|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RECOMMENDATION FOR BENCHMARK CANDIDATE** | | | | | | | | |
| 1. DATE SUBMITTED | 2. SUBMITTING WING | | | 3. AFFECTED FUNCTIONAL AREA | | | | 4. IS SUPPORTING DOCUMENTATION ATTACHED?  YES  NO |
| 5. SUBMITTER’S WING IG NAME / CAPID | | 6. SUBMITTER’S EMAIL ADDRESS / PHONE NUMBER | | | | 7. BENCHMARK CANDIDATE TITLE | | |
| 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 | |
| **COORDINATION (CAP/IGI)** | | CONCUR | | | DO NOT CONCUR (*Remarks required, return to submitter*) | | | |
| REMARKS | | | | | | | | |
| DATE | | | NAME | | | | E-MAIL AND/OR PHONE NUMBER | |
| **COORDINATION (CAP/IG)** | | CONCUR | | | DO NOT CONCUR (*Remarks required, return to submitter*) | | | |
| REMARKS | | | | | | | | |
| DATE | | | NAME | | | | E-MAIL AND/OR PHONE NUMBER | |
| **DETERMINATION (NHQ Functional Lead)** | | BENCHMARK | | | NOT A BENCHMARK (*Remarks required, return to submitter*) | | | |
| REMARKS | | | | | | | | |
| DATE | | | NAME | | | | E-MAIL AND/OR PHONE NUMBER | |
| **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.