



NEW JERSEY WING HEADQUARTERS

CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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1 January 2006

MEMORANDUM FOR: NJ WING UNIT COMMANDERS, LOGISTICS/SUPPLY OFFICERS

FROM: NJ-001/CC

SUBJECT: PROPERTY RECOVERY POLICY

1. Equipment accountability is a serious and critical part of Civil Air Patrol operations. The day to day business, at all unit levels, relies on the individuals who utilize CAP Corporate funded computers, radios and vehicles. CAP membership changes for various reasons, i.e. retirement, transfer or termination. When such action occurs, assets and/or resources entrusted to those individuals shall be returned to that Unit level of issuance.
2. CAP Regulation 67-1 Para. 2-20 states guidance which the Commander must follow in an effort to recover any/all equipment whether assigned to the individual, a program, or department use. Logistic Officers at Wing, Group and Squadron level will ensure coordination in the recovery process of all equipment.
3. The following checklist guide will be used when membership status of a CAP member changes:
 - A. The Unit's Personnel Officer will advise the Unit's/CC/CV/CS/LG in writing or email of a change in a member's status involving retirement, transfer, or termination within seven (7) days of the member's notification.
 - B. The Unit's Logistics Officer, when notified, will check logistics/vehicle database for any equipment individually issued to the member, check Part VI of Property Filing System for any CAPF 37E's Individual Issue and provide that information to the Squadron or Group CC or Wing CS for official notification to the member.
 - C. All program materials; books, program clothing items (except those items personally purchased), instructional materials, and any other associated equipment will also be identified to be returned to the respective unit level.
 - D. The LG/Supply Officer will generate the applicable suspense file in the Property Filing System Part III for the departing member(s) to track progress of equipment return and institute proper reporting actions as necessary, i.e. Report of Survey.
 - E. The LG/Supply Officer will advise the Unit's Commander of the status of the recovery process thirty (30) days after initial notification was sent to the member.

4. The responsibility for CAP materials and equipment is vested to all CAP members, be it Cadet or Senior. We must all ensure it is accounted for, well maintained, and operationally ready.



ROBERT J. MCCABE, Colonel, CAP
Commander

* CAP Regulation 67-1 Para. 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.

Distribution:

NJ-001/CC, CV, CS, LG, LGS, LGT, DC, DP, DA
All NJ Wing Unit Commanders & Supply Officers