

Supply

CAP SUPPLY REGULATION

CAPR 67-1, 15 August 2000, is supplemented as follows:

1-6. The West Virginia Wing will not be responsible for the personal property of its members used for or by members for a Civil Air Patrol mission or function.

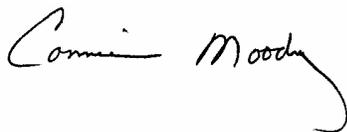
2-2b, 1 Added. DO will maintain database of all maintenance performed on aircraft assigned to the wing and individual units. This database shall reflect the maintenance performed, parts used, cost of parts and cost of labor. It will also reflect who performed the maintenance. A printed listing of this database will be provided to the Wing/LG and the Wing/CC each 6 months.

2-3. Optional files will include any files required by the State of West Virginia to be in compliance with property supervision regulations.

3-5. Items will be requested in writing at least two weeks prior to pickup on WV Form 67-2. Requests will be filled on an as needed basis. Full justification of need will be required. Special arrangements can be made in advance for pickup. Items must appear on the units want list unless the item is for special or urgent need.

3-5e. Added. Units must submit a unit requirements list to the Wing LGS (CC-LO) no later than 1 Feb of each calendar year for any items needed.

3-7b. (1) Added. The Wing Commander must approve all non-expendable property issues. Issues of all non-expendable communication equipment will also require the approval of the Wing Director of Communications. The Director of Communications signature must be in the remarks block of the CAPF 37E prior to the equipment's release.



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Administrative Officer

3-7f. Added. The CAP-USAF SD/DSD is authorized to sign the CAPF 37 for the Wing Supply Officer and/or Wing Commander.

3-9d. Suspense from Eligibility to Receive Property. Failure to comply with established procedures might result in the unit losing supply privileges. Specifically as follows:

- a. Failure to submit annual unit requirements list.
- b. Failure to properly complete S-3 report.
- c. Failure to submit CAPF 2a when a new Unit Supply Officer is assigned.

3-11e. Added. Members who terminate their membership with CAP must return all corporate property back to the unit that issued the items. If this is not done, then the Unit Supply Officer will take the following actions on behalf of the Wing Commander.

- 1) Attempt to contact the individual via telephone to retrieve the property.
- 2) Send written correspondence to the individual via certified US Mail to retrieve the property.
- 3) With the guidance of the Wing Commander, the Unit Supply Officer will contact the local law enforcement agency to gain their assistance in the retrieval of the corporate property.

RODNEY F. MOODY, Colonel, CAP
Commander