

CIVIL AIR PATROL  
Florida Wing  
United States Air Force Auxiliary  
2700 Eagle Staff Court  
MacDill AFB, FL 33621-5000

FLORIDA SUPPLEMENT 1  
CAPR 20-3  
1 January 2001

Organization and Mission - General

## **CHARTER AND OTHER ORGANIZATIONAL ACTIONS**

ADDED Paragraph 3a-1, When processing a CAPF 27 for a change in command, the Unit Commander's Statement of Understanding Form (FLWG F 150) must accompany the package for the change to be processed. This Unit Commander's Statement of Understanding will be used for Group, Squadron and Flight command changes.

Evelyn Holdren Lt Col, CAP  
Administrative Officer

Antonio Pineda, Col., CAP  
Commander

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SUPERSEDED:

OPR: DA

Distribution: In accordance with FL Wg Supl 1, CAPR 5-4

## Unit Commander's Statement of Understanding

I accept responsibility for the leadership of this unit, to include the people, the finances and the equipment for the Civil Air Patrol. I will conduct myself, and the business of this unit, in accordance with the objectives, policies and operational directives of the Civil Air Patrol.

### Legal:

1. I understand that I am not a corporate officer. I may not obligate the Civil Air Patrol to any contract or financial agreement.
2. All Memorandums of Understanding, required for joint operations of any type, must be submitted to the Florida Wing Commander.

### Financial:

1. I am familiar with the guidelines of CAP Regulation 173-1 (Financial Procedures for Units below Wing level). I will work with my Finance Officer to insure accountability for these Civil Air Patrol funds.
2. Any fundraising will be conducted properly in accordance with CAPR 173-4. I will immediately contact the Wing Commander regarding any donations of property.
3. I understand that appropriate authorization must be obtained for maintenance or additional equipment for corporate aircraft and vehicles.

### Logistics and Supply:

1. I understand that equipment of the Civil Air Patrol must be accounted for or disposed of in accordance with CAPR 67-1. I will exercise positive control over all assigned corporate assets.
2. Any aircraft or vehicles will be properly maintained, with accurate documentation as defined in the appropriate regulations. I understand that appropriate authorization must be obtained for repairs and maintenance of corporate vehicles and aircraft.

### Safety:

1. I will establish policies and procedures that develop an ongoing awareness of safety and accident prevention. Any incidents will be promptly reported in accordance with CAPR 62-2.
2. Protection of the cadets in this unit will be in full compliance with CAPR 52-10. Any violations of Cadet Protection Policy will be immediately reported to the Florida Wing Commander. No investigations will be conducted within the unit unless so directed.

### Adverse Personnel Actions:

1. I will do my best to resolve personnel issues within the unit, to document any concerns and seek counsel from other echelons as needed.
2. I understand the importance of strictly following guidelines and timelines in the event the membership of any member must be terminated. I will follow the procedures outlined in CAPR 35-3.

I am familiar with and understand my responsibilities outlined in CAP Regulation 20-1.

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NAME AND GRADE

DATE: \_\_\_\_\_

\_\_\_\_\_  
Unit Name and Charter Number

FLWG F 150, 1 Jan 2001