

RECOMMENDATION FOR BENCHMARK CANDIDATE

1. DATE SUBMITTED	2. SUBMITTING WING	3. AFFECTED FUNCTIONAL AREA	4. IS SUPPORTING DOCUMENTATION ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
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5. SUBMITTER'S WING IG NAME / CAPID	6. SUBMITTER'S EMAIL ADDRESS / PHONE NUMBER	7. BENCHMARK CANDIDATE TITLE
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8. DESCRIBE THE PROCESS BELIEVED TO BE A BENCHMARK CANDIDATE

9. CLEARLY EXPLAIN WHY THE PROPOSED PROCESS IS BETTER THAN THE CURRENT METHOD AND WHY IT SHOULD BE EMULATED CAP-WIDE

COORDINATION (Region IG) CONCUR DO NOT CONCUR *(Remarks required, return to submitter)*

REMARKS

DATE	NAME	E-MAIL AND/OR PHONE NUMBER
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COORDINATION (CAP/IGI) CONCUR DO NOT CONCUR *(Remarks required, return to submitter)*

REMARKS

DATE	NAME	E-MAIL AND/OR PHONE NUMBER
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COORDINATION (CAP/IG) CONCUR DO NOT CONCUR *(Remarks required, return to submitter)*

REMARKS

DATE	NAME	E-MAIL AND/OR PHONE NUMBER
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DETERMINATION (NHQ Functional Lead) BENCHMARK NOT A BENCHMARK *(Remarks required, return to submitter)*

REMARKS

DATE	NAME	E-MAIL AND/OR PHONE NUMBER
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CLOSING ACTIONS

1. SUBMITTING WING IG NOTIFIED OF DETERMINATION
2. IF DETERMINED TO BE A BENCHMARK:
 - A. BENCHMARK INFORMATION POSTED TO CAP IG WEB PAGE
 - B. NHQ FUNCTIONAL LEAD RETAINS COPY FOR CONSIDERATION DURING AFFECTED PUBLICATION(S) NEXT REVISION

Instructions for Completing the CAPF 23

Forms may only be submitted by wing IGs; however, the benchmark proposal can come from a subordinate unit or wing staff.

Block 1: enter date of submission

Block 2: enter submitting wing

Block 3: identify the affected functional area (e.g. aerospace education, cadet programs, operations, administration, etc.)

Block 4: check the appropriate block for attached documentation

Block 5: enter the submitting wing IG's name and CAPID

Block 6: enter submitting wing IG's contact information for follow-up (email address and phone number).

NOTE – if the proposal is determined to be a benchmark, submitter's name and contact information will be posted for others to contact when implementing the benchmark within their respective unit.

Block 7: enter the title of the benchmark candidate

Block 8: describe the process believed to be worthy of a benchmark

Block 9: clearly explain why the benchmark candidate is better than CAP's current method and why it should be emulated CAP-wide

Send the completed form through the chain noted for staffing, review and determination.