



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 174-1

22 JULY 2010

Property

PROPERTY MANAGEMENT AND ACCOUNTABILITY

This regulation implements policies created by CAP's National Executive Committee and National Board and requirements contained in Congressional legislation, DoD Directive 3210.6R, *DoD Grants and Agreements Regulations (DoDGARs)*, DoD Manual 4160.21-M, *Defense Materiel Disposition Manual*, and the *Cooperative Agreement between Civil Air Patrol (CAP) and the United States Air Force*. It establishes CAP's standards of property management for obtaining, controlling, and disposing of all forms of CAP property. The policies presented here are necessary to ensure the availability of resources for missions and assure CAP's compliance with directives. Guidance for proper utilization and protection of CAP property is also included. Policies contained in this regulation are directive and apply to all volunteers and units including National Staff and employees, regions, wings, groups, squadrons and flights.

Note: Shaded areas identify new or revised material.

SUMMARY OF CHANGES.

Includes expanded assessment policy guidance and instructions on demilitarization of Civil Air Patrol communications equipment, prior to disposal.

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Notice: CAP publications and forms are available digitally on the CAP National website at:
http://members.gocivilairpatrol.com/forms_publications_regulations/.

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 is obtained from both public (governmental) and private sources, there are many legal restrictions and conditions for its care and use. To ensure availability of CAP resources for missions and continuing eligibility to receive Federal funds and property, commanders and their staffs must be thoroughly familiar with these control parameters and pay particular attention to management of all CAP property entrusted to their care.

1-2. General. In accordance with the CAP Constitution and Bylaws, all property acquired by Civil Air Patrol in any manner and from whatever sources shall be received in the name of Civil Air Patrol and shall become the property of the Corporation. Commanders and all those responsible for management of CAP property will correctly obtain, control, maintain and dispose of property to ensure accountability and the property's availability and readiness for missions and training.

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

1-4. Supplements. Region and wing supplements to this regulation must be provided through the CAP chain of command to NHQ CAP/LG for review and approval prior to publication and implementation. Upon revision of this regulation, review and re-issue supplements to comply with new policies and procedures in accordance with CAPR 5-4, *Publications and Forms Management*. Provide the CAP-USAF State Director with an information copy of any supplement submitted.

1-5. Glossary of Terms. See attachment 1.

1-6. Duties and Responsibilities. Volunteers serving as logistics/supply officers, communications officers, and transportation officers are responsible to their respective commanders for maintaining and providing their respective resources. Their primary duty is to manage and account for property in their area of responsibility. The duties listed here are in addition to the general position 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 units' requirements.

a. CAP National Headquarters, Director, Logistics and Mission Resources (NHQ CAP/LG) is responsible for procedures governing acquisition, control, and disposal of all CAP property. NHQ CAP/LG operates and maintains the CAP property database through the CAP Operational Resource Management System (ORMS.) NHQ CAP/LG is also responsible for processing assessments for property that has been lost or damaged through negligence. NHQ CAP/LG is the approval authority for acquisition of all non-communications Federal or DoD-excess property.

b. CAP National Headquarters, Chief, Supply Management and Plans (NHQ CAP/LGS), is responsible for administering the Table of Allowances (TA) for aircraft, vehicles, supplies and equipment and coordinates acquisition of all non-communications Federal or DoD-excess property. The NHQ CAP/LGS administers the CAP aircraft, vehicle, supplies and equipment module in ORMS. NHQ CAP/LGS is also responsible for distributing uniforms under the Cadet Uniform Program.

c. CAP National Headquarters, Director, Missions, NHQ CAP/MD is approval authority for acquisition of all communications Federal or DoD-excess property.

d. CAP National Technology Center (NTC), under the direction of NHQ CAP/MD administers the Communications Equipment Table of Allowances (TA) and coordinates acquisition of all Federal or DoD-excess communications supplies and equipment. The NTC administers the CAP communications equipment module in ORMS.

e. CAP National Controller (CAP/NC) advises the National Commander on property management.

f. Region commanders are responsible for proper management of CAP property within their region. In all cases region commanders must:

(1) Appoint a Deputy Chief of Staff – Communications (DCS-DC), in accordance with CAPR 100-1, and a Deputy Chief of Staff – Logistics (DCS-LG) to assist with this duty. Region commanders may appoint additional supply and communications property officers to account for region headquarters' property and assist the DCS-LG and DCS-DC.

(2) Ensure property is not assigned to a wing in violation of conditions of a CAP or CAP-USAF-imposed property freeze.

(3) Make staff, records, and property available for audits and inspections.

(4) Review staff assistance visit (SAV), audit and inspection reports, advise wings on corrective actions and ensure all findings are corrected in a timely manner.

(5) When needed, appoint an investigating officer to conduct a report of survey.

(6) After reviewing reports of survey and wing commander recommendations, assess units and/or individuals for property lost or damaged due to negligence, abuse, or misconduct.

(7) Ensure all CAP property management reporting requirements are met, e.g., utilization and inventory.

(8) Approve transfer of property to CAP units outside the region.

(9) Ensure proper use and security of all assigned property.

Note: The term “property management officer” refers to any member holding a position of logistics, supply or communication officer. “Deputy Chief of Staff – Logistics, Deputy Chief of Staff – Communications, Director of Logistics and Director of Communications” refer to volunteers tasked with leading property management programs throughout regions or wings.

g. Deputy Chief of Staff – Logistics and Deputy Chief of Staff – Communications will:

(1) Assist and advise CAP region commanders in all property management matters, including status of subordinate wing property management programs within the region.

(2) Provide training and oversight for subordinate wing property managers.

(3) Use ORMS to manage and account for property assigned to the region headquarters and ensure proper use and security of all assigned property regardless of source including donated and non-Federal government.

(4) Maintain all applicable property management files.

(5) Ensure their wings complete all reporting requirements.

h. Wing commanders are responsible for proper management of CAP property within their wings. They will:

(1) Appoint a Director of Communications (DC), in accordance with CAPR 100-1, and a Director of Logistics (LG). Wing commanders may appoint additional supply and communications property officers to account for wing headquarters' property and assist the wing LG and wing DC.

(2) Make staff, records, and property available for assistance visits, audits, and inspections.

(3) Ensure all audit and inspection findings are corrected in a timely manner.

(4) When needed, appoint an investigating officer to conduct a report of survey.

(5) Make assessment recommendations to the region commander in cases of property lost or damaged due to negligence, abuse, or misconduct.

(6) Approve disposal of CAP property donated or purchased with non-Federal funds.

(7) Approve retirement of DOD-Funded items.

(8) Approve transfer of property to CAP units outside the wing.

(9) Ensure proper use and security of all assigned property.

i. Wing Directors of Logistics (LG) and Directors of Communications (DC) will:

(1) Advise the commander on the status of their respective property management programs and lead programs in accordance with this regulation and wing supplements.

(2) Account for property assigned to the wing.

(3) Be proficient in the use and capabilities of ORMS.

(4) Train and oversee subordinate unit property management officers.

(5) Ensure wing and unit level audit and inspection findings are corrected in a timely manner.

(6) Ensure all property reporting requirements are met.

(7) Transfer or turn-in property not required to support the wing's mission.

j. Group and unit commanders are responsible for management of CAP property within their command. They will:

(1) Appoint supply and communications (in accordance with CAPR 100-1) officers.

(2) Make staff, records, and property available for assistance visits, audits, and inspections.

(3) Ensure all audit and inspection findings are corrected in a timely manner.

(4) Recommend disposal of CAP property donated or purchased with non-Federal funds.

(5) Document in ORMS, efforts to reclaim CAP property from deactivated units and inactive members.

(6) Complete all property reporting requirements.

(7) Transfer or turn-in property not required to support the wing's mission to prevent accumulation of excessive quantities of property.

k. Group and unit communications and supply officers will assist commanders in ensuring proper accountability of CAP property within their unit. They are to maintain regular and frequent contact with the wing in order to coordinate their property management efforts and stay abreast of national and wing commander property management policies. They will:

- (1) Record and manage the receipt, issue, storage, and proper disposal of property.
- (2) Train and evaluate subordinate units' property management functions where appropriate.
- (3) Document in ORMS, efforts to reclaim CAP property from deactivated units and inactive/departing members.
- (4) Complete all property reporting requirements.
- (5) Transfer or turn-in property not required to support the wing's mission to prevent accumulation of excessive quantities of property.

1-7. Recognizing Property Management Excellence.

a. Property Management Officer of the Year Award - An annual award presented to the property management officer (logistics, supply, transportation, or communications officer) who has contributed most to the CAP property management program. Officers from all levels of the organization are eligible for this award. Each wing may submit a nomination to region. The region commander will review all nominations submitted and select one nominee for the award. Region commanders will forward the selected nomination to NHQ CAP/LG postmarked (dated in the case of e-mail) no later than 15 March. The National Controller selects the Property Management Officer of the Year. Late nominations or those that have not been coordinated through the region commander will not be considered.

b. Logistics Badge. A logistics badge has been approved for wear with the Civil Air Patrol uniform. To qualify for the basic Logistics Badge, the member must complete the specialty track requirements for the Technician rating as described in CAPP 206, *Specialty Track Study Guide-Logistics Officer*. The Senior Logistics Badge requires completion of the Senior rating and the Master Logistics Badge requires completion of the Master rating.

1-8. Audits and Inspections. Audits and inspections will be performed in accordance with the appropriate CAP directives. All property management officers will cooperate with higher headquarters inspectors/auditors.

1-9. Property Freeze.

a. In the event CAP-USAF or CAP leadership determines that a unit has inadequate control over its resources, commanders may restrict subordinate units from receiving DoD-excess property or any property purchased with Federally-appropriated funds. In addition to preventing the acquisition of property from Federal sources, the CAP National Commander may freeze or suspend units from acquiring property purchased with corporate funds. A property freeze applies to the entire unit and may not be isolated to any single facet of property management such as supply, transportation or communications.

b. Examples of inadequate controls include:

- (1) Improper or inadequate recordkeeping.

- (2) Inadequate or disorderly 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 property management directives.
- (6) Unauthorized sale or disposal of corporate, DoD-excess or Found-on-Base (FoB) property or property purchased with Federally appropriated funds.
- (7) Failure to submit timely property inventory or utilization reports.
- (8) Unsatisfactory annual or changeover inventory results.

c. **Freeze Levels.** There are three levels of property freeze, each progressively more restrictive.

(1) Level I stops acquisition of all equipment or supplies from DRMO, GSA and state or local government surplus programs. Property may not be transferred to CAP units under a Level I freeze. Units still on Level I freeze after 6 months will automatically be elevated to Level II freeze.

(2) Level II will, in addition to restrictions imposed under a Level I Freeze, prohibit acquisition of any vehicles, aircraft, communication gear, or CAP NHQ-purchased property. Level II is required when a unit fails to correct conditions that led to a Level I Freeze within 6 months of being placed on Level I freeze. If a wing is placed on Level II, CAP region commanders will not assign new vehicles or aircraft to the wing but will have them transferred to a different wing until the Level II freeze is lifted. Level II freeze also prevents acquisition of all Drug Demand Reduction items. Aircraft equipment upgrades are permitted under Level II.

Note: On a case-by-case basis, region commanders may permit computers to be issued to units for use in correcting problem areas.

(3) Level III will be imposed when a unit fails, within 1 year, to correct conditions that led to imposition of Level II. A Level III 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) **Waivers.** The CAP-USAF Commander and the CAP National Commander may jointly waive any or all freeze restrictions in cases of critical mission requirements. Waiver requests should be coordinated through the CAP region commander and CAP-USAF liaison region commander.

d. Wing commanders shall impose a property freeze as a result of a “Marginally Successful” or “Unsatisfactory” supply rating on an inspection or audit or a “Marginally Successful” or “Unsatisfactory” communications rating due on an inspection or audit due to property management issues. A property freeze may also be imposed when, in the judgment of CAP-USAF or a region or wing commander, other conditions (e.g., chronically late utilization reporting, malfeasance or gross misappropriation of CAP property) warrant such limitations. Freeze levels should be selected based upon the severity of the findings or magnitude of the problem but commanders may select whichever level they deem appropriate and need not follow the levels sequentially. For example, a unit may be placed directly on Level II or III freeze without having been placed on Level I freeze.

e. CAP region or wing commanders may impose a property freeze upon subordinate units. NHQ CAP/LG must be informed immediately of any unit placed on property freeze. NHQ CAP/LG will report all units on freeze status in ORMS. Commander's imposing a freeze shall send an e-mail notification of any unit being placed on freeze to NHQ CAP/LG who will in turn inform CAP-USAF, the CAP Controller and NHQ CAP/NTC, the region and wing commander and the respective region or wing property management leadership. Notifications of freeze imposition shall include the date the freeze is established, clear indications of the problem leading to the freeze and steps required for the unit to be removed from freeze. The region commander, with concurrence of the National Commander, will notify NHQ CAP/LG and NHQ CAP/MD when a wing within their region is removed from freeze.

1-10. Cadet Uniform Program. Each year CAP sets aside a portion of its Federally-appropriated funds to purchase uniforms for new CAP cadets. New cadets may only receive one uniform under this program.

a. 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. Summary reports of uniforms issued through this program are available in eServices under Restricted Applications. Supply officers should use this report to verify receipt of uniforms by cadets. Commanders must inform NHQ CAP/LGS if uniforms are not received.

1-11. 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 – Administrative

2-1. Operational Resource Control.

a. Proper use and care of all CAP property is the responsibility of every CAP member. Commanders and property management officers at all levels must ensure that CAP property is monitored, supervised and controlled in accordance with this regulation.

b. CAP retains title to all property purchased with Federal appropriations and all DoD-excess property that have been transferred to CAP. In accordance with the CAP Constitution and Bylaws, all property acquired by any unit of Civil Air Patrol in any manner, regardless of source, shall become the property of the Corporation.

c. Units must not obtain or store excessive quantities of property.

2-2. Command Accountability. Commanders are responsible for proper assignment, issuance, control, care, use, and protection of all property assigned to their units. Authority to manage property and responsibility for accurate recordkeeping may be delegated to property management officers. Commanders must perform all property management functions when no property management officer has been appointed.

2-3. Applicable CAP Forms (CAPFs).

a. CAPF 37, *Temporary Issue Receipt*. Used for temporarily issuing property to individuals. It is intended to serve as a short-term record of issuance to be held until the transaction can be posted in ORMS. Property issuance should be entered into ORMS within 7 days. Short-term issuance of property that lasts less than 7 days does not need to be entered into ORMS.

b. On-line Form 111, *Expendable Federally-sourced Property Transfer Sheet*. Used as an ongoing record of expendable property transfers between CAP units.

c. On-line Form 111a, *Expendable Federally-sourced Property Issue Sheet*. Used as an ongoing record of expendable property issued to CAP members.

d. DD Form 1348-1A, *Issue Release/Receipt Document*. Used to withdraw or return DoD-excess property to DRMO.

2-4. Expendable and Non-expendable Property. CAP uses two classifications of property, expendable and non-expendable, to determine which items must be tracked in ORMS.

a. Expendable property shall not be entered into ORMS due to its limited life and relatively low value.

b. To ensure transparency and availability when needed all non-expendable property, regardless of source, shall be entered and tracked in ORMS. Every item of non-expendable property shall be allocated to a specific unit. Non-expendable equipment may be issued to individuals. Acquisition cost must be documented in ORMS whenever any item of non-expendable property is obtained. Attach a CAP property tag to all non-expendable property.

2-5. Hazardous Material (HAZMAT). Due to its hazardous nature and associated recordkeeping requirements HAZMAT requires a significantly higher degree of control. Do not obtain or retain stores of HAZMAT materials unless absolutely necessary for mission accomplishment. A Material Safety Data Sheet (MSDS) must accompany every item of HAZMAT and is required to identify hazards and provide precautions for safe handling of materials. If HAZMAT is obtained, the Material Safety Data Sheet (MSDS) must be retained for as long as HAZMAT is located within or used by the unit. Ensure all associated MSDS are obtained with any HAZMAT received from DRMO. Units must receive approval of NHQ CAP/LGS prior to obtaining anything containing HAZMAT.

Section B – Acquisition

2-6. Acquiring Property. CAP receives property from many sources and its use, accountability and security are governed by laws and regulations. Units must carefully consider this burden before acquiring any particular item of property. Transportation costs associated with picking up and returning property should always be given consideration prior to acquisition.

2-7. Table of Allowances (TA). The TA is the document that prescribes basic unit property allowances. The TA is the result of a coordinated review of mission requirements by NHQ and CAP-USAF. The TA lists property and quantities that each CAP unit may acquire to support its missions. Unit commanders should not view the property TA as a comprehensive list of items their unit must obtain, rather, the TA is intended to serve as a list of items that may be obtained as needed to support the unit's missions. Recommended changes to the TA should be forwarded to NHQ CAP/LGS and the NTC through the chain of command. NHQ CAP/LGS and NTC will accomplish a complete review of the TA biennially. The TA may be found in ORMS.

2-8. Purchasing Property. Under certain conditions, CAP units may purchase property with 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. Log all non-expendable property purchases and their fund source into ORMS. NHQ CAP /LGS or NTC will input into ORMS property purchased with appropriated funds.

2-9. Property Donations. Individuals, business enterprises, foundations, state, and local governments may donate property to CAP. Acceptance of property donations is authorized and encouraged, but units shall strictly follow CAPR 173-1, *Financial Procedures and Accounting*, and CAPR 173-4, *Fund Raising/Donations*, when receiving or selling donated property. Consult with a legal officer at the appropriate level before accepting any donation. Enter into ORMS all property valued at more than \$250 by the donor. Annotate all donated non-expendable property contributions as "Donated" in the source field of ORMS and upload a copy of the donation receipt into ORMS. Donated property and funds are to be treated the same as corporate property and funds.

2-10. Found-on-Base Property (FoB). Non-expendable property whose original funding source is unknown will be tracked in ORMS using "FoB" in the "Source" field. Use FoB only after a reasonable effort to determine the source and acquisition cost of the property has been made. Manage all FoB property the same as property obtained from DRMO.

2-11. State-funded/owned Property. Track all state or local government-funded/owned property in ORMS regardless of value and indicate sources as "state-funded", "state-owned", "local government-funded" or "local government-owned". Manage disposal in accordance with state or local government instructions.

Section C – Control

2-12. The CAP property control program consists of five functions: transfer, assignment, issuance, inventory and retirement. ORMS is the primary tool for management of all CAP property and must be kept current to permit rapid location of property and to ensure its accountability. ORMS shall be used to account for property throughout its entire life cycle, from acquisition to disposal and retirement.

a. The CAP Operational Resource Management System (ORMS) is the national on-line property database management application used to control all CAP non-expendable property regardless of source. The data contained in ORMS is considered the official property inventory record of CAP. All CAP members will access ORMS to accept issued property. Commanders, logistics officers, supply officers and communications officers automatically receive permissions to access and utilize ORMS when their duty positions are formalized in the CAP membership database. Web Security Administrators do not have the ability to grant ORMS permissions since authorizations are automatically managed in eServices according to duty position. Read-only access to ORMS for those not holding a property management position is available through the CAP Utilities section of eServices.

b. Property Tags. CAP property tags are decals provided by NHQ CAP/LGS or NTC and are to be placed on all non-expendable CAP property, regardless of source. Use property tags for expendable and non-expendable property but do not assign property tag numbers to expendable items. Add property tags upon receipt of property and replace worn or missing tags as often as necessary. Request property tags by e-mail at LG@capnhq.gov or ntc@cap.af.mil. Each item entered into ORMS shall be assigned a unique property tag number.

c. Property Control Number (PCN). Each item in ORMS is assigned a unique Property Control Number (PCN) that will remain with that item for its entire lifespan. The PCN cannot be changed by any user of the database, but is used to permit accurate transaction history tracking in the property management system. If not assigned another number, ORMS will assign the PCN as the default property tag number when a new item is added or created in ORMS. The PCN does not need to be marked on the property item.

2-13. Transfer. Commanders may direct the transfer of expendable and non-expendable property between units. Use the transfer function in ORMS to transfer non-expendable property between active units. Property cannot be transferred to any 000 unit. Transferred property must be accepted in ORMS within ten working days of transfer. Use on-line Form 111 to document the transfer/receipt of expendable property.

2-14. Assignment. ORMS permits individual non-expendable property items to be assigned as a component of another piece of property such as an aircraft, vehicle or kit. Items must be unassigned before they can be transferred to another unit. Property with components assigned may not be transferred until components are unassigned.

2-15. Issuing Property. Expendable and non-expendable CAP property may be issued to individuals for the performance of official CAP functions. Members shall acknowledge receipt of non-expendable property in ORMS through the CAP Utilities section of eServices.

a. Expendable property issue. Use the on-line Form 111a to issue expendable property not listed in ORMS (e.g., uniform items, sleeping bags and other individual use items). Property

management officers may access the form through ORMS. Record all expendable property issued on this form. Do not issue non-expendable property with the on-line Form 111a. Items will remain on the CAPF 111a until turned in or for 3 years from the date of issue, whichever occurs first. After 3 years from the date of issue items are automatically deleted from the individual's on-line Form 111a.

b. Non-expendable property issue. The commander or property management officer shall issue non-expendable property to individuals through ORMS. At that time, individuals shall acknowledge receipt of property by agreeing to terms of issuance in ORMS. Upon acceptance of an item in ORMS, individuals may print a copy of their Individual Issue Report showing all property issued and value at time of issue. If immediate access to ORMS is not available, use a hand-written CAPF 37 to initially issue property. Individuals must acknowledge receipt of property in ORMS within 7 days of issuance. Units are not required to keep paper copies of Individual Issue Reports after property has been accepted in ORMS. Hold all CAPFs 37 until issuance has been accepted in ORMS; they should then be destroyed. By accepting property through the on-line process or by signature, recipients agree to reimburse CAP for the depreciated value of supplies or equipment and any costs of collection, including reasonable attorney fees for loss or damage, through negligence, abuse or willful misconduct. Members returning property should ensure they receive a CAPF 37 Individual Issue Receipt indicating turn-in. Members should hold this receipt until ORMS has been updated by the property management officer. Members may verify their own issued property list by accessing ORMS through eServices.

c. Since minors (individuals under the age of 18 years) cannot legally obligate themselves, when non-expendable property is to be issued to an individual under the age of 18, ORMS will generate a property receipt to be co-signed by the individual's parent(s) or legal guardian(s). When the signed property receipt is received and scanned into ORMS, the property issue transaction will be completed. Following these guidelines, individuals under the age of 18 years are not permitted to hold logistics, supply, transportation or communications duty positions that include ORMS permissions to transfer, issue or assign property.

d. Condition of all issued non-expendable property must be validated during the annual inventory period. Use the validate function of ORMS to document that the individual still has the property and that it is in good working order. Property condition listed as missing or damaged will automatically generate a requirement for a report of survey. Depreciated value of issued property adjusts upon validation.

e. Without delay, commanders and property management officers must seek to recover all property from individuals leaving CAP or when property is no longer needed to perform assigned duty. Document attempts to recover property from individuals by uploading scanned copies of written communications into the item's master record in ORMS.

2-16. Annual Physical Inventory. Perform annual inventories to ensure property is safeguarded and managed effectively for use in CAP missions. Scheduled inventories are a requirement of the DoDGARs. Results of all inventories shall be recorded in ORMS. Selecting a condition of missing/damaged will automatically generate a requirement for a report of survey in ORMS. Use the checklist provided in ORMS to conduct the annual inventory.

a. During the inventory, unit commanders, supply or communications officers shall verify in ORMS the condition, location and requirement for retention of property. Off-site property must also be checked during annual inventory. Remote functional checks are acceptable to verify condition and presence of off-site equipment. During the inventory all non-expendable property that has been issued to an individual must be presented to a property officer for validation of possession and

condition. Commanders are responsible for determining appropriate verification procedures for property that that cannot be transported and presented for inventory. Upon validation, property officers shall reissue property in ORMS. Once reissued, the current value of property is recalculated.

b. Conduct the annual inventory during the 1 January to 31 March period. Inventories are complete when all individual issues have been revalidated and conditions and locations of all un-issued items have been verified.

c. Units failing to complete their annual inventory during this period shall be placed on Property Freeze. Wings are also subject to Property Freeze if a significant number of subordinate unit physical inventories are delayed beyond 31 March.

d. To accomplish the physical inventory, complete the following tasks:

- (1) Complete all pending issues, transfers and retirements.
- (2) Using the ORMS annual inventory worksheet, perform a 100% “eyes on” check to determine the presence, condition and data accuracy of each item on the unit’s property list.
- (3) Check condition of all non-expendable property. Indicate condition as “missing”, “serviceable,” “Unserviceable-needs repair,” or “Unserviceable – beyond repair”.
- (4) Ensure all non-expendable items on hand are properly tagged and are reflected accurately in ORMS. Replace missing property tags where required. Update ORMS if new property tag numbers are assigned.
- (5) Make note of items that cannot be located and record them as “missing” in the “condition” field in ORMS.
- (6) Any non-expendable property discovered during the annual inventory shall be researched to determine its source before loading in ORMS.
- (7) ORMS will not permit completion of the annual inventory until all issued property has been validated and accepted in ORMS.
- (8) Off-site property condition and location must be validated during annual inventory.
- (9) When all counts are complete, all issued property has been validated, and Reports of Survey for all missing or damaged property have been initiated, property management officers will log into ORMS and certify the inventory results. Commanders must also acknowledge completion of the annual inventory after property management officers have completed the inventory.
- (10) On-loan property must be physically checked during the annual inventory.

2-17. Changeover Inventory. Perform a changeover inventory upon assignment of a new commander or property management officer. Use the changeover process in ORMS to conduct the inventory. An inventory is not required if the unit has no property. Individually issued items are not required to be inventoried to complete a changeover inventory.

2-18. Property Storage. Property storage areas are to be maintained and secured in a safe, neat and organized manner at all times. Units must not maintain large stocks of property of any type. Distribute property to subordinate units, issue, or turn-in to prevent stockpiling.

2-19. Records and Files. Units shall manage all non-expendable property within ORMS. For all transactions completed subsequent to this date, use the document upload feature of ORMS to retain scanned copies of DD Forms 1348-1A, reports of survey, bills of sale, donation receipts, purchase receipts and other acquisition or disposal records. NHQ CAP/LGS and NTC will handle acquisition documentation for CAP NHQ-funded procurements. Documentation created prior to implementation of ORMS shall be retained in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*.

2-20. Property Permanently Installed Offsite. Use ORMS to record locations of all non-expendable property permanently installed off-site, such as generators or repeaters. For security purposes, off-site locations listed in ORMS may be generally described as long as a detailed location is listed elsewhere.

2-21. Property On-Loan. CAP property on loan to outside agencies will be documented using the CAPF 37. Scan and upload a signed copy of the form into ORMS. CAP property in the possession of outside agencies must be re-validated every 60 days. This property must be physically checked during the annual inventory. Place contact information in the remarks section of the item's ORMS master record. Include, name of organization, street address, name of responsible individual, phone number and expected property return date.

2-22. Property Out for Repair. For property shipped out for repair, record repair facility information in the remarks section of the item's ORMS master record and update the condition. Include, name of facility, street address, point of contact, phone number, date sent for repair, tracking number and expected return date. Once property is returned from repair, update location and condition.

2-23. Unit Deactivations. Wing commanders are responsible for reclaiming all CAP property from deactivating subordinate units. Property recovery should occur prior to deactivation if possible, but no later than 30 days after deactivation. ORMS automatically moves deactivated units' property to the 000 unit for 30 days. Commanders should use this 30-day period to recover and reissue or transfer property to other units. After 30 days, property will automatically be assigned to the 001 unit. Once property from deactivated units has been transferred, receiving property management officers will update location and condition information in ORMS.

2-24. Property Recovery. Commanders are to make reasonable efforts to recover property from individuals who terminate their membership with CAP or transfer to another unit. Document recovery efforts in writing and upload scanned copies into ORMS. Memoranda for Record are acceptable documentation of phone calls. Units should send demand letters by certified mail to ensure documentation of delivery. Copies of delivery receipts should be uploaded with copies of letters. If unable to recover property successfully, document recovery attempts in a report of survey. Consult your wing logistics officer and wing legal officer before presenting demand letters.

Section D – Property Loss or Damage

2-25. Reporting Property Loss or Damage. CAP members have a responsibility to report property loss or damage to their unit commander or property management officer. Upon notification, the individual receiving the report must initiate a loss report in ORMS by changing the item's condition to "missing/damaged." Changing the condition of the item to "missing/damaged" will automatically

notify the commander and appropriate property management officer. cursory searches for lost property are permitted, but in all cases the loss or damage must be reported within 7 days of discovery. Upon receipt of a loss/damage report the wing or region commander shall appoint an investigating officer in ORMS. In order to prevent compromise of a secure CAP or customer network, and to ensure that proper precautions are taken with regard to encryption keys, immediately notify the NTC any time a piece of communications equipment with encryption is lost or stolen.

2-26. Reports of Survey (RoS). Reports of Survey serve as the official record of investigations into the circumstances that resulted in loss or damage of an item. Investigations of loss, damage or theft of Federally-owned or sourced property are required by the DoDGARs. A report of survey is required for the loss or damage of DoD-excess property regardless of value as well as any item of non-expendable property. Accuracy and completeness in reports of survey are crucial to determining liability and in establishing accurate assessment values and should clearly state when and how the property was lost or damaged.

a. To avoid any conflict of interest, the commander shall appoint an impartial investigator from within his/her command. Appointments must be in writing (entry in ORMS meets the requirement for a written appointment). Other individuals may be appointed to assist the investigator in determining the facts pertinent to the investigation. The appropriate wing property management officer may assist the investigating officer in gathering records and uploading reports into ORMS.

b. Investigating officers shall record the results of their investigations in the report of survey function of ORMS. The RoS shall be thorough and clearly document the cause of the property loss or damage and, when ascertainable, the individual responsible. A report of survey checklist is available in ORMS.

c. The investigating officer should clearly state facts useful to commanders for determining whether an individual's negligence is responsible for the loss or damage. In addition to findings, investigating officers should make recommendations to prevent recurrence of conditions that caused or contributed to the loss or damage.

d. Scan and upload completed reports of survey into ORMS. Reports of survey become an element of that item's master record.

e. As appropriate, region or wing commanders are the final assessment authority for all lost or damaged non-Federal property.

2-27. Assessments. Assessment policy is crucial to ensuring accountability for CAP property and applies to all property owned or assigned to CAP, including aircraft, vehicles, communications equipment and any other property. This assessment policy is intended to reduce property losses by holding members and/or units accountable for their actions.

a. Commanders shall financially assess CAP members and/or units for all CAP property lost, damaged or destroyed due to a Type I, Type II or Type III incident. Assessments will not be made for acts of God or for unforeseen events over which members/units have no control. Members/units shall be afforded an opportunity to make statements and present evidence to explain circumstances. Commanders will consider these statements when making assessment decisions.

(1) **Type I Incident** – A Type I Incident is one that results from a member's and/or unit's failure to use care as a reasonably prudent and careful person would use under similar circumstances. For damage/loss that occurs due to a Type I incident, region commanders shall assess the lesser of the cost to repair or \$500.

(2) Type II Incident – A Type II incident is one that results from a member's and/or unit's act or omission of an aggravated character as distinguished from a mere failure to exercise ordinary care. Such an incident is marked by conduct that presents an unreasonably high degree of risk to others or their property. It is sometimes associated with conscious and willful indifference to others or their property. Intentional violation of CAP and/or federal or local government regulations shall be deemed a Type II incident if the violation contributes to causing the loss or damage. For damage/loss that occurs due to a Type II incident, region commanders shall assess the lesser of the cost to repair or \$5,000.

(3) Type III Incident – A Type III incident results from a member's and/or unit's willful or intentional misconduct or conduct in which there is a reckless disregard of the probable consequences. Members and/or units assessed for a Type III incident shall be afforded an opportunity to make a statement and present evidence to mitigate the assessment. For damage/loss that occurs due to a Type III incident, region commanders shall assess the lesser of the cost to repair or \$5,000. For damage/loss that occurs due to a Type III incident, the National Commander may increase a member's and/or unit's assessment beyond \$5,000 up to the full repair or replacement cost.

b. Wing commanders shall submit written assessment recommendations for property lost/damaged by wing members and/or units to their region commander, and are not allowed to discuss their recommendations with anyone other than higher command. These recommendations shall contain specific statements regarding culpability and proposed assessment amounts. Region commanders shall make assessment determinations based on information from On-line Forms 79, Safety Mishap Report of Investigation, other documentation and recommendations from the respective wing commander. Assessment determinations are not to be included in the On-line Form 79, but shall be addressed in a separate memorandum. When needed, region commanders may require further investigation if loss or damage investigation reports are considered incomplete or inadequate to make an assessment determination.

c. In determining whether a member's and/or unit's actions constitute a Type I, Type II or Type III incident, commanders will take into consideration all the facts, applicable directives and any written statements the member or unit commander provides. Assessments shall be made against any CAP member and/or unit that contributed to causing the loss or damage, in proportion to their culpability. For example, if two members were found equally culpable in an incident, each would be responsible for 50% of the assessment.

d. The CAP/NC will monitor the assessment program for fairness and consistency. Once the region commander has made an assessment decision, he or she shall forward all assessment documentation to the CAP/NC for review. The CAP/NC will notify the region commander of the results of this review. When the assessment has been determined to be fair and consistent, the region commander will notify, in writing, the member and/or unit being assessed and provide instructions to contact CAP National Headquarters Logistics and Mission Resources (NHQ CAP/LG) to make payment arrangements.

e. Appeals of assessments may be made to the National Commander through the NHQ CAP/LG. Appeals must be filed with the NHQ CAP/LG within 30 days of notification of imposition of assessment. The National Commander's decision on a member and/or unit's assessment is final.

f. Once an assessment decision is finalized, payments shall be forwarded to NHQ CAP/LG at 105 South Hansell, Maxwell AFB AL, 36112. First payments are due within 60 days of the formal assessment notification. Checks will be made payable to "Civil Air Patrol." Members and/or units being assessed under this policy will be authorized to make payment arrangements with NHQ CAP/LG. NHQ CAP/LG may allow assessments to be paid in installments, but will normally require payment in full within 1 year. Any installment plans extending beyond 1 year require approval of CAP/LG, CAP/NC, and CAP National Finance Officer. Members who are assessed will be flagged in the NHQ CAP database and will not be allowed to renew their membership if their payment is late or is not made in full within the installment plan period. Proof of payment in full will be retained in the Operational Resources Management System (ORMS).

g. Region commanders shall forward a copy of each final assessment package to NHQ CAP/LG for internal review, coordination, processing and reporting. The NHQ CAP/LG staff will report finalized assessments to CAP-USAF.

Section E – Disposal

2-28. Retiring Property. Non-expendable items may only be removed from a CAP's property inventory by following the retirement process in ORMS. The property's source determines which approvals (wing, region, NHQ CAP, CAP-USAF, etc.) are required for retirement.

a. Do not retire items whose useful life and current value have reached zero if the item is still serviceable and is still useful for performing CAP missions. Wing commanders shall ensure items are no longer economically repairable or are no longer required for the performance of CAP's missions in another unit within the wing. Additionally, wings shall contact the region LG to determine whether items can be utilized by another unit in the region. Scan a copy of this coordination with region and upload it to the item's master record in ORMS. If not required elsewhere, request retirement of the items in ORMS.

b. Upon retirement initiation, ORMS automatically notifies all individuals responsible for approval. Wing commander approval is required for retirement of any item within the wing regardless of source. ORMS coordinates and tracks additional NHQ CAP and CAP-USAF approvals for DRMO-sourced property, federally-funded equipment and non-expendable operational supplies that have not reached the end of their useful life. Remove CAP markings, property tags and organizational decals from all property prior to disposal.

c. CAP wing commanders are the final approval authority for retirement of allocated property purchased with corporate funds and donations. Wing commanders must be sure to comply with any disposal restrictions that may have originally accompanied donated acquisition funds or property. See CAPR 173-4 for additional legal and tax-related requirements related to retirement/disposal of donated property. When state-funded/owned property is no longer needed, contact the lending agency in writing for coordination of disposal instructions.

2-29. Source-related Disposal. Sources of CAP property determine their method of eventual disposal. Approved disposal methods are turn-in to DRMO, handover to another government agency, donation to another non-profit, sell or scrap. When disposal actions are complete, scan copies of relevant paperwork and upload into ORMS to complete the retirement process. ORMS will not permit retirement of an item until disposal documentation is uploaded.

a. Any property received from GSA, DRMO, or any DoD or other Federal government agency including National Guard or Reserves, is to be treated as Federal excess property and disposed through a DRMO. Found on base (FoB) property is to be disposed in the same manner.

b. Disposal of all Federally-funded equipment will be in accordance with CAP-USAF instructions.

c. Non-expendable supplies that have not been obtained from DoD-excess and that have exceeded their useful life are considered fully depreciated and not warranting a further screening procedure, i.e. they do not have to be returned to a DRMO when they become unserviceable or are no longer needed by the unit. These items may be retained by the unit as long as they have utility, but may only be disposed with wing commander approval. Items may not be donated or sold, but are to be destroyed in accordance with local environmental requirements.

2-30. Sale of Federally-sourced Property. If CAP-USAF disposition instructions direct the sale of an item, refer to CAPR 70-1 for procedures. Records of the sale must include sale price, date, location, and name of successful bidder and must be uploaded into ORMS. Once sold, property will be retired in ORMS. Document the successful bidder's information to include name, address, phone number, and e-mail address by document upload into ORMS.

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 Federally-sourced property must be sent to NHQ CAP/LG for deposit by NHQ CAP/FM. Copies of the following documents must accompany the proceeds to ensure proper sales procedures were followed:

- (1) Disposition instructions authorizing the sale.
- (2) Copy of advertisement along with page header.
- (3) Record of offer.
- (4) Bill of sale.
- (5) Justification for accepting other than highest offer, if applicable.

2-31. Donation to Nonprofit Organizations. Excess CAP property received from non-governmental donations or purchased with corporate funds may be donated to other non-profit organizations such as orphanages, trade schools, Boy Scouts, civic organizations, churches, etc. Contact NHQ CAP/GC to re-donate items that have been donated to CAP. Upload documentation of any approved donation into ORMS.

2-32. Demilitarization. All communications equipment must be demilitarized (sanitized) prior to disposal. This prevents unauthorized access to frequencies, encryption keys, access codes and other sensitive CAP and supported agency information. This demilitarization shall be accomplished by:

a. Completely deprogramming all programmable equipment by removing all CAP frequencies, access codes, designators, etc., from the program list and writing the empty program list back to the radio. It is acceptable to program in public channels such as Weather Service if a radio will not allow you to remove all channels.

b. Removing of all non-programmable frequency and access-determining elements. This includes channel crystals, PROMs, Diode matrix boards, PL/PDL/DCS elements, etc.

c. Erasing all encryption keys and removing encryption modules, when applicable.

(1) For radios with removable encryption modules, this can easily be accomplished by removing the encryption module and destroying it.

(2) Some newer radios may have encryption built in as an integral part of the main controller. In these cases the radio must be rendered totally inoperative by either removing the main controller board or by destroying the chips on the board.

d. Once complete, mark all such equipment with the statement "All CAP frequency information and/or frequency-determining elements removed." Include the date and the printed name and signature of the technician who performed the work.

e. If you have questions or encounter problems with demilitarization, contact NHQ CAP/NTC.

CHAPTER 3 – GOVERNMENT-SOURCED PROPERTY

3-1. Federal-excess Property. CAP is eligible to receive certain Federal-excess property through DRMO and GSA in accordance with the provisions of public law and DoD directives. Forward requests to acquire property from any non-DoD Federal government source to NHQ CAP/LGS for coordination with CAP-USAF. Disposal of all property acquired from DRMO must be IAW CAP-USAF instructions. The process of reviewing DRMO property that may be available for transfer to CAP is called “screening.” Screened property is not considered a donation, but is given to CAP under the condition that it be returned to DRMO when no longer required.

3-2. DRMS Screener Authorization.

a. Up to four named CAP members per wing may screen DoD-excess property. Wing commanders may obtain screener authorization by submitting a written request through the CAP-USAF State Director to the CAP-USAF LR/LG for approval. Regions may appoint one member as a screener if desired. Region commanders will be responsible for requesting approval for region screeners. Re-accomplish screener authorization letters annually or when wing screeners are added or deleted. Region DCS-LG/Wing LG will scan and upload a signed copy of the letter in ORMS. Screeners are authorized to screen in person or on-line. On-line screening is the preferred method of obtaining property from DRMO.

b. When visiting the DRMO to pick up screened items, screeners must possess a current CAP membership card and be in a CAP uniform. Obtain written “approval to remove” authorization from the CAP-USAF LR/LG before visiting the DRMO to pick up screened property. The CAP DoD Activity Address Code (DODAAC) is FG3301 and must be used to withdraw property from DRMO.

3-3. Obtaining DoD-excess Property.

a. The Table of Allowances identifies property that may be screened from Federal sources. To request property units should describe their requirements in writing to the wing director of logistics or director of communications. The request must contain the Table of Allowance (TA) item number (if available) and justification for each item requested. If an item is not listed in the TA describe any special circumstances that justify the unit’s requirement for the item. Units may not acquire non-TA items from Federal sources without NHQ CAP/LGS approval.

b. All property transfers from Federal sources must be managed through GSA or DRMO. Forward requests to NHQ CAP/LGS for coordination with CAP-USAF for any prearranged transfers from any DoD or Federal activity. Once approved, the screener may withdraw the property in accordance with CAP-USAF instructions. Uniform items authorized in CAPM 39-1, *CAP Uniform Manual*, and the TA are pre-approved for withdrawal by CAP-USAF.

3-4. Non-expendable Items. Record receipt of non-expendable property in ORMS. Annotate the CAP property tag number from ORMS on the DD Form 1348-1A and load a scanned copy into ORMS under the master record for each item obtained.

3-5. Expendable Items.

a. Indelibly mark all expendable property items obtained from Federal sources with the letters “DRMO”. Record receipt and transfer of expendable property on the unit’s on-line Form 111 in ORMS. All FoB, DoD- or Federal-excess property that is unserviceable or no longer needed, must be returned to DRMO and may not be sold, donated, bartered, or scrapped without specific approval from CAP-USAF.

b. There is no requirement to enter expendable property into ORMS or assign property tag numbers. To facilitate tracking, expendable property may be entered into ORMS and assigned property tag numbers. Expendable property items entered in ORMS must be inventoried annually and must be retired from the system when no longer needed.

3-6. Disposal. Request turn-in by initiating retirement of the item in ORMS. CAP-USAF provides turn-in instructions and document numbers through ORMS. Once provided, enter the document number on DRMO’s Electronic Turn-in Document (ETID). ETID is the preferred method of property turn-in. Turn in property within 30 days of receipt of document numbers from CAP-USAF or 15 days if using receipt-in place process with the servicing DRMO. Upload scanned copies of signed turn-in documentation into ORMS. Where assigned, write the CAP property tag number on the turn-in documentation before scanning.

CHAPTER 4 – ACQUISITION, CONTROL AND DISPOSAL OF CORPORATE AIRCRAFT

This chapter establishes policy and outlines procedures for life cycle management of CAP aircraft. CAP National Headquarters holds authority to acquire or dispose of corporate aircraft.

4-1. Aircraft Acquisition. The four primary modes of aircraft acquisition are:

- a. Aircraft purchased and titled in the name of Civil Air Patrol, using Congressional appropriated funds or funds received from sale of corporate-owned aircraft.
- b. Aircraft purchased and titled in the name of Civil Air Patrol, using funds from CAP regions or their subordinate units.
- c. Aircraft donated and titled to Civil Air Patrol, by a state, organization or individual.
- d. Aircraft obtained from DoD excess inventory.

4-2. Aircraft Distribution. Aircraft will be allocated to CAP regions or wings. Allocation will be made based on mission requirements. Region and wing commanders will coordinate with National Headquarters on initial distribution of aircraft and on any subsequent transfer to other wings or regions. National Headquarters may reallocate aircraft based on national mission requirements. Aircraft awaiting initial allocation or disposal will be transferred to National Headquarters until the allocation/disposal action is completed.

- a. Region commanders evaluate national mission requirements and specific needs of regions and wings to determine how best to distribute aircraft resources.
- b. As wings identify a need to increase, decrease or modernize their aircraft fleet, they will present their requests to their region commander for consideration.
- c. Aircraft initial allocation and transfer will be accomplished using ORMS. All ORMS transfer actions must be accomplished before the gaining unit can schedule the aircraft for flight in the Web Mission Information Reporting System (WMIRS).

4-3. Acquisition of DoD or Other Federal Agency Excess Aircraft. Acquisition of DoD or other Federal agency excess aircraft will be done only by the National Headquarters staff. Aircraft acquired through these sources must be in safe, airworthy condition and of a type that would support and enhance the mission of CAP.

4-4. Aircraft Donated by State and Private Sources. States, organizations and individuals may donate aircraft to CAP. CAP will only accept donations that give Civil Air Patrol free and clear title to the aircraft. Procedures for acceptance and disposal of donated aircraft will be in accordance with CAPR 173-4.

4-5. Aircraft Disposal. NHQ CAP/LG coordinates all aircraft disposal actions, including method of disposal, with CAP-USAF. Aircraft that are not economically repairable, crashed or determined to be excess to need shall be considered for disposal. Methods of aircraft disposal are trade in, sale by broker or sealed bid or turn-in. Procedures for sale of CAP aircraft are contained in CAPR 70-1. Paragraph 3-6 of this regulation details turn-in procedures for federally-sourced equipment including aircraft.

a. Once selected for disposal, aircraft will be transferred to CAP NHQ in ORMS. Once transferred to CAP NHQ aircraft will not be flown on CAP missions. Aircraft may only be flown for short demonstrations of 1 hour or less to evaluate condition and handling and to verify satisfactory completion of maintenance actions. NHQ CAP/LG must approve these flights.

b. NHQ CAP/LG may direct a wing to reposition aircraft identified for sale, but in most cases they will remain at their base of assignment. Wings will provide NHQ CAP/LGM the name and contact information of a point of contact for the aircraft being sold. This point of contact should be knowledgeable of aircraft location and condition, and be able to show the aircraft and/or answer questions from prospective buyers.

c. CAP specific avionics components will be removed from aircraft once identified for sale. Other parts and components shall not be removed or exchanged on aircraft identified for sale without prior approval from NHQ CAP/LG.

4-6. Aircraft Sale Proceeds. Funds received from sales of aircraft and/or aircraft components acquired using Federal appropriations will be retained by National Headquarters and will be used to procure replacement aircraft. Funds received from sales of aircraft and/or aircraft components acquired using unit funds or donations from state, organizations or individuals will be transferred to the aircraft's wing of assignment. Deviations from these procedures must be approved by NHQ CAP/EX.

CHAPTER 5 – ACQUISITION, CONTROL AND DISPOSAL OF CORPORATE VEHICLES

This chapter establishes policy and outlines procedures for life cycle management of CAP vehicles. CAP National Headquarters holds authority to acquire or dispose of corporate vehicles.

5-1. Vehicle Acquisition. The four primary modes of vehicle acquisition are:

- a. Vehicles purchased and titled in the name of Civil Air Patrol, using Congressional appropriated funds or funds received from sale of corporate-owned vehicles.
- b. Vehicles purchased and titled in the name of Civil Air Patrol, using funds from CAP regions or their subordinate units.
- c. Vehicles donated and titled to Civil Air Patrol, by a state, organization or individual.
- d. Vehicles obtained from DoD excess inventory.

5-2. Vehicle Replacement Justification.

a. In order to request new or replacement vehicles purchased with Federally appropriated funds, wing commanders shall submit a CAPF 175, *Vehicle Justification*, to their respective region commander during the first quarter of each fiscal year. Region commanders will submit CAPFs 175 for region vehicles. Vehicle requests should be listed by priority and type. Highest priority should be given to mission critical needs and replacing aging, wrecked or damaged vehicles. A yearly vehicle inventory review will help to identify vehicles nearing the end of their useful life. From that inventory, a list of the 100 oldest vehicles will be created and used in identifying vehicles for replacement. This list may be the criteria used for the yearly vehicle buy in order to replace older vehicles. Each vehicle falling into this category will be evaluated on age, mileage, condition, and the last 5 year major maintenance costs.

b. Region commanders will review and prioritize vehicle requests and coordinate with the NHQ CAP/LGT in developing a national vehicle buy. The national buy will be forwarded to the National Commander for coordination. Once CAP coordination is complete the proposed buy list will be submitted to CAP-USAF/LG for approval.

c. Special vehicle purchase requests that fall outside the Vehicle Requirements and Allowance Standards must be adequately justified and submitted along with the region/wing's yearly corporate vehicle request. Only motorized vehicles will be considered when evaluating vehicle requests.

d. Refer to CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, for type of vehicles that may not be owned by CAP.

5-3. Acquisition of DoD or Other Federal Agency Excess Vehicles. Acquisition of DoD or other Federal agency excess vehicles will be done only through coordination with the National Headquarters staff. Vehicles acquired through these sources must be in safe, roadworthy condition and of a type that would support and enhance the mission of CAP and must conform to standards detailed in the Table of Allowances.

5-4. Vehicles Donated by State and Private Sources. States, organizations and individuals may donate vehicles to CAP. CAP will only accept donations that give Civil Air Patrol free and clear title to the vehicle. Procedures for acceptance and disposal of donated vehicles will be in accordance with CAPR 173-4.

5-5. Vehicle Disposal. NHQ CAP/LG coordinates all Federally-funded or DRMO-sourced vehicle disposal actions, including method of disposal, with CAP-USAF. Vehicles that are not economically repairable, have been wrecked or determined to be excess to need shall be identified for disposal. Methods of vehicle disposal are trade in, sale or turn-in. Disposal of all Federally-funded or DoD excess vehicles will be in accordance with CAP-USAF instructions. Upload final disposal documentation into ORMS. NHQ CAP/LGT will retire vehicles in ORMS when all paperwork is complete. Sale of donated vehicles will be IAW CAPR 70-1 and CAPR 173-4.

5-6. Disposition of Proceeds from Sale of Vehicles. Funds received from sales of vehicles acquired using Federal appropriations will be retained by National Headquarters and will be used to purchase replacement vehicles. Funds received from sales of vehicles acquired using unit funds or donations from state, organizations or individuals will be returned to the wing to which the vehicle was assigned. Deviations from these procedures must be approved by NHQ CAP/EX.

CHAPTER 6 – ACQUIRING AND ACCOUNTING FOR REAL PROPERTY AND FACILITIES FOR CIVIL AIR PATROL

6-1. General. This chapter prescribes acquisition, utilization and disposal requirements for real estate facilities obtained from Federal agencies including the Department of Defense, state and local government agencies, private owners and CAP-owned property. The terms "real estate," "real property," and "facilities" are used interchangeably throughout this regulation and have the same basic meaning. "Lease" and "license" are terms that convey or authorize use of real property by Civil Air Patrol.

6-2. Coordination of Requests for Real Property.

a. Acquisition of real property whether, by purchase, donation, lease, license or other no-cost agreement, must be approved by the wing and region commander. All requests require the following information:

(1) Description of the proposed use of the facility including expected use frequency and duration.

(2) A drawing and legal description of the facility including address and vehicle and aircraft parking information.

(3) Terms of usage, i.e., responsibility for utilities, repairs, maintenance, modifications and alterations.

(4) Pertinent financial information such as rent, purchase price or appraised donation value.

(5) Details of insurance required.

(6) Concurrence/non-concurrence memorandum from the CAP-USAF State Director.

(7) A copy of US Army Corps of Engineers (USACE) license, lease, deed or agreement granting permission to use the property, if applicable.

(8) For USACE-licensed property, a written statement from the installation commander indicating facilities are available for CAP use is required. In lieu of a license, CAP regions/wings/units may, at their discretion and with the approval of the facility commander, negotiate a letter of agreement (LOA) with the facility commander or authorized representative.

(9) For donations or sales, a report issued by a licensed environmental engineer stating that the property is free from any hazardous substances (see paragraph 6-7).

(10) A signed memorandum indicating wing legal officer review of the entire request package. Include address for the request package contents.

b. Once finalized, upload into ORMS documentation listed above and copies of commanders' signed memoranda approving acquisition of the property.

6-3. Obtaining/renewing Agreements or Licenses for Use of DoD Facilities (Active Duty, Reserve and National Guard).

a. All CAP units occupying DoD facilities must obtain a USACE license or other written agreement authorizing use of the facility and terms of use.

b. Region commanders shall forward their approved requests for USACE-licensed property to NHQ CAP General Counsel (NHQ CAP/GC) for review. Once resolved, NHQ CAP/GC will return agreements to requesting wing legal officer for finalization and recordkeeping.

c. Forward renewals to NHQ CAP/GC at least 90 days prior to expiration. The request contains the same information required in the initial application and is signed by the region and wing commander.

d. To terminate agreements, submit a written request through the chain of command to NHQ CAP/GC containing a description of the property and the proposed date of termination. The occupying CAP unit remains responsible for the facility until it is inspected and accepted by the appropriate DoD authority.

6-4. Other Federal Agency Facilities. Under 10 U.S.C. 9444(c) and the Federal Property and Administrative Service Act of 1949, CAP is authorized to use facilities of other federal agencies with their consent. CAP units wishing to use this authorization must notify the appropriate CAP-USAF state director for assistance in dealing with the various agencies. Agency requirements vary. CAP units shall work out those arrangements with the assistance of the state director. Coordinate requests in accordance with paragraphs 6-2 and 6-3 above.

6-5. State, Local Government Agencies and Private Owners.

a. Many CAP units occupy facilities of private owners and government bodies such as counties, cities and airport authorities for both meeting purposes and flying activities. For simplicity the term "lessor" is used hereafter to refer to the owner of the facility. Even though these lessors often permit CAP units to occupy their facilities for a nominal fee or without charge, units should obtain a written lease or agreement documenting permission and terms of use for the facility. If possible, use the services of a legal officer to negotiate the lease. Written leases negotiated by CAP units shall be in the name "Civil Air Patrol" and signed by the wing commander after coordination in accordance with paragraph 6-2.

b. Do not sign leases containing "hold harmless" or "indemnification" clauses unless approved by NHQ CAP/GC.

c. CAP's National Insurance Program maintains a comprehensive liability insurance policy that covers CAP and its members from liability claims during the use and occupancy of property (see CAPR 900-5, *Civil Air Patrol Insurance/Benefits Program*). Many times lessors will agree to a clause requiring CAP to name the lessor as an "additional insured" on CAP's liability insurance. A certificate of "additional insured" coverage can be obtained through NHQ CAP/GC.

d. CAP's National Insurance Program does not carry fire or extended coverage insurance (property insurance) that covers the lessor's buildings. This property insurance is the responsibility of the CAP unit occupying the building.

e. See ORMS to obtain a suggested lease form that may be used in the event the lessor requires a lease and does not provide one. The form may be modified as deemed appropriate.

f. Include a copy of any license or lease agreement in the request coordination package.

6-6. Real Property Owned by Civil Air Patrol. All real property owned by CAP is titled in the name of Civil Air Patrol and not in the name of any wing, group, or squadron. Real property acquired by CAP from whatever source (purchase or donation) becomes corporate property and may not be sold, transferred or disposed of without the written permission of the National Board (NB). Obtain NB approval through NHQ CAP/GC prior to taking any action. Unless other arrangements are made, proceeds from the sale of real property go to Financial Management (NHQ CAP/FM).

6-7. Acquisition of Real Property by Civil Air Patrol.

a. All real property offered for donation or sale to the Civil Air Patrol must be free from any known hazardous substances. For the purpose of this regulation, "environmental laws" means, collectively, all present and future laws (whether common law, statute, rule, regulation, ordinance or otherwise), the requirements of governmental authorities and any permits and guidance issued relating to human health or the environment including without limitation: the Comprehensive Environmental Response Compensation Conservation and Recovery Act of 1980, as amended, 42 U.S.C. section 9601 et seq.; the Resource Conservation and Recovery Act of 1976, as amended 42 U.S.C. section 6901 et seq.; the Hazardous Material Transportation Act, as amended, 49 U.S.C. section 1801 et seq.; the Toxic Substance Control Act, as amended, 15 U.S.C. section 2601 et seq.; the Clean Air Act, 42 U.S.C. section 7401 et seq.; the Clean Water Act of 1977, 33 U.S.C. section 1251 et seq.; the Federal Insecticide, Fungicide and Rodenticide Act, 7 U.S.C. section 136 et seq.; the Occupational Safety and Health Act of 1970, 29 U.S.C. section 651 et seq.; and any regulations promulgated pursuant thereto.

b. "Hazardous Substance" means

(1) any chemical, compound, material or substance that is defined in or otherwise classified pursuant to any Environmental Law as a "hazardous substance," "extremely hazardous substance," "hazardous material," "extremely hazardous material," "hazardous waste," "toxic pollutant," or "toxic substance";

(2) any substance classified by reason of deleterious properties such as ignitability, corrosivity, reactivity, carcinogenicity or toxicity;

(3) oil, gas and any other petroleum hydrocarbon;

(4) polychlorinated biphenyls; (v) inflammable substances or explosives;

(5) radon or other radioactive materials;

(6) asbestos or asbestos-containing materials; or

(7) those substances listed in the United States Department of Transportation Table (49 CFR Section 172.101 and amendments thereto) or by the Environmental Protection Agency (or any successor agency) (40 CFR Section 302 and amendments thereto).

6-8. Use of Real Estate Facilities. Compliance with the lease (or other use agreement) and maintenance of CAP owned facilities are the responsibility of the commander of the occupying unit.

6-9. CAP Real Property Survey. All CAP units that own, lease, rent, occupy or use real property, including buildings, immobile vehicles and trailers, whether on federal, state, local government, or private land are required to maintain complete and accurate records in ORMS. Records will be evaluated annually during the CAP annual property inventory.

ATTACHMENT 1 – GLOSSARY OF TERMS

Assign/assigned/assignment – Allocation of property to a specific unit, aircraft, vehicle or kit.

Acquisition cost – Net invoice price of a property item. Acquisition cost includes cost of modifications, attachments, accessories, or auxiliary apparatuses necessary to make property usable for the purpose for which it was acquired. Other charges, such as cost of installation, transportation, taxes, duty or protective in-transit insurance, shall be included.

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

Department of Defense (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 under auspices of a Defense Reutilization and Marketing Office.

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

Equipment – Tangible non-expendable property having a useful life of more than 1 year and an initial acquisition cost of \$5,000 or more per unit. This term applies to all property meeting this definition regardless of source (whether purchased with funds from CAP's Federal grant, CAP corporate funds, donated, or received from any Federal, state or local government source). For example, all CAP aircraft and vehicles are classified as equipment.

Expendable property – Property that does not meet criteria for non-expendable property.

Federal-excess property – Property received (but not purchased) from any Federal government source. Includes all property received from DRMO or any military service including National Guard and Reserve units.

Federally Appropriated Funds - Funds appropriated by Congress for use by CAP. Federally appropriated funds include those obtained under an MOU, grant, or cooperative agreement with any Federal agency. Includes DoD, counter-drug, and Drug Demand Reduction program funds.

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

Operational Resource Management System (ORMS) – CAP's on-line interactive property management database used to manage aircraft, vehicles, communications gear, supplies, equipment, and real property.

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.

Federally-owned property/government-furnished property/government property – Equivalent phrases used to designate property whose title remains vested in the Federal Government. It may consist of (1) non-expendable property owned by or leased to the U.S. Government and furnished to CAP or (2) property furnished to CAP for use in connection with performance of CAP's Congressionally-mandated missions. Records of all Federally-owned property in CAP's possession must be maintained in ORMS.

Issue/issued/issuance – Allocation of property to a specific individual for use in conducting CAP business or missions.

Non-expendable property – Property that:

- a. is complete in itself
- b. is of a durable nature
- c. has a continuing use
- d. is not consumed in use
- e. does not become a fixture or lose its identity as a component of another item
- f. has an expected service life of 1 or more years
- g. has an initial unit acquisition cost of more than \$500.

Personal property - Movable assets (things) which are not real property, money, or investments.

Property – Real property or tangible personal property as those terms are traditionally defined in law.

Property management officer – General term used to refer to either the logistics officer, supply officer or communications property officer.

Property tag number – A unique CAP-assigned number assigned to each piece of CAP property.

Real property - Land, including land improvements, structures, and fixtures. Real property does not include machinery and equipment.

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

Retire/retired/retirement – Approval process which removes items from CAP's property inventory.

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

Supplies/Operational supplies – All property excluding equipment, and debt instruments as defined in this section.

Survey Audit – Annual review of property management procedures and physical inventory of aircraft, vehicles, communication gear, supplies and equipment assigned to CAP regions, wings and units.

Table of Allowances (TA) - Formally approved document which prescribes basic unit property allowances.

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

Useful life – The length of time used to depreciate property in ORMS. Property may still have utility after the end of its useful life.

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