

Unit Change of Command Worksheet

The Incoming Unit Commander **MUST COMPLETE** this worksheet.

Attached is a copy of the NHQ (recorded in e-services) approved CAPF 27. The following action now needs to be completed and the documentation submitted as specified below:

	Items to Be Complete	Date Completed
1.	Complete <i>Unit Commander's Financial Disclosure Statement</i> , found at e-Services, Commander's Corner. CAPR 172-1 para 10b	
2.	Complete CAPF 172, <i>Consolidated Finance Authorizations</i> , (Blank form attached). CAPR 172-1 para 10c	
3.	Complete <i>Contributed Facilities Worksheet On-Line</i> . CAPR 172-1 para 10e	
4.	Update unit Budget and submit to WAWG/FM CAPR 172-1 para 12	
5.	Complete a Changeover Inventory, using the change over process in ORMS. CAPR 174-1 para 2-17	
6.	Ensure that you, the incoming unit commander, is not listed as the unit Testing Officer or Assistant Testing Officer. Change duty assignments as necessary. CAPR 50-4 para1-3	

As the incoming unit commander, I certify that the above items have been completed and properly submitted as required.

Print Name

Signature (May be e-signed)

Date

Instructions:

Complete the actions specified above and submit the documents as follows:

- Completed *Financial Disclosure Statement*. Completed on-line, at e-services, Commander's corner.
- Completed *Contributed Facilities Worksheet* Completed on-line, at ORMS, Real property inventory status update.
- Updated unit budget to WA@WAWG.CAP.GOV

Submit a completed copy of this worksheet to WAWGDP@WAWG.CAP.GOV