



HEADQUARTERS  
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1 January 2004

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. Only the expendable item files (including CAPF 37E's) are involved, the nonexpendable files are cutoff every year after receipt of the nonexpendable S report.
2. All CAP form 37E's Custody Receipt's for unit members possessing unit equipment, must be validated between 1 January and 15 April of every year. Any member that has nonexpendable equipment (item(s) listed on the S report) that is issued to a CAP member must have a CAPF 37E "Custody Receipt" as per CAPR 67-1. To clarify, any nonexpendable item that is not located at your unit location needs a CAPF 37E "Custody Receipt" (radio's, computer's, van & etc.).
3. Unit requirement list (want list) is due to the CTLGS by 1 April of every year.
4. Unit Roster listing senior positions for the current (new) year at required at wing ASAP. Supply Officer position must be listed on this roster.

FOR THE COMMANDER

NICHOLAS BRIGNOLA JR., LTC, CAP  
Wing Supply Officer

Dist;  
CTCC  
CTCV  
CTLNCO  
FILE