



# New Unit Officer Information

Hq contact information

Main # is 432-563-1000

Website: [commemorativeairforce.org](http://commemorativeairforce.org)



# THANKS FOR COMING

- THANKS FOR CARING ABOUT OUR MISSION
- THANKS FOR BEING A VOLUNTEER LEADER
- THANKS FOR ALL YOU WILL DO IN SUPPORT OF THE CAF



# Why do it?





# Our founder Lloyd Nolen





# Tex Hill





# Tuskegee Airmen





We honor those that served.





# I don't know where to start!

- Administrative questions- call Keith
- Keith's numbers: 432-567-3006 and cell 432-853-4663 email [klawrence@cafhq.org](mailto:klawrence@cafhq.org)
- Membership issues: Call 432-563-1000 and start with the receptionist.
- Maintenance issues- call Woody Woodford at the main number ext. 2222.
- Pilot qualification and training issues call Mark Novak
  - Cell # 402-770-8029



New Units, Aircraft sponsorship, support, Code of Conduct, Unit Operations-rules, contracts, hangar leases and aircraft leases and elections.

- When in doubt call Keith- 432-567-3006 or cell 432-853-3006 or email [klawrence@cafhq.org](mailto:klawrence@cafhq.org)
- If you can't reach me call Kelley Blackwell at ext. 2235.
- Website issues: Call Leah Block, 713-366-1481
- Gift Shop: Call Kara Thurman 432-563-1000 ext. 2254/2255.



## Contacts continued

- Operational issues: Safety, aircraft donations, purchases/restoration Grants and aircraft assignments etc.

Call Bob Stenevik cell# 817-705-5817

- Financial issues: Call Floyd Houdyshell

CAF Secretary Treasurer 432-567-3013

wide range of subjects, wills, donations of cash, stocks, state reporting requirements. Etc.



## CAF websites

- [Commemorativeairforce.org](http://Commemorativeairforce.org)
- Follow links:
  - [AIRSHO.org](http://AIRSHO.org)
  - [airpowermuseum.org](http://airpowermuseum.org)
  - American Airpower Heritage Foundation
- Members Only
  - Log in is Col # is user id and your last name in lowercase letters.



# Please use the websites

- Login sample
- User name =335xx
- Password= last name in lower case lawrence
- Left sidebar is the key to finding resources.
- As a member you have access to all of this information. If you have questions please contact HQ we will assist you.



# Customer Assistance

- We are here for you!
- We are here because of you!
- We will help you understand all CAF policies and procedures. We want to help!
- Ok but I don't have a computer and don't want to have one. Call Keith, I will help you and help you find the subject matter expert in our organization.



# Stuff we need to talk about

- Unit Leader Duties
- Difficult Unit Staff Officers
- The Negative Member
- Making Tough Decisions
  - I don't have time to serve
  - I don't want this person in the Unit
  - Do we have to take everyone that applies



## **WAYS TO HELP YOUR UNIT**

### **Unit Self Assessment Checklist August 2012**

**Purpose:** This Checklist is provided to assist Unit Staff Officers and key unit personnel in assessing their unit's operational performance and to assist them in finding solutions.

**Introduction:** It is sometimes difficult to know how your unit is performing and if you are doing everything that all of the CAF regulations, manuals and guides ask of you.

This is a guide to help you review a list of the issues that are important to your Unit and to CAF Headquarters.



| <b>Administration/Documentation</b><br><b>HQ contacts: Keith Lawrence &amp; Kristy Chambers</b>  |          |
|--|----------|
| Question   | Response |
| 1. Does your Unit have current copies of all CAF regulations, forms, guides and Unit Manual?<br>(Use the publication index on line for a detailed list.) |          |
| 2. Unit Lease documents: Is a current copy of your hangar or land lease available at the Unit?<br>Copy sent to HQ?                                       |          |
| 3. Does your Unit Staff have any deputies or assistants who are training to take over leadership positions?  |          |
| 4. Membership records: Are membership and Unit Staff listings up to date and filed with CAF Headquarters' Membership department?                         |          |



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| 6. Does your Unit have an active membership recruiting plan?   |  |
| 7. Does your Unit have a Recruiting Officer and members participating to assist him/her?   |  |
| 8. Does your Unit have a mentoring program for new members?  |  |
| 9. Are your Unit's meeting minutes on file, published to members and up to date?   |  |
| 10. Does your Unit have an active Public Information officer working with the local community for support of CAF events? <b>HQ contact: Karissa Kienast.</b> |  |
| 11. Does your unit have an active and updated Web Site? Who maintains your Unit's Web site?<br><b>HQ contact: Leah Block</b>                                 |  |
| 12. Does your Unit advertise its meetings and Fund raising events? <b>HQ contact: Karissa Kienast</b>  |  |



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| 13. Does your Unit have an active Cadet program with regularly scheduled Cadet activities?<br><b>HQ contacts: Joe Acuff &amp; Kristy Chambers</b>               |  |
| 14. Does your Unit have anyone functioning in a Marketing capacity? <b>HQ contact: Leah Block</b>   |  |
| 15. Does your Unit conduct a local AIRSHO?<br>Is it successful? <b>HQ contacts: Bob Stenevik &amp; Mark Novak</b>   |  |
| 16. Does your Unit support other CAF Unit's AIRSHOs?<br><b>HQ contacts: Bob Stenevik &amp; Richard Meyer</b>  |  |
| 17. Does your Unit Staff attend the annual Wing Staff Conference? <b>HQ contact: Keith Lawrence</b>   |  |
| 18. Does your Unit conduct a rides program? If yes, does the Unit submit ride documentation to CAF Headquarters monthly?<br><b>HQ contacts: Kristy Chambers</b> |  |
| 19. What are your Unit's greatest challenges?   |  |



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| 20. What are your Unit's greatest successes?  |  |
| 21. Does your unit have a complete elected staff?   |  |
| 22. What can CAF Headquarters do to assist your Unit in maintaining your members and growing the Unit?<br>24. Identify follow-ups for your administrative issues. |  |



## **AIRCRAFT**

**HQ contacts: Bob Stenevik, Mark Novak & Woody Woodford**

1. Does your unit have any Pilot Issues that you would like to discuss?

**HQ contacts: Mark Novak & Bob Stenevik**

2. Aircraft Records: Are aircraft records available and up to date in accordance with CAFR 66-1 and FAA requirements?

3. Does your unit have and active and knowledgeable Flight Evaluation Board?

4. Does your unit have enough qualified pilots to meet the Units requirements?

5. Identify follow-ups for your aircraft and operational issues.



## **Maintenance Records**

**HQ Contact: Woody Woodford**

### **1. Reports/Status?**

- a. Reports for your Unit's restoration projects.
- b. Restoration grant funds use records.
- c. Are your monthly "Fortress" updates current?
- d. Are adequate qualified maintenance personnel available to maintain your assigned aircraft?
- e. Does your Unit have an active Safety program focusing on maintenance safety?
- f. How often is your Unit's ground support equipment inspected for safety issues?
- g. Does your unit conduct safety briefings before maintenance tasks are started?



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| <p>2. Does your Unit Safety Officer have an active program<br/>For facility inspections which checks on tripping<br/>hazards, electrical equipment, fire extinguishers and<br/>other common hazards?</p>  |  |
| <p>3, Does your unit have a policy and training in place for<br/>qualifying drivers/operators of your vehicles and ground<br/>Equipment (tugs, forklifts etc.)?</p> <p>4. Identify your follow-up items in the Aircraft /Pilot/<br/>Maintenance/Safety areas.</p> |  |



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| <p><b><u>Branding/Marketing</u></b></p> <p><b>HQ contacts: Karissa Kienast or Leah Block</b></p> <p>1. Is your unit using correct CAF logos on signage inside/outside the facility?</p>   |  |
| <p>1. Do all of your CAF assigned aircraft have a current CAF logo decal?</p>   |  |
| <p>1. Does your Unit use the correct CAF logo on its PX merchandise?</p>  |  |
| <p>4. Have your Unit's members removed the old Confederate Air Force patches from their uniforms?</p>   |  |
| <p>5, Does your Unit continue to utilize any items that reflect the old Confederate Air Force name such as hangar signage, documents or checks, outside of the Units' museum display area?</p> <p>6. Does your unit need help finding PX items.</p> <p><b>HQ Contact Kara Thurman</b></p> |  |
| <p>7. Identify your follow-up items for Branding/Marketing/PX.</p>  |  |



## **CREATIVE/PROMOTIONAL**

**HQ contacts: Leah Block & Karissa Kienast**

1. Have you provide the unit's username and password for your Unit's Web site domain name documented with HQ and the CAF's webmaster?  
Leah Block

2. Are copies of your Newsletter sent to HQ?  
Is your Unit's Newsletter available on-line?

3. Are the correct CAF logos used on your Unit's Web site and newsletters?

- 4, Does your unit need any CAF promotional materials?



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## **FINANCE**

**HQ contacts: Floyd Houdyshell, Lindsey Pena, April Robinson and Steve Buss, V.P. of Development**

1. Are your Unit's financial records available in accordance with the Unit Finance Guide?
2. Does your Unit have a current and trained Finance Officer in place?
3. Is your Unit's Finance Officer and Unit Staff familiar with the Unit Financial Responsibility Policy as stated in the Unit Finance Guide and the CAF Unit Manual?
4. Does your Unit's Finance Officer use QuickBooks or Quicken?
5. Are your Unit's financial reports up to date?  
Quarterly reports current with HQ CAF?
6. Are your Unit's signature cards for all accounts up to date?



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| 7. Are your Unit expenses being met? If not is there a financial plan in place?                                |  |
| 8. Does your Unit have an active and working plan for fundraising events?                                      |  |
| 9. Does your Unit have enough volunteers to meet its event requirements?                                       |  |
| 10. Does your Unit have any large fundraising projects in place? (hangar improvements, aircraft purchase etc.) |  |
| 11. If yes to #10, is the project approved by CAF Headquarters?  |  |
| 12. Does your unit have a business plan in place for the project?  |  |
| 13. Identify your Unit's follow-up items for financial issues.   |  |



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| <b><u>MUSEUM/DISPLAYS</u></b>  |  |
| <b>HQ Airpower Museum contacts: Autumn Hicks &amp; Keegan Chetwynd</b>   |  |
| <p>1. Does your unit have a Museum or artifacts display area?</p> <p>a. Does your unit have trained volunteers to manage your Unit's display(s)?</p> <p>b. Does your unit have adequate volunteers available to meet Unit requirements?</p> <p>c. Does your Unit have an accurate inventory of items in place?</p> <p>d. Does your unit share its accurate documentation of inventory on file with the CAF Airpower Museum?</p> <p>e. Does your Unit have adequate environmental and security controls in place?</p> <p>f. Has your unit considered using an intern from the local university?</p> |  |



2. Who accepts gifts for your Unit/Museum?

3. Who completes the Proffer of Gift forms for your Unit?

4. List your follow up items for Museum and displays.



# Bloopers from real Church Bulletins

- Next Thursday there will be tryouts for the choir. They need all the help they can get.
- Irving Benson and Jessie Carter were married on October 24 in the church . So ends a friendship that began in their school days.
- The senior choir invites any member of the congregation who enjoy sinning to join the choir.
- The church will host an evening of fine dining, superb entertainment, and gracious hostility.
- Potluck supper Sunday @5pm-prayer and medication follows.



# What was the problem before?

- Taxiing down the tarmac, the jetliner abruptly stopped, turned around and returned to the gate.

After an hour-long wait, it finally took off.

A concerned passenger asked the flight attendant, "What was the problem?"

"The pilot was bothered by a noise he heard in the engine," explained the Flight Attendant, "and it took us a while to find a new pilot."