



OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

16 July 2009

MEMORANDUM FOR NATIONAL BOARD AND ALL UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: INTERIM CHANGE LETTER –Assessments for Damage to CAP Property (Supplement)

1. This letter is a supplement to the 5 January 2009 Interim Change Letter implementing property management policies approved by the CAP National Executive Committee (NEC). The NEC has clarified and revised portions of the assessment program. Unless modified in this letter the policies outlined in the letter of 5 January 2009 remain in effect. These changes will be included in the new property management regulation currently being written.
2. The assessment policy applies to all CAP Property including aircraft, vehicles, communications equipment and other property owned or assigned to CAP.
3. Members who are assessed under this policy will be allowed to make payment arrangements with Financial Management at CAP National Headquarters (NHQ CAP/FM). Members who are assessed more than \$500 may be allowed to have a payment period extended beyond 1 year with the approval of the region commander. Members who are allowed a payment schedule beyond 1 year will be allowed to renew their membership at their renewal time.
4. The role of the National Controller (CAP/NC) has been modified. The CAP/NC will monitor the assessment program for fairness and consistency. The region commanders will make decisions on assessments. Once the region commander has made an assessment decision, a copy will be sent to the member/unit being assessed with instructions to contact NHQ CAP/FM to arrange payment. In addition the region commander will forward a copy of the assessment to the National Headquarters Director of Logistics (NHQ CAP/LG) who will notify NHQ CAP/FM and CAP/NC of the assessment. Note: This process will be automated within the new Operational Resource Management System (ORMS).
5. Members may request a “Review” of assessments by the National Commander. The National Commander Review is not an additional hearing or investigation. It is a review to ascertain the correctness of the findings and the assessment process to ensure consistency and fairness of the program. Members desiring a review must request this review within 30 days of notification of the assessment. Members should include all documents and a statement of reason for the request to review, and should mail or e-mail them to the CAP/NC. The CAP/NC will then advise the National Commander of the request for review. The National Commander’s decision is final.
6. Any questions should be directed to the CAP/NC or NHQ CAP/LG.

A handwritten signature in blue ink that reads "Amy S. Courter".

AMY S. COURTER  
Major General, CAP  
National Commander

cc:  
CAP/EX/EXM/EXS/FM/GC/LG/XP/MD/DO  
CAP-USAF/CC/CV/XO/JA/FM/LG/LR CCs/SDs  
CAP Wing Administrators  
Col Skiba; Col Guimond  
Col Charles; Col Letteer