



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-5967

ICL 17-02
15 MARCH 2017

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 173-1, *Financial Procedures and Accounting*

1. This interim change letter immediately changes CAPR 173-1, *Financial Procedures and Accounting*, and will remain in effect until the regulation's next revision. Compliance with this letter is mandatory.

2. CAPR 173-1, paragraph 3, is changed to read:

3. **Supplements and/or Operating Instructions.** Units at all levels may issue a Financial Management Procedure Operating Instruction (OI) for travel which is specific to their respective unit. Wings may also issue specific Financial Management Procedures, through a supplement or OI, as applicable, which are consistent with CAPR 173-1 and add details related to documentation, processing, etc. which are unique to the wing. Examples of Travel Financial Management Procedures may be found under the Financial Management section on the NHQ website. Forward supplements and OIs to CAP/FM for approval.

3. CAPR 173-1, paragraph 24, is changed to read:

24. **Travel.** All wings shall establish in a supplement or OI, as applicable, written Financial Management Procedures pertaining to travel. All travel must be properly approved and documented on a wing travel expense report. All travel expense reports and receipts must include the business purpose of the travel.

4. The intent of this change is to promote compliance with CAPR 1-2, *Publications Management*, by removing the need to waive CAPR 173-1 when submitting Financial Management Procedures as supplements or operating instructions. For comments or questions regarding this interim change letter, contact Ms. Susan Easter, CAP/FM, at (334) 953-7748, extension 420 or email seaster@capnhq.gov.

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Commander