

CIVIL AIR PATROL
Connecticut Wing
P.O. Box 1233
Middletown, CT 06457-1233

CTWG Supplement 1
CAPR 67-1
1 January 2006

Supply

CIVIL AIR PATROL SUPPLY MANUAL

CAPM 67-1, dated 15 November 2005, is supplemented as follows:

1. Para. 1-5 add:
In an emergency situation, the Wing Commander, Wing Vice Commander or Chief of Staff can also officiate as the Wing Supply Officer (LGS) for issuing and receiving of equipment.
2. Para. 1-6 add:
Any Wing unit that does not comply with the requirements of the logistics section will be placed on Freeze from receiving any equipment, until those requirements are completed and reinstated by the Connecticut Logistic Section (LG).
3. Para. 2-9 add:
All Donation of equipment must be documented on the Connecticut Wing Donation Receipt letter. Attached is a sample letter that must be used for the Donation of any equipment to CAP. This sample letter can also be located on the LG section of the Connecticut Wing Web page.
4. Para. 2-13 add:
All units within the Connecticut Wing will obtain a custom serial number for all non-expendable property that does not have a serial number, from the Wing CTLGS.
5. Para. 2-15 add:
Connecticut Wing LGS will provide a copy of the most current inventory report (S-3) at January Commanders Call of each year for units to complete their annual inventory. The signed report must be returned to LGS by March Commanders Call, along with the inventory checklist located in the CAPM 67-1.
6. Para. 2-18b add:
All Connecticut Wing issued expendable items, will be distributed to Wing units on a percentage, based on the number of cadets in each unit over the total number of cadets in the Wing as per the CAP National Monthly Membership Listing (example 06099 has 25 cadets out of 250 total cadets in the Wing, this unit will get 10% of the issuing items $250/25=10\%$). This percentage will be updated approximately three times a year.
7. Para. 2-20 add:
All Unit Commanders are responsible for retrieving both expendable and non-expendable items from individuals upon their resignation/termination from Civil Air Patrol. Attached is a sample letter that can be used for the retrieval of CAP equipment. This sample letter can also be located on the LG section of the Connecticut Wing Web page. At the wing level, it is the responsibility of the Wing Personnel Officer to inform CTLGS of the resignation/termination/transfer of any wing member.
8. Section D add:
All Connecticut Wing Squadrons must communicate with CTLGS before the disposal of any non-expendable item (item listed on the S-3 report). CTLGS will complete the necessary disposal paperwork for the units. No unit is to return any item(s) to wing for disposal without prior permission from CTLGS.

9. Added:

No personal property (i.e. non-expendable items will be left at Wing HQ without the knowledge of the LG section. Personal property can be either donated to Civil Air Patrol, if approved, or marked "personal property of (member's name)".



NICHOLAS BRIGNOLA JR., LTC, CAP
Wing Supply Officer



JAMES PALMER, COL. CAP
Wing Commander

Supersedes CTWG Supplement 22 Feb 2002

OPR: LGS

Distribution: Each unit (1); Each Wing Staff (1); CTWG/SD (1); NER (1)



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: ctwv@juno.com



DONATION RECEIPT

Date _____

To: _____

Thank you for your charitable contribution of _____ to Civil Air Patrol. Civil Air Patrol, whose taxpayer identification number is 75-6037853, is a nonprofit organization under section 501(c) (3) of the Internal Revenue Code and contributions to Civil Air Patrol may be deductible under section 170 of the Internal Revenue Code. Your contribution will help us carry out our important emergency services and civil support, aerospace education and cadet programs.

Donations to Civil Air Patrol may be deductible only to the extent that the contributions exceed the value of goods or services provided by Civil Air Patrol. Civil Air Patrol has provided goods or services having a fair market value of, or in the amount of \$ _____. (if none, so state.)

If the contribution is a motor vehicle, aircraft or boat:

Donor's Taxpayer Identification Number: _____

Motor vehicle, aircraft or boat identification number : _____

Check and complete one of the following paragraphs:

- The motor vehicle, airplane or boat was sold in an arm's length transaction between unrelated parties. The gross proceeds received from the sale were \$ _____, which is the maximum amount that you may deduct.
- Civil Air Patrol intends to use the motor vehicle, airplane or boat for Civil Air Patrol business for at least two years. Civil Air Patrol will not sell the motor vehicle, airplane or boat before the completion of that use.
- Civil Air Patrol intends to make a material improvement to the motor vehicle, airplane or boat. The intended material improvement is _____. Civil Air Patrol will not sell the motor vehicle, airplane or boat before completion of the improvement.

We greatly appreciate your generosity.

_____, Col, CAP
 Region or Wing Commander



HEADQUARTERS
(YOUR UNIT NAME) CIVIL AIR PATROL
 AUXILIARY OF THE UNITED STATES AIR FORCE
 (YOUR UNIT ADDRESS)



DATE: _____

MEMORANDUM FOR JOHN DOE
 1234 ANYWHERE AVE
 SOMEPLACE, CT. 06999

FROM: UNIT SUPPLY OFFICER

SUBJECT: Civil Air Patrol Property

1. This is to inform you that because of your lack of participation or resignation/termination from the (your unit name), Civil Air Patrol, all items that were issued to you must be returned to the unit headquarters as soon as possible.
2. Attached please find a copy of the CAPF 37(s) or CAPF 111 that show the items that were issued to you and your signature of receipt.
3. If the items can not be returned then you will have to pay the cost of replacement (make check payable to (your unit name)). Below is a list of the items and their replacement cost.

<u>ITEM</u>	<u>REPLACEMENT COST</u>
BLUE SERVICE SHIRT	\$25.00

4. If you have any questions, please contact me at (phone number) in the evenings.

FOR THE COMMANDER

(YOUR NAME & RANK)
 (UNIT) SUPPLY OFFICER

DISTRIBUTION:
 PERSONAL FILE
 FILE