



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

ICL04 FY19  
12 APRIL 2019

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 174-1, *Property Management and Accountability*

1. This interim change letter immediately changes CAPR 174-1, *Property Management and Accountability* and will remain in effect until CAPR 174-1 is revised. Compliance with this letter is mandatory.
2. **Paragraph 2-26. Reports of Survey (ROS)** is changed to read: A report of survey serves as the official record of an investigation into circumstances that resulted in loss, damage or destruction of property and to determine if it was attributable to an individual's negligence or abuse. It provides documentation to support adjustments to CAP property records. It further provides commanders information regarding material management weaknesses relevant to the case that will enable them to take corrective action to prevent recurrence. An ROS is required for loss or damage to property with a current value greater than \$500, aggregate loss of like items that exceeds \$500 or computers, iPads, tablets and similar mobile devices and any radio, key loader or other device with encryption keys loaded. Accuracy and completeness in ROSs are crucial to determining liability and in establishing reasonable assessment values. See paragraph 2.27 for specific guidance on assessment policy. An ROS must be a complete statement of facts that answers the six basic questions of who, what, when, where, why and how of the circumstances under which the property was lost or damaged.
3. Subparagraphs a., c. and d. remain unchanged. Subparagraph b. remains as amended in ICL 17-05.
4. The intent of this change is to reduce the burden placed on members in the field and CAP's headquarters staff to process ROSs for low or no-value property items. For comments or questions regarding this interim change letter, contact Gary Schneider, CAP/LG, at (334) 953-9084, or email [gschneider@capnhq.gov](mailto:gschneider@capnhq.gov).

A handwritten signature in black ink that reads "Mark E. Smith".

MARK E. SMITH  
Major General, CAP  
Commander