



Command Team Overview

The Command Team Overview is intended to support those new command team members who have joined the unit **after** the Commander has conducted their Command Team Training (CTT) with the command team staff. A CTT certificate of completion, as well as a signed copy of this document shall be given after all topics have been discussed. The CTT Overview does not nullify the requirement to participate in a full CTT following a change of command.

Note: *Discussions shall be unit/installation specific whenever possible.*

| Topic | CT Initials |
|---|-------------|
| <input type="checkbox"/> Commander's Intent | |
| <input type="checkbox"/> Command Structure <ul style="list-style-type: none"> • DRC assignments <ul style="list-style-type: none"> ○ DRC hours if supporting multiple units • Family Readiness Advisor status • Family Readiness Assistant status • POCs for commands in the supporting establishment | |
| <input type="checkbox"/> Communication <ul style="list-style-type: none"> • Official • Authorized • Unofficial | |
| <input type="checkbox"/> Funding <ul style="list-style-type: none"> • Location specific procedures and contacts | |
| <input type="checkbox"/> Event Management <ul style="list-style-type: none"> • Location specific procedures and contacts | |
| <input type="checkbox"/> Data Tool <ul style="list-style-type: none"> • What is the data tool • Why is the data important to the command/FR HQ • When reports are due | |
| <input type="checkbox"/> Handouts received: CT Handbook, Supervisor's Handbook (CO, XO, SgtMaj only), Installation specific information, MCCS Brochures | |

_____ Date

Participant's Signature

_____ Date

Trainer's Signature