



Logistics - Supply

CIVIL AIR PATROL PROPERTY REGULATION

This regulation implements Congressional legislation, the DoD Grants and Agreements Regulations (DoDGARs), DoD Manual 4160.21-M, *Defense Materiel Disposition Manual*, and the Cooperative Agreement between Civil Air Patrol and the United States Air Force. It establishes a standard system for Civil Air Patrol (CAP) commanders, logistics officers, and supply officers to obtain, control, and dispose of property. The policies presented here are necessary to assure CAP's continued eligibility to receive appropriated funds to purchase property and Federal and Department of Defense (DoD)-excess items. Guidance for the proper utilization and protection of CAP property is also included. These directives are mandatory for use by all members of CAP and apply to National Headquarters, regions, wings, groups, squadrons, and flights. This regulation has been revised extensively and should be reviewed carefully for new procedures and policies.

Use this regulation, in conjunction with CAPR 70-1, *CAP Acquisition Regulation*, for property purchases and sales. Additional policies regarding acquisition, inventory reporting, and disposal of aircraft, vehicles, real property, and communication components are covered in separate regulations. CAPR 67-4, *Acquiring, Reporting, and Disposing of Corporate Aircraft*, contains procedures for aircraft. CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, contains procedures for vehicles. CAPR 87-1, *Acquiring and Accounting for Real Estate and Facilities for CAP*, contains procedures regarding real property. CAPR 100-2, *Communications Equipment Management*, details procedures regarding control of communication devices.

SUMMARY OF CHANGES.

Implements Congressional legislation, the DoD Grants and Agreements Regulations (DoDGARs), DoD Manual 4160.21-M, *Defense Materiel Disposition Manual*, and the Cooperative Agreement between Civil Air Patrol and the United States Air Force. Replaces the CAPWATCH property database with the CAP Accountability and Tracking System (CATS) and deletes CAP-USAF Liaison Office responsibilities which are covered in appropriate CAP-USAF directives.

TABLE OF CONTENTS

PAGE

CHAPTER 1 – GENERAL	3
1-1. Property Relationships	3
1-2. Commander's Intent.....	3
1-3. Implementation and Changes.....	3
1-4. Supplements	3
1-5. Duties and Responsibilities	3
1-6. Logistics Freeze	4
1-7. Cadet Uniform Program.....	5
1-8. Buildings, Shelters, Mobile Homes, Stationary Trailers, and Containers	5
1-9. Overseas Cadet Squadrons.....	5
CHAPTER 2 - PROPERTY INVENTORY MANAGEMENT.....	6
SECTION A – GENERAL.....	6
2-1. Property Management.....	6
2-2. Command Accountability	7
2-3. Non-expendable Property.....	7
2-4. Expendable Property	7
2-5. Hazardous Materials (HAZMAT).....	7
SECTION B – ACQUISITION	7
2-6. Acquiring Property.....	7
2-7. DoD-excess Property	7
2-8. Purchasing Property	8
2-9. Property Donations	8

2-10. Found-on-Base Property (FoB)	8
2-11. State-funded/owned Property	8
2-12. Table of Allowances (ToA).....	8
SECTION C - CONTROL.....	8
2-13. CAP Accountability and Tracking System (CATS).....	8
2-14. CAP Property Identification Number (CPIN))(formally Asset Number).....	9
2-15. Annual Inventory.....	9
2-16. Applicable CAP Forms	10
2-17. Mandatory Records and Files.....	10
2-18. Property Issue Procedures	11
2-19. Property Transfer Procedures	11
2-20. Property Recovery.....	12
2-21. Property Permanently Installed Offsite	12
2-22. Property On-Loan or Out for Repair	12
2-23. Unit Deactivations.....	12
2-24. Reports of Survey.....	12
SECTION D - DISPOSAL	13
2-25. Source-related Disposal.....	13
2-26. Sale of Property	13
2-27. Donation to nonprofit organizations.....	14
SECTION E - AUDITS AND INSPECTIONS	14
2-28. CAP property inventory control	14
2-29. CAP-USAF Audits.....	14
CHAPTER 3 - LOGISTICS SPECIALTY BADGES AND AWARDS PROGRAMS.....	15
3-1. General.....	15
3-2. The Basic Logistics Badge	15
3-3. The Senior Logistics Badge.....	15
3-4. The Master Logistics Badge.....	15
3-5. Application for Logistics Badge.....	15
3-6. CAP National Logistician of the Year.....	15
Attachment 1 – Glossary of Terms	16
Attachment 2 – Example S-3 Property Report.....	17
Attachment 3 – Property Category Examples (not all-inclusive).....	18
Attachment 4 – Example Expendable Property Issue Sheet (CAPF 111).....	19
Attachment 5 – Example Unit Requirement Request	20
Attachment 6 –Inventory/Audit Checklist	21
Attachment 7 – Example Property Receipt Document (CAPF 37E)	23
Attachment 8 – Example Property Document Register Form (CAPF 38)	24
Attachment 9 – Example DRMO Turn-In (DD Form 1348-1A)	25
Attachment 10 – Example Appointment of Report of Survey Investigating Officer/Team Letter	26
Attachment 11 – Report of Survey Format	27
Attachment 12 – Logistics Badge Heraldry	28

CHAPTER 1 – GENERAL

1-1. Property Relationships. Civil Air Patrol property received from Federal sources or purchased with federal funds is held in trust for the beneficiaries of the CAP Cooperative Agreement with the US Air Force – the taxpayers of the United States of America. Because CAP property and funds are obtained from both public (governmental) and private sources, there are a great many legal restrictions and conditions for their care and use. To ensure CAP's continuing eligibility to receive federal funds and property, commanders and their logistics staff must be thoroughly familiar with these control parameters and pay particular attention to the management of all CAP property entrusted to their care.

1-2. Commander's Intent. Commanders and their logistics staff will correctly manage all CAP property entrusted to their care in order to ensure CAP's continuing eligibility to receive funds and property.

1-3. Implementation and Changes. This regulation and its contents are the responsibility of CAP National Headquarters, Director of Logistics and Mission Resources (NHQ/LG) and are administered by the Chief, Supply Management and Plans (NHQ/LGS).

1-4. Supplements. A copy of region/wing supplements must be provided to NHQ/LG for review and approval prior to publication and implementation. Upon revision of this regulation, review and re-issue supplements to comply with the new policies and procedures published in the change. Supplements are void 6 months from the effective date of the revised regulation.

1-5. Duties and Responsibilities. The duties listed here are in addition to the general job descriptions found in CAPR 20-1, *Organization of Civil Air Patrol*. The duties listed in this section are not intended to be all inclusive since commanders may add or amend them to meet their unit's requirements.

NOTE: For the purposes of this regulation, the term "Logistics Officer" refers to the individual tasked with supervising the real property, supply, transportation, and aircraft maintenance functions. "Supply Officer" is used to denote the officer responsible for control of property acquisition, storage, inventories management, and disposal. "Transportation Officers" are responsible for vehicle operations and maintenance. "Aircraft Maintenance Officers" are responsible for scheduling, coordinating, and accurate record keeping of all aircraft maintenance and repairs.

a. CAP National Headquarters, Director, Logistics and Mission Resources (NHQ/LG) is responsible for procedures governing acquisition, inventory control, and disposal of all CAP property, vehicles, and aircraft.

b. CAP National Headquarters, Chief, Supply Management and Plans (NHQ/LGS), is responsible for CAP National property management procedures. LGS is responsible for administering the property Table of Allowances (ToA) and will coordinate approval to acquire any Federal or DoD-excess property. LGS also manages the National property database through the CAP Accountability and Tracking System (CATS). LGS is also responsible for distributing uniforms under the Cadet Uniform Program.

c. Region commanders are responsible for proper management of CAP property within their region. Region commanders may appoint region logistics officers to assist with this duty but in all cases region commanders must:

- 1) Ensure property is not assigned to a wing in violation of the conditions of a CAP or CAP-USAF-imposed logistics freeze.
- 2) Make staff, records, and CAP property available for CAP-USAF Audits and Compliance Inspections.
- 3) Review CAP-USAF Audit reports and advise wings on corrective actions.
- 4) Ensure CAP-USAF Audit findings are corrected in a timely manner.
- 5) When needed, appoint an investigative officer to conduct a Report of Survey.
- 6) Review member appeals of subordinate wing commander-imposed pecuniary liability for lost or damaged property.
- 7) Ensure all logistics reporting requirements listed in this and other regulations are met.

d. The region logistics officer (DCS/LG) will:

- 1) Assist and advise the CAP region commander in all logistics matters, including reporting the status of the subordinate wing logistics programs within the region.
- 2) Provide training and oversight of subordinate wing logistics staffs.

- 3) When requested, assist National Headquarters staff in developing CAP property requirements and utilization standards.
 - 4) Account for property assigned to the region headquarters and ensure its proper use and security.
 - 5) Maintain all applicable files as described in chapter 2.
 - 6) The region logistics officer should conduct an annual logistics conference to keep subordinate wing staff proficient.
 - 7) Ensure the completion of all logistics reporting requirements listed in this and other logistics regulations.
- e. Wing commanders are responsible for proper management of CAP property within their wing. They may appoint logistics officers to assist with this duty but in all cases wing commanders:
- 1) Will make staff, records, and CAP property available for CAP-USAF Audits and Compliance Inspections.
 - 2) Should review staff assistance visit reports well in advance of compliance inspections.
 - 3) Must ensure findings in the CAP-USAF Audit are corrected in a timely manner.
 - 4) Will, when needed, appoint an investigative officer to conduct a Report of Survey and subsequently notify members of survey findings and any pecuniary liability.
 - 5) Will approve disposal of CAP property purchased with corporate funds.
 - 6) Will make and document efforts to reclaim CAP property from deactivated units.
 - 7) Ensure all logistics reporting requirements listed in this and other logistics regulations are met.
- f. Wing directors of logistics (LG) will:
- 1) Advise the commander on the status of logistics programs and manage the logistics program in the wing in accordance with applicable regulations and wing supplements.
 - 2) Account for property assigned to the wing and ensure its proper use and security.
 - 3) Be knowledgeable of logistics publications and forms.
 - 4) Train and oversee subordinate unit logistics/supply officers.
 - 5) Complete all logistics reporting requirements listed in this and other logistics regulations.
- g. Wing supply officers (LGS) are responsible for ensuring proper accountability of CAP property at the wing headquarters and assist the wing LG in training and oversight of the wing's subordinate units. Wing supply officers will:
- 1) Record and manage the receipt, issue, storage, and proper disposal of property
 - 2) Train and evaluate subordinate units' LGS functions.

1-6. Logistics Freeze.

a. In the event CAP-USAF or CAP leadership determines that a wing has inadequate control over its resources, that wing may be restricted from receiving DoD-excess property or any property purchased with Federal appropriated funds per paragraph 1-6b. In addition, if CAP makes its own determination that a wing has inadequate control over its property the CAP National Commander may freeze or suspend CAP wings from receiving property purchased with corporate funds. Examples of inadequate controls include:

- 1) Improper or inadequate maintenance of property accountability records.
 - 2) Inadequate storage facilities and/or serious deterioration of property in storage.
 - 3) Abandonment of property.
 - 4) A pattern of misuse of CAP property.
 - 5) Noncompliance with CAP logistics directives.
 - 6) Unauthorized sale of DoD-excess property, property purchased with Federal appropriated funds, or Found on Base (FoB) property.
 - 7) Failure to submit logistics inventory reports.
- b. Freeze Levels. There are three levels of logistics freeze, each progressively more restrictive.

1) **Level One Freeze.** Will be imposed on a wing with the approval of the respective CAP-USAF Liaison Region Commander, CAP-USAF Commander, or CAP Commander under those circumstances when such a freeze is deemed appropriate, including but not limited to, a result of findings from an Inspector General (IG) inspection, survey audit, or staff assistance visit (SAV), which concluded with a "Marginal" or "Unsatisfactory" rating or performance. The Level One Freeze will stop acquisition of all equipment or supplies which are excess from other programs such as DRMO, GSA, State Surplus, other CAP units, etc., until appropriate corrective actions are accomplished.

2) **Level Two Freeze.** Will be imposed jointly by the respective CAP-USAF Liaison Region Commander and CAP Region Commander when a wing fails to take the appropriate action within 6 months to correct the conditions that led to a Level One Freeze. A Level Two Freeze may also be imposed when the findings of an IG inspection, survey audit, or SAV are deemed "Unsatisfactory" and warrant immediate implementation of a Level Two Freeze. The Level Two Freeze will, in addition to the restrictions imposed under a Level One Freeze, prohibit the wing from being issued any new vehicles, aircraft, communication equipment, computers, and will prohibit the installation of new equipment for upgrades to aircraft. Equipment upgrades in progress may proceed to completion with CAP-USAF/CC approval. Computer equipment will not be shipped by CAP Headquarters, or any other source, to any wing or subordinate unit that has been placed on Level Two Freeze. A Level Two Freeze also prevents the units from receiving equipment purchased through the counterdrug/demand drug reduction programs. The CAP Region Commander will assign new vehicles or aircraft destined for the wing in question to a different wing until the Level Two Freeze is lifted.

Note: The CAP-USAF LR/CC may, on a case-by-case basis, permit computers to be issued to the unit's LG Directorate when on Level Two Freeze in an effort to provide the tools that may aid in the correction of the problem areas.

3) **Level Three Freeze.** Will be imposed jointly by the CAP-USAF Commander and the CAP National Commander when a wing fails to take corrective action, within one year of Level Two Freeze to correct the conditions leading to a Level Two Freeze. A Level Three Freeze will be a total freeze on all computers, communication equipment, aircraft, and vehicles; and will prevent reimbursement for vehicle or aircraft repairs as well as all communications and computer maintenance support. The wing will be grounded from Air Force and Corporate missions.

4) The CAP-USAF Commander and the CAP National Commander may waive, certain freeze restrictions in cases of critical mission requirements. Waiver requests should be coordinated through the applicable CAP-USAF Liaison Region Commander.

1-7. Cadet Uniform Program. Each year CAP sets aside a portion of its federally-appropriated funds for the purchase of a uniform for each new CAP cadet. Uniforms are an important cadet morale builder and contribute to retention of new cadets. This program is intended to only purchase one uniform for each new cadet.

a. Uniforms are accountable for the first year following issue to the cadet. If a cadet leaves the program during the first year the unit commander should make an effort to retrieve the uniform from the cadet.

b. NHQ/LGS will provide wing commanders a quarterly report of uniforms issued through this program. Distribute this report to subordinate units to allow unit commanders to verify receipt of uniforms by cadets. Commanders must inform NHQ/LGS if uniforms are not received.

c. Units whose cadets have received uniforms will maintain a copy of this quarterly report in Part II of the unit's Property File.

1-8. Buildings, Shelters, Mobile Homes, Stationary Trailers, and Containers. Any storage structures that are permanently positioned will be managed by the real property program and will be listed on the S-6, *Annual Real Property Inventory*. A reference to the funding source of the structure must be listed on the real property survey form to ensure proper disposition when the property is no longer required. See CAPR 87-1, *Acquiring and Accounting for Real Estate and Facilities for CAP*, for more information. Any trailers that are mobile or required to be registered by state laws will be managed by the vehicle program. For details, see CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*.

1-9. Overseas Cadet Squadrons. All control and documentation of acquisition, disposal, transfer, or loss of property will be accomplished in accordance with this regulation and CAPR 35-4, *Overseas Cadet Squadrons*.

CHAPTER 2 - PROPERTY INVENTORY MANAGEMENT

SECTION A – GENERAL

2-1. Property Management.

a. The Civil Air Patrol maintains property inventories for the express purpose of supporting volunteer personnel in the performance of their assigned missions. If property does not support the mission and is not being used, the property should be redistributed or disposed of properly. Units may not store excessive quantities of property.

b. Proper use of all CAP property is the responsibility of every CAP member. Commanders at all levels must ensure that CAP property is managed, supervised and controlled in accordance with this regulation. The unit commander must take prompt action to recover CAP property not being used to support CAP missions, programs, and activities.

c. CAP retains title to all property purchased with Federal funds appropriation and all DoD-excess property that has been transferred to CAP until properly disposed.

d. Table 2-1 is an overview of how CAP categorizes, accounts and disposes of property.

(Reference: DoDGARS, DoD 4160-21M, NEC Policy Letters, and the Statement of Work)

Table 2-1 – CAP Property Categories

CAP Property Category	Property Type	Control Mechanism	Disposal Timing	Acquisition and Disposal Authority
Expendable	<ul style="list-style-type: none"> - Fair market value < \$2,000 - <u>Not</u> Pilferable - <u>Not</u> Life Support Equipment <p style="text-align: center;"><i>Source - appropriated funds</i></p>	CAPF 111 and CAPF 38 or CEMS	CAP Discretion	CAP-USAF via withdrawal and purchase approvals and disposal instructions
	Federal-excess and Found on Base (FoB)		No longer required to accomplish mission	
Non-expendable	<i>Source – DRMO</i>	CATS, CAPF 38, and CAPF 37E or CEMS	Per ToA depreciation schedule	
	<ul style="list-style-type: none"> - Acquisition cost > \$5,000 (DoDGARS “equipment”) <p style="text-align: center;"><i>Source - appropriated funds</i></p>			
	<ul style="list-style-type: none"> - Acquisition cost < \$5,000 - Fair market value > \$2,000 - Computers - Cameras (still & video) - Life Support Equipment - Serialized Comm Equipment <p style="text-align: center;"><i>Source - appropriated funds</i></p>			
	<ul style="list-style-type: none"> - Fair market value > \$2000 - CC-designated “pilferable” if acquisition cost <\$5,000 <p style="text-align: center;"><i>Source – corporate/donation funds</i></p>		CAP discretion	CAPR 67-1 or CAPR 100-2 Region/Wing CC decision - Scrap, sell, or donate

2-2. Command Accountability. Commanders are ultimately responsible for the proper allocation, control, care, use, and safeguard of all property assigned to their units. Authority to manage property and responsibility for accurate record keeping may be delegated to unit logistics/supply officers appointed in accordance with CAPR 35-1, *Assignment and Duty Status*. In cases where no logistics officer has been appointed, commanders must perform accountability functions for property.

a. Upon appointment of a new logistics or supply officer and prior to assuming accountability for property, conduct a complete joint inventory using a current copy of the Property Report (S-3). When complete, sign the S-3 report and file in Part V of the unit's Property File. Send a copy to the wing. See attachment 2 for a sample S-3 report .

b. The incoming logistics/supply officer must make sure all property on the S-3 report or any other unit inventory lists, is properly accounted, or that action has been taken to clear the inventory list of missing or misidentified items. If requested, the incoming logistics/supply officer will distribute a copy of the completed S-3 report, and any other inventory lists, to the outgoing logistics officer. An inventory is not required if the unit has no property.

2-3. Non-expendable Property consists of items of a durable nature that are neither consumed nor lose their identity during periods of use. CAP property meeting the following conditions is considered non-expendable:

a. Property, regardless of source, having a useful life of more than 1 year and whose acquisition cost exceeds \$5,000. Acquisition cost must be documented in CATS when the property is obtained.

b. All property, regardless of source, whose fair market value exceeds \$2,000.

c. Items deemed "pilferable" and indicated as such in the ToA by NHQ /LGS or the region/wing commander. (See attachment 3 for examples of pilferable items.)

d. Life support equipment. Life support equipment is any pre-positioned property that protects, sustains, or saves human life (e.g., oxygen bottles, life rafts, etc.). It is tracked in CATS because it is essential for many missions and must be readily available at all times.

e. Communications items and computers (laptop/desktop) are tracked for their useful life as indicated in the ToA.

2-4. Expendable Property. Expendable property is property that is normally consumed either partially or completely during its use. Property is expendable if it has no further value after usage or loses its original identity during periods of use. Items of relatively low value or that are technically outdated are considered expendable property. Aircraft fuel and office supplies are examples of expendable property. Expendable property is not tracked in CATS. Use the CAPF 111, to issue and transfer expendable property. (See attachment 4 for some examples of expendable items.) Expendable property whose source is federal- or DoD-excess must be disposed IAW CAP-USAF instructions.

2-5. Hazardous Materials (HAZMAT). If HAZMAT is obtained, the Material Safety Data Sheet (MSDS) must be immediately available for as long as the HAZMAT is located within or used by the unit. The MSDS is used to identify the hazard and provide precautions for safe handling and use of the material. Ensure all associated Material Safety Data Sheets (MSDS) are obtained with any HAZMAT received from DRMO.

SECTION B – ACQUISITION

2-6. Acquiring Property. CAP receives property from many sources, most of which entail government laws and regulations governing use, security, accountability, maintenance, and disposal. Units must carefully consider this accountability "burden" before acquiring additional property. Additionally, the transportation costs associated with picking up and returning property should always be given consideration prior to acquisition. This section describes the procedures to use for acquiring property.

2-7. DoD-excess Property. CAP is eligible to receive certain DoD-excess property through DRMO in accordance with the provisions of public law, DoD, and AF directives. Forward requests to acquire property from any Federal government source to NHQ/LGS for coordination with CAP-USAF.

a. The process of reviewing DRMO property that may be available for transfer to CAP is called "screening." Under CAP-USAF regulations, the CAP-USAF liaison region commander can authorize up to four named CAP members per wing to screen, pickup, and return DoD-excess property at DRMO facilities. Wing commanders may obtain screener authorization by submitting a written request to the CAP-USAF State Director. Re-accomplish this screener authorization request with each addition or deletion of screeners and list all the wing's screeners on every request. File approved authorizations in the Unit Account File at the wing.

b. When visiting the DRMO, those CAP members approved to screen items must wear a CAP uniform, possess a current CAP membership card, bear a copy of the screener authorization letter, and identify their appropriate DoD Activity Address Code (DODAAC). The DODAAC may be obtained from the CAP-USAF State Director.

c. Obtaining DoD-excess property. To receive property identified during screening, units should describe their requirements in a written request to the wing LG. The request must contain the Table of Allowance (ToA) item number (if available) and justification for each item requested. If an item is not listed in the ToA describe any special circumstances which justify the unit's requirement for the item. Units under a Logistics Freeze may not receive DoD-excess property until the freeze has been rescinded. (See attachment 5 for sample unit request.)

d. Wing logistics staff should evaluate requests against the ToA. After review, forward requests to NHQ /LGS for coordination with CAP-USAF. Once approved, the screener may withdraw the property in accordance with CAP-USAF instructions. Approvals are issued for specific DRMO locations and may not be used at another DRMO without explicit CAP-USAF approval. Requests for clothing items are pre-approved for withdrawal.

e. When complete, record the transaction on the CAPF 38, *Property Document Register*, and document the source as "DoD-excess property". Record the CAP-USAF withdrawal document number in the document number field of the CAPF 38 and in CATS. Annotate the CAP Property Identification Number (CPIN) from CATS on the DD Form 1348-1A. Forward a copy of the 1348-1A to the CAP-USAF State Director and the wing LG. File a third copy of the DD Form 1348-1A in the Property File.

2-8. Purchasing Property. Under certain conditions, CAP units may purchase needed items with Federally-appropriated funds, corporate funds, or other funds such as those provided by a state or local government. See CAPR 70-1, *CAP Acquisition Regulation*, for policies concerning expenditure of funds. The wing legal officer should be consulted prior to the use of state or local government provided funds. Log all non-expendable property purchases into CATS and indicate in the CATS "source" field whether the item is DoD-funded, state-funded, or corporate-funded. NHQ /LGS will input property purchased by NHQ into CATS. Region/wing LG staff are responsible for logging their property purchases on the CAPF 38 and entering them into CATS.

2-9. Property Donations. Individuals, business enterprises, foundations, state, and local governments may donate property to CAP. Acceptance of donations is authorized and encouraged, but units are to strictly follow CAPR 173-4, *Fund Raising/Donations*, procedures when receiving or selling donated property. Earmark all non-expendable property contributions as "Donation" in the "source" field of CATS and maintain a copy of the donation receipt in Part I of the Property File.

2-10. Found-on-Base Property (FoB). Property whose original funding source is unknown will be added to the inventory using "FoB" in the "Source" field of CATS. This indicates that a reasonable effort to determine the source of the property has been made but cannot be determined. FoB property will be handled the same as property from DRMO. Identifying an item's source as FoB should not be used to circumvent CAP's responsibility to properly account for property.

2-11. State-funded/owned Property. Title to state-owned property remains vested in the state government. At the commander's discretion, state-funded/owned property may be tracked in CATS and reported on the annual S-3 inventory. Record the source as "state-funded". When state-funded/owned property is no longer needed, contact the lending agency in writing for coordination of disposition instructions.

2-12. Table of Allowances (ToA). The ToA is the formally approved document that prescribes unit property basic allowances. The ToA lists property and quantities that each CAP unit may acquire to support their Emergency Services (ES), Cadet Programs (CP), and Aerospace Education (AE) missions as well as other missions directed by the National Commander. Unit commanders should not view the property ToA as a comprehensive list of items their unit requires but rather, as a list of items that may be obtained as needed to support the unit's missions. Recommended changes to the ToA should be forwarded to NHQ /LGS through the chain of command. NHQ /LGS will accomplish a complete review of the ToA biennially. The ToA may be referenced on the Logistics portion of the CAP website.

SECTION C - CONTROL

2-13. CAP Accountability and Tracking System (CATS) is the national database for logistics and contains the official data CAP property. The unit commander authorizes access to CATS through the web security administrator. To the maximum extent possible, use CATS to track all non-expendable property. Input the following information into CATS:

a. A short description of the item to include make and model, such as MicronT2000 laptop computer, or Cessna 182 aircraft.

- b. Manufacturer's serial number.
- c. Registration numbers.
- d. Source such as DoD-excess or Federally-funded.
- e. Acquisition date or date received.
- f. Acquisition cost (this information is available for DoD-excess property on the DoD Form 1348-1A, *Issue, Release/Receipt Document*, and is to be entered into CATS.)
- g. Location of the property.
- h. Condition of the property such as "serviceable" or "un-serviceable."
- i. Date property condition was last examined.

Note: Assignment of non-expendable serial numbers. Regions/wings 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 in use by CAP.

2-14. CAP Property Identification Number (CPIN) (formally Asset Number). Each item entered into CATS is assigned a unique and permanent identification number. The CPIN deters theft by identifying CAP property and makes it easier to inventory. The CPIN will be written in the blank space on the CAP Property tag. CAP Property tags are provided by NHQ /LGS and are to be placed on all property. Verify, replace, and add Property tags as necessary during each annual inventory.

2-15. Annual Inventory. Each CAP unit that has property assigned, must complete an annual property inventory during the first quarter (1 Jan to 31 Mar) of every calendar year. The purpose of this annual inventory is to ensure CAP property is properly accounted, accessible, and available for use when needed. Non-expendable and expendable property items and their associated records are to be examined during the annual inventory. Use the S-3 report and the checklist in attachment 6 to perform the annual inventory. If performed correctly and completely, this checklist should leave units well-prepared for a CAP-USAF Audit or a Compliance Inspection.

a. The S-3 Property Report contains a complete listing of non-expendable property and provides a reference of items required for normal day-to-day operations and in an emergency. The S-3 report is generated from information contained in CATS. A sample S-3 report is included in attachment 2.

b. An S-3 Property Report must be generated in order to accomplish a complete inventory. To initiate the annual inventory process for subordinate units, the wing logistics office may mail, fax or e-mail a current S-3 report to each unit commander. In lieu of receiving reports from the wing, units may run their own reports from CATS. Region and wing logistics staff will generate and complete their own reports for property assigned to their headquarters.

c. To accomplish an inventory, complete the following tasks:

1) Perform a physical inventory of all non-expendable property. Ensure items are properly tagged. Make note of items which cannot be located and record details of non-expendable items which are found and should be entered into CATS.

2) Examine the Property File to ensure all paperwork is in order for the unit's property.

a) Review the contents of Part III to confirm the status of items that may be in the process of being transferred into or out of the unit.

b) Review temporary issues in Part VI to ensure property is only issued to active members and all other accountable property has been correctly documented in the inventory.

3) After the physical inventory has been completed and the records have been checked, annotate all unresolved discrepancies on the report. Include nonexpendable items not located, nonexpendable items on hand but not on the report, and indicate items that have been damaged or are unserviceable.

4) When complete, the unit commander must ensure the S-3 report has been signed and forwarded to the wing. Units should not delay returning the signed S-3 report to the wing while waiting for the Report(s) of Survey to be completed. Retain a copy of the signed S-3 report in the unit's Property File.

5) Upon receipt of each subordinate unit's S-3 report the wing will:

a) Make all necessary updates in CATS. Wing commanders may delegate this action to Groups, where applicable.

b) Initiate Report of Survey action on missing or damaged items. CATS should be updated to indicate Report of Survey initiation.

c) Reconcile entire wing inventory to ensure items noted as on hand and not on reporting unit's inventory. If not on wing-wide inventory, item is considered FoB and should be added to the inventory if serviceable.

d) File copies of S-3 reports and all supporting documentation by unit in the wing's Unit Account File.

6) Upon completion of their own physical inventories wings and regions will file their completed S-3 inventory report in a dedicated wing/region Property File. Missing items should be earmarked in CATS with the Report of Survey initiation or closeout date. A report is not complete until all deletions, additions, and transfers have been processed by the region/wing.

d. The region/wing commander or designated representative may not sign subordinate unit inventories in lieu of unit personnel unless property listed is within the wing's immediate control and action has been taken to transfer the property to the region/wing account. The region/wing commander may take immediate action to retrieve property from a subordinate unit that fails to complete and document its annual inventory.

2-16. Applicable CAP Forms.

a. CAPF 37E, Property Receipt Document. Used to record all non-expendable property issued to individuals. Also serves as a temporary receipt for items out for repair. CAPF 37E will also be used as a transfer document for movement of non-expendable property between units when not using a signature parcel carrier such as FedEx or UPS. (See attachment 7.)

b. CAPF 38, Property File Document Register. Used to list the documents detailing the receipt, transfer, and disposal of property as well as any completed or ongoing Reports of Survey. (See attachment 8.)

c. CAPF 111, Expendable Property Issue Sheet. Used as an ongoing record of expendable property issues and transfers. (See attachment 4.)

d. DD Form 1348-1A, Issue Release/Receipt Document. Used to withdraw or return DoD-excess property to DRMO. (See attachment 9.)

2-17. Mandatory Records and Files. The following files will be established at all units within CAP to maintain accurate property records:

a. Property File. Each unit will maintain a Property File system to manage records of all the unit's logistics transactions. The Property File System can be developed at the discretion of the Logistics Officer to better assist them in performing their duties. A Property File System may consist of a three ring binder, multi-tab folder, or individual file folders. The file is active from 1 January through 31 December of the current year and becomes inactive at the end of the year after all open transactions have been completed. Start a new file on 1 January each year. Maintain this file in six parts:

1) Part I contains the CAPF 38 and all documents related to the acquisition, transfer, or disposal of property. The following documents must be annotated on the CAPF 38:

- DD Form 1348-1A
- CAPF 37E
- Receipts for items whose purchase price was greater than \$2,000
- Bills of sale
- Documentation of transfer or disposal
- Completed Reports of Survey
- All records of disposal of expendable property
- Donation receipts

2) Part II contains records of expendable property issuance. Maintain completed CAPFs 111 in this section. CAPFs 111 that are still in use may be maintained outside this part but should be included in this section when this portion of the file is closed at the end of the year. If applicable, maintain the most recent copy of the quarterly Cadet Uniform Report in this section.

3) Part III serves as a suspense file for documents awaiting approval or update in CATS. Maintain copies of communications initiating Reports of Survey or attempts to recover property within this section. Units should ensure transactions are processed in a timely manner.

4) Part IV is reserved for other inventory lists such as state or municipal government mandated property control documents. If the unit has no other inventory lists, this section need not be maintained.

5) Part V, a copy of the signed joint S-3 inventory in this section, if applicable. Upon completion of the annual inventory, a signed copy of the S-3 Report.

6) Part VI, Temporary Issue File, contains all CAPFs 37E documenting the issuance and receipt of non-expendable property to individuals, other CAP units, and non-CAP organizations.

7) Close out parts I, II, and V at the end of every calendar year and store their contents IAW CAPR 10-2, *Files Maintenance and Records Disposition*. The remaining Parts shall be carried over from year-to-year to ensure accountability of issued property.

b. Unit Account Files. In addition to the Property File system required to control their own property, each wing will maintain a file system for their subordinate unit's property accounts. Region headquarters need not maintain unit account files for its assigned wings but will maintain its own Property File for region headquarters property. The file contains the following:

1) Maintain a CAP-USAF LR/CC-approved copy of the screener authorization letter in this file. Review and update as needed if the wing requires access to Federal excess property.

2) Create and maintain a "Suspense Folder" within the Unit Account File to manage in-progress unit deactivations, pending unit inventory transactions, and other uncompleted wing LG business to be accomplished for subordinate units. Wing commanders may delegate this part of the file to Groups, where applicable. Carry over any open business in this portion of the file.

3) Establish files containing individual units' signed S-3 Property Reports with any transaction documentation. Wing commanders may delegate this part of the file to Groups, where applicable. Close out this portion at the end of every calendar year and store the contents IAW CAPR 10-2.

2-18. Property Issue Procedures. The commander or his/her designated representative approves property issues to individuals by signing the applicable CAPF 37E or CAPF 111. Individuals acknowledge receipt for property by signature on the appropriate form. (See attachments 7 and 4.)

a. Non-expendable property issue. Issue and return of non-expendable property should be documented on a CAPF 37E and should be processed in CATS. Individual issue reports downloaded from the CATS database may be used to issue property to individuals if the database has been updated with individual's information.

b. Expendable property issue. Commanders should develop and maintain local procedures for the control and security of expendable property. Use the CAPF 111 to manage the issue and transfer of expendable property.

2-19. Property Transfer Procedures. Expendable and non-expendable property may be transferred between CAP units when required. The gaining and losing units are to log all property receipt and transfers on the CAPF 38 in Part I of the Property File.

a. Non-expendable property transfers to other units. Non-expendable property may be transferred between units if the gaining unit is not on "freeze."

1) The losing unit will:

a) Contact the region/wing to initiate the transfer process in CATS.

b) Maintain a copy of the transfer CAPF 37E in Part III of the Property File until receipt of the property has been documented in CATS by the gaining unit.

c) File the CAPF 37E in Part I of the Property File once the property has been removed from the losing unit's account in CATS.

2) The gaining unit will:

a) Update non-expendable property receipt in CATS.

b) File the CAPF 37E in Part I of its Property File.

b. Expendable property transfers to other units. Use CAPF 111 to document the transfer of expendable property to other units.

2-20. Property Recovery. Commanders are, to make reasonable efforts to recover property from individuals who terminate membership with CAP or transfer to another unit. Document recovery efforts in writing and file in the suspense section of the Property File until recovered or use as documentation for Report of Survey action.

2-21. Property Permanently Installed Offsite. If non-expendable property, such as a generator, is permanently installed off-site, notify the region/wing logistics officer, in writing, of the physical location and address of the property. Update CATS with the item's location information. Off-site property condition and location must be validated during annual inventory.

2-22. Property On-Loan or Out for Repair. Any CAP property in the possession of an outside agency must be documented on a CAPF 37E. The CAPF 37E must be validated every 60 days. Property on loan must be approved by the unit commander's signature on the CAPF 37E. Include date and name of contact and expected property return date. The signed CAPF 37E will be maintained in the Part III Suspense Folder and may be destroyed upon return of the property.

2-23. Unit Deactivations. Wing commanders will reclaim all CAP property from deactivated subordinate units. Property recovery should occur prior to deactivation, if possible, but no later than 60 days after deactivation.

a. The unit account file of the deactivated unit will be annotated as "Deactivated" and retained by the wing as a part of the current unit account file. Store files in accordance with CAPR 10-2.

b. Once all property from the deactivated unit has been returned or transferred by the wing, the wing LG will annotate on the unit's S-3 the action taken on each piece of property (e.g. returned to wing inventory, transferred, Report of Survey pending, etc.) The wing LG will update the actions in CATS. Any items being transferred to the wing S-3 will also be annotated on the CAPF 38.

c. Wings will initiate Reports of Survey to account for deactivated units' missing property.

d. Property belonging to units which deactivate prior to having their property transferred in CATS will be temporarily assigned the unit charter number "000." The wing will take necessary actions to properly account for and transfer property within 60 days. Maintain a "Ghost Squadron" S-3 Inventory Report in the "Suspense" folder of the wing's Unit Account File until all property has been transferred or disposed. Wings are responsible for all property assigned to these "Ghost Squadrons."

2-24. Reports of Survey. Reports of Survey are used to investigate and report the circumstances that resulted in property being lost, damaged, destroyed, or misappropriated. Unit commanders must notify the region/wing commander of property loss and request the appointment of an investigator within 30 days of the discovery of loss.

a. Investigating officer appointments must be in writing. To avoid any conflict of interest, the investigator should not be a member of the unit where the loss occurred. Other individuals may be appointed to assist the investigator in determining the facts pertinent to the investigation. (See attachment 10 for a sample appointment letter.)

b. The investigating officer is responsible for determining and reporting the facts and circumstances surrounding the property loss or damage. The investigating officer will gather facts about the loss through interviews, police reports, and by any other legal means. Copies of police/fire reports and other supporting documentation must be attached to the Report of Survey and forwarded for review.

c. The final report must address the "who, what, when, where, and why" of the case, and must detail the corrective action recommended or taken to prevent recurrence.

1) Reports of Survey related to the loss of DoD-excess property, FoB property, or donated property maintained with Federally-appropriated funds will be forwarded through the SD to CAP-USAF LR/CC for approval.

2) Reports of Survey related to the loss of property purchased with Federally-appropriated funds will be forwarded through the SD to CAP-USAF LR/CC to HQ CAP-USAF for approval.

3) As appropriate, region and wing commanders are the approval authority for all other property.

d. Based on findings of the inquiry, the investigating officer will determine if any person is responsible for the loss or damage. Investigating officers will make determinations of negligence and, if applicable, establish a suggested amount of the

pecuniary liability. Individuals who, through their negligence, allow CAP property to become lost, stolen, damaged, or destroyed may be liable to Civil Air Patrol for the fair market value of an item, or its cost to repair, whichever is less.

e. The unit commander must mail notifications of liability to CAP members found responsible for property loss or damage. Payment need not be required if the member restores the item to its former capability and value by replacing or repairing it. Within 10 days of notification the CAP member found responsible must make appropriate arrangements with the unit commander for reimbursement, repair, or replacement. If a member fails to do so, the unit commander may take appropriate administrative action. Any funds received in excess of the cost of replacement or repair should be returned to the member.

f. CAP members who feel the imposition of pecuniary liability is unjust or unfair may appeal to the region commander. Such appeals must be submitted within 90 days after the member's notification and will be limited to a review of the investigation report and any other documents the member may submit. The decision of the region commander is final.

g. Region/wing LGs will update CATS and file a copy of the completed Report of Survey in the Unit Account File. Unit LGs will enter the results of the Report of Survey on the CAPF 38 and file a copy in Part I of the Property File. See attachment 11 for Report of Survey format. If remuneration is offered and delivered by the responsible party within 30 days of discovery of loss, a report of survey is not required

SECTION D - DISPOSAL

2-25. Source-related Disposal. The source of a particular item of CAP property determines the method of its eventual disposal. Courses of action may include turn-in to DRMO, handover to another government agency, sale, donation, or scrapping of the property. When disposition is complete, annotate CAPF 38 and update CATS, if applicable.

a. DoD- or Federal-excess property that is unserviceable or no longer needed, must be disposed in accordance with CAP-USAF instructions and may not be sold, donated, bartered, or scrapped without specific approval. This provision applies whether the property is considered expendable or non-expendable. Coordinate disposal of all DoD- and Federal-excess property through NHQ/LGS.

b. Non-expendable property purchased with Federally- appropriated funds with per unit acquisition cost of \$5,000 or more will be disposed in accordance with CAP-USAF instructions. Coordinate disposal through NHQ/LGS.

c. Property purchased with Federally-appropriated funds with per unit acquisition cost of less than \$5,000 will be disposed in accordance with CAP-USAF. This includes unused property. Coordinate disposal through NHQ/LGS.

d. For property whose source is not DRMO or Federally-appropriated funds. CAP region/wing commander may approve the disposal of property received from sources other than DRMO or federal appropriated funds. This includes property purchased with corporate funds and donations. However, the region/wing commander must comply with any disposal restrictions that apply to the property or acquisition funds. See CAPR 173-4 for notification requirements on disposal of donated property.

e. State-funded/owned property. When state-funded/owned property is no longer needed, contact the lending agency in writing for coordination of disposition instructions.

2-26. Sale of Property. If disposition instructions direct the sale of an item, refer to CAPR 70-1, Civil Air Patrol Acquisition Regulation, for procedures. Records of the sale must include sale price, date, location, and name of successful bidder and must be maintained in the Part I of the Property File. Once sold, property will be retired in CATS and annotated on the CAPF 38. Document the successful bidder's information to include name, address, phone number, and email address in the "Remarks" area of CATS.

a. The following organizations and individuals are prohibited from bidding on CAP property sales:

- 1) CAP corporate officers.
- 2) CAP National Headquarters directors and deputy directors.
- 3) CAP employees or volunteer members who are directly involved in the sales process.
- 4) Immediate family, partners, or organizations which employ (or are about to employ) any of the above indicated parties.

b. Proceeds from the sales of property must be sent to NHQ/LG for deposit by NHQ/FM. Copies of the following documents must accompany the proceeds for review to ensure proper sales procedures were followed: disposition instructions authorizing the sale, copy of advertisement along with page header, record of offers, bill of sale, and justification for accepting other than highest offer. The selling unit may apply for reimbursement of reasonable costs used in conducting the sale (e.g., cost for advertising) and may ask to retain proceeds from the sale of property that was donated or purchased with corporate funds.

2-27. Donation to nonprofit organizations. Excess CAP property donated or purchased with corporate funds may be donated to other non-profit organizations such as orphanages, trade schools, Boy Scouts, civic organizations, churches, etc. Enter the donation on the CAPF 38 and update CATS if necessary.

SECTION E - AUDITS AND INSPECTIONS

2-28. CAP property inventory control is subject to periodic audits and inspections. These examinations of CAP's ability to manage and maintain its property are required to ensure CAP's continuing ability to receive Federal appropriations and Federal-excess property. "Unsatisfactory" or "Marginal" grades on any audit or inspection may result in units or wings suspension from receiving funds or property until effective inventory management processes are in place. See paragraph 1-6 for details of the Logistics Freeze process.

2-29. CAP-USAF Audits.

a. In accordance with CAP-USAF regulations, the CAP-USAF liaison region LG may conduct an annual Audit of each CAP wing's property records. The Audit includes an inspection of property management procedures, real property, vehicles, communications items, and aircraft at each CAP region and wing, and at least two subordinate units. CAP-USAF may conduct more frequent visits, if required. The region/wing CC will coordinate with the CAP-USAF State Director or LR/LG, the date, time, and location for all audits and will ensure that appropriate CAP staff is present.

b. To prepare for an upcoming Audit, regions/wings may request a "Pre-Audit" from the CAP-USAF State Director. This visit is intended to identify existing problems that should be corrected before the actual Audit. Subordinate units that will be subject to an audit may also request a Pre-Audit.

c. Knowledgeable CAP personnel must accompany the Audit team during the inspection. A logistics officer must be available to answer questions and be ready to assist in the inspection of Property Files, storage areas, aircraft, vehicles, and property to include computer items. If property is not available for inspection, appropriate records indicating issue must be available for review. An Audit may be rated "Unsatisfactory" if sufficient property, files or personnel are not available for review. There is no provision for a rating of "Incomplete."

d. The commander should rotate units, vehicles, and aircraft each year to ensure as much property as possible is inspected. Unit commanders must review any discrepancies or problem areas identified during the Audit and take specific action to resolve these problems. A written reply of corrective actions in response to all "Findings" must be forwarded to the CAP-USAF LR/LG within 45 days of receiving the final Audit report.

CHAPTER 3 - LOGISTICS SPECIALTY BADGES AND AWARDS PROGRAMS

3-1. General. The specialty badges and awards available within the logistics program are designed to recognize those logisticians who have performed exceptionally well and generously devoted their time and effort to promote the Civil Air Patrol logistics program. The following badges and awards are established for the purpose of recognizing exemplary service, noteworthy achievements, and commendable degrees of proficiency.

3-2. The Basic Logistics Badge. The Basic Logistics Badge is designed to recognize those individuals involved in logistics. The requirements for this award are the same as those for the Senior Member Training Program, Technician Level in Logistics (CAPP 206, *Specialty Track Study Guide - Logistics Officer*). The Logistics Badge will be worn IAW CAPM 39-1, *Civil Air Patrol Uniform Manual*. Approving authority is the squadron/group commander. (See attachment 12 for Logistics badge heraldry.)

3-3. The Senior Logistics Badge. The Senior Logistics Badge is designed to recognize the continuing participation of active logisticians. The requirements for this award are the same as those for the Senior Member Training Program, Senior Level in Logistics (CAPP 206). Approving authority is wing commander.

3-4. The Master Logistics Badge. The Master Logistics Badge is designed to recognize those logisticians who have mastered the logistics specialty and have progressed to management of the CAP Logistics Program. The requirements for this award are the same as those for the Senior Member Training Program, Master Level in Logistics (CAPP 206). Approving authority is region commander.

3-5. Application for Logistics Badge. Logistics badges (basic, senior, and master) may be applied for on CAPF 2A, *Request for and Approval of Personnel Actions*. The individual logistics officer will sign as his / her own requester. At wing and region levels, the director of logistics will initial the appropriate wing/region authorization lines and forward to the appropriate commander for signature. Documentation supporting the eligibility of the member will be listed in the remarks section. The CAPF 2A and all supporting documentation will be sent to the appropriate approving authority.

3-6. CAP National Logician of the Year. This award is established to recognize a current member who made the most significant contribution to the CAP Logistics Program that year. The award encompasses all the logistics functions within a unit (Logistics, Maintenance, Supply, and Transportation Officers). Maintenance officers are eligible for Logician of the Year if they fall under the logistics directorate chain of command. Restrictions: CAP members who have won the award at National level are not eligible to compete for a consecutive award. Deceased members may not be nominated for the award.

a. The nomination must be submitted in narrative form, double-spaced, not to exceed one page. Font size should be no smaller than 10 and no larger than 12. Each nomination should address specific duty accomplishments, contributions to improving logistics operations and other areas of accomplishments, i.e., quality of life improvements. The package must include name, rank, CAP ID, organization, location, job title, and be accompanied by a cover letter signed by the region commander prior to submission to NHQ.

b. Nominations are to be submitted through channels to NHQ /LG by 15 March for consideration as the "Civil Air Patrol National Logician of the Year." Nominations received after this date will not be considered.

c. NHQ/LG will appoint a committee to choose the award winner at the National level. The CAP National Commander will make the final selection.

d. At each echelon, the Logician of the Year Award should be presented at an appropriate function such as the wing or region conference. The National award will be presented annually at the Summer National Conference.

Attachment 1 – Glossary of Terms

CAP Property. All real, personal (equipment, supplies, intangible property, and debt instruments), or intellectual property, regardless of funding source, to which Civil Air Patrol has title.

CAP Accounting and Tracking System (CATS). The logistics information database used to manage vehicles, aircraft, real property and all other equipment and supply inventories.

CAP-USAF Audit. A regularly recurring CAP-USAF review of property management procedures, real property, vehicles, communication items, and aircraft that are assigned to each region and wing.

Corporate Funds. Funds derived from member dues and fees, donations, contributions, bequests and fundraising activities.

Defense Reutilization and Marketing Office (DRMO). The Defense Logistics Agency organization accountable and responsible for managing the re-use and disposal of all DoD-excess property.

DoD-excess Property. Property under the control of any DoD component that is no longer required for its needs or the discharge of its responsibilities. All DoD-excess property is tracked, controlled, issued, or disposed of by DRMO

Expendable property. Property that is normally consumed either partially or completely during its use. Property is expendable if it has no further value after usage or loses its original identity during periods of use by incorporation or attachment upon another assembly

Federal Appropriated Funds. Funds appropriated by Congress. Federal appropriated funds include those obtained under an MOU, grant, procurement contract, or cooperative agreement with any Federal agency. Includes DoD, counter-drug, and drug demand reduction funds.

Federally-owned property. Property possessed by CAP but whose title remains vested in the Federal Government.

Found on Base (FoB) Property. Property whose original funding source is unknown.

Hazardous Material (HAZMAT). Materials having the potential to endanger the health of personnel who handle, store, issue and use those materials. Examples include flammable liquids and solids, compressed gases, oxidizing, corrosive, or irritating compounds, radioactive materials, and poisons

Life Support Equipment (LSE). Pre-positioned, or aircraft-installed property that protects, sustains, or saves human life. (e.g., oxygen bottles, life rafts, etc.).

Non-expendable property. Tangible items of a durable nature that are neither consumed nor lose their identity during periods of use. Non-expendable property is tracked in CATS.

Pilferable Item. Item identified as having a ready resale value and that is especially subject to theft.

Real property. Land, including land improvements, structures, and associated structures and fixtures but excluding movable machinery and equipment.

Report of Survey (RoS). A command-directed investigative process used to investigate and report the circumstances which resulted in property being lost, damaged, destroyed, or misappropriated.

State Director. Civilian Air Force civil service employees assigned at the wing level to represent the CAP-USAF Commander (CAP-USAF/CC) and the CAP-USAF liaison region commander (CAP-USAF LR/CC).

Table of Allowances (ToA). The formally approved document which prescribes unit property basic allowances.

Unit. CAP regions, wings, groups, squadrons, or flights, as the context dictates.

Wing Administrator. CAP employee reporting to the Executive Director and supervised by the wing commander.

Attachment 2 – Example S-3 Property Report

Civil Air Patrol S-3 Property Report - NHQ

Wednesday, November 9, 2005

Page 1 of 1

NHQ NTC NATIONAL TECHNOLOGY CTR

<u>Make</u>	<u>Model</u>	<u>Asset Code</u>	<u>Serial Number</u>	<u>In Service</u>	<u>Cost</u>	<u>Source</u>
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NHQ NTC

Auditable

Stock Class: 6730

Equipment Type: CAMERA

KODAK	DCS-330	916724	K330C-2057	10/24/00	\$4,956.00	CORPORATE
-------	---------	--------	------------	----------	------------	-----------

Location:

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

_____ (Signature) _____ (Date)
 Current Officer

_____ (Signature) _____ (Date)
 Outgoing Officer

Number of equipment items in unit: 1

Total Value of unit inventory: \$4,956.00

Attachment 3 – Property Category Examples (not all-inclusive)**Expendable Property**

Block and tackle sets
 Clocks
 Clothing

 Fans
 File cabinets & hardware
 Garden tools
 Janitorial supplies
 Ladders
 Lumber
 Office furniture
 Office supplies
 Oil
 Power tools
 Paint
 Photographic supplies
 Rope, cable, chain & fittings
 Space heaters
 Tires & tubes
 Vehicle engine accessories
 Typewriters
 Musical instruments
 Refrigerators/Freezers
 Coffee makers
 Push lawnmowers
 Stereos

Non-expendable Property

Aircraft
 Vehicles
 Trailer-mounted generators

 Copy machines
 Aircraft heaters
 Riding lawnmowers

Pilferable Items

Stabilizing binoculars
 Digital Cameras (still and video)
 Computer equipment less than 4 years old
 Computer projectors
 Tents
 Global Positioning Systems
 Telescopes
 Deactivated firearms
 Portable generators
 Welding equipment
 Compasses

Life Support Equipment

Oxygen bottles
 Life rafts
 Life vests

Functional Check

Fire extinguisher (aircraft & flight line)

Attachment 5 – Example Unit Requirement Request

FSC/NSN	NOUN	QTY REQD	MISSION JUSTIFICATION
8465002427856	Sleeping Bag	10 ea	Cadet Program: Required for wing encampments. 1 per member
8415001774974	Vest, High Visibility	15 ea	Emergency Services: Required for safety SAREX. 1 per team member
7105	Desk	2 ea	Admin: Required to replace old desk in commander's office
5440002271593	Step Ladder	1 ea	Admin: Required for general maintenance in facility

Approved/Disapproved except as noted.

Wing/LG

Approved/Disapproved except as noted.

Region/LG

Approved/Disapproved except as noted.

NHQ/LGS

Approved/Disapproved except as noted

*CAP-USAF LR/LG

NOTE:

*Required for DRMO withdrawals only

Attachment 6 –Inventory/Audit Checklist

Inventory/Audit Checklist

Use this checklist to ensure all areas are covered in performing the annual inventory. This checklist is also useful in preparing for a CAP-USAF Audit. It will assist in reconciling CAP and Federally-owned property records. For best results, perform this checklist in conjunction with the annual inventory or at least once within a 12 month period.

Note: Asterisked items are required to be performed at wing level only.

1. Annual inventory (S-3):

- a. Have new calendar year S-3 reports been run?
- b. Perform a physical inventory of non-expendable items. Use the following guidance:
 - Reconcile documents filed in Part III with S-3
 - Reconcile documents in Part VI with S-3
 - Note non-expendable items not on S-3 report
 - Note non-expendable items not accounted for on S-3
 - Note damaged/unserviceable non-expendable items on S-3
 - Sign and forward to wing for processing.....
 - File copy in Part I of Property File
- c. Has the investigation been performed and results forwarded with recommendations to the Wing/CC for comment?
- d. Is all CAP non-expendable property is properly tagged?

2. Wing headquarters annual inventory responsibilities*:

- a. Have subordinate unit’s S-3 reports with supporting documentation been received and reviewed?
- b. Have all add, transfer, and retirement transactions been processed, as applicable?
- c. Has an investigating official been appointed for RoS action on lost items?.....
- d. Have the Wing CCs comments and recommendations on the investigation been forwarded to the CAP-USAF LR for approval?(DoD excess/funded and FoB only).....
- e. Has a wing-wide search been conducted on items noted as on hand and not on the reporting unit’s property report?
- f. If not located in the wing inventory, has it been added?
- g. Has the completed S-3 with transaction documentation been filed in Unit Account File?.....

3. Property file records review:

Part I

- a. Is a current year CAPF 38 on file?
- b. Are all documents annotated on the Form 38?
- c. Are all documents annotated on the Form 38 on file?
- d. Are there any documents ready to be processed into CATS?.....

NOTE: Contents of this folder include: purchase receipts, receipt and disposal DD Forms 1348-1A, receipt and disposal Standard Forms 122, receipt and transfer F 37Es, bills of sale, Donation receipts, and completed Reports of Survey.

Part II

- a. Are CAPFs 111 being used to record all expendable property issues and transfers?
- b. Have the CAPFs 111 been reviewed for completeness?

Part III

Have follow ups been performed on suspense documents for completion and subsequent filing in Part I as applicable?.....

Part IV

Have all other property inventory lists been revalidated as required?

Part V

If a new LG has been appointed, is a handover S-3 Report on file?

Part VI

- a. Are individuals issued property current members of the unit?
- b. Have any recovery procedures on inactive members been initiated?
- c. Have issues to non-CAP organizations been re-accomplished as applicable?.....
- d. Have items been recovered if no longer required?
- e. Have files been closed out in accordance with CAPR 10-2?.....

4. Housekeeping in storage areas:

- a. Are storage areas clean?
- b. Is property stored in an orderly fashion?
- c. Has a safety inspection been accomplished? (e.g., no flammables intermingled with clothing items, electrical outlet usage, etc.)
- d. Is the property secure from theft and damage from the elements?
- e. Is the unit stockpiling items?
- f. Has the wing been notified of excess items for possible redistribution or disposal?

5. Are logistics regulations, including region/wing supplements, current?

6. Unit Account File Review *

- a. Is there a current DRMO screener authorization letter on file (if applicable)?.....
- b. Has a suspense file been established for subordinate unit transactions?.....
- c. Does each unit's file contain a current subordinate unit's S-3s and supporting documentation ? (if unit has property on hand)?.....
- d. If a unit has been deactivated, has the affected unit's file been annotated as deactivated?
- e. Has all property been reassigned?

7. Has the file been closed out in accordance with CAPR 10-2?

Attachment 7 – Example Property Receipt Document (CAPF 37E)

Property Receipt Document					
Shipped From			Shipped To		
GLR-MI-001			GLR-MI-135		
CAP Property Identification Number (CPIN)	Noun	Make	Model	Serial Number	Cost
1234567	DESKTOP	Micron	ZT45L	ABC1234	\$499.99
		LAST	ITEM		
Issued by (Commander or Designated Representative)					
Name		Grade	Signature	Date	
Jane Smith		Col		15 Jun 05	
Remarks					
Cad 1Lt Doe to deliver above item to GLR-MI-135					
Certificate of Receipt					
I certify that I will safeguard and maintain the CAP property listed on this document. I will ensure the property will only be used in support of CAP missions and activities. I accept responsibility for this property and will make restitution for it if I am found negligent in its loss. I will return this property to the issuing authority upon demand.					
Received By					
Name		Grade	Charter No.	Signature	Date
John Doe		Cad 1Lt	GLR-MI-001		15 Jun 05
Additional Certificate of Receipt					
I certify that I will safeguard and maintain the CAP property listed on this document. I will ensure the property will only be used in support of CAP missions and activities. I accept responsibility for this property and will make restitution for it if I am found negligent in its loss. I will return this property to the issuing authority upon demand. NOTE: Indicate "Re-issue" in the remarks section above when appropriate.					
Received By					
Name		Grade	Charter No.	Signature	Date
Brad Davis		SM	GLR-MI-135		20 Jun 05

PROPERTY DOCUMENT REGISTER			REGION/WING/UNIT (1) NHQ 001	YEAR (2) 2005	PAGE (3) 1 OF 3
TYPE TRANS-ACTION*	DATE (DD MMM)	FROM TO	NOUN AND SERIAL NUMBER (IF APPLICABLE)	RECEIPT/TURN IN DOC# (FG3301)	REMARKS
(4)	(5)	(6)	(7)	(8)	(9)
T	15 Apr	NHQ 000 NHQ 001	Laptop 1111116		CATS processed
R	2 May	DRMO Benning NHQ 000	Generator, Diesel XXX12345	5116 HQ 001	CATS processed
<ol style="list-style-type: none"> 1. Enter the abbreviated version of unit charter number, e.g., NHQ 001 2. Enter current calendar year 3. Enter the page number of each form used during the calendar year, e.g., 1 of 3 4. Enter the type transaction by using the letter code at the bottom of the form 5. Enter the calendar date of the transaction, e.g., DD/MM. 6. Enter the charter number of the originator (From) of the transaction. Enter the charter number of the property destination (To) 7. Enter the noun and serial number of the property transaction 8. Enter the DRMO withdrawal/turn in document number received from the State Director if applicable (FG3301) 9. Use this area to note CPIN, if applicable or any other information to identify the transaction. 					
* TO INDICATE THE TYPE OF DOCUMENT ENTER T = TRANSFER; R = RECEIPT; D = DISPOSAL; RS = REPORT OF SURVEY					

Attachment 10 – Example Appointment of Report of Survey Investigating Officer/Team Letter

**NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street
Maxwell Air Force Base, Alabama 36112-6332**

MEMORANDUM FOR JOHN DOE

FROM: (Unit)/CC

SUBJECT: Appointment of Investigating Officer

1. You are hereby appointed to investigate the loss of property listed below and complete a Report of Survey IAW CAPR 67-1.

ITEM NAME	SERIAL NUMBER	SOURCE OF FUNDS
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Laptop, IBM ThinkPad	78-DZ360	DoD Funded
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2. If you need more information, please contact me at 555-5555.

JAN SARGEANT, LT. COL, CAP
Commander

Attachment 11 – Report of Survey 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.

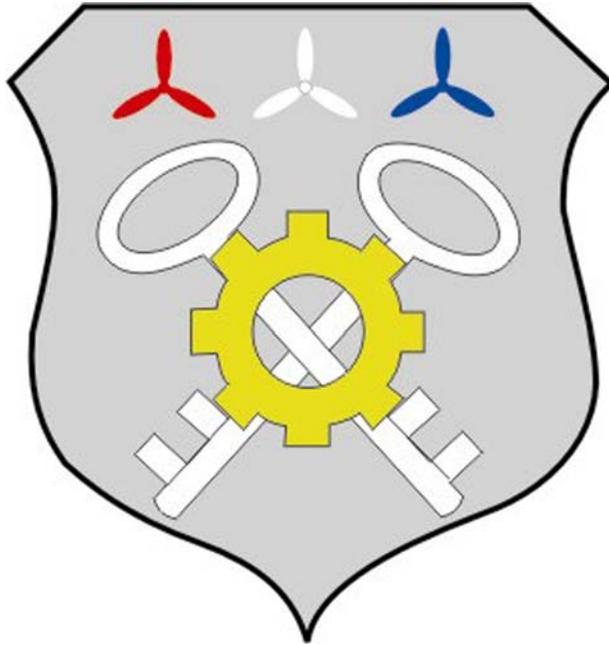
Name

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 12 – Logistics Badge Heraldry**LOGISTICS**

The three bladed propeller's represents the three missions of CAP i.e., **Red** -Emergency Services, **White** - Aerospace Education and **Blue** - Cadet program. The Background color is the **Silver Grey** of CAP's epaulets.

Centered is a **Yellow toothed gear**, a symbol used in the USAF Air Material Command and other military services, of material and supply.

The addition of the two **crossed White keys**, alluding to storekeeping functions, symbolizes control of "Military supplies" by the Logistics office at the Headquarters level and below.