-Terrorism Level III** Briefing  | AFI 10-245 ANGSUP, 2.27.3.1 | 136 SFS/ATOx3601 |  |
| **27.** Review Squadron **OPR/EPRs** due dates and ensure close out OPRs/EPRs are completed when required and Change of Rater documentation is completed | AFI 36-2406 | Unit CSS&136 FSS/FSMPx3531 |  |
| **28. Additional Duty Appointment Letters** |  | Unit CSA / Individual Pgrm Managers |  |
| **29. Family Care Plans** |  | Unit First Sergeant |  |
| **30. Fitness** –Ensure unit fitness program is both active and current in your unit. Be informed of personnel on the FIP & those approaching 4 unsats in 36 months. | AFI 36-2905 | Unit Fitness Program Mgr &136 FSS/FSVx3552 |  |
| **31.** Review **Medical Readiness** PIMR |  | Unit Health Monitor & 136 MDG/SGPx3907 |  |
| **32. Medical:** Set up access to Electronic Case Tracking (ECT) to track/manage LOD process |  | MDGx3909 |  |
| **33. Family Readiness/AF Wounded Warrior (AFW2)** – New CCs must meet with Airman & Family Readiness Group Program Manager within 90 days of taking command/AFW2 within 120 days.  | AFI 36-3009, 1.2.6.2AFI 34-1101, 2.3.2.3 | AFRG Program Managerx3558 |  |
| **34. Suicide Prevention Program –** New CCs must be trained in the Limited Privilege Suicide Prevention (LPSP)  | AFI 90-505, 2.19.4 | IDS Chair x3597 |  |
| **35. Dept of Psychological Health**  | AFI 90-505, 44-153; 44-172; NGB-01; DODI 6200.06 | DPHx3597 |  |
| **36. Drug Demand Reduction Program -** New CCs must meet with DDRP Manager within 6 months of assumption of duty | AFMAN 44-197, 2.12.12 | DDRPM512-917-6983 |  |
| **37. Emergency Management Senior Leader Briefing** – New CCs must complete the brief within 180 days (or 6 RSDs) of taking command | AFI 10-2501, 8.2, 8.2.2 | Emergency Managementx3353 |  |
| **38. Meet with Wing Command Chief** |  | CCCx3206 |  |