

PROPERTY MANAGEMENT AND ACCOUNTABILITY

CAPR 174-1, dated 26 December 2012, change 1 dated 30 September 2013, change 2 dated 5 February 2014, change 3 dated 20 February 2014, is supplemented as follows:

1. Para, 1-8. Attachment 1, "LG Review outline" will be utilized by the CTWGLG/S for unit inspections that may be conducted in addition to the Wing SUI's.
2. Chapter 2, Section B added. All units must consult with CTWGLG/S/CTWGDOK before adding any non-expendable property into Operational Resource Management System (ORMS).
3. Para, 2-12b. No personal property (i.e. non-expendable items) will be left at Wing HQ without the knowledge of the CTWGLG.
4. Para. 2-12b & 2-16d(4). Units will contact CTWGLG/S for replacement property tags.
5. Para 2-13. All units must contact CTWGLG/S/CTWGDOK before transferring any non-expendable property to other units or to wing. Only CTWGLG/S/CTWGDOK can initiate transfers between units/Wing.
6. Para. 2-15a. 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 would receive 10% of the issuing items $250/25=10\%$). This percentage will be updated twice a year.
7. Para, 2-15b. Due to the mobility of laptops, wing laptop's utilized by wing personnel, that are not located in the Wing LG Supply room or Wing Commanders office, will be issued through ORMS to the individual utilizing the laptop, even if the laptop does not leave Wing HQ.
8. Para. 2-16b & 6-10. All inventories (Vehicles, Communications, Supplies & Equipment and Real Property) must be completed annually by 15 November. Units not complying with this deadline may be subject to Property Freeze as outlined in CAPR 174-1 Para 1-9 & 6-10.
9. Para, 2-24. Attachment 2 is a sample letter that can be used for the retrieval of CAP equipment. This sample letter is also available on the CTWGLG link of the Connecticut Wing Web page.
10. Chapter 2, Section E, Para, 2-28, 2-29 & 2-31. All units must contact CTWGLG/S/CTWGDOK before the disposal of any non-expendable equipment(s) (item(s) listed in ORMS under Supplies & Equipment or Communications). Units will NOT initiate disposal actions. CTWGLGS/CTWGDOK will transfer the item to wing for disposal action.

11. Para, 6-5c. Annually, upon renewal, CTWGLG will obtain and provide a copy of the Certificate of Insurance for each unit's location, along with uploading a current copy on ORMS under Real Property Documents. If not received, units should request a copy from CTWGLG.
12. Chapter 6 add. All units will establish procedures to manage and control the issuing of unit facility key's and/or access codes, along with vehicle keys.
13. Chapter 6 add. Units are required to notify CTWGLG of any changes to their unit location changes entered in ORMS.



KENNETH CHAPMAN
Colonel, CAP
Commander