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

CTWG Supplement 1
CAPR 174-1
31 December 2013

Property

CIVIL AIR PATROL PROPERTY MANAGEMENT AND ACCOUNTABILITY REGULATION

CAPR 174-1, dated 26 December 2012, is supplemented as follows:

1. Para, 1-8 add:
   Attachment 2, "LG inspection outline" will be utilized by the Wing LG for unit inspections that may be conducted in addition to the Wing SUI's.

2. Para, 1-10b add:
   All Unit Commanders/Supply Officers are responsible to verify the receipt of all Free Cadet Uniforms and notify National LGS if not received.

3. Section B add:
   All units must consult with CTLGS/CTDC before adding any non-expendable property into Operational Resource Management System (ORMS).

4. Para. 2-9 add:
   All donations of equipment must be documented on the Connecticut Wing Donation Receipt letter. Attachment 1 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.

5. Para 2-13 add:
   All units must consult with CTLGS before transferring any non-expendable property to other units or to wing.

6. Para. 2-15a 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 twice a year.

7. Para, 2-12b add;
   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 & phone number)" as per CAPR 174-1 Para 2-12b.

8. Para, 2-15b add;
   Due to the mobility of laptops, wing laptop's not located in the Wing Supply room that are being utilized by Wing personnel will be issued through ORMS to the individual utilizing the laptop, even if the laptop does not leave Wing.

   All communications equipment distributed for missions, exercises, or any other type of deployment shall be accounted for before and after the activity. Members will sign for the equipment in writing on a CAPF 37 that has the CAP number of the equipment, the member's CAPID, name, and unit. The member remains responsible for the equipment until returned and checked in on the CAPF 37. The communications staff signing out and checking in returned equipment shall initial the transaction. Any discrepancies will be resolved either by finding the equipment before leaving the activity area, or initiating a Report of Survey.

9. Para. 2-16 add:
   Units should annually in January; print each member's equipment issued report listing both non-expendable and expendable items issued.

10. Para. 2-16b & 6-10 add:
    All inventories (Aircraft, Vehicles, Communications & Logistic Equipment and Real Property Survey) must be completed annually by 15 February. Units not complying with this deadline may be subject to Property Freeze as outlined in CAPR 174-1 Para 1-9 & 6-10.

11. Para. 2-16d(4) add:
    Units will contact Wing for replacement property tags.

12. Para. 2-19 add:
    Wing LGS will provide a list of files recommended by Wing LG.

13. Para, 2-24 add:
    All Unit Commanders are responsible for retrieving both expendable and non-expendable items from individuals upon their resignation/termination from Civil Air Patrol. Attachment 3 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.

14. Chapter 2, Section E, Para, 2-28, 2-29 & 2-31 add:
    All Connecticut Wing Squadrons must contact CTLGS/CTDC before the disposal of any non-expendable item (item listed on the ORMS S-3, S-8 reports). Units will NOT initiate disposal actions. CTLGS/CTDC will complete the necessary disposal paperwork for the unit.

15. Para, 6-5 add;
    Annually, upon renewal, Wing LG will obtain and provide a copy of the Certificate of Insurance for each unit's location. If not received, units should request a copy from Wing LG.

16. Para, 6-8 add;
    All units will establish procedures to manage and control the issuing of the units facility key's and/or access codes. Also, units are required to notify Wing LG of any changes to their unit location.

17. Para, 6-10 add;
    Upon changes, all units will provide a copy of CAPF 87 to Wing,

NICHOLAS BRIGNOLA JR., LTC,
CAP Wing Logistic/Supply Officer
31 DEC 2013

Kenneth Chapman, COL. CAP
CT Wing Commander
31 DEC 2013

Supersedes CTWG Supplement 174-1, dated 15 Oct 2012
OPR: LGS
Distribution: Each unit (1); Each Wing Command Staff (1); CTWG/DC (1); CTWG/SD (1); NER (1)

HEADQUARTERS CONNECTICUT WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 1233
Middletown CT 06457

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:

- o 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.

- o 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.

- o 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

CT WING LOGISTIC INSPECTION OUTLINE

UNIT NAME: _____ In Compliance/Completed
UNIT CHARTER NUMBER: _____ YES/NO/NA

1. Verify that the appointments of the Logistic, Supply & Transportation Officers in eServices are correct with current unit duty assignments. ***(Print eServices report)*** _____

2. Complete a physical inventory of non-expendable equipment, utilizing the equipment inventory from ORMS (CAPR 174-1). ***(Print ORMS Inventory Worksheet report)*** _____

3. Check that all non-expendable equipment is properly tagged with a CAP property tag. _____

4. Check that any non-expendable equipment issued to individual members are issued in ORMS as required. ***(Check Inventory Worksheet report)*** _____

5. Check that non-expendable equipment belonging to members utilized at the unit location is properly marked as members property. _____

6. Check that the issuing of expendable equipment is entered into ORMS by member. ***(Print ORMS Expendable Equipment report)*** _____

7. All expendable uniform items are labeled/marked "DRMO", if required. _____

8. Check that the unit has a procedure for retrieving CAP expendable and non-expendable equipment from inactive or former members. _____

9. Complete a vehicle inspection using CAPF 73 (9/03) & CTLGT attachment (9/12). ***(Print & provide ORMS vehicle maintenance report)*** _____

10. Spot check member's CAPF 101 for Drivers privileges and review Drivers Report with the Unit Commander. ***(Print report from Ops. Qual.)*** _____

11. Check on status of Lease Agreement (if applicable) & current copy of the units Real Property Survey. _____

12. Check on the unit's procedure on accounting for facility and vehicle keys. _____

13. Check facility for adequate unit meeting space along with a safe & security location for CAP property. _____

14. Check that the facility fire extinguishers have not expired & are within requirements. _____

15. Review any LG outstanding items with the Unit Commander. _____

16. Check if CTLGS suggested filing system is utilized. _____

(Give an explanation in the remarks section for the above items that are not in compliance)

REMARKS: _____
_____
_____
_____

Reviewer: _____ _____ _____
(Printed Name) (Signature) (Date)

HEADQUARTERS CONNECTICUT WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 1233
Middletown CT 06457

31 December 2012

MEMORANDUM FOR <RECIPIENT>

FROM: SUPPLY OFFICER

SUBJECT: CIVIL AIR PATROL PROPERTY

1. This is to inform you that because of your lack of participation or resignation/termination form the (your unit name), Civil Air Patrol, all items that were issued to you must be returned to the unit headquarters immediately.

2. Attached please find a copy of the Operational Resource Management System (ORMS) members issued list which details items issued to you and you're accepting receipt through ORMS.

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.

ITEM	**REPLACEMENT COST**
BLUE SERVICE SHIRT	$25.00

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

Sincerely,

<NAME>, <Grade>, CAP
<Unit> Supply Officer

Distribution:
Personal File
File