



HEADQUARTERS  
**CONNECTICUT WING CIVIL AIR PATROL**  
AUXILIARY OF THE UNITED STATES AIR FORCE  
PO BOX 1233 MIDDLETOWN, CONNECTICUT 06457  
PHONE: 860-262-5847; FAX 860-262-5848  
EMAIL: [ctwg@juno.com](mailto:ctwg@juno.com)



1 January 2009

MEMORANDUM FOR UNIT COMMANDERS

FROM: CTWG/LGS

SUBJECT: LG Reminders

1. CAPF 38 "Document Register" & CAPF 111 "Expendable Issues" are cutoff annually on 1 January of every year (control numbers are no longer utilized). Only the expendable item files are involved. The nonexpendable files will be cutoff every year after receipt (between 1 Jan & 1 Mar) of the nonexpendable S-3 equipment report.
2. Unit Roster listing senior staff positions for the current (new) year. Supply Officer Staff position must be listed on this roster.
3. Annual inventory of equipment (S-3) will be completed each year between 1 January and 1 March. This inventory will be signed and returned to Wing by the March Commanders Call along with a copy of the completed Annual Inventory/Audit Checklist (see attached copy or refer to CAPR 67-1 for a copy). LG will provide a copy of the S-3 report to all units at the January Commanders Call.
4. Any unit that has nonexpendable equipment (items listed on the S-3 equipment report) that is issued to a CAP member must have a CAPF 37E as per CAPR 67-1. To clarify, any nonexpendable item that is not located at your unit location needs a CAPF 37E (computers, cameras, vehicle, etc.) issuing this equipment to an individual.

FOR THE COMMANDER

NICHOLAS BRIGNOLA JR., Lt Col, CAP  
Wing Supply Officer

Dist;  
CTCC  
CTCV  
CTCS  
CTSD  
FILE