



Supply

CIVIL AIR PATROL SUPPLY REGULATION

This regulation establishes a standard system for Civil Air Patrol (CAP) commanders, logistics officers, and supply officers to obtain, control and dispose of supplies, equipment, and other material. It contains Air Force and CAP corporate policy and guidance necessary to assure CAP's continued eligibility to receive appropriated funded equipment, Department of Defense (DoD) excess material and to properly utilize and protect the assets of the corporation. Its provisions are mandatory for use by all members of CAP regardless of the level at which they are located within the CAP corporate structure; for example, National Headquarters, liaison offices, regions, wings, groups, squadrons or flights. It applies to all property regardless of method of acquisition. CAP may receive property from state and local governments along with individual or corporate donations. In turn, citizens have a right to expect this property will be used the way it was intended. Positive command control over property that is assigned ensures this being accomplished and is vital to the continuance of this privilege. It contains procedures to be followed for all acquisitions and disposals. Aircraft and vehicle procedures are included for accountability purposes. Additional provisions for acquisition, control, maintenance and disposal of aircraft and vehicles are contained in CAPR 66-1, CAPR 67-4 and CAPR 900-6 for aircraft and CAPR 77-1 and CAPR 900-7 for vehicles. Additional information about real property may be found in CAPR 87-1. Fundraising and donation guidance is in CAPR 173-4. **Note: This regulation is revised in its entirety.**

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Chapter 1 - General

1-1. Implementation and Changes.

This regulation will not be changed except by HQ CAP-USAF/LGS. However, suggestions for recommended changes that would improve procedures are welcome at any time. These suggestions must be routed through the liaison office (LO), CAP region, and the CAP-USAF liaison region (LR). Region/wing commanders may publish supplemental guidance to give more detailed instructions to their units. A copy of any supplement will be provided to the LO, CAP-USAF LR/LG and HQ CAP-USAF/LGS.

1-2. Definitions.

- a. **Serviceable.** Not requiring any more than routine servicing or maintenance.
- b. **Economically Repairable.** Cost to repair does not exceed the current fair market value.
- c. **Uneconomically Repairable.** Cost to repair exceeds the current fair market value and/or CAP would have no further requirement for the property even if it were to be repaired.
- d. **S-3 Report.** Inventory listing of all equipment controlled by the corporation.
- e. **Scrap Property.** Property not useable for any purpose but being disposed of in a landfill.
- f. **Expendable Property.** Property that is normally consumed either partially or completely during its use and/or has no further value after usage. Items such as clothing, office supplies, and non-powered hand tools are examples of expendable property.
- g. **Non-Expendable Property.** Property that is not consumed during use and/or can be used continually or has some value (usually monetary). Items such as aircraft, vehicles, generators, and binoculars are examples of non-expendable property.
- h. **Unit.** Unit is used throughout this regulation to refer to CAP regions, wings, groups, squadrons, and flights.
- i. **Liaison Office (LO).** The office which may consist of a retired Air Force officer and/or non commissioned officer(s) in each wing to provide oversight and guidance to the CAP wing(s).
- j. **FX Account.** The type of account by which CAP can screen items from DRMO. This account is managed by the CAP-USAF LR/LG.
- k. **DoD Funded Equipment.** Equipment which is purchased with appropriated dollars, including counter- drug funds.

1-3. Duties and Responsibilities.

This is a general list of responsibilities and is not all- inclusive.

- a. HQ CAP-USAF/LG is responsible for advice, liaison, and oversight of the nationwide CAP supply, vehicle, real property and aircraft programs and to manage and administer these programs for CAP at the national level.
- b. HQ CAP-USAF/LGM is responsible for aircraft management.
- c. HQ CAP-USAF/LGS is responsible for supply/equipment management.
- d. HQ CAP-USAF/LGT is responsible for vehicle and real property management.
- e. CAP-USAF LR/CC is responsible for:
 - 1) DRMO screening, assets, and disposal.
 - 2) Approval for report of survey on DRMO/DoD funded equipment.
 - 3) Approval of survey audit report.
 - 4) Recommending a wing freeze or suspension action when necessary to the CAP-USAF commander.
- f. CAP-USAF LR/LG is responsible for:
 - 1) Advice, liaison, and oversight of the region's supply, vehicle, real property and aircraft programs.
 - 2) Performance of annual survey audits and assessing the wings' overall logistics programs.
 - 3) Maintenance of the region FX account used for withdrawal/turn-in of DoD excess property.
- g. CAP WING/LO is responsible for:
 - 1) Advice, liaison, oversight and assistance to the wing(s) and CAP-USAF.
 - 2) Performing an inspection prior to the annual survey audit.
 - 3) Data entry into the logistics equipment program.
- h. CAP REGION/CC is responsible for:
 - 1) Proper management of corporate property in his/her region. Maintaining a healthy logistics program is a priority.
 - 2) Realigning assets destined for a wing when it is on freeze.

- 3) Reviewing survey audit reports and advising wings on corrective actions.
- i. CAP REGION/LG is responsible for:
 - 1) Oversight and training of the wings' logistics staffs.
 - 2) Assisting National Headquarters staff in developing CAP equipment requirements and utilization standards.
- j. CAP WING/CC is responsible for proper management of corporate property in the wings. Support is crucial to an accurate logistics program. Some of the responsibilities include:
 - 1) Reviewing the LO inspection report prior to the survey audit.
 - 2) Having staff, records, and corporate property available for the annual survey audit.
 - 3) Insuring findings in the survey audit are corrected in a timely manner.
 - 4) When needed, appointing an investigative officer for a report of survey and notifying members of findings of pecuniary liability.
 - 5) Is the disposal approval authority for other than DoD funded/DRMO equipment.
 - 6) Reclaiming corporate property from deactivated units.
 - 7) Supporting and cooperating with the CAP region LG in his/her duties to train and provide oversight to the wings' logistics staffs.
- k. CAP WING/LG is responsible for:
 - 1) Overall management of logistics programs in the wing and for advising the commander on status of logistics programs and establishing policies.
 - 2) Accountability for the wing equipment and will ensure all equipment is used properly and is secure.
 - 3) Reviewing logistics budget requirements, managing real property and being knowledgeable of logistics publications and forms.
 - 4) Overseeing and training of unit supply officers.
- l. CAP WING/LGS is responsible for insuring proper accountability for CAP property in the wing (receipt, issue, storage, and proper disposal of all CAP property).
- m. CAP WING/LGT is responsible for all management and utilization of corporate vehicles in the wing.
- n. CAP WING/LGM is responsible for the aircraft maintenance management in the wing. This officer may be assigned to logistics or operations.

1-4. Property Management.

a. The purpose of equipment in CAP is to support personnel in performing missions. The CAP Wing commander is responsible for every unit having a defined mission. Each piece of property should support the mission. If property does not support the mission and is not being used, the equipment should be redistributed and/or disposed of properly. Wing headquarters must not store excessive quantities of unused items.

b. Proper management of corporate property is the responsibility of all members of CAP. Commanders at all levels will ensure that proper management, supervision and control of CAP property is accomplished. The unauthorized/improper use of CAP property will be reported to the wing commander immediately. CAP property will be used only in support of CAP programs. The wing commander will take action to recover property being used for other than CAP programs and activities.

c. Regardless of the source of acquisition, property will be receipted and accounted for using the procedures outlined in chapter 3. All funds and/or property acquired by any unit of CAP in any manner and from whatever source shall be received in the name of "Civil Air Patrol" and shall be administered and accounted for as prescribed by regulations. (Reference Section 8, Unit Funds and Property Bylaws of CAP and Article XV, Funds and Property Constitution of CAP.)

1-5. Property Sources.

a. Department of Defense (DoD). CAP is eligible to receive DoD excess property in accordance with the provisions of Public Law, DoD, and AF directives. This eligibility does not make transfer of such property mandatory. Property must be excess to the requirements of the DoD, available for transfer, CAP must have a valid requirement and not be on freeze. CAP must obtain approval from the LO and CAP-USAF LR/LG before receiving property from DoD. For example, if a CAP member found a radio that was excess to the base's needs, the CAP member should contact the LO and CAP-USAF LR/LG in writing, either by letter, fax or e-mail, requesting approval to receive the property. After approval, he/she could then receive the property and initiate the CAPF 37E. This is not considered a donated item. Any property owned by the DoD is purchased with appropriated dollars and when no longer needed will be returned to DRMO.

1) The equipment and supplies CAP may obtain from DoD excess or DRMO are contained at attachment 1. CAP will receive no aircraft, sailplanes, or hot air balloons that are in excess to the DoD. CAP will receive no vehicle, trailers, or vehicle parts that are in excess to the DoD without receiving HQ CAP-USAF/LGT authorization first.

2) If a unit has a valid need for an item listed in a Federal Stock Group or Federal Stock Class not reflected at attachment 1, approval to acquire the item may be granted by the CAP-USAF LR/LG when the FX number is requested. If necessary, written justification may be required.

3) Excess DoD property will never be acquired for the purpose of trade or resale.

4) Items acquired from DRMO will be received on a DD Form 1348-1A. The FX number on the DD Form 1348-1A will be entered in the CAP equipment database in the "Source" field. If the equipment was DoD excess, the CAPF 37E should show "DoD Excess" in the "Source" field and in the equipment database.

b. Appropriated fund purchases. CAP receives appropriated funds that may be used to purchase property.

1) Items acquired from these sources should show in the "Source" field of the CAPF 37E and the equipment database, "DoD Funded."

2) Items acquired from these sources as a result of counterdrug operations should show in the "Document Number" field of the CAPF 37E and the equipment database, "CD Funded." This includes items purchased at wing with funds generated from the Counterdrug administrative fee.

c. Commercially procured property. CAP units may commercially procure needed items. Source of funds for this type item would be from fund-raising efforts and/or contributions from members. Items acquired from these sources should show in the "Source" field of the CAPF 37E and the equipment database, "Unit Purchased." This would not be used for items purchased at wing with funds generated from the counterdrug administrative fee. See paragraph 5-2d for vehicle purchases.

d. Donated property. Individuals, business enterprises, or foundations may donate equipment or assets to CAP. Acceptance of such donations is authorized and encouraged, but units are required to follow the acceptance procedures in paragraph 3-6d). See paragraph 5-2d for additional information regarding vehicle donations. See paragraph 3-6d2) for additional information regarding aircraft donations.

e. CAP Supply Depot.

1) Under the supervision of the executive director, the corporation operates the CAP Supply Depot, located in Amarillo, Texas, providing a centralized "in-house" facility for the procurement, storage, distribution and accountability of DoD and procured inventory. Selection includes support for both CAP and member aircraft, survival, and pilot supplies, ground team and camping equipment, air and ground communications equipment and aerospace education "hands-on" materials.

2) Aircraft support. The depot, a Cessna distributor, stocks and/or markets support for all corporate aircraft. The depot inventory includes, but is not limited to: new and used airframe and engine repair parts and accessories, complete engine assemblies, and new and overhauled propellers.

3) Charges. This facility is operated on a "self-sufficient" basis, with no outside financial assistance, and as such, charges handling fees commensurate with the cost of doing business in a not for profit organization. CAP entities are normally authorized open accounts, which are subject to the approval of the depot manager. Members are offered credit card and prepaid check transactions. The depot accepts Master Card, Visa, and Discover.

4) Ordering procedures. Store hours are 0800 to 1630 CST, Monday through Friday. For more information, the depot web site address is <http://www.capsupply.com> and is "secured" for credit card payment. Requests may be made by toll free telephone at 1-800-858-4370 or 806-335-2001. Orders may be faxed in with credit card payment to 806-335-2416. Written correspondence should be sent to CAP Supply Depot, 14400 Airport Boulevard, Amarillo, TX 79111-1207.

f. National Technology Center (NTC). The corporation established the NTC, located in Richmond, Virginia, to provide a central point for the storage, issue and accountability of government excess communication parts and purchased (vendor) items for use by and in support of the CAP communication program. NTC personnel are corporate employees who operate under the supervision of NHQ CAP/DOK. Additional information about NTC may be found at <http://www.ntc.cap.gov>.

g. State Agency of Surplus Property (SASP). If a CAP wing has its public safety role clearly indicated in its state's official emergency plan, the wing may be eligible to receive federal surplus through the SASP donation program. The wing commander must contact the SASP to determine eligibility. A copy of any documents receiving equipment from SASP must be provided to HQ CAP-USAF/ LGS. It is the wing's responsibility to make sure equipment is managed according to SASP guidelines. To get more information about SASP and find out who is the SASP manager for each state, look at Internet site <http://www.fss.gsa.gov/property/propstlst.cfm>.

h. State owned property. If items are loaned to CAP by the state, not donated, these items will not be placed on the S-3 report, but will be maintained on a separate list.

i. Property purchased by the state. If items are provided to CAP and are not owned by the state, they will be placed on the S-3 report. The source field in the CAPF 37E will be "State."

j. Found on base (FOB). Property that is received from an unknown source will be added to the inventory using "FOB" in the document number field. This indicates that a reasonable intent to determine the source of the equipment has

been made and cannot be determined. Found on base property should be handled the same as property from DRMO. Identifying an item's source as FOB should not be used to try and circumvent CAP's responsibility to be accountable for property.

1-6. Personal Property.

Personal property left in a unit over 90 days should be identified as "Personal Property" to prevent the property from being misidentified as CAP property and picked up on the S-3 report.

Chapter 2 - Supply Files

2-1. Mandatory Files.

The following files are mandatory at all levels within CAP. In order to maintain accountability of CAP property, the following files will be established:

a. CAPF 38, *Property Document Register*. (See attachment 2.) Only one CAPF 38 per unit will be used. Document numbers will be recorded consecutively. A new register will be started as of 1 January each year.

b. Non-expendable property files. The files listed below will be maintained. Maintain files in document number sequence (CAPF 38). The completed copy of the CAPF 37E or DD Form 1348-1A will be maintained until the item is added to or deleted from the next signed S-3 report.

1) Non-expendable receipts file. This file will contain CAPFs 37E and DD Forms 1348-1A used for receipts.

2) Non-expendable transfers file. This file will contain CAPFs 37E used for transfers.

3) Non-expendable disposals file. This file will contain CAPFs 37E and DD Forms 1348-1A used for disposals.

c. S-3 report and TR file. A copy of all transaction registers (TRs) will be kept with the S-3 report until it is replaced with a new S-3 report. The TR will be used to ensure that all requested changes were processed and reflect current information. If the information on the TR is not correct, follow up action should be taken to the wing LGS and the wing LO. A sample S-3 is at attachment 3 and a sample TR is at attachment 4

d. Expendable property files. These files may be separated by receipts, issues and disposals; or the unit may opt to keep these items in one file.

1) Expendable receipt file. When expendable property is received, a copy of receiving documentation (CAPF 37E or regions and wings may use DD Form 1348-1A) will be placed in this file.

2) Expendable issue file. Each unit will establish a file for CAPFs 111 and CAPFs 37E to issue expendable property to individuals/units. Expendable transfers and turn-ins will also be filed in this folder. CAPF 111 or CAPF 37E will be used to transfer accountability of DoD funded cadet uniforms.

3) Expendable disposal file. Disposal of expendable property will be recorded on a CAPF 37E. A completed copy, along with all support documentation, will be filed in this folder.

e. Unit requirements list. The wing will maintain a current copy from each of its subordinate units. Each list must contain the federal stock class (FSC), description of items needed, quantity needed and charter number. The consolidated wing requirements list will be forwarded to the LO, CAP-USAF LR/LG, and the CAP region logistics officer. See attachment 5 for a sample consolidated wing requirements list.

f. Supply officer appointment folder. A folder will be established for filing of the unit supply officer transfer of proper responsibility or unit Personnel Authorization (PA) listing the individual as supply (or logistics) officer. The unit, group, wing, and LO will establish a folder for each subordinate unit.

g. Real property survey file. A folder will be established for filing of the unit real property survey.

h. Suspense file. This file will contain all forms that have been forwarded for processing. When action has been taken and shown on the TR, an inventory, or report, the forms will be moved to the appropriate files (non-expendable property file, vehicle file, real property file, etc.).

2-2. Region and Wing Support Files.

Mandatory files for each region and wing are:

a. Unit account files. A separate file for each unit, that will include a signed S-3 report. Also a copy of all non-expendable transactions (CAPF 37E) that effect the units inventory will be filed in this file. This includes receipts, transfers, updates, disposals and reports of survey. (A folder for each category may be established.) When property is transferred from the wing account, a copy of the CAPFs 37E will be filed in the wing's non-expendable property file. The suspense copy of CAPFs 37E will be destroyed when the items are added to or deleted from the S-3 report.

b. Aircraft receipt folder. A permanent folder will be established for each aircraft. A copy of the original receiving documentation will be maintained in the file for as long as the aircraft is assigned. The CAPF 37A/DD Form 1348-1A will be filed in the disposal folder when the aircraft is disposed of. The LGM will maintain a current aircraft inventory report. The LGM will maintain an aircraft record folder containing all pertinent information.

- c. Vehicle folders.
 - 1) The LGT will maintain a current signed S-2, *Vehicle Inventory Report*.
 - 2) The LGT will maintain a vehicle record folder IAW CAPR 77-1.
- d. Real property folder will contain the S-6, *Real Property Listing*, with a current real property survey form, a copy of any leases, licenses, support agreements and any other pertinent information.
- e. Assignment of non-expendable serial numbers. Each region and wing will establish procedures to assign and permanently affix serial numbers to non-expendable items received without a serial number. Any process may be used as long as it prevents reuse of numbers and ensures assigned numbers are reflected on/affixed to property for as long as it is in use by CAP. A serial number log is a proven method of control.
- f. Transaction register (TR) file. (See attachment 4 for an sample TR.). Requested changes on non-expendable property are submitted on a CAPF 37E for input into the S-3 to the wing LGS. The wing LGS is responsible for providing the CAPF 37E to the wing LO. The wing LO is responsible for entering the information into the database and running a TR for the wing LGS at the end of every month. The wing LGS will distribute copies of the TR to all units affected by the transactions. The wing LGS will keep a copy of all TRs until the new S-3 report is run.
- g. Expendable receipt file. When expendable property is received at wing from DRMO, a copy of DD Form 1348-1A (receiving documentation) will be placed in this file.

2-3. Optional Files.

These files become mandatory when indicated action takes place and will be maintained and updated until property is returned to the control of the issuing authority.

- a. Individual issue folder. When an individual is issued non-expendable property, a separate folder will be established for that individual's CAPFs 37E until property is returned. See paragraph 3-7d for procedures to issue an individual non-expendable equipment.
- b. Loan of property folder. Loan of property to DoD, state and local government agencies will be documented using the same process as individual issues.
- c. Property repair file. When property (expendable or non-expendable) is removed from the unit for repair, by commercial or individual sources, a receipt will be obtained from the repairing activity reflecting serial number and/or description of the item. This receipt will be maintained until the property is returned to the unit.

2-4. LO Mandatory Files.

The LO office is required to keep the following files:

- a. Completed and suspense file of DD Forms 1348-1A.
- b. A signed copy of each unit's current S-3 report.
- c. A copy of each TR with processed CAPF 37E attached until the new S-3 is signed each year.
- d. Wing's consolidated requirements list.
- e. A copy of each CAPF 2a appointing supply officers for each unit and the wing LGS and/or copies of transfer of responsibility letters.
- f. Copy of survey audits and responses.
- g. List of equipment assigned to the LO office.
- h. List of equipment database in electronic or paper form every 90 days.
- i. Copy of S-2, *Vehicle Inventory Report*.
- j. Copy of S-5, *Aircraft Inventory Listing*.
- k. Copy of S-6, *Real Property Listing*, and copies of real property surveys.
- l. Copy of aircraft and vehicle inspections.

2-5. Records Disposition.

Disposition will be in accordance with CAPR 10-2. All records will be maintained for current year and 3-year historical file.

Chapter 3 - Property Accountability

3-1. Property Acquired by CAP.

Regardless of the source of acquisition, property will be receipted and accounted for using the procedures outlined in this chapter. All funds and/or property acquired by any unit of CAP in any manner and from whatever source shall be received in the name of "Civil Air Patrol" and shall be administered and accounted for as prescribed by regulations. (Reference Section 8, Unit Funds and Property Bylaws of CAP and Article XV, Funds and Property Constitution of CAP.)

3-2. Supply Officer Appointments.

All supply officer (unit or wing LGS) appointments and changes will be made IAW this regulation.

a. New appointments. When a new unit is formed and/or there is no property to be transferred, supply officer appointments are conducted by initiating a new unit PA.

b. Change of supply officer and transfer of property responsibility. It is the unit commander's responsibility to appoint a supply officer if the unit has property or not. Since the unit commander may be the first to know when the current supply officer will no longer be available, it is imperative a new supply officer be selected and the transfer of property responsibility be performed prior to the departure of the outgoing supply officer. If the office is vacant, loss of property control can occur. Prior to supply officers being changed as outlined in this regulation, a complete joint inventory will be accomplished. Upon completion, the unit will type at the bottom of the current S-3 report the "Transfer of Property Responsibility" statement and each individual will sign accordingly along with the unit commander. See attachment 6 for an example of the statement. Only those equipment items charged to their account and under their direct control will be inventoried. The incoming supply officer must make sure all non-expendable items on the S-3 report are on hand or that action has been taken to clear the old account of missing or misidentified items before taking charge of the new account. If the outgoing supply officer is unavailable, the wing commander or his designated representative will conduct the joint review. Copies of the S-3 with transfer of property responsibility properly signed will be distributed to the following:

- 1) Individual relinquishing property responsibility.
- 2) Individual accepting property responsibility.
- 3) Commander of each of the above individuals.
- 4) Wing LG.
- 5) Wing LO.

3-3. Property Accountability Forms.

CAP units will use the following forms to account for all corporate property. CAPFs can be ordered IAW CAPR 5-4 and can also be obtained at <http://www.capnhq.gov>.

a. CAPF 38, *Property Document Register*. See attachment 2 for an example. This form is the basic supply record used to record all property transactions. Each unit will maintain a property document register.

b. CAPF 111, *Recap Sheet* (expendable issues). See attachment 7 for an example. Used only to record expendable issues to the immediate members of a unit. CAPF 37E must be used to issue property to members of other units.

c. CAPF 37A, *Shipping and Receiving Document for Aircraft*. See attachment 8 for an example. This form will be used to issue and transfer CAP aircraft.

d. CAPF 37E, *Shipping and Receiving Document for Equipment*. See attachment 9 for an example. This form will be used to record all non-expendable property transactions. (The only exception is for the DD Form 1348-1A when receiving from or turning in to DRMO.)

e. CAPF 37V, *Shipping and Receiving Document for Vehicles and Trailers*. See attachment 10 for an example. This form will be used to record vehicle transactions.

f. DD Form 1348-1A, *Issue Release/Receipt Document*. See attachment 11 for an example. This form is used to withdraw or return property to DRMO. Wing LGS will provide a completed copy of this form anytime property is withdrawn or returned to DRMO. The wing LGS can use this form alone to enter or delete an item into/from the S-3 at wing level. Type legibly. Enter asset code, serial number, wing document number, and wing address in block 27. Fields completed in the sample are required. The DD Form 1348-1A cannot be ordered from National Headquarters. Contact the wing LO or DRMO for assistance.

g. DRMS Form 103, *Screeners Tally Request to Freeze/Hold Excess/Surplus Property*. See attachment 12 for an example. This form is used when screening items at DRMO.

3-4. Property Document Register.

The unit supply officer or the unit commander will establish a CAPF 38 each year. The forms primary use is to list non-expendable property transactions and provide a document control number to be annotated on CAPFs 37 A/E/V. All CAPFs 37A/E/V and DD Forms 1348-1A will be assigned document control numbers. The form is kept as a historical record of the unit's property transactions. Document numbers will consist of the last 2 digits of the calendar year and the sequential number of the transaction. For more specific instructions, see attachment 2. Only one document control register will be used by each unit receiving/issuing property. No exceptions are authorized.

3-5. Unit Requirements List.

The unit supply officer will submit requests for property to the wing supply officer. See attachment 5 for an example. The request will contain justification for non-expendable items. The wing supply officer will attempt to satisfy the requirements from wing resources. If the material is not available, the wing supply officer may coordinate with the region and/or other wings within his/her region to determine if assets are available for redistribution. Communications equipment may be available at NTC. If not available from CAP resources, the equipment and/or supply requirements will be submitted to the wing LO. Normally the following conditions are required prior to approving DoD excess for CAP:

- a. The CAP wing has submitted an annual list of requirements to the wing LO and CAP-USAF-LR/LG NLT 15 April. This list may be supplemented at reasonable intervals throughout the year with proper justification. Failure to submit a requirements list indicates no equipment will be required for the year.
- b. The wing is not frozen from receiving DoD excess property.
- c. Items required have been located through the screening process.
- d. Items are authorized for CAP, and the wing can effectively use the property in the performance of its mission.

3-6. Property Receipt Procedures.

a. DoD excess receipts. This is referring to equipment received from DRMO. The region/wing commander/supply officer will receive property acquired from DoD excess. He/she will complete and return all receipt/transaction documents (two copies for expendable and three for non-expendable) to the liaison office within 30 days after receipt of property. A copy of the receipt documentation will be placed in either the expendable or non-expendable receipt file. Region and wing may use DD Form 1348-1A to document receipt of property. Upon receipt, enter region/wing charter designation in "Ship to Block," sign in block 14, record receipt document number in block 15, and serial number(s) in blocks U or X or it may be continued on reverse side). See attachment 11 for an example. Disposal of unserviceable items will be accomplished using procedures in chapter 4.

b. Appropriated fund purchases. Items purchased by the National Headquarters program managers for the region or wing will add the items to the inventory immediately after purchase. The items may be added to the wing's inventory prior to actual shipment to the designated region/wing. A copy of the purchasing document and the TR where the items were added to the inventory will be provided to the appropriate wing, LO, and HQ CAP-USAF/LGS. In the document number of the CAPF 37 E/V for items of this type, enter "DoD Funded" or "CD Funded". Most items purchased at National Headquarters are DoD funded. Items purchased using counterdrug appropriated funds are called "CD Funded". If the equipment is shipped direct from the vendor, the individual who purchases the equipment will obtain from the vendor the serial numbers and other necessary data to enter the equipment into the logistics equipment database. The CAPF 37 and transaction register will be mailed to the LO prior to equipment shipment.

c. Commercially procured receipt. When items are commercially procured, a CAPF 37E/V will be initiated by the unit acquiring the property and accounted for the same as DoD excess property. The commander will ensure the appropriate expendability block is indicated and the word "Purchase" is entered in the document number block of the CAPF 37E/V. Copies of the CAPF 37E/V will be forwarded to the wing supply/transportation officer, who will complete and forward one copy to the wing LO.

d. Donated receipts. Approval authority to receive donated equipment, aircraft and vehicles is listed in CAPR 173-4. Disposal authority of donated property is listed in CAPR 173-4.

1) The following pertains only to equipment donations:

a) For equipment donations, two copies of the certificate of donation will be provided to the supply officer to establish accountability. The word "Donation" will be entered in the FX number block and "Zero" in the unit price of the CAPF 37E. One copy of the donation certificate and one copy of the CAPF 37E will be forwarded to the LO for data entry. The unit and wing supply officer will also maintain a copy of the donation certificate and CAPF 37E.

b) If the estimated value of the equipment donation is \$5000 or more, the donor will complete an Internal Revenue Services (IRS) Form 8283 instead of the CAP donation certificate. If the donor does not complete an IRS Form 8283, the property cannot be accepted. The region commander will sign the IRS Form 8283 and return the original to the donor when the appraisal value is \$10,000 or less.

c) If the estimated value of the equipment donation exceeds \$10,000, the IRS Form 8283 will be forwarded to NHQ CAP/EX for acknowledgement by the executive director.

d) Under no circumstances will any member of CAP place an estimated value on a donation. The donor establishes value.

e) For equipment donations, the region commander will approve all conditional donations in writing.

2) The following pertains only to aircraft donations:

a) Prior approval is required from NHQ CAP/EX prior to donation. After approval, the wing commander may accept aircraft donations.

b) A donation certificate and bill of sale are required for all donated aircraft. The executive director must approve any conditional donation in writing.

c) A copy of the donation certificate signed in ink, a copy of the CAPF 37A, and a check in the amount of \$5.00 made out to the FAA will be forwarded to HQ CAP-USAF/LGM to register the aircraft.

d) If the estimated value of the donation is more than \$5000 the donor will complete the IRS Form 8283 in addition to the donation certificate. If the donor does not complete the IRS Form 8283, the aircraft cannot be accepted. The EX will sign the IRS Form 8283 and return the original, along with a copy of the donation certificate, to the donor. The current *Aircraft Bluebook Price Digest* will be used to establish the actual value.

e) All expenses associated with the donated aircraft, i.e., maintenance, upgrades, hull, and liability insurance will be the responsibility of the receiving wing.

f) Property donated to CAP valued at \$5000 or more by the donor may not be sold, exchanged, or disposed of without written permission of NHQ CAP/EX IAW CAPR 173-4, paragraph 9.

3) The following pertains only to vehicle donations:

a) Prior approval is required from NHQ CAP/EX prior to donation.

b) All vehicles added to the inventory, including donated vehicles, are to be approved by National Headquarters prior to receipt of the vehicle. A letter requesting receipt of a donated vehicle must be signed by the wing/region commander, and forwarded through to the CAP LO, CAP-USAF LR/LG to HQ CAP USAF/LGT. The request must include the intended purpose of the vehicle, a complete description, mileage, and state if maintenance support is requested. Written approval/disapproval will be sent to the CAP LO from HQ CAP-USAF/LGT. After approval, the wing/region must send a CAPF 37V to HQ CAP-USAF/LGT. A copy of the title and other supporting documentation from donation must be attached to the CAPF 37V and submitted NLT 45 days after receipt of approval or the approval will be rescinded.

c) Buses, water trailers, Humvees, 2 ½ ton (deuce and half) vehicles are NOT allowed in CAP vehicle inventory fleet.

d) Property donated to CAP valued at \$5000 or more by the donor may not be sold, exchanged, or disposed of without written permission of NHQ CAP/EX IAW CAPR 173-4, paragraph 9.

e) If the estimated value of the vehicle donation is \$5000 or more, the donor will complete an Internal Revenue Services (IRS) Form 8283 instead of the CAP donation certificate. If the donor does not complete an IRS Form 8283, the property cannot be accepted. The region commander will sign the IRS Form 8283 and return the original to the donor when the appraisal value is \$10,000 or less.

e. Receipt of state owned property. CAP may receive items purchased through the state. When items are received through and ownership remains with the state, they will be identified as state property. Items will be accounted for on a state inventory in lieu of the S-3 report. If ownership passes to CAP, action will be taken to account for the property using procedures for purchased items.

f. State Agency for Surplus Property (SASP). CAP may receive items through the GSA/SASP donation program. HQ CAP-USAF/LGS will receive and utilize a copy of each invoice to ensure accountability is established/maintained by the applicable region/wing. Items received through the SASP will be received into the wing supply system utilizing CAPF 37E. To identify property received through this program, enter "SASP" in the FX number block of the CAPF 37E. In addition to CAP requirements, each wing must comply with requirements of this program.

g. FOB. Any non-expendable equipment whose source cannot be determined will be added to the equipment database using "FOB" in the document number field. A reasonable search for the source of the item must be conducted prior to using the FOB source.

3-7. Issue Procedures.

a. To determine if an item is expendable or non-expendable depends on several factors, such as cost, age, source, and fair market value. If an item's is acquired from DRMO and cannot be consumed it is considered non-expendable. Any item whose acquisition cost is \$5000 or more will be a non-expendable. All communication and computer equipment will be non-expendable throughout its useful life. All other equipment that has a useful life of more than 1 year and has a fair market value of more than \$2,000 are considered non-expendable. In November of each year, HQ CAP-USAF/LGS will review the equipment database to determine if items on the inventory are subject to removal. HQ CAP-USAF/LGS will coordinate with the wing prior to removing items from the inventory. Once these items are removed from the inventory they will be managed as expendable items.

b. Expendable issues. Unit commanders will develop and maintain an expendable issue procedure to allow control and security of expendable property.

c. Non-expendable issues.

- 1) The issuing unit will:
 - a) Initiate a correct and complete CAPF 37A/E/V.
 - b) Use one copy as a suspense until the requested action has been completed.
 - c) Send original with property to the receiving unit.
- 2) The receiving unit will:
 - a) Complete the CAPF 37A/E/V by signing, dating, and assigning document number and retain one copy.
 - b) Return original of the CAPF 37A/E/V to the issuing unit.
- 3) Upon receipt of the completed CAPF 37A/E/V, the issuing unit will:
 - a) Destroy the suspense copy of the CAPF 37A/E/V.
 - b) Place the original copy in the receiving unit's file.
 - c) Make a copy and send to the wing liaison office.
- 4) The wing liaison office will:
 - a) Review the CAPF 37A/E/V for completeness, sign and date it. If the CAPF 37A/E/V is in error or is not complete, the wing LO will return the CAPF 37A/E/V with a letter, stating the problem. See attachment 13 for an example letter.
 - b) Enter the information from the CAPF 37E into the CAP equipment database. The wing LO will provide a copy of the TR to the wing LGS each month. The wing LO will file another copy of the CAPF 37E in his/her completed file. (CAPF 37A/V will be forwarded to HQ CAP-USAF/LGM or LGT thru the LR/LG.)

d. Non-expendable issues to individuals.

- 1) The commander/deputy commander of the unit making the issue will approve issues to individuals in writing. The approval will be the commander's/deputy commander's signature on the applicable CAPF 37A/E/V documenting the issue. Under no circumstances will issues be made to any individual who is not an assigned and active member of the unit. See attachment 14 for an example.
- 2) Annual revalidation of non-expendable issues to individuals. Between 1 Jan and 15 Apr each year, each commander or vice commander, along with the individual who physically has custody of the items, will review and validate all CAPFs 37A/E/V, regardless of what month the items were issued. The commander's signature and date on each, along with the individual's signature and date, indicates that the individual is still assigned to the unit, a member in good standing and actually has the property listed on the CAPF 37A/E/V. See attachment 14. If more than six-annual validations are required, use the reverse side of the CAPF 37A/E/V. Procedures must be established to recover property from individuals who terminate membership in CAP or transfer to another unit. The unit LG will recover this property.
- 3) These folders should be cross-checked with the inventory periodically to ensure the same item is not being recorded as being issued to two individuals or missing. Since one individual may have equipment issued at different times on different CAPF 37E, it is very important to consolidate during annual validation all of the equipment to one CAPF 37E. (This does not change the requirement to validate the CAPF 37E with commander and individual signatures.)

e. Equipment permanently installed elsewhere. If equipment, such as a repeater, is permanently installed elsewhere, the wing commander will sign the CAPF 37E in the "Receipt to Unit" block and state the physical location or address of the equipment. This form will be kept with the S-3 and validated each year to assure the property is still there.

3-8. Asset Code.

An asset code is a unique computer generated identification number assigned to an item. The asset number stays with the property for life and does not change even if the property is transferred from one wing to another. Asset code numbers will be generated after the item is entered into the national database. The asset code assists in updating the database. The asset tag deters theft by identifying CAP property and makes it easier to inventory. The property tag reads "Property of Civil Air Patrol." The asset code will be written or typed in the blank space on the tag. Asset code tags will be affixed to all non-expendable property. Asset code tags will be provided by the LOs and will be placed on all new property once it has been entered into the database. (LOs may obtain the asset code tags from the CAP-USAF LR/LG.) Each year when the inventory is performed, the tags should be verified and if necessary, replaced or added to equipment. If possible, tags will be attached to the equipment prior to shipment from National Headquarters.

3-9. Transfer of Property between CAP Wings/Units.

a. Non-expendable property may be transferred between wings with the mutual consent and approval of the commanders concerned when a wing is not on suspension or "freeze." A CAPF 37A/E/V will be initiated by the losing supply/transportation/aircraft officer and completed by the gaining unit. Copies of all transfer documentation will be provided to the wing supply/transportation/aircraft officer, who will ensure that two copies are forwarded to the LO. The wing LO will:

1) Review the CAPF 37A/E/V for completeness. If the CAPF 37A/E/V is in error or is not complete, the wing LO will return the CAPF 37A/E/V with a letter (attachment 13), stating the problem.

2) Enter the information from the CAPF 37E into the CAP equipment database. The wing LO will return one copy of the CAPF 37E with the TR at the end of the month. The wing LO will file the second copy of the CAPF 37E in the completed file. (CAPF 37A/V will be forwarded thru the LR/LG to HQ CAP-USAF/LGM or LGT for entering the data into the database.

b. The receiving unit will pay costs incurred from the transfer of property between CAP units.

c. The receiving wing will process the transfer between wings, sign the CAPF 37E and after processing return a copy to the losing wing.

3-10. Property Turn-In from Unit to Wing.

When units have non-expendable/expendable property that exceeds their needs it will be transferred to the wing. CAPFs 37E/V will be initiated by the unit making the turn-in and completed by the wing. The wing will provide a completed copy of the CAPF 37E/V to the unit. The wing will provide a copy of the CAPF 37E to the LO for processing. The LO will coordinate and forward copy of CAPF 37V to LR/LG and HQ CAP-USAF/LGT for processing.

3-11. Unit Deactivations.

It is the wing commander's responsibility to reclaim all corporate property from deactivated units. It is the wing logistics officer's responsibility to recover all corporate property for the wing commander.

a. Upon notification of a unit being deactivated, the wing commander or wing administrative officer will **immediately** notify the wing logistics officer so recovery of any expendable or non-expendable property can be accomplished within 30 days.

b. Property recovered will be stored or offered to other units to fill existing requirements. Should no need exist for the property, action will be taken to dispose of it in accordance with procedures outlined in chapter 4.

c. The unit folder of the deactivated unit will be annotated as "Deactivated" and retained as a permanent part of the current records. Historical files will be retained for 3 years then destroyed.

d. If all property was returned to the wing, a letter to the wing LO will be justification to process a mass transfer back to the wing. See attachment 15. Otherwise a CAPF 37E will be required for individual items. The wing LGS will annotate on the unit's S-3 the action taken on each piece of property. For example, return to wing inventory, transfer, report of survey pending, etc. If all efforts fail to recover the property, the wing commander will initiate a report of survey to account for the missing equipment.

3-12. Annual Inventory (S-3 Report).

Proper management and control of any corporation requires periodic inventories of its assets. To ensure such management and control exists within CAP and provide a consolidated record and quick reference of corporate property, an inventory of non-expendable property will be performed by each CAP unit between 1 Jan and 15 Apr of each year. The following procedures will apply:

a. Annually, the CAP-USAF LR/LG will print (as of 1 Jan) and forward to the wing four copies of the S-3 report. The CAP-USAF LR/LG will also print the S-3 for the CAP region to complete. This **must** be the copy signed and returned to the CAP-USAF LR/LG. To maintain inventory integrity, no other listing can be substituted.

b. Each region/wing will inventory, validate and forward the **original** signed S-3 report to their respective wing LO. The LO will keep a copy of the S-3 and the attachments. The LO will make the necessary inventory adjustments and forward the original to the CAP-USAF LR/LG.

c. Each wing LGS will keep one copy of the inventory for each unit in suspense until a signed copy is received from each unit. The wing LGS will send the other three copies to their units for inventory, validation and signature by the unit commander or supply officer. The wing commander and wing LGS will not sign unit inventories in lieu of unit personnel unless they have property listed within their immediate control and action is being taken to transfer property back to the wing account. This is necessary to make sure individuals signing the report can be held accountable for property reflected on the S-3 report. Any unit who fails to turn in a signed inventory is not showing proper management and control of corporate assets. The wing commander must take immediate action to retrieve the equipment from the unit and distribute the assets in a similar fashion as to when a unit deactivates.

d. After the unit commander/supply officer validates and signs the S-3 report, he/she will retain one signed copy and return two signed copies to the wing LGS.

e. The wing LGS will validate each unit's report against its records and the database. If the records agree, a copy of the S-3 report is filed in the "Unit Non-Expendable File." If the records do not agree, a copy of a CAPF 37E documenting the correcting action will be attached to the S-3 report and then filed in the "Unit Non-Expendable File." Only complete S-3 reports are forwarded to the LO. A report is not complete unless all deletes, additions, and transfers are supported by an accurately prepared CAPF 37E. Only the most current signed S-3 report will be maintained in the active file. The old S-3 reports will be removed from the active file and maintained for 2 years then destroyed.

f. After all unit S-3 reports are completed and received at the wing and validated, the complete package, to include CAPFs 37E, will be sent to the wing LO. The inventory must be complete and arrive at the wing LO by 15 Apr. The wing LGS will monitor his/her copy of the S-3 and CAPFs 37E to make sure all suspense items are processed. The wing LO will review the wing inventory package for completeness. The LO will process CAPFs 37E that require action. When processed, the wing LO will file the CAPFs 37E and S-3 report in the "Unit Folder". The LO will forward a copy of the S-3 report and the CAPFs 37E to the CAP-USAF LR/LG.

Chapter 4 - Disposal of Excess Property

4-1. Redistribution of Serviceable or Economically Repairable Excess Property.

a. Group/squadron level action. Property no longer required will be reported to wing headquarters for possible redistribution. The report will include noun, quantity, serial number (if applicable), condition of property, repairs needed if applicable, and estimated cost of repairs.

b. Wing level action. Redistribute the property to other groups or squadrons within the wing as needed. Report property to CAP REGION/LG if not distributed within the wing.

c. Region level action. CAP REGION/LG will poll their wings to determine if a requirement exist. If not, he/she will poll other CAP REGION/LGs to determine if a requirement exists nationwide. If no requirement exists, the equipment will be disposed of in accordance with CAP disposal procedures.

d. Costs of redistribution. The receiving unit will pay the cost to ship excess property.

e. Wings or units who are on suspension or "freeze" will not receive redistributed property.

4-2. Methods of Disposal.

Disposition of all property (expendable and non-expendable) will be documented on a CAPF 37E/V or DD Form 1348-1a as required in paragraph 4-4. Methods of disposal are:

a. Sale. The sealed bid sale method is required. See paragraph 4-6a.

b. Auction. Conducted as outlined in paragraph 4-6b.

c. Donation to nonprofit organizations, i.e., orphanages, trade schools, scouts, civil organizations, churches, etc. (This does not apply to DoD funded/DRMO vehicles.)

d. Sell for scrap or use of landfills. Landfill use must have both wing liaison office and liaison region approval. See paragraph 4-6c. Also, compliance with local laws governing use of such facilities is mandatory and property must be of no discernible value.

e. Return to DRMO. See paragraph 4-4.

f. Trade. See paragraph 4-6c.

4-3. Disposal of Property.

Disposition of all property is based on the source of the funds which purchased the item. Look in the CAPWATCH database for equipment to find the item. Check the column titled "FX Number" to determine the source of an item. If it is unknown "FOB" (found on base) where the item came from, return the item to DRMO.

a. DoD excess receipts. All non-expendable property received from DRMO will be returned to DRMO. A written waiver to dispose of this property by any other means requires coordination through the wing LO and CAP-USAF LR/CC and HQ CAP-USAF/CC approval.

b. Appropriated funded items. All non-expendable property received from these sources will be returned to DRMO. A written waiver to dispose of this property by any other means requires coordination through the wing LO and CAP-USAF LR/CC and HQ CAP-USAF/CC approval.

c. Waiver. The waiver request should include appropriate reasons for not returning property to DRMO. Justification for a waiver request could be distance from DRMO (greater than 150 miles or 3 hour travel time one way), condition of items are not useable and quantity/dollar value of items. The waiver should include these items as a minimum: type of property, federal stock class, reason for disposal (in detail), proposed disposal method, location of the nearest DRMO, distance in ground miles to the DRMO, estimated value of the property and estimated cost to transport the item to DRMO. See attachment 16.

d. State owned property. CAP must follow the guidelines of the state regarding proper disposal procedures.

e. State Agency for Surplus Property (SASP). CAP must comply with requirements regarding disposal procedures.

4-4. To Return Property to DRMO.

a. The wing LGS must initiate a legible DD Form 1348-1A as outlined at attachment 17 and forward to the wing LO. (Note: To correctly delete the item from the database, the DD Form 1348-1A must include the asset code and serial number as well as other standard information.) The LO will contact the CAP-USAF LR/LG for the FX turn-in document number. CAP regions/wings are responsible for the transportation of property to DRMOs and all costs incurred. If feasible, the LO

will accomplish the turn-in to DRMO. After the region/wing delivers the property and DD Form 1348-1A to the DRMO, the LO will give a completed, signed copy to the wing LGS. The LO will delete the items from the database and file the DD Forms 1348-1A in the LO's "Completed File."

b. If the wing LGS cannot return the items to DRMO, he/she must initiate a written waiver request as stated in paragraph 4-3. If approved, the wing LGS will dispose of the items as directed. The wing LGS will sign the disposal CAPF 37E and forward it to the wing LO for deletion from the database. (Disposal CAP Form 37V must be coordinated through the wing commander, wing LO, LR/LG, and HQ CAP-USAF/LGT for action.) The LO will sign the disposal CAPF 37E, give a copy to the wing LGS, and file a copy in the completed file. When possible, the LO will inspect the property prior to disposal. Property in remote areas of the wing does not require physical inspection. Therefore, CAPF 37E should contain enough detail to justify disposition instructions. See example disposal CAPF 37E at attachment 18.

c. Unit supply officers must coordinate the turn-in of equipment to DRMO or through the wing LG.

4-5. Disposal of Commercially Procured Property and Donated Property.

Disposal of commercially procured property and donated property does not require LO approval and does not require turn-in to DRMO. All other procedures apply. Also, an IRS Form 8282 is completed when disposing of donated property within 2 years of the original donation date and its appraisal value exceeded \$5,000 when acquired. IRS Form 8282 is forwarded to NHQ CAP/FM through the LO within 60 days of disposal action. NHQ CAP/FM will make copies for forwarding to the IRS, HQ CAP-USAF/LGM, and the donor. This must be done within 90 days of the disposal date. Process aircraft in accordance with CAPR 67-4.

4-6. Sales/Auction Procedures.

All property to be sold will be sold by either sealed bid or auction sale. Auction over the Internet is permitted. Property will not be declared scrap just to circumvent the sealed bid or auction methods. All sealed bid and auction sales will have an advertisement placed in a local publication(s) (cost of the advertisement versus expected proceeds should be the prime consideration). Units may also mail invitations for bid (IFB) to prospective buyers.

a. Sealed bid sale.

1) The advertisement and IFB (if used) will contain:

a) Enough information for buyers to submit a realistic bid.

b) A statement that all property is sold in "As Is" condition with no representation or warranty as to the property's condition.

c) An opening date for all bids and a bid closing date.

d) A statement that CAP has the right to refuse any or all bids.

e) Advise bidders they are welcome to attend the bid opening.

2) Other procedures:

a) Ensure all items that are not to be sold are removed/exchanged before a bidder's inspection.

b) Determine a minimum bid for the item.

c) Safeguard received bids to prevent unauthorized access.

d) Accomplish a disposal CAPF 37A/E/V as outlined at attachment 18.

b. Auction sale. Auction sales should be conducted by a commercial auctioneer or at an auction house at regular scheduled auctions open to the public. A record of the auction sale (date, location, and name of successful bidder) will be annotated on the CAPF 37A/E/V as outlined at attachment 18.

c. Other sales action. When it is not economical to dispose of non-expendable property using the sealed bid/auction method, wings may request to sell items(s) as scrap or disposal at a landfill. If property is from DoD (either DRMO, appropriated funds, or DoD excess), HQ CAP-USAF/CC must approve the request. If property is not from these sources, the CAP wing/region commander must approve the request.

d. Who may not bid on CAP sales? Corporate policy prohibits any member or corporate employee from bidding on, purchasing or otherwise acquiring property. Also, LOs, AF active duty and civil service employees may not acquire CAP property by any method.

4-7. Processing Proceeds from Sale of Property.

a. Proceeds from each sale of property (regardless of acquisition source) will be in the form of a cashier's check or money order made payable to applicable wing or region.

b. Proceeds from the sale of vehicles, computers or communications equipment from DoD (either DRMO, appropriated funds, or DoD excess) will be mailed to HQ CAP-USAF/LG. These funds will be deposited into the CAP Support Program (CSP) account. HQ CAP-USAF/LG will forward the funds to NHQ CAP/FM for deposit. The following items will be forwarded through the LO to the LR/LG to HQ CAP-USAF/LG:

1) A check for the amount of the proceeds. (The wing may deduct advertising cost from the proceeds.)

2) A copy of the CAPF 37 A/E/V disposing of the property. The CAPF 37 A/E/V will include name and address of the buyer and the amount of money derived from the sale. Ensure vehicle CAPFs 37 include all data in order to remove the vehicle from the S-2 report.

3) A copy of the letter that authorized disposal.

4) A copy of the advertisements and IFBs, if applicable.

5) A copy of all bids received.

6) Original IRS Form 8282 when the appraised value was over \$5,000 and acquired within 2 years of the disposal action.

4-8. Lost, Stolen, Damaged, or Destroyed Property.

a. Individuals who, through their negligence, allow corporate property to become lost, stolen, damaged or destroyed may be liable to Civil Air Patrol for the fair market value of the item, or its cost to repair, whichever is less. Payment need not be made if the member involved replaces or repairs the item to the satisfaction of the wing or subordinate unit commander. When replacement or repair of the item has been authorized, the individual must initiate such action within 10 days or make appropriate arrangements with the approving authority. If a member fails to do so, the approving authority will take appropriate administrative action. Any funds recovered as a result of the aforementioned action (in excess of repair costs) will be processed in accordance with paragraph 4-7.

b. A report of survey is initiated immediately after the loss, damage or destruction is discovered. It is of the utmost importance that reports of survey be initiated and processed while the facts are clear in the minds of the individuals concerned and while these facts are still available. If the investigation and report of survey are not initiated within 30 days when the loss or damage is discovered, the appointing official must provide the reason for the delay and the estimated date the report will be initiated, but not later than 90 days.

c. Upon discovery that an item is missing, the unit commander will report this fact to the wing commander and request the appointment of someone to conduct an investigation. This appointment will be a memorandum style letter. See attachment 19.

d. The wing commander will appoint an officer or team (the LO can fulfill this requirement if available and willing) to conduct an investigation into the circumstances of the loss, and to recommend appropriate action. The investigator must be of equal rank and position of the person being investigated. If possible the investigator must not be a member of the unit where the loss occurred. This assignment restriction is intended to avoid any conflict of interest tainting the investigation.

e. The investigating officer/team is responsible for determining facts and circumstances surrounding the loss or damage so that persons reviewing the report of survey will readily understand the nature of the loss and how it occurred. The investigating officer will, based on findings, determine if the person is responsible for the loss or damage, prepare recommendation of negligence or non-negligence and, if applicable, determine the amount of the pecuniary liability.

f. The investigating officer/team will gather facts about the loss through interviews, police reports, and by any other means common sense may dictate. Efforts will be documented and a recommendation developed for the appropriate disposition of the loss. **This report must address who, what, where, when, why and the corrective action taken to prevent recurrence.** Any copies of police/fire reports and other supporting documentation will be attached and forwarded for review. For the report to be final, the wing or region commander must review it. See attachment 20 for investigative report format. The region/wing commander must notify the CAP member of any approved findings of pecuniary liability by mail. For DoD excess or appropriated funded items, this report will be provided to the appropriate wing LGS to accompany the report of survey CAPF 37E to the wing LO, CAP-USAF LR/CC. For commercially procured items, and donated items, this report will be submitted to the wing commander for approval and the wing LGS for action. The wing LGS will forward the report of survey CAPF 37E to the wing LO.

g. If approved the report of survey CAPF 37E will be forwarded to the LO for adjustment to the logistics equipment database. The LO will keep a copy of the CAPF 37E and provide a copy to the wing LGS. The wing and unit LGs will establish and maintain a file of reports of survey (for 3 years) to assess each unit's ability to safeguard property.

h. CAP members who feel the imposition of pecuniary liability is unjust or unfair may appeal to the region commander or National Commander, if necessary. Such appeals must be submitted within 90 days after the region/wing commander's approval and will be limited to a review of the investigation report and any other documents the member may submit.

i. In performing reports of survey, the primary issue, after determining pecuniary liability, is to find out how property became lost and prevent it from happening in the future.

Chapter 5 - Other Supply Procedures

5-1. Visits to Defense Reutilization and Marketing Offices (DRMO).

Liaison office staff and reservists may be authorized by the CAP-USAF LR/CC to screen, freeze, and pick up DoD excess property at disposal facilities within their region. Any additional screeners require CAP-USAF LR/CC approval.

a. If additional screeners are desired, the wing commander will submit a written request to the wing LO for individuals to perform this function. Liaison personnel will indorse the request with their evaluation to the LR/CC for written approval. These requests will be reviewed and re-accomplished annually during January.

b. CAP individuals acting in this capacity should wear a CAP uniform. They must possess a current CAP membership card and identify their appropriate DoD Activity Address Code (DODAAC) prior to visiting the DRMO. Contact the LO if problems are encountered.

c. The DRMS Form 103, *Screeners Tally Request to Freeze/Hold Excess/Surplus Property*, will be completed when screening at DRMO. See example DRMS Form 103 at attachment 12. A copy of this form will be provided to the CAP-USAF LR/LG when screening is completed.

5-2. Vehicles.

a. S-2, *Vehicle Inventory Report*, is maintained by HQ CAP-USAF/LGT and distributed annually on or about 15 August. The report reflects the CAP vehicle inventory as of 31 July of each year. CAPF 37V/DD Form 1348-1A will be completed in accordance with CAPR 77-1. Roadworthy vehicles and trailers (does not include stationary, glider or storage trailers) will be listed on the S-2 report.

b. Vehicles will NOT be screened from DRMO (DoD excess) for parts. Vehicles will not be cannibalized (stripped for parts) prior to turn-in to the DRMO.

c. Vehicles from DoD funded or DRMO on the inventory that become uneconomically repairable will be returned to DRMO. Waivers for disposition other than DRMO must be provided in writing with complete justification through the LO and LR/LG to HQ CAP-USAF/LGT for approval. See CAPR 77-1 for disposal procedures for CAP purchased or donated vehicles.

d. HQ CAP-USAF/LGT must approve all vehicles (from DRMO, donated vehicles or state/CAP purchases) prior to receipt. Vehicles that may be approved are 7/15 passenger vans or 4X4s (equivalent to Bronco, Blazer, Expedition). The request for these vehicles should include the intended purpose of the vehicle/trailer, a complete description, mileage and state if maintenance support is requested. Buses, water trailers, Humvees, 2 1/2 ton (deuce and half) vehicles are NOT allowed in CAP vehicle inventory fleet.

e. If approved to screen or receive a vehicle from any source, the wing will have 30 days to screen or receive the vehicle and forward a CAPF 37V, in turn, to the wing LO, LR/LG, and HQ CAP-USAF/LGT or the approval will be rescinded.

f. Upon approval from HQ CAP-USAF/LGT to sell a vehicle in lieu of returning to DRMO, the wing will have 60 days to sell the vehicle and send in all supporting documentation to HQ CAP-USAF/LGT with a copy to the wing LO and LR/LG or the approval will be rescinded and the vehicle will be returned to DRMO at the wing expense. The wing will include the check with supporting documentation. The wing may deduct the advertising cost from the proceeds.

g. A vehicle is not removed from the inventory until the vehicle is turned into DRMO and the CAPF 37V/DD Form 1348-1A is completed and received by HQ CAP-USAF/LGT.

h. Vehicle maintenance reimbursement is accomplished in accordance with CAPR 77-1. Vehicle Self Insurance (VSI) program is accomplished in accordance with CAPR 900-7.

i. Information about who may be authorized to drive vehicles can be found in CAPR 77-1.

j. Vehicles will be inspected in accordance with CAPF 73, *Operator's Vehicle Inspection Checklist*.

5-3. Aircraft.

A CAPF 37A will be on file in the "aircraft receipt" folder for each aircraft contained on the S-5, *Aircraft Inventory/Status Report*. Each aircraft will be issued in accordance with non-expendable issue procedures to the unit of assignment. The CAPF 37A will contain information to properly identify the aircraft to include: make, model, registration number, serial number, instruments, radios, navigation equipment, etc. Specific guidance concerning the acquisition, control, and disposal of corporate aircraft is contained in CAPR 67-4. Equipment hardwired into the aircraft will not be placed on the S-3 report. Instead these items will be listed on the aircraft CAPF 37A. See attachment 8 for an example. The aircraft program manager will manage glider trailers. Aircraft will be inspected in accordance with CAPF 71, *CAP Aircraft Inspection Checklist* as required in CAPR 66-1. See example at attachment 21.

5-4. Firearms.

CAP personnel will not acquire any weapon to include a starter gun that will, or can be made to, fire a projectile or explosive. Deactivated firearms will be listed on the S-3 report and are considered non-expendable. Facsimile firearms, such as parade rifles made from hard rubber or wood, will be considered expendable property.

5-5. Buildings, Shelters, Mobile Homes, Stationary Trailers, and Containers.

Any storage areas that are permanently positioned will be managed by the real property program and will be listed on the S-6 Report, not the S-3. Any storage areas that may be mobile will be managed by the vehicle program and will be on the S-2 report, not the S-3. The aircraft program manager will manage glider trailers.

5-6. Survey Audit Procedures.

a. At least annually, the CAP-USAF LR/LG conducts a survey audit of supply records, reviews supply operating procedures, vehicles, and aircraft at each CAP region, wing, and at least two subordinate units. The CAP-USAF LR/CC may schedule more frequent visits, if required. Annually, prior to 15 Feb, the wing LO and wing LG will schedule dates with the CAP-USAF LR/LG for the survey audits.

b. Each Survey Audit must be thorough and complete. In order to review files, storage areas, equipment, aircraft, and vehicles, the liaison office (or a reservist the LO designates) in addition to knowledgeable CAP personnel (with access) should be available during the survey/audit. For example, the supply officer must be prepared to show every piece of communication or computer equipment, or the appropriate documentation, if necessary. Failure for the survey audit to be completed due to lack of CAP property (equipment, vehicles, aircraft), files or personnel being available will be rationale for a rating of unsatisfactory for the wing. There will be no incomplete ratings.

c. The wing LO will coordinate date, time, and location for CAP personnel (wing and units) to meet with the CAP-USAF LR/LG. Prior to the CAP-USAF LR/LG visit, the wing LO (or a designated reservist) will check the wing (and units, if possible) to determine if any discrepancies exist. This will be identified in writing to the wing commander and the CAP-USAF LR/LG at least 30 days prior to the survey audit. The purpose of this report is to ensure the wing commander and the CAP-USAF LR/LG have a general idea as to the status of the logistics program prior to the visit. The LO is not to "do all the work" for the survey audit, but should provide reasonable training and assistance as needed to the logistics staff. The wing LO equipment and logistics files will be reviewed and evaluated by the LR/LG.

d. The wing commander will make different units and vehicles/aircraft available each year so as many corporate assets can be inspected as possible. The wing commander must review the wing LO's written submission of discrepancies or problem areas. Action must be taken to resolve these problems prior to the audit, to the extent time and circumstances allow. The wing commander will provide personnel to accompany the LR/LG who have the necessary expertise to answer questions concerning aircraft, vehicles, all equipment and associated files and practices.

e. See Attachment 22, *Survey/Audit Guide and Format*; Attachment 23, *Wing Survey Audit Checklist*; and Attachment 24, *Unit Survey Audit Checklist*. The checklists are not all-inclusive and should be used only as a guide.

5-7. "Freeze" or Suspension of Wing.

A CAP wing will be placed on freeze when CAP-USAF determines the wing has inadequate controls over its resources.

a. Some examples of poor management are:

- 1) Improper or inadequate maintenance of accountability records.
- 2) Inadequate storage facilities and/or serious deterioration of property in storage.
- 3) Abandonment of property.
- 4) Accountable supply officer not assigned.
- 5) Transfer of property responsibility not effected upon change of supply officers.
- 6) Misuse of CAP property
- 7) Noncompliance with CAP directives.
- 8) Unauthorized sale of CAP excess property previously acquired from DoD excess.
- 9) Late submission of logistics reports.

b. There are three levels of freeze actions.

1) Level-One Freeze. Imposed on a wing with the approval of the respective CAP-USAF liaison region commander or CAP-USAF commander, generally (but not exclusively) as a result of findings from an IG inspection, survey audit, or staff assistance visit (SAV) which concluded with a "Marginal" or "Unsatisfactory" rating. The level-one freeze will stop acquisition and shipment of all equipment/supplies from DRMO and the communication program, including NTC until appropriate corrective action is accomplished.

2) Level-Two Freeze. Imposed on a wing by the respective liaison region commander or CAP-USAF commander generally (but not exclusively) when a CAP wing fails to take the appropriate action in a reasonable amount of time to correct the condition leading to a level-one freeze. May also be imposed when the findings of an IG inspection, survey audit, or SAV are deemed "Unsatisfactory" and warranting immediate implementation of a level-two freeze. The freeze will in addition to the DRMO and NTC restrictions cited above, stop the wing from gaining the use of newly acquired vehicles, aircraft, or any communication/computer equipment and stop the installation of new equipment for up-grades to aircraft. This also freezes the wing from equipment purchased through the counterdrug program. New vehicles or aircraft destined for the wing in question will be assigned to a different wing by the CAP region commander until the freeze is lifted.

3) Level-Three Freeze. Can be imposed by the CAP-USAF commander when a CAP wing fails to take corrective action in a reasonable amount of time on the conditions leading to a level-two freeze. This freeze will, in addition to the restrictions cited above, be a total freeze of new or used equipment, aircraft, and vehicles. Reimbursement for vehicle or aircraft repairs and denial of Air Force mission status will be at the discretion of the CAP-USAF commander. In addition, the CAP-USAF commander may recommend, through the CAP executive director to the appropriate authority, removal of the wing commander.

5-8. Suspense Dates.

1 Jan - Annually a new property document register should be started.

1 Jan - Wing commander initiates letter providing list of DRMO screeners.

1 Jan - LO forwards the wing commander DRMO screening list to CAP-USAF LR/LG.

1 Jan - CAP-USAF LR/LG prints new S-3 each year

1 Jan - Wing request property tags from the wing LO

1 Jan & 15 Apr - Annual revalidation of individual issued equipment will be completed.

1 Jan & 15 Apr - Wing requirement list is due to LO and LR/LG.

1 Apr - S-3 reports are to be completed and forwarded to the wing LO.

15 Apr - S-3 reports are to be forwarded to the CAP-USAF LR/LG.

15 Aug - S-2 report is distributed.

•Completed copy of DD Form 1348-1A to LR/LG is due **30 days after receipt or turn-in of property.**

•Completed CAPF 37 (and all supporting documentation) is due to HQ CAP-USAF/LGT (through the LO and LR/LG) **30 days after approval to screen a vehicle is given.**

•Completed CAPF 37 (and all supporting documentation) is due to HQ CAP-USAF/LGT **30 days after approval to sell a vehicle is given.**

•**End of each month**—LO runs TR for the wing LGS.

•**Immediately**—Equipment is missing—wing commander appoints investigating official.

5-9. CAPWATCH Database.

a. The official CAP equipment database is maintained at NHQ. The S-3 report sent to the field is generated from this database.

b. Read-only download capability for equipment and other data is available at <http://www.capnhq.gov> through the “e-business” or “Member Services” buttons. The CAPWATCH database download requires MS Access to use. Directions for download and use are also available on-line.

5-10. Logistics Equipment Program.

a. LOs or other approved equipment custodians are responsible for making changes to the equipment database.

b. Web based access of the equipment database will be available for authorized users at <http://www.capnhq.gov>. An on-line training guide for use of this program will be available. Users must have a user i.d. and password to access this program. Authorized users are the only persons able to add/change/delete database items.

c. HQ CAP-USAF/LGS is responsible for issuing user i.d.s and passwords.

d. Maximum use of automatic e-mail notification and periodic reports will be made to alert custodians and other interested parties of equipment database changes.

e. CAP-USAF LR/LGs are responsible for generating the S-3 reports for signatures.

5-11. Cadet Uniform Program.

Funded through appropriated funds, the cadet uniform program attempts to purchase a short sleeve blue shirt, blue trousers (or skirt), low quarter shoes, hat, belt and buckle for all new cadets. Due to funding constraints every cadet may not receive a free uniform. Program implementation and distribution depends on the amount of funds available each year. HQ CAP-USAF/LGS provides advice and oversight of this program.

5-12. Training.

It is every person's job, both Air Force and CAP, from National Headquarters to the unit supply officer, to train others about equipment accountability and responsibility.

5-13. LO Logistics Responsibilities.

a. The LO will create a list of all equipment assigned for LO use; sign and date this list each January. A copy of this listing will be mailed to the CAP-USAF LR/LG.

b. In the event, the LO no longer needs equipment that has been assigned, the LO will initiate the appropriate “receipt” CAPF 37E to transfer the property from the liaison office to the wing (if the wing is not on freeze).

c. From time to time, it will be necessary for the LO to assist in tracking suspense actions, gathering information and reporting back to HQ CAP-USAF. This is normally for short-notice actions for information not normally maintained at the National Headquarters. The LO is not required “to do the work for the wing”, but to report the wing’s status, i.e., completed actions.

d. Each year, the LO, while planning unit visits, should develop a plan by which every aircraft and vehicle are inspected and a copy of the inspection provided to the CAP-USAF LR/CC. If necessary, the LO may require a reservist to perform the inspection. If possible, during unit visits, a random check of the equipment inventory should be performed.

5-14. CAP REGION/LG Responsibilities.

- a. Maintain all applicable files as described in chapter 2.
- b. Coordinate all correspondence and forms through the CAP-USAF LR/LG. This includes requesting FX numbers for withdrawal/turn-in of DoD excess property.
- c. Keep copies of the wing headquarters' Supply Officer 2a and a copy of each wings' consolidated requirements list.
- d. Conduct at least one logistics conference each year or as often as needed to keep wing staff proficient.
- e. Should have experience as a wing logistics officer or have been on wing LG staff.
- f. Assisting and advising the CAP region commander in all logistics matters, including reporting the status of the wings' logistics programs in his/her region.

Attachment 1 – List of FSCs that may be screened from DRMO

FSC Category		
1005	PARADE RIFLES	5900
1510	AIRCRAFT, FIXED WING (including sailplanes and hot air balloons)	6100
1560	AIRFRAME STRUCTURAL COMPONENTS	6200
1600	AIRCRAFT COMPONENTS (except classes 1615/1660)	6350
1730	AIRCRAFT GROUND SERVICING EQPT	6605
2300	MOTOR VEHICLES (except classes 2340/2350 and M-151 Series Vehicles)	6610
2500	VEHICLE EQUIPMENT COMPONENTS	6620
2600	TIRES AND TUBES (except class 2630)	6625
2805	GAS RECIPROCATING ENGINES (NOT AIRCRAFT)	6645
2810	GAS RECIPROCATING ENGINES (AIRCRAFT)	6650
2900	ENGINES ACCESSORIES (except class 2950)	6665
3030	BELTING, DRIVE BELTS, FAN BELTS, AND ACCESSORIES	6675
3413	DRILLING MACHINES (bench type only)	6720
3419	MISC.MACHINE TOOLS	6730
3431	ELECTRIC ARC WELDING EQUIPMENT	6750
3439	GAS WELDING, HEAT CUTTING, AND METALIZING EQUIPMENT	6760
3441	BENDING AND FORMING MACHINES (tubes and pipe benders only)	6840
3610	PRINTING, COPIERS, PRESSES, AND BOOKBINDING EQPT	6850
3695	CHAIN SAWS	6900
3750	LAWN MOWERS, GARDEN TOOLS, SNOW BLOWERS	7010
3920	MATERIAL HANDLING EQPT, NON PROPELLED	7100
4000	ROPE, CABLE, CHAINS, AND FITTINGS	7200
4100	REFRIGERATORS AND AIR CONDITIONERS	7300
4200	FIRE FIGHTING, RESCUE AND SAFETY EQUIPMENT	7400
4310	COMPRESSORS AND PUMP	7500
4510	PLUMBING FIXTURES	7600
4520	HEATING EQUIPMENT	7710
4700	PIPE, TUBING, HOSE AND FITTINGS	7720
4910	VEHICLE MAINTENANCE EQPT	7810
4930	LUBRICATION AND FUEL DISPENSING EQPT	7900
4940	MIS REPAIR SHOP EQPT	8000
5100	HAND TOOLS	8110
5200	MEASURING DEVICES (GAUGES)	8300
5300	HARDWARE AND ABRASIVES	8405
5410	PREFABRICATED AND PORTABLE BUILDINGS	8410
5440	SCAFFOLDING EQPT	8415
5500	LUMBER MILLWORK AND PLYWOOD	8430
5805	TELEPHONE AND TELEGRAPH EQUIPMENT	8435
5815	TELETYPE AND FAX EQUIPMENT	8440
5820	COMMUNICATION EQUIPMENT	8445
5821	RADIO COMMUNICATION EQPT AIRBORNE ONLY	8460
5826	RADIO NAVIGATION EQUIPMENT AIRBORNE ONLY	8465
5830	INTERCOMMUNICATIONS AND PUBLIC ADDRESS SYSTEMS (NOT AIRBORNE)	9150
5895	MISCELLANEOUS RADIO EQUIPMENT	9310
		9505
		9525
		9535
		ELECTRICAL AND ELECTRONIC COMPONENTS
		ELECTRIC WIRE, POWER, AND DISTRIBUTION EQPT
		LIGHT FIXTURES AND LAMPS
		MISCELLANEOUS ALARM SYSTEMS
		NAVIGATIONAL INSTRUMENTS
		FLIGHT INSTRUMENTS
		ENGINE INSTRUMENTS
		ELECTRICAL AND ELECTRICAL PROPERTIES
		MEASURING AND TEST EQPT
		WATCHES, CLOCKS
		BINOCULARS AND TELESCOPES
		HAZARD DETECTING INSTRUMENTS AND APPARATUS
		DRAFT AND SURVEY INSTRUMENTS
		CAMERAS, STILL PICTURES
		PHOTOGRAPHIC PROJECTION EQUIPMENT
		PHOTOGRAPHIC SUPPLIES
		PHOTOGRAPHIC EQPT AND ACCESSORIES
		INSECT REPELLANT
		RUST INHIBITORS
		MODEL AIRCRAFT (EXCEPT 6920)
		COMPUTERS
		HOUSEHOLD FURNITURE
		HOUSEHOLD FURNISHINGS
		FOOD PREPARATION AND SERVICING EQPT
		OFFICE MACHINERY
		OFFICE SUPPLIES
		PUBLICATIONS
		MUSICAL INSTRUMENTS
		MUSICAL INSTRUMENTS PARTS AND ACCESSORIES
		ATHLETIC AND SPORTING EQPT
		JANITORIAL EQPT
		PAINTS AND DOPES
		DRUMS AND CANS
		TEXTILES
		OUTERWEAR, MEN'S
		OUTERWEAR, WOMEN'S
		CLOTHING, SPECIAL PURPOSE
		FOOTWEAR, MEN'S
		FOOTWEAR, WOMEN'S
		HOSIERY, HANDWEAR, AND CLOTHING
		ACCESSORIES FOR MEN
		HOSIERY, HANDWEAR, AND CLOTHING
		ACCESSORIES FOR WOMEN
		LUGGAGE
		INDIVIDUAL EQPT
		LUBRICATING OILS AND HYDRAULIC FLUIDS
		PAPER AND PAPERBOARD
		WIRE, NONELECTRICAL IRON AND STEEL
		WIRE NONELECTRICAL, NON FERROUS
		PLATE, SHEET, STRIP AND FOIL.

Attachment 3 – Example S-3 Report

1 of 1

New Jersey S-3 Inventory

3/28/00 12:51 PM

Unit	FSC	Asset Code	Noun	Make	Model	Description	Serial Number	In Service Date	Cost	Source
001	3610	908719	COPIER	SHARP	2120	COPIER	766046865	12/19/88	\$3,750.00	LCL PUR
001	5820	105524	TRANSCEIVER	YAESU	FT2500H		4J091173	12/20/95	\$350.00	PRUCHASE
001	5820	101932	TRANSCEIVER	TAIT	T373		799402	10/1/92	\$0.00	FOB
001	5820	909213	RADIO	MOTOROLA	MX-350	VHF TRANCEIVER	620ANN0369	6/7/99	\$1,500.00	NTC
001	5820	909212	RADIO	MOTOROLA	MX-350	VHF TRANCEIVER	620AMIA0404	6/7/99	\$1,500.00	NTC
001	5820	909211	RADIO	MOTOROLA	MX-350	VHF TRANCEIVER	620ANQ0047	6/7/99	\$1,500.00	NTC
001	5820	909209	RADIO	MOTOROLA	MX-350	VHF TRANCEIVER	620ANS0443	6/7/99	\$1,500.00	NTC
001	5820	101936	TRANSCEIVER	NEUTEC	SM1645H	W/ANT	806596	11/1/89	\$418.00	DOD FUNDED
001	5820	101930	TRANSCEIVER	KENWOOD			7060184	7/1/86	\$800.00	DOD FUNDED
001	5820	101940	REPEATER	GE	MASTER 2		8403131	10/1/91	\$4,496.00	DOD FUNDED
001	5820	909210	RADIO	MOTOROLA	MX-350	VHF TRANCEIVER	620ANN0370	6/7/99	\$1,500.00	NTC
001	5820	101959	TRANSCEIVER	NEUTEC	SM1645H	W/ANT	901755	10/1/90	\$418.00	DOD FUNDED
001	5820	101961	TRANSCEIVER	NEUTEC	SM1645H	W/ANT	901767	10/1/90	\$418.00	DOD FUNDED
001	5820	101962	TRANSCEIVER	NEUTEC	SM1645H		901905	10/1/90	\$418.00	DOD FUNDED
001	5820	104355	REPEATER	GE			1265230	12/19/94	\$4,475.00	
001	5820	104356	REPEATER	GE			1265231	12/19/94	\$4,475.00	
001	5820	908779	RADIO EQPT	YAESU	FT757AT	ANTENNA TUNER	2J580143	3/9/99	\$200.00	DOD FUNDED
001	5820	908778	BASE STATION	YAESU	FT747GX	HF TRANCEIVER	2L830180	3/9/99	\$1,000.00	DOD FUNDED
001	5820	102043	TRANSCEIVER	KENWOOD	TR2600A	VHF	K5040354	10/1/84	\$325.00	3371PURCHASE
001	5820	101938	TRANSCEIVER	NEUTEC	SM1645H	W/ANT	809137	10/1/90	\$418.00	DOD FUNDED
001	5820	903923	RECEIVER	PANASONIC			5FAQ001176	11/10/97	\$265.00	DONATION
001	5820	101901	TRANSCEIVER	NEUTEC	SM1645H		003038	10/1/91	\$418.00	DOD FUNDED
001	5820	904522	TRANSCEIVER	MOTOROLA	MICOM-2	HF TRANCEIVER	856SXC1638	12/19/97	\$1,600.00	NTC-NEW
001	5820	104521	TRANSCEIVER	MOTOROLA	MICOM-2	HF TRANCEIVER	856SXC1745	12/19/97	\$1,600.00	NTC-NEW
001	5820	909208	RADIO	MOTOROLA	MX-350	VHF TRANCEIVER	620AMA0396	6/7/99	\$1,500.00	NTC
001	5820	903924	RECEIVER	PANASONIC			5FAQ001177	11/10/97	\$265.00	DONATION
001	5820	101929	TRANSCEIVER	KENWOOD			7050080	7/1/86	\$300.00	DOD FUNDED
001	5820	903922	RECEIVER	PANASONIC			5FAQ001175	11/10/97	\$265.00	DONATION
001	5820	101902	TRANSCEIVER	NEUTEC	SM1645		106903	12/1/87	\$470.00	DOD FUNDED
001	5820	101903	TRANSCEIVER	NEUTEC	SM1645		107034	12/1/87	\$470.00	DOD FUNDED
001	5820	906801	RADIO	MOTOROLA	MCX-1000	VHF TRANCEIVER	862PNY1032	7/14/98	\$1,200.00	NTC
001	5820	101927	TRANSCEIVER	KENWOOD	TS430S	HF	6040146	3/1/86	\$669.00	DOD FUNDED
001	5820	101910	REPEATER	TAIT	T373	AMP DUPLEXER	1614	3/1/89	\$1,995.00	DOD FUNDED
001	5820	101921	REPEATER	TAIT	T373	AMP DUPLEXER	455648	11/1/87	\$575.00	DOD FUNDED
001	5820	101908	REPEATER	NEUTEC			1610	3/1/89	\$1,995.00	DOD FUNDED
001	5895	101907	DUPLEXER	NEUTEC			15987-C27	3/1/89	\$200.00	DOD FUNDED
001	5895	101906	DUPLEXER	NEUTEC			15987-C26	3/1/89	\$200.00	DOD FUNDED
001	5895	909214	BATTERY CHARGER	MOTOROLA	PLN-1157A	BATTERY CHARGER	CAP1003141	6/7/99	\$673.00	NTC
001	6730	904846	CAMERA	KODAK		Digital	EKB72202944	1/5/98	\$1,050.00	DOD PURCHASE
001	6730	105629	MOBILE DISPLAY	KODAK		Digital	PN5219	1/1/96	\$1,500.00	DOD FUNDED
001	6730	904845	CAMERA	KODAK		Digital	EKB72202942	1/5/98	\$1,050.00	DOD PURCHASE
001	6730	105710	CAMCORDER	SAMSUNG			67AG400343	8/28/96	\$450.00	FXPURCHASE

I certify this property listing is true and correct to the best of my knowledge and I accept accountability for same.

Signed _____
Date _____

Attachment 4 – Example Transaction Register

CAP Logistics System (Version 2.0.1) Transaction Log

Criteria: Region=NER, Wing=PA, Unit=, From=01 Jan 1999, To=29 Mar 1999

As of: 28 Mar 2000, 14:15

- NER-PA-001
 - Additions

Asset Code	StkCls	Noun	Make	Model	Descrp	Serial No.	Date/Time	TrnUsr
908190	5895	POWER SUPPLY	ASTRON	RS-35A	POWER SUPPLY	98100007	1999-01-15 10:44:02	mkunko
908191	5895	POWER SUPPLY	ASTRON	RS-35A	POWER SUPPLY	98090457	1999-01-15 10:44:19	mkunko
908192	5895	POWER SUPPLY	ASTRON	RS-35A	POWER SUPPLY	98090437	1999-01-15 10:44:45	mkunko
908193	5895	POWER SUPPLY	ASTRON	RS-35A	POWER SUPPLY	98100060	1999-01-15 10:45:10	mkunko
908194	5895	POWER SUPPLY	ASTRON	RS-35A	POWER SUPPLY	98090117	1999-01-15 10:45:30	mkunko
908265	5820	TRANSCEIVER	MOTOROLA	MICOM-2	HF TRANSCEIVER	856SJG4838	1999-01-15 14:00:57	mkunko
908266	5820	TRANSCEIVER	MOTOROLA	MICOM-2	HF TRANSCEIVER	856SJG5157	1999-01-15 14:01:14	mkunko
908267	5820	TRANSCEIVER	MOTOROLA	MICOM-2	HF TRANSCEIVER	856SJG4899	1999-01-15 14:02:06	mkunko
908268	5820	TRANSCEIVER	MOTOROLA	MICOM-2	HF TRANSCEIVER	856SJG4906	1999-01-15 14:02:22	mkunko
908269	5820	TRANSCEIVER	MOTOROLA	MICOM-2	HF TRANSCEIVER	856SJG4911	1999-01-15 14:02:36	mkunko

- NER-PA-150
 - Transfers

Asset Code	StkCls	Noun	Make	Model	Descrp	Serial No.	Date/Time	TrnUsr
103275	5820	TRANSCEIVER	NEUTEC	SM1645H		806544	1999-03-03 16:30:10	fjohnson
102855	5820	TRANSCEIVER	NEUTEC	SM 1645		107003	1999-03-03 16:33:02	fjohnson
102856	5820	TRANSCEIVER	NEUTEC	SM1645		107032	1999-03-03 16:34:13	fjohnson
102922	5820	TRANSCEIVER	NEUTEC	SM1645		901947	1999-03-03 16:35:38	fjohnson
102925	5820	TRANSCEIVER	KENWOOD	TS440AT		9090387	1999-03-03 16:35:38	fjohnson

Attachment 5 – Example Consolidated Wing Requirements List

Consolidated Wing Requirements List

FSC	ITEMS NEEDED	QTY	CHARTER
5895	RADIO CONNECTORS, BNC AND PL -259 RADIO ANTENNAS	20	01002
		4	01006
		3	01003
		<u>7</u>	01004
	TOTAL	14	
6650	BINOCULARS	1	01001
		10	01003
		<u>20</u>	01006
	TOTAL	31	
6760	VIDEO CAMERA, VHS/8MM	4	01002
		5	01003
		10	01004
		<u>5</u>	01006
	TOTAL	24	
7010	COMPUTERS, IBM COMPATIBLE	10	01002
		20	01003
		<u>5</u>	01004
	TOTAL	35	
	7010	PRINTER, IBM COMPATIBLE	10
20			01002
<u>5</u>			01003
TOTAL		35	
3610	COPIER MACHINE (FULL SIZE)	3	01004
		4	01006
		<u>5</u>	01002
	TOTAL	12	
8405	BLUE SHIRTS, MALE, SS BLUE PANTS, MALE BDU SHIRTS	24	01003
		36	01003
		<u>50</u>	01004
	TOTAL	110	
	MEDIUM-LARGE-EXTRA LARGE		

Attachment 6 – Example Transfer of Property Responsibility

Transfer of Property Responsibility

"We the undersigned officers of the Civil Air Patrol jointly certify that to the best of our knowledge and belief, all CAP property in the possession of (Unit) is properly accounted for in accordance with CAPR 67-1 and (Unit) supplement thereto."

Paul Brown

Signature and Date
PAUL BROWN, Captain, CAP
Outgoing Supply Officer

Bill Jones

Signature and Date
BILL JONES, Major, CAP
Incoming Supply Officer

APPROVED

John Wilson

Unit Commander's Signature & Date

Attachment 7 – Example Recap Sheet (Expendable Issues Only) (CAPF 111)

RECAP SHEET (Expendable Issues Only)				CAP ORGANIZATION ALL WING	CALENDAR YEAR 2000	DOC NO 00-1
ITEM NO	FSG	ITEM DESCRIPTION	QTY	ISSUED BY	RECEIVED BY	DATE
1	84	GLOVES	2	JOYCE SMITH <i>Joyce Smith</i>	RONALD JONES <i>Ronald Jones</i>	6-Jan-00
2	84	FLIGHT SUIT	4	JOYCE SMITH <i>Joyce Smith</i>	GEORGE REED <i>Geo Reed</i>	6 JAN 00
3	84	BDU SHIRT	4	JOYCE SMITH <i>Joyce Smith</i>	ABE WALLS <i>Abe Walls</i>	6-Jan-00
4	84	BLUE SHIRT	3	JOYCE SMITH <i>Joyce Smith</i>	RON JONES <i>Ron Jones</i>	27-Jan-00
5	84	BLUE PANTS	2	JOYCE SMITH <i>Joyce Smith</i>	GEORGE REED <i>Geo Reed</i>	27-Jan-00
6	84	COAT BLUE	8	JOYCE SMITH <i>Joyce Smith</i>	RON JONES <i>Ron Jones</i>	10-Feb-00
7	84	BDU PANTS	5	JOYCE SMITH <i>Joyce Smith</i>	DAVE LEWIS <i>Dave Lewis</i>	10-Feb-00
8	84	BDU SHIRT	6	JOYCE SMITH <i>Joyce Smith</i>	DAVE LEWIS <i>Dave Lewis</i>	17-Feb-00
9	84	BOOTS	7	JOYCE SMITH <i>Joyce Smith</i>	DAVE LEWIS <i>Dave Lewis</i>	17-Feb-00
10	84	FLIGHT SUIT	7	JOYCE SMITH <i>Joyce Smith</i>	FRANK KENNEDY <i>Frank Kennedy</i>	17-Feb-00
11	84	FLIGHT SUIT	9	JOYCE SMITH <i>Joyce Smith</i>	FRANK KENNEDY <i>Frank Kennedy</i>	24-Feb-00
12	84	BDU SHIRT	3	JOYCE SMITH <i>Joyce Smith</i>	GEORGE REED <i>Geo Reed</i>	24-Feb-00
13	84	BDU PANTS	2	JOYCE SMITH <i>Joyce Smith</i>	GEORGE REED <i>Geo Reed</i>	2-Mar-00

PREVIOUS EDITIONS ARE OBSOLETE.

Attachment 8 – Example Aircraft Transfer (CAPF 37A)

Shipping and Receiving Document for Aircraft									
Doc Number Issuing/Disposal Activity 00-1		Type of Action:		Doc Number Receiving Activity 00-2					
Charter Number Shipped From: AL-001		Receipt _____ Custody Receipt _____		Charter Number Shipped To: AL-123					
		Transfer <input checked="" type="checkbox"/> Report of Survey _____							
		Disposal _____ Update _____							
Asset Number	Tail Number	Serial Number	Year Manufactured	Make	Model	Fund Source	Cost		
	N249NY	17271089	1976	Cessna	172				
Remarks:									
Certificate for Receipt by Wing									
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.									
Typed Name, Grade of Commander				Signature			Date		
Equipment List									
Item	Make	Model	Serial Number	Remarks					
Audio Panel	King	KMA-24	478921						
Nav/Com	King	KX-155	678921						
Nav/Com	King	KX-155	89276						
DME	King	KN-64	27896						
ADF	King	KR-86	96872						
Transponder	King	KT-76A	66489						
GPS									
FM Radio									
DF									
Intercom									
Autopilot									
CAP Review For Completeness:									
Signature	<i>[Signature]</i>	Date	3/5/00	LO Signature	<i>[Signature]</i>	CAP USAF LR/LG Signature	<i>[Signature]</i>	HQ CAP-USAF Signature	<i>[Signature]</i>
CAP FORM 37A, AUG 00 PREVIOUS EDITIONS WILL NOT BE USED OPR/ROUTING: LG									

Attachment 9 – Example Equipment Transfer (CAPF 37E)

Shipping and Receiving Document for Equipment							
Issuing/Disposal Document Number 00-01		Receiving Document Number 00-03					
Charter Number Shipped From: NJ 001		Charter Number Shipped To: NJ-123					
Type of Action: Receipt _____ Transfer <input checked="" type="checkbox"/> _____ Disposal _____		Custody Receipt Report of Survey Update _____					
Asset Number	Noun	Description	Make	Model	Serial Number	Source	Cost
904845	Camera	Digital	Kodak	310	Ekb72202942	DOD Funded	\$1050.00
Remarks:							
Certificate for Receipt by Unit							
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.							
Typed Name, Grade of Supply Officer or Commander Jim Jones, CAPT				Signature <i>Jim Jones</i> Date 4 Jan 00			
For Issues to Individuals							
In accepting custody of the above described property, it is agreed that Civil Air Patrol retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his designee on demand by the issuing officer. Any additions or improvements to said property shall become part thereof and belong to CIVIL AIR PATROL.							
APPROVED/DISAPPROVED		Date		ISSUED TO		Date	
COMMANDER'S/DEPUTY COMMANDER'S SIGNATURE				SIGNATURE			
Commander's Signature				DATE			
BLOCK BELOW MUST BE COMPLETED FOR DISPOSAL ACTION							
We certify that the property listed hereon was declared (condition) _____. In accordance with procedures and guidance contained in CAPR 67-1. We further certify that the property was (method of disposal) _____ and that \$ _____ was realized from the disposal of listed property.							
Disposal certified by		Date		WG CC		Date	
Submitted for LO Processing				If Required			
CAP Review for Completeness				CAP USAF LR/LG Signature			
Signature <i>Jim Jones</i> Date 4 Jan 00				HQ CAP-USAF Signature			
CAP FORM 37E, AUG 00				PREVIOUS EDITIONS WILL NOT BE USED			
				OPR/ROUTING: LG			

Attachment 10 – Example Vehicle Transfer (CAPF 37V)

SHIPPING AND RECEIVING DOCUMENT FOR VEHICLES AND TRAILERS												
Issuing/Disposal Document Number: 00-1					Receiving Document Number: 00-25							
Charter Number Shipped From: AL-117					Charter Number Shipped To: TN-001							
TYPE OF ACTION			SOURCE									
<input type="checkbox"/>	RECEIPT		DRMO			FX NUMBER:						
<input type="checkbox"/>	DISPOSAL		<input checked="" type="checkbox"/>	DOD FUNDED			STATE PURCHASED					
<input checked="" type="checkbox"/>	TRANSFER		CAP PURCHASE			VSI CLAIM						
<input type="checkbox"/>	REPORT OF SURVEY		DONATED									
VEHICLE INFORMATION												
DATE ACQUIRED: 24 Mar 00			VIN NUMBER: 2B5WB35Y7NK119666				YEAR: 1992					
CAP ID NUMBER (LOSING): 01002			PASSENGER SIZE		ODOMETER READING: 40,351							
CAP ID NUMBER (GAINING): 41026			12		WEIGHT CAPACITY: 1 Ton							
MANUFACTURER				VEHICLE TYPE			WHEEL DRIVE					
<input type="checkbox"/>	CHEVROLET	<input checked="" type="checkbox"/>	DODGE	<input type="checkbox"/>	FORD	<input type="checkbox"/>	PICK UP	<input type="checkbox"/>	TRUCK	<input checked="" type="checkbox"/>	2 X 4	
OTHER:						<input type="checkbox"/>	SPORT UTILITY	<input checked="" type="checkbox"/>	VAN	4 X 4		
OTHER: B350						OTHER:						
MODEL				VAN TYPE								
<input type="checkbox"/>	ASTRO	<input type="checkbox"/>	AEROSTAR	<input checked="" type="checkbox"/>	EXPEDITION	<input type="checkbox"/>	PASSENGER	CARGO				
<input type="checkbox"/>	BRONCO	<input type="checkbox"/>	CHEROKEE	<input type="checkbox"/>	SUBURBAN	<input type="checkbox"/>	AMBULANCE	COMM				
<input type="checkbox"/>	BLAZER	<input type="checkbox"/>	GRAND CARAVAN	<input type="checkbox"/>	WINDSTAR	<input type="checkbox"/>	BOX	STEP				
OTHER: B350						OTHER:						
TRAILER INFORMATION												
CAP ID NUMBER:			DATE ACQUIRED:			WEIGHT CAPACITY:			YEAR:			
MANUFACTURER:				SERIAL NUMBER:				SOURCE:				
TYPE:	<input type="checkbox"/>	GENERATOR	<input type="checkbox"/>	CARGO	<input type="checkbox"/>	FLAT BED	<input type="checkbox"/>					OTHER:
CERTIFICATE FOR RECEIPT BY WING/UNIT												
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and will be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.												
TYPE / PRINT NAME, GRADE OF COMMANDER OR SUPPLY OFFICER <u>John Doe</u>												
SIGNATURE <u><i>John Doe</i></u>						DATE <u>24 Mar 00</u>						
DISPOSAL ACTION												
(CHECK APPROPRIATE BLOCK - MUST HAVE SIGNATURE FOR VALIDATION)												
We certify the vehicle / trailer listed hereon was turned in to DRMO in accordance with procedures and guidelines contained in CAPR 67-1/CAPR 77-1:								FX TURN-IN NUMBER				
We certify the vehicle / trailer listed hereon was sold and \$ _____ was realized from the sale and supporting documentation is attached.												
WING / REGION COMMANDER SIGNATURE _____ DATE _____												
REVIEWED FOR COMPLETENESS (SIGNATURE AND DATE)												
LIAISON OFFICE: <u><i>John Doe Jr.</i></u>						DATE <u>28 Mar 00</u>						
CAP-USAF LR/LG: <u><i>John Doe III</i></u>						DATE <u>29 Mar 00</u>						

Attachment 13 – Example LO Letter, Incomplete/Incorrect CAPF(s) 37



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

29 March, 2000

MEMORANDUM FOR CAP WING Alabama

FROM: CAP LO
Your Street
Your Town

SUBJECT: Incomplete/Incorrect CAP Form(s) 37

1. The attached CAP Form(s) 37 could not be processed and is being returned for the following reason(s):

- a. The item is not on the inventory and cannot be transferred until it is "received" on the inventory.
- b. The item is already on the inventory or the changes have already been made.
- c. A required field is blank.
- d. The charter number on the form is incorrect/invalid.
- e. A required signature is missing.
- f. Other _____.

2. If you need more information, please contact me at your number (123) 123-4567.

Please check CAPWATCH database prior to submitting CAP form 37

Susie Doe
Your Signature Block

Attachment 14 – Example Individual Issue (CAPF 37E)

Shipping and Receiving Document for Equipment									
Issuing/Disposal Document Number		Type of Action:			Serial Number			Receiving Document Number	
		Receipt <input type="checkbox"/>	Custody Receipt <input checked="" type="checkbox"/>						
Charter Number Shipped From:		Transfer <input type="checkbox"/>	Report of Survey <input type="checkbox"/>					Charter Number Shipped To:	
		Disposal <input type="checkbox"/>	Update <input type="checkbox"/>						
Asset Number	Noun	Description	Make	Model	Serial Number	Source	Cost		
908719	Copier		Sharp	2120	766046865	Unit Purchased	\$800		
Remarks:									
Certificate for Receipt by Unit									
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.									
Typed Name, Grade of Supply Officer or Commander			Signature			Date			
For issues to Individuals									
In accepting custody of the above described property, it is agreed that Civil Air Patrol retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his designee on demand by the issuing officer. Any additions or improvements to said property shall become part thereof and belong to CIVIL AIR PATROL.									
APPROVED/DISAPPROVED		Joe Jones		Date 3/5/00		ISSUED TO		John Smith	
Date 3/5/00								Date 3/5/00	
COMMANDER'S DEPUTY COMMANDER'S SIGNATURE			Signature			DATE			
Commander's Signature			Individual's Signature			DATE			
ANNUAL REVALIDATION (REVALIDATE EACH JAN)									
BLOCK BELOW MUST BE COMPLETED FOR DISPOSAL ACTION									
We certify that the property listed hereon was declared (condition) _____. In accordance with procedures and guidance contained in CAPR 67-1. We further certify that the property was (method of disposal) _____ and that \$ _____ was realized from the disposal of listed property.									
Disposal certified by _____			Date _____			WG CC _____		Date _____	
Submitted for LO Processing									
CAP Review for Completeness			LO Signature			If Required			
Signature _____			Date _____			CAP USAF LR/LG Signature _____			
						HQ CAP-USAF Signature _____			
CAP FORM 37E, AUG 00									
PREVIOUS EDITIONS WILL NOT BE USED OPR/ROUTING: LG									

Attachment 15 – Example Letter, Mass Transfer of Items from Deactivated Unit

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

25 Jul 00

MEMORANDUM FOR CAP WING , AL

FROM: CAP-USAF LO, AL
Building 1208, 810 Willow Street
Maxwell AFB AL 36112-6432

SUBJECT: Incomplete/Incorrect CAP Form(s) 37

1. The attached CAP Form(s) 37 could not be processed and is being returned for the following reason(s):

- a. The item is not on the inventory and cannot be transferred until it is "received" on the inventory.
- b. The item is already on the inventory or the changes have already been made.
- c. A required field is blank.
- d. The charter number on the form is incorrect/invalid.
- e. A required signature is missing.
- f. Other _____.

2. If you need more information, please contact me at your number (123) 123-4567.

Please check CAPWATCH Database prior to submitting CAP Form 37.

Austin Bohannon

Austin Bohannon

Attachment 16 – Example Letter, Request Waiver to Return Items to DRMO

HEADQUARTERS
CIVIL AIR PATROL ALABAMA WING
UNITED STATES AIR FORCE AUXILIARY
BUILDING 1208, 810 WILLOW ST
MAXWELL AFB AL 36112-5903

5 March 2000

MEMORANDUM FOR AL WG CC
AL WG LO
SELR/CC
HQ CAP-USAF/LG
IN TURN

FROM: AL Wing

SUBJECT: Request Waiver to Return Items to DRMO

1. Request approval for waiver to donate typewriter Serial Number 123456789, Asset Code 155555, to the Salvation Army (Maj. John Doe at 334-123-4567) 4789 Lee St, Mobile AL 36123. This item was received from DRMO with FX 336881231234 in May 98. This item is no longer serviceable and the director of the mission is interested in repairing it.
2. Our closest DRMO is in Keesler AFB MS which is 400 miles away. The estimated dollar value of the typewriter is 20.00. Currently, there is no other equipment that needs to be turned in. Due to the distance, quantity and estimated worth of this item request this waiver be approved. If the waiver is approved, request the attached CAP Form 37 disposing of the item be processed.
3. If you need more information, please contact me at (334) 123-6789.

Jane L. Doe
Wing Supply Officer

Attachment: CAP Form 37

1st Ind

Approved/Disapproved

HQ CAP-USAF/CC

Attachment 18 – Example Disposal (CAPF 37E)

Shipping and Receiving Document for Equipment						
Issuing/Disposal Document Number 99-09		Type of Action: Receipt _____ Transfer _____ Disposal <input checked="" type="checkbox"/>			Receiving Document Number	
Charter Number Shipped From: AL-001		Custody Receipt Report of Survey Update			Charter Number Shipped To: Gunter DRMO	
Asset Number	Noun	Description	Make	Model	Serial Number	Source
607289	Refrigerator	14 CU FT	GE	200	4789-312GA	336892610001
						\$493.60
<p>Cost</p>						
<p>Remarks:</p>						
<p>Certificate for Receipt by Unit</p> <p>I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.</p> <p>Typed Name, Grade of _____ Signature _____ Date _____</p> <p>Supply Officer or Commander _____ Signature _____ Date _____</p> <p>For Issues to Individuals</p> <p>In accepting custody of the above described property, it is agreed that Civil Air Patrol retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his designee on demand by the issuing officer. Any additions or improvements to said property shall become part thereof and belong to CIVIL AIR PATROL.</p>						
APPROVED/DISAPPROVED		Date		ISSUED TO		Date
COMMANDER'S/DEPUTY COMMANDER'S SIGNATURE		SIGNATURE		DATE		
Commander's Signature		DATE		Individual's Signature		
<p>ANNUAL REVALIDATION (REVALIDATE EACH JAN)</p>						
<p>BLOCK BELOW MUST BE COMPLETED FOR DISPOSAL ACTION</p> <p>We certify that the property listed hereon was declared (condition) <u>unserviceable</u> in accordance with procedures and guidance contained in CAPR 67-1. We further certify that the property was (method of disposal) <u>LO</u> DRMO and that \$ <u>0</u> was realized from the disposal of listed property.</p> <p>Disposal certified by <u>J. J. Jones</u> Date <u>9/30/99</u> WG CC <u>J. Smith</u> Date <u>9/30/99</u> LO <u>Jane Brown</u> Date <u>10/1/99</u></p>						
Submitted for LO Processing		If Required		CAP USAF LR/LG Signature		
CAP Review for Completeness		LO Signature <u>Jane Brown</u>		HQ CAP-USAF Signature		
Signature <u>J. J. Jones</u>		Date <u>10/1/99</u>		Date <u>10/1/99</u>		
<p>CAP FORM 37E, AUG 00 PREVIOUS EDITIONS WILL NOT BE USED OPR/ROUTING: LG</p>						

Attachment 19 – Example Letter, Appointment of Investigating Officer or Team



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

23 March, 2000

MEMORANDUM FOR INVESTIGATING OFFICER JASON DOE

FROM: CAP WG/CC
Your Street
Your Town

SUBJECT: Appointment of Investigating Officer or Team

1. You are hereby appointed to investigate the loss of the property listed below and complete a report of survey IAW CAPM 67-1.

Item Name	Serial Number	Source of Funding for Property
Copier	123456-8920	DRMO

2. If you need more information, please contact me at your number (123) 123-4567.

Michael Smith

Your Signature Block

Attachment 20 – Example Investigative Report Format

Investigative Report Format

Subject: Investigation of _____ Date: _____

To: Commander

_____ (unit) _____

_____ (address) _____

1. An investigation was conducted by the undersigned during the period _____ under the provisions of CAPR 67-1 as requested by the Commander, Unit _____, CAP on _____ (date).

2. The basis for this investigation was a letter (or verbal information) from _____ (individual and unit address), CAP, alleging:

- a.
- b. (Include each specific allegation and/or complaint.)
- c.
- d.

3. The following personnel were interviewed:

- a.
- b. (Include name, unit, and position.)
- c.
- d.

4. Findings:

- a.
- b. (Include all information obtained during the investigation which has a bearing on the matter being investigated.)
- c.
- d.

5. Conclusions:

- a.
- b. (Include facts established during the investigation, which are pertinent to the investigation and which prove or disprove the allegations or complaints contained in paragraph 2.)
- c.
- d.

6. Recommendations. It is recommended that:

- a.
- b. (Include all recommendations necessary to conclude the matter investigated.)
- c.
- d.

Name

Rank

Investigating Officer

2 Attachments:

- 1. Letter appointing the investigating officer
- 2. Statements, correspondence, or records that should be made a part of the investigation report

Attachment 21 – Example CAP Aircraft Inspection Checklist (CAPF 71)

Cap Aircraft Inspection Checklist			
Wing: <u>2 Letter Designator</u>	Date/Tach Time Last 50-Hour Insp/Oil Change: <u>9/18/99</u>	<u>2641.0</u>	
Tail #: <u>N# of Aircraft</u>	Date/Tach Time @ Last 100-Hour Insp: <u>1/25/00</u>	<u>2691.2</u>	
Make/Model/Year: <u>Cessna/172P/1985</u>	Date/Tach Time @ Last Annual Insp: <u>1/25/00</u>	<u>2691.2</u>	
Tach Time: _____			
Inspection Item (Installed/Serviceable/Current ⇒)	Y	N	Remarks / Discrepancy
1. Aircraft Records			
A. Aircraft Logbooks- 50-Hour Insp/Oil Change, 100-Hour Insp, Annual Insp, & Airworthy Directives (AD) Compliance Listing Current (Ref: FAR 91.417)	X		
B. Equipment List (CAPF 37) Matches Equipment Installed	X		
C. Instrument Requirements			
1) Altimeter System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)	X		Expires May 00
2) Pitot / Static System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)	X		Expires May 00
3) Transponder Current – Entry in Logbook (24 Mo. Ref: FAR 91.413)	X		Expires Jan 01
4) VOR Operational Check – IFR Only (30 Days Ref: FAR 91.171)	X		Last check 3/8/00
5) ELT Battery Current – Entry in Logbook (Ref: FAR 91.207)	X		Expires Jan 02
2. Aircraft Interior			
A. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Interior	X		Clean and well maintained
B. "Not for Hire" Placard Displayed (Ref: CAPR 66-1)	X		
C. "Max Crosswind" Placard Displayed (Ref: CAPR 66-1)	X		
D. "Cessna Seat Slippage Warning" Placard Displayed (CAPR 66-1)	X		
E. Operating Limits / Placards (Ref: FAR 91.9)	X		
F. Avionics and Control Locks Installed (Ref: CAPR 66-1)	X		
G. Serviceable Fire Extinguisher Installed (Ref: CAPR 66-1)	X		
H. Shoulder Harnesses Installed (Ref: FAR 91.205)	X		
I. Carbon Monoxide Detector – Serviceability, Expiration Date (CAPR 66-1)	X		
J. Cessna Seat Rails for Cracks & Wear (Ref: AD 87-20-03, Rev 2)	X		
K. Secondary Seat Stop Installed (All Cessna Aircraft, Excluding 172R)	X		
L. Cargo Tie-Down Or Net Installed (Ref: FAR 91.525)		X	Need cargo net
M. Required Documents in Aircraft A-R-O-W	X		
1) Airworthiness Certificate (Ref: FAR 91.203)	X		
2) Registration (Ref: FAR 91.203)	X		
3) Operating Handbook (Ref: FAR 91.9)	X		
4) Weight & Balance Data (Ref: Acft Flight Manual / POH)	X		Current a/o 12/16/99
N. Survival Kit. (Ref CAPR 66-1)	X		
3. Aircraft Exterior			
A. Aircraft Properly Chocked, Tied Down, and Condition of Ropes	X		
B. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Paint	X		Paint chipping in a few places
C. Condition of Prop – Nicks, Dents, Leaks, Corrosion, Evidence of Prop Strike	X		Good condition
D. External Aircraft Identification Plate (Ref: FAR 45.11)	X		
E. CAP Seal Installed on Vertical Stabilizer	X		
F. Brakes for Leaks, Wear, and Obvious Defects (Ref: Acft Service Manual)	X		
G. Tires for Proper Air Pressure and Serviceability (Ref: Acft Service Manual)	X		
H. Engine Cowling for Proper Fit And Contour / Fasteners Serviceable and Secure	X		1 Fastener Missing
I. Cessna Door Hinge Pins Installed	X		
4. Exterior And Interior Lighting For Proper Operation			
A. Interior Overhead (Flood/Dome)	X		
B. Landing / Taxi / Pulselite	X		Taxi light out - on order
C. Anti-Collision Strobe (Ref: FAR 91.209)	X		
D. Navigation / Position (Ref: FAR 91.209)	X		
E. Flashing Beacon	X		
F. Instrument			
Name Of Inspector: <u>Jackie O'Neal</u>	Date: <u>5/ma/00</u>		

CAPF 71, FEB 00

Previous Editions Will Not Be Used

OPR/ROUTING: LGM

Attachment 21 – Example CAP Aircraft Inspection Checklist (CAPF 71) (Continued)

Instructions for use of the CAP Aircraft Inspection Checklist

The CAPF 71 is designed to assist the inspector in determining the overall condition of the aircraft, as well as ensuring compliance of FAA and CAP regulations and directives.

1. Aircraft Records.

Item a. Airworthiness Directive Listing in Logbook: FAR 91.417 requires the aircraft records (logbooks) to contain the current status of applicable airworthiness directives, the method of compliance, the AD number, revision date, and recurring action if required. The A&P / AI should have performed and documented all applicable ADs as part of the 100-hour or annual inspection and updated the compliance listing in the maintenance logs.

Item b. Equip List (CAPF 37) Matches Installed Equipment: HQ CAP requires all wings to account for equipment installed in aircraft, such as radios, on a CAPF 37. Confirm the CAPF 37 is complete and matches the type equipment installed in the aircraft. Verification of serial numbers is not required.

Items c1), c2), and c3). Instrument Requirements: FAR par 91.411 and 91.413 requires the altimeter, pitot static and transponder to be tested and inspected every 24 months. The inspection dates are annotated in the airframe logbook, which usually are not kept in the aircraft. The maintenance officer or unit commander controlling this aircraft can provide you the records. **Item c4). VOR Check:** The VOR check is required by FAR 91.207 to be accomplished prior to the flight or within the preceding 30 days if the aircraft is to be operated under IFR. The pilot can accomplish this test by checking the VOR against a designated VOR checkpoint on the ground or by flying over a prominent ground point, or if the aircraft has dual VORs by checking them against each other. When performing the check, the pilot should record the date, place, bearing errors and sign the log or record. The aircraft cannot be flown IFR if this check has not been performed or logged!

Item c5). ELT Battery: FAR 91-207 requires the expiration date of the ELT battery be legibly marked on the outside of the transmitter and entered in the aircraft logbook. FAR 91-207 requires ELTs to be inspected during the aircraft annual inspection and this inspection annotated in the aircraft logbook..

2. Aircraft Interior.

Item a. Check for obvious defects, leaks, corrosion, cleanliness, and condition of interior.

Items b, c, d, and e. Placards: Not for Hire/Maximum Crosswind/Cessna Seat Slippage Warning/Operating Limits. Ensure these placards are properly installed and visible. These placards can be ordered through the CAP Supply Depot in Amarillo TX.

Item f. Avionics and Control Locks Installed: Assure the avionics and control locks are installed. Aircraft radio & nav equipment are very expensive and can be easily stolen. The hole drilled in the control column for installation of the control lock should be centered to assure the flight controls are locked in the neutral position. On many Piper aircraft, the seat belt is used to hold the flight controls in a static position versus the use of a control lock.

Item g. Fire Extinguisher: Check that one is installed and serviceable (in the correct range).

Item h. Shoulder Harness: CAPR 66-1 states that all CAP corporate aircraft will have shoulder harnesses for the pilot and co-pilot positions. Newly assigned aircraft have 90 days to have them installed; after 90 days, the aircraft is grounded until they are installed. FAR 91.205 also requires shoulder harnesses on aircraft manufactured after July 18, 1978.

Item i. Carbon Monoxide Detectors: For safety, disposable 12- to 18-month carbon monoxide detectors will be installed in all CAP-owned aircraft. Inspect detectors for serviceability (change of indicator color) and valid expiration date. These detectors will be replaced every 12 months

Item j. Cessna Seat Rail Condition: The Cessna seat rails must be checked for overall condition. Check specifically for any cracks in the rails or runners. If any cracks or questionable defects are found, have an A&P mechanic inspect it for serviceability. Also, check for elongation of the holes on the rails, seat locking pin rounding and roller washer wear.

Item k. Secondary Seat Stop Installed (All Cessna Aircraft, Excluding 172R and Older Models): The secondary seat stop requirement is required for all Cessna aircraft, excluding the 172R and later models. Cessna redesigned the seat rails on this model, eliminating the requirement. The secondary seat stop is installed on the right side of the pilot's seat (left front seat) to prevent it from sliding if the seat pin fails. This is a HQ CAP mandatory equipment requirement.

Item l. Cargo Tie-down or Cargo Net: FAR 91.525 requires cargo to be properly secured by a safety belt or other tie-down method having enough strength to eliminate the possibility of shifting during operation. Cargo net is recommended for the cargo compartment.

Items m1) and m2). Airworthiness Certificate and Registration: These items are normally kept together and mounted in a pouch attached to a sidewall of the aircraft. The Airworthiness Certificate is issued when the aircraft is manufactured, the registration is issued with a change in ownership (i.e., when HQ CAP purchased it). The Radio License is no longer required for operations inside the US.

Items m3) and m4). Operating Handbook & Weight & Balance: FAR 91-9 requires each aircraft to have an operating handbook and displayed operating limits in the form of placards or instrument markings. Ensure the ones required for the specific aircraft you are inspecting are up-to-date (for example, has all the latest equipment added to the aircraft been reflected in the weight & balance data?). Ensure a flight manual, matching the make/model/year of the aircraft, is kept in the aircraft. Check the book for condition, i.e., loose, torn, or missing pages. Ensure the weight and balance data sheets are posted in the book.

Item n. Survival Kit. Assure a survival kit has been established and is available during every flight.

3. Aircraft Exterior.

Item a. Properly Chocked, Tie-Down Method/Condition of Ropes: All aircraft, when not being operated, are required to be properly chocked and secured. The aircraft should also be tied down at 3 points. Chains may be used providing the chain is not directly attached to the ground anchor point. This configuration will damage the wing spars because there is no flexibility during wind gusts. Nylon rope with at least a 3,000 lbs. tensile strength is recommended.

Item b. Exterior Corrosion: HQ CAP emphasizes an aggressive aircraft corrosion prevention program and provides ACF-50 corrosion inhibitor, free to CAP units, to be sprayed on the aircraft. Note any corrosion you find. It is expensive to repair; however, it is less expensive to repair if caught early. This is the most important item to check during your inspection. The primary purpose of paint is to prevent corrosion with a secondary purpose of enhancing appearance. Therefore, look closely for corrosion, and missing or chipped paint. Units need to do touch-up painting on their aircraft and not just let them deteriorate. Corrosion can best be checked by removing an access panel on the leading edge area of the wing and visually looking for corrosion or by looking at exposed metal inside the aircraft such as under carpets. Check for cracks in the aircraft skin. If a crack is detected and has a hole drilled at the progressive end of the crack, this is OK. It is a previous repair called "stop drill" and is designed to stop the crack from progressing any further. If, however, the crack has not been stop drilled or the crack has progressed, it should be repaired.

Item c. Condition of Propeller. Inspect propeller, paying particular attention to nicks and evidence of stress (blade trailing edge wavy) on the propeller. Also check for excessive rubbing marks between spinner and cowling.

Item d. External Identification Plate: FAR 45-11 requires a fireproof plate that is etched, stamped, or engraved with the builder's name, model designation, and serial number. It must be secured to the exterior of the aircraft near the tail surfaces or adjacent or just aft of the rear-most entrance door. If the aircraft was manufactured before March 7, 1988, the plate can be attached to an accessible interior or exterior location near an entrance; however, the model designation and serial number must also be displayed on the aircraft fuselage exterior.

Item e. CAP Seal. A CAP seal must be installed on the vertical stabilizer of all CAP aircraft.

Item f. Brakes. Check brakes and brake lines for leaks, wear, and obvious defects.

Item g. Tires. Check tires for proper air pressure and serviceability.

Item h. Engine Cowling Fit & Fastener Condition: Check the cowling for proper fit and contour. Check the condition of the fasteners holding it in place. Loose, improper, or defective fasteners or nutplates could cause the cowling to separate during flight.

Item i. Door Hinge Pins (Cessna): Check the door hinges for proper hinge pins. Only authorized Cessna hinge pins will be installed in CAP aircraft. Cotter pins, quick release pins, nails, etc., will not be used and are easily identifiable. For reference only, the correct part numbers are: Cessna 172 upper hinge pin - P/N 0711001-59; Cessna 172 lower hinge pin - P/N 0517019-12; Cessna 182 upper and lower hinge pin - P/N 0711038-1

4. Exterior and Interior Lighting for Proper Operation

Items a, b, c, d, e, and f. Exterior Lighting for Operation: Check all lights for operation. You may do this by turning on the master switch and all lights.

Most of the items on the checklist are self explanatory. The dates and times for the aircraft is annual, 100-hour inspections, and oil changes should be in the aircraft logbooks. Tach times should be used to determine when maintenance actions are required. POC for this checklist is HQ CAP- USAF/LGM, Maxwell AFB AL (334) 953-6032 or DSN 493-6032.

Attachment 22 – Survey/Audit Guide and Format

Survey/Audit Guide and Format

1. Introduction. This guide will be used by the CAP wing and squadron personnel and LO to evaluate the logistics program and to prepare for the CAP-USAF LR/LG annual survey audit. Each LR/LG will expand on these requirements to ensure CAP is controlling and accounting for all appropriated funded equipment, aircraft, and vehicles and DoD excess property in its possession.
2. Required survey/audit, as a minimum, consists of the following:
 - a. **Follow up on corrective actions taken on all previous inspections.** This review consists of an examination of each discrepancy to ensure continuing corrective action was taken to eliminate the deficient condition(s) and prevent recurrence.
 - b. Determine the core cause of deficiencies; e.g. inadequate training, guidance, effective use of personnel and **what is being done to make sure it is not repeated.**
 - c. Select at least 10 FX document numbers or 10 percent whichever is more on which expendable property was transferred to the region or wing in the past year. Review wing's expendable issue program.
 - d. Select at least 50% of each unit's non-expendable inventory on the CAP Inventory Report and conduct a physical inventory. A 100% inventory should be performed at least once every 3 years as a minimum. Additionally, select a 5% sample of property located in the wing storage area or property in use in the wing administrative area. Locate those items on the CAP Inventory Report. Address discrepancies by serial number, source, and cost in the audit report. Take corrective action as necessary. If the combined error rate of the sample inventories is greater than 10 percent, a complete inventory of affected wing and units should be performed by the LR/LG. Suspension action should be taken when the region or wing account is involved and a complete error remains over 10 percent.
 - e. Visit the region or wing supply storage area. Is the storage and safeguard for CAP property adequate? How many individuals have access to the storage area? Review housekeeping and safety practices.
 - f. Is the original CAPF 37V on file for each vehicle? Is a CAPF 37V on file that issued the vehicle to its current user? Check vehicles, a minimum of two, for appearance, condition, and safety using CAPF 73. Make every effort to check the vehicles that were purchased with appropriated funds. Develop a process to check different vehicles each year, if possible.
 - g. Is a CAPF 37A on file that issued the aircraft to its current user? Does the CAPF 37A reflect the avionics equipment on board? Check aircraft for appearance, condition, and safety using the checklist (attachment 22).
 - h. Deactivated units. Check to see if deactivated units have property on the CAP Inventory Report.
 - i. Are files established and maintained IAW CAPR 67-1.
 - j. Check individual folders against current wing roster and the item listed against the unit inventory. Has property been recovered from individuals when membership terminated or transferred to another unit?
 - k. Check unit account folders against CAPF(s) 2a to ensure an accountable officer is assigned.
 - l. Determine if documentation errors exist by checking for:
 - (1) Document numbers assigned on the document register (CAPF 38, Property Document Register) but documents CAPF 37A/E/V /DD Forms 1348-1A are not on file.
 - (2) CAPF(s) 37A/E/V /DD Form(s) 1348-1A on file and no document number assigned or document number assigned by not recorded on CAPF 38.
 - (3) Incomplete disposal action.
 - (4) CAPF(s) 37E in individual or unit folder with invalid signature.
 - (5) Completed CAPF 37E in file that has not been submitted to update the CAP Inventory.
 - (6) Receipt documentation on file and the property or the documentation of its issue cannot be located.
 - (7) Validity of liability insurance payment(s) against S-2, S-5, and S-7.
 - (8) Check cadet uniform program.
 - (9) Check CAP Real Property Survey and Annual Report Inventory (RCS: CAP S-6 Report)
 - m. Assign a rating of outstanding, excellent, satisfactory, marginal, or unsatisfactory to each unit and an overall rating to the wing. If possible, brief the commander on findings and recommend action at the conclusion of the survey or audit.
 - n. The liaison office will be reviewed for the following during the survey/audit.
 - (1) Ensure all LO equipment is on his equipment listing.
 - (2) Inspect LO vehicle.

Attachment 22 – Survey/Audit Guide and Format (Continued)

- (3) Check LO files for accuracy and completeness, especially disposals and data entry into the CAP equipment database.
2. It will be a written report and forwarded to the HQ CAP-USAF/LG. It will not be a factor in the wing's rating.
3. Survey or Audit Format. A detailed written report, signed by the AF LR/CC is furnished to the applicable region or wing commander in 30 days after the survey or audit completion date. A copy of each report is provided to the CAP region commander, HQ CAP-USAF/LG, and HQ CAP-USAF/IG. As a minimum each report contains the following:
 - a. Date(s) of visit and name of individual(s) that conducted the survey or audit.
 - b. Name of wing or unit commander, LO, supply officer, and other individuals contacted.
 - c. Date and results of last survey or audit report.
 - d. Finding, observations, recommended actions and unit ratings. Results of Paragraphs 2c-h, by topic must be addressed in this area.
 - e. Summary and overall rating.
 - f. Address discrepancies of non-expendable equipment by serial number, asset code, source, and cost in the audit report. Total up cost of missing items by source category, i.e. DoD Funded, DRMO, etc.
 - g. Reply instructions. CAP must reply IAW CAPR 67-1.

Attachment 23 – CAP Wing Survey Audit Checklist**CAP WING SURVEY AUDIT CHECKLIST**

References. CAP-USAFI 23-205 and CAPR 67-1

Unit: _____

Charter Number: _____

1. Personnel contacted:

- a.
- b.
- c.
- d.

2. Management Practices:

- a. Do personnel have access to the CAP directives? (CAP Regs 66 ,67 ,77, and 87 series) (CAPR 20-1, Part III.)
- b. How do personnel advise the wing commander of the status of programs and policies? (Verbal or written.) (CAPR 20-1, Part III.)
- c. Do personnel develop the budget for programs? If so, look at the last submission. (CAPR 20-1, Part III.)

3. Real Estate:

- a. Is a current copy of the S-6 on hand? (CAPR 87-1, Paragraph 6.)
- b. Is a current copy of the “CAP REAL PROPERTY SURVEY FORM” on hand for each unit? Compare to the S-6 for match, check leases/rental agreements for expiration dates. (CAPR 87-1, Paragraph 6.)

4. Property Accountability for Equipment:

- a. Are copies of all supply officer appointments with transfer of property statement in remarks block (CAPF 2a) on file? (CAPR 67-1, Chapter 2, Paragraph 2-1f.)
- b. Is CAPF 38, Property Document Register, being used to record all transactions? Only one CAPF 38 is authorized, check to see if one document number is used for CAPF 111. (CAPR 67-1, Chapter 2, Paragraph 2-1a.)
- c. Has the wing established an expendable receipt file? A CAPF 37E or DD Form 1348-1 will be on file for expendable property received). Check file against CAPF 38 to ensure all property is being logged in. (CAPR 67-1, Chapter 2, Paragraph 2-1d(1).)
- d. Has the wing established an expendable issue file? This file will contain CAPF 111/37 for issues to individuals/units. Expendable transfer and turn-ins may also be in this file. NOTE: CAPF 111 may be used to transfer DoD funded cadet uniforms. (CAPR 67-1, Chapter 2, Paragraph 2-1d(2).)

Attachment 23 – CAP Wing Survey Audit Checklist (Continued)

e. Has the wing established an expendable disposal file? Disposal of expendable property will be recorded on CAPF 37E. A completed copy and support documentation will be in file. (CAPR 67-1, Chapter 2, Paragraph 2-1dc(3).)

f. Is CAPF 111 being used to record expendable issues to wing personnel? (CAPR 67-1, Chapter 3, Paragraph 3-3b.)

g. Are transfers of expendable property in support of their units recorded on CAPF 37E? (CAPF 111 is not authorized for transfers.) (CAPR 67-1, Chapter 2, Paragraph 2-1d(2).)

h. Has the wing submitted to the Liaison Officer the annual requirements list? (Due by 15 Apr each year.) (CAPR 67-1, Chapter 3, Paragraph 3-5a.)

i. Does the wing have on file a current copy of the requirement list for each of their units? (CAPR 67-1, Chapter 2, Paragraph 2-1e.)

j. Is a current signed copy of the wing's S-3 report filed in the non-expendable property file? (This file will contain the current S-3 and a completed copy of CAPF 37E for receipt transfer and disposal of non-expendable property until the new S-3 is received showing the change.) (CAPR 67-1, Chapter 2, Paragraph 2-1c.)

k. Does the wing have a current signed copy of the S-3 for each of their units having non-expendable property? (A separate file will be established for each unit and also contain a CAPF 37E for each transaction effecting it.) (CAPR 67-1, Chapter 2, Paragraph 2-2a.)

l. Is a CAPF 37E used to record all transactions for non-expendable property and are document numbers properly assigned? (Cross check CAPF 37E against document register.) (CAPR 67-1, Chapter 3, Paragraph 3-3.)

m. Is the transaction register (TR) being used to monitor non-expendable property transactions? (Ask to see TRs.) (CAPR 67-1, Chapter 2, Paragraph 2-1c.)

n. Have individual issue folders been established for individual issue documents? (A separate folder will be established for each individual issued non-expendable property. Cross check names against current wing membership roster.) (CAPR 67-1, Chapter 2, Paragraph 2-3a.)

o. Is the annual validation of CAPF 37E for individual issues being accomplished in April? (CAPF 37E must have been signed by the individual and commander. NOTE: Commander's signature may be delegated in writing.) (CAPR 67-1, Chapter 3, Paragraph 3-7d.)

p. Has the wing established procedures for assigning serial numbers to non-expendable property received without a serial number? Wing should have procedures established. Local serial number must be affixed to the property as long as CAP has the property. NOTE: Serial number log is most effective. (CAPR 67-1, Chapter 2, Paragraph 2-2e.)

q. When a unit is deactivated, is the non-expendable property recovered? (Check the S-3/S-8/S-9 is property still assigned to the deactivated unit? (CAPR 67-1, Chapter 3-11.)

r. Has the wing established aircraft/vehicle receipt folders? A copy of the original vehicle and current aircraft receiving documentation CAPF 37A/V or DD Form 1348-1 will be on file. (CAPR 67-1, Chapter 2, Paragraph 2-2.)

s. Has the wing established a separate inventory for state owned property? (CAPR 67-1, Chapter 3, Paragraph 3-6e.)

5. Expendable Equipment Property Inventory: Select at least 10 FX document numbers or 10 percent, whichever is more, on which expendable property was transferred to the wing in the past year. Review CAPF 111 and CAPF 37E in the expendable issue and disposal files for the items selected. Subtract the quantity from the amount the wing received. Inventory the items, the amount the wing has on hand must be equal to or greater the total. (CAPR 67-1, Survey/Audit Guide and Format.)

Attachment 23– CAP Wing Survey Audit Checklist (Continued)**6. Non-Expendable Equipment Property Inventory:**

a. Select at least 50 percent (100 percent once every 3 years) of the items on the wing's S-3 report and conduct a physical inventory. (Items must be on hand or CAPF 37E showing an issue, transfer, or disposal.)

Total Assets on S-3

Assets Inventoried

Errors on Inventory

Inventory Accuracy

b. Select a 5 percent sample of the property located in the wing storage area and locate property on the S-3 report.

Total Assets on S-3

Assets Inventoried

Errors on Inventory

Inventory Accuracy

If the combined error rate above is greater than 10 percent, conduct complete inventory.

7. Supply Storage Area for Non-Expendable Equipment: Check the following areas for compliance. (CAPR 67-1, Survey/Audit Guide and Format.)

- a. Housekeeping. Cleanliness?
- b. Security. Who has access?
- c. Warehouse Facility Adequacy. Property stored in a safe manner?
- d. Safety. Flammables stored outside?
- e. Lighting. 18 inches clearance with sprinklers/36 inches without?

8. Free Cadet Uniform Program:

- a. How are uniforms being controlled after issue?
- b. Do cadets turn in uniforms when they out grow them or quit the program?
- c. Is the National Headquarters Quarterly Report, sent to Wing Headquarters, being reviewed and passed along to the squadrons?

Attachment 24 – CAP Unit Survey Audit Checklist**CAP UNIT SURVEY AUDIT CHECKLIST**

References. CAP-USAFI 23-205 and CAPR 67-1.

Unit: _____ Charter Number: _____

1. Personnel contacted:

- a.
- b.
- c.
- d.

2. Management Practices: Do personnel have access to the CAP directives? (CAP Regs 66 ,67 ,77, and 87 series) (CAPR 20-1, Part II.)

3. Property Accountability for Equipment:

- a. Are copies of supply officer appointments (CAPF 2a) on file? Transfer of property statement must be completed. (CAPR 67-1, Chapter 2, Paragraph 2-1f.)
- b. Is CAPF 38 (Property Document Register) being used to record all transactions? Only one CAPF 38 is authorized, check to see if one document number is used for CAPF 111. (CAPR 67-1, Chapter 2, Paragraph 2-1a.)
- c. Has the unit established an expendable receipt file? A CAPF 37E or DD Form 1348-1 will be on file for expendable property received. Check file against CAPF 38 to ensure all property is being logged in. (CAPR 67-1, Chapter 2, Paragraph 2-1d(1).)
- d. Has the unit established an expendable issue file? This file will contain CAPF 111/37E for issues to individuals/units. Expendable transfer and turn-ins may also be in this file. NOTE: CAPF 111 may be used to transfer DoD funded cadet uniforms. (CAPR 67-1, Chapter 2, Paragraph 2-1d(2).)
- e. Has the unit established an expendable disposal file? Disposal of expendable property will be recorded on CAPF 37E. A completed copy and support documentation will be in file. (CAPR 67-1, Chapter 2, Paragraph 2-1d(3).)
- f. Is CAPF 111 being used to record expendable issues to unit personnel? (CAPR 67-1, Chapter 3, Paragraph 3-3b.)
- g. Has the unit submitted to the wing the annual requirements list? (Due by 15 April each year.) (CAPR 67-1, Chapter 3, Paragraph 3-5a.)
- h. Does the unit have on file a current copy of the requirement list for the unit? (CAPR 67-1, Chapter 2, Paragraph 2-1e.)
- i. Is a current signed copy of the unit's S-3 report filed in the non-expendable property file? (This file will contain the current S-3 and a completed copy of CAPF 37E for receipt transfer and disposal of non-expendable property until the new S-3 is received showing the change.) (CAPR 67-1, Chapter 2, Paragraph 2-1c.)
- j. Is a CAPF 37E used to record all transactions for non-expendable property and are document numbers properly assigned? (Cross check CAPFs 37E against document register.) (CAPR 67-1, Chapter 3, Paragraph 3-3.)
- k. Have individual issue folders been established for individual issue documents? (A separate folder will be established for each individual issued non-expendable property.) Cross check names against current wing membership roster. (CAPR 67-1, Chapter 2, Paragraph 2-3a.)

Attachment 24 – CAP Unit Survey Audit Checklist (Continued)

l. Is the annual validation of CAPF 37E for individual issues being accomplished by April? (CAPF 37E must have been signed by the individual and commander. NOTE: Commander’s signature may be delegated in writing.) (CAPR 67-1, Chapter 3, Paragraph 3-7d.)

m. Is personal property left in a unit over an extended period identified as “Personal Property”? (CAPR 67-1, Chapter 1, Paragraph 1-6.)

n. Does the supply officer have any problems he would like to discuss?

4. Expendable Equipment Property Inventory: Select at least 10 FX document numbers or 10 percent, whichever is greater, on which expendable property was transferred to the wing/unit in the past year. Review CAPF 111 and CAPFs 37E in the expendable issue and disposal files for the items selected. Subtract the quantity from the amount the wing received. Inventory the items, the amount the wing has on hand must be equal to or greater the total. (CAPR 67-1, Survey Audit Guide attachment.)

5. Non-Expendable Equipment Property Inventory:

a. Select at least 50 percent of the items on the unit’s S-3 report and conduct a physical inventory. (Items must be on hand or CAPF 37E showing an issue, transfer, or disposal.) (CAPR 67-1, Survey Audit Guide attachment.)

Total Assets on S-3

Assets Inventoried

Errors on Inventory

Inventory Accuracy

b. Select a 5 percent sample of the property located in the unit storage area and locate property on the S-3 report. (CAPR 67-1, Survey Audit Guide attachment.)

Total Assets on S-3

Assets Inventoried

Errors on Inventory

Inventory Accuracy

If combined error rate above is greater than 10 percent, conduct complete physical inventory.

6. Supply Storage Area for Non-Expendable Equipment: Check the following areas for compliance. (CAPR 67-1, Survey Audit Guide Attachment.)

Housekeeping: Cleanliness?

Security: Who has access?

Warehouse Facility Adequacy: Property stored in a safe manner?

Safety: Flammables stored outside?

Lighting: 18 inch clearance with sprinklers/36 inches without?