

Recommended Readings & Bibliography

Recommended Reading List

This list contains valuable reading material for the new squadron commander. Some are instructive, others situational, and still others give biographical insight into what it takes to be an effective commander. Many publications on this list were used in the formulation of the course. All can be obtained either in your local bookstore, library, CAP, or Air Force channels. Reading selections from this list will further sharpen the concepts you explored in the Unit Commanders' Course. Happy reading!

CAPR 20-1, *Organization of Civil Air Patrol*

CAPR 35-4, *Overseas Cadet Squadrons*

CAPR 35-8, *Membership Action Review Board*

CAPR 35-10, *Ethics Policy*

CAPR 39-2, *CAP Membership*

CAPR 50-4, *Test Administration and Security*

CAPR 50-17, *Senior Member Professional Development Program*

CAPR 52-10, *CAP Cadet Protection Policy*

CAPR 52-16, *Cadet Program Management*

CAPR 60-1, *CAP Flight Management*

CAPR 60-3, *CAP Emergency Services Training & Operational Missions*

CAPR 62-1, *CAP Safety Responsibilities and Procedures*

CAPR 62-2, *Mishap Reporting and Investigation*

CAPR 123-2, *Complaints*

CAPR 173-1, *Financial Procedures and Accounting*

CAPR 173-4, *Fundraising/Donations*

CAPR 174-1, *Property Management and Accountability*

CAPR 900-5, *The CAP Insurance/Benefits Program*

CAPP 50-2, *CAP Core Values*

CAPP 50-3, *CPPT Student Guide*

CAPOBC, *CAP Officer Basic Course*

Air Force Core Values

AU-24, *Concepts for Air Force Leadership*, AU Press

Commanding an Air Force Squadron, Timothy T. Timmons, Colonel, USAF, AU Press

FM 22-103, *Leadership and Command at Senior Levels*, US Army

George S. Brown, USAF, Edgar F. Puryear, Presidio Press

Harvard Business Review, "The Next 20 Years: How Customer and Workforce Attitudes Will Evolve," by Neil Howe and William Strauss, July-August 2007

Lincoln on Leadership

Listening Effectively, John A. Kline, AU Press

My American Journey, Colin L. Powell, Random House,

Speaking Effectively, John A. Kline, AU Press

Rules and Tools, Perry M. Smith, Avery Publishing Group

The Pentagon Wars, James Burton, Naval Institute Press

Bibliography

Bibliography

- CAPR 5-4, *Publication and Forms Management*
- CAPR 10-2, *Files Maintenance and Records Disposition*
- CAPR 20-1, *Organization of Civil Air Patrol*
- CAPR 35-1, *Assignment and Duty Status*
- CAPR 35-4, *Overseas Cadet Units*
- CAPR 35-8, *Membership Action Review Board*
- CAPR 35-10, *Ethics Policy*
- CAPR 36-1, *Civil Air Patrol Nondiscrimination Program*
- CAPR 39-2, *CAP Membership*
- CAPR 50-4, *Test Administration and Security*
- CAPR 50-17, *Senior Member Professional Development Program*
- CAPR 52-10, *CAP Cadet Protection Policy*
- CAPR 52-16, *Cadet Program Management*
- CAPR 60-1, *CAP Flight Management*
- CAPR 60-3, *CAP Emergency Services Training & Operational Missions*
- CAPR 62-1, *CAP Safety Responsibilities and Procedures*
- CAPR 62-2, *Mishap Reporting and Investigation*
- CAPR 77-1, *Operation and Maintenance of CAP Vehicles*
- CAPR 123-2, *Complaints*
- CAPR 173-1, *Financial Procedures and Accounting*
- CAPR 173-4, *Fundraising/Donations*

CAP Unit Commanders Course: Student Guide

CAPR 174-1, *Property Management and Accountability*

CAPR 900-5, *The CAP Insurance/Benefits Program*

CAPP 50-2, *CAP Core Values*

CAPP 50-3, *CPPT Student Guide*

CAPP 110-1, *Federal Statutes Affecting Civil Air Patrol*

CAP Adverse Membership Actions Handbook

CAPOBC, *CAP Officer Basic Course*

Leadership: 2000 and Beyond, Civil Air Patrol

Air Force Core Values

AU-24, *Concepts for Air Force Leadership*, AU Press

FM 22-103, *Leadership and Command at Senior Levels*, US Army