



Communications

COMMUNICATIONS EQUIPMENT MANAGEMENT

This regulation establishes a standard system for Civil Air Patrol (CAP) commanders and communications officers to obtain, control and dispose of communications and communications related equipment. It contains Air Force and CAP corporate policy and guidance necessary to assure CAP's continued eligibility to receive appropriated funded communications equipment, Department of Defense (DoD) excess communications equipment and to properly utilize and protect these assets. Its provisions are mandatory for use by all members of CAP regardless of the level at which they are located within the CAP corporate structure. It applies to all communications equipment regardless of method of acquisition. CAP may receive communications equipment from state and local governments along with individual or corporate donations. Positive control of communications equipment is vital to the continuance of this privilege. It contains procedures to be followed for all acquisitions, transfers, individual assignments and disposals.

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Chapter 1 – General

1-1. Implementation and Changes.

This regulation will not be changed except by NHQ CAP/DOK. However, suggestions for recommended changes that would improve procedures are welcome at any time. These suggestions must be routed through the director of communications (DC). Region/wing commanders may publish supplemental guidance to give more detailed instructions to their units. Supplements will be forwarded to NHQ CAP/DOK for approval.

1-2. Definitions.

a. Communications Equipment Accountability Report (CEAR) (S-8). An Inventory listing of all non-expendable communications equipment controlled by the corporation

b. Communications Equipment Management System (CEMS). An online interactive system used for the accountability of communications equipment. The system also provides a tool for the communications managers to review the resources available, develop needs requirements and plan accordingly.

c. Communications Officer. Is used throughout the regulation and refers to region DCS/communications, wing director of communications or unit communications officer depending on the level at which applied.

d. COMSEC Equipment. Communications security equipment that contains various methods of encryption or voice privacy used to prevent interception of information

e. Demil. The process of DEMILITARIZING equipment prior to disposal. This process can vary from erasing programmed frequencies to removing frequency-determining elements as well as removing any form of encryption.

f. DoD Funded Equipment. Equipment that is purchased with appropriated dollars, including counterdrug funds.

g. DRMO. Defense Reutilization and Marketing Office.

h. Economically Repairable. Cost to repair does not exceed the current fair market value.

i. Expendable Property. Property that is normally consumed either partially or completely during its use and/or has no further value after usage. Items such as coaxial cable, connectors, manufacturer non-serialized items, batteries, and wire are examples of expendable property

j. FX Account. The type of account by which CAP can screen items from DRMO. The CAP-USAF Liaison Region/LG manages this account.

k. Liaison Office (LO). Office that consists of the state director and/or deputy state director, CAP-USAF liaison office. These individuals provide oversight and guidance to the CAP wing(s).

l. Non-Expendable Property. Property that is not consumed during use and/or can be used continually or have some value (usually monetary). Items such as radios, amplifiers, power supplies, and RF modems are examples of non-expendable property.

m. Scrap Property. Property not useable for any purpose but being disposed of.

n. Serviceable. Requiring no more than routine servicing or maintenance.

o. Transaction Register (TR). A report generated by CEMS that reflects the daily transactions performed by the communications office.

p. Uneconomically Repairable. Cost to repair exceeds the current fair market value and/or CAP would have no further requirement for the property if it were repaired

q. Unit. Unit is used throughout this regulation to refer to CAP regions, wings, groups, squadrons, and flights.

1-3. Duties and Responsibilities.

This is a general list of responsibilities and is not all-inclusive.

a. CAP region commander (CC) is responsible for:

1) Reassigning communications assets destined for a wing when it is on freeze.

2) Reviewing survey audit reports and advising wings on corrective actions.

3) When needed, appointing an investigative officer for a report of survey and notifying members of findings of pecuniary liability.

b. CAP wing commander (CC) is responsible for:

1) Reviewing the LO inspection report prior to the survey audit.

2) Ensuring findings in the survey audit are corrected in a timely manner.

3) When needed, appointing an investigative officer for a report of survey and notifying members of findings of pecuniary liability.

4) Reclaiming corporate property from deactivated units.

- c. CAP National Headquarters chief of communications (DOK) is responsible for:
 - 1) Proper accountability of communications equipment assigned to National Headquarters' units. Accountability will be tracked in CEMS and will include receipt, issuance to individuals, storage, and proper disposal.
 - 2) Ensuring communications equipment assigned to the National Headquarters units is properly used and is secure.
 - 3) Entering data for National Headquarters' units into CEMS.
 - 4) Monitoring the use of CEMS by the regions and wings.
 - 5) Ensuring staff, records, and corporate property are available for the annual survey audit.
 - 6) Reassigning communications assets between region/wing headquarters' units as needed.
- d. CAP region deputy chief of staff for communications (DSC/Comm) is responsible for:
 - 1) Proper accountability of communications equipment assigned to region headquarters' units. Accountability will be tracked in CEMS and will include receipt, issuance to individuals, storage and proper disposal.
 - 2) Ensuring communications equipment assigned to the region units is properly used and is secure.
 - 3) Entering data for region headquarters' units into CEMS.
 - 4) Ensuring staff, records, and corporate property are available for the annual survey audit.
 - 5) Assisting with the coordination of reassigning communications assets as and where needed within the region.
- e. CAP wing director of communications (DC) is responsible for:
 - 1) Proper accountability of communications equipment assigned to the wing. Accountability will be tracked in CEMS and will include receipt, issuance to individuals, storage, and proper disposal.
 - 2) Ensuring communications equipment assigned to the wing is properly used and is secure.
 - 3) Entering data for the wing into CEMS.
 - 4) Ensuring staff, records, and corporate property are available for the annual survey audit.
 - 5) Assisting with the coordination of reassigning communications assets as and where needed within the wing.

1-4. Property Management.

a. The purpose of communications equipment within CAP is support of CAP's missions. If it does not support the mission and is not being used, the communications equipment will be redistributed or disposed of properly. Region/wing headquarters will not store excessive quantities of unused communications equipment.

b. Commanders and communications managers at all levels will ensure that proper management, supervision, and control of communications equipment is accomplished. The unauthorized or improper use of communications equipment will be reported immediately and actions taken to recover the property being used for other than authorized programs or activities.

c. Regardless of the source of acquisition, all communications equipment will be accounted for using the procedures outlined in chapter 3. All communications equipment and /or funding for communications equipment acquired by any unit of CAP in any manner and from whatever source will be received in the name of "Civil Air Patrol" and will be administered and accounted for as prescribed by regulations.

1-5. Property Sources.

Note: National Stock Classes for communications equipment that CAP may obtain from DoD/Federal Sources is listed in the CEMS. CAPR 67-1, *CAP Supply Regulation*, governs all other National Stock Classes.

a. DoD Funds. CAP receives federally appropriated funds through the DoD that may be used to purchase communications equipment.

b. DoD Excess. CAP is eligible to receive DoD excess communications equipment in accordance with (IAW) the provisions of Public Law, DoD, and AF directives. This eligibility does not make transfer of such property mandatory. Units below NHQ must have a valid requirement, not be on freeze or suspension, and must obtain approval from the LR/LG via their LO before receiving property from DoD.

c. Federal Purchased Equipment. Communications equipment that is issued or assigned to CAP by a federal agency. Examples of this type of equipment: Border Patrol assigns a radio to a CAP unit for liaison, for an extended period of time. Federal Emergency Management Agency (FEMA) issues radios to CAP under the Memorandum of Understanding (MOU).

d. Federal Excess. CAP is eligible to receive excess communications equipment from federal agencies other than DoD IAW the provisions of Public Law and AF directives. This eligibility does not make transfer of such property mandatory. Units below NHQ must have a valid requirement, not be on freeze or suspension, and must obtain approval from the LR/LG via their LO before receiving property from these federal agencies. Example of this type of equipment: FBI excesses older radios that still meet National Telecommunications and Information Administration (NTIA) requirements and that can be used for CAP operations.

e. State/Local Government Purchased Equipment. Communications equipment that is issued or assigned to CAP by a state or local agency. Example of this type of equipment: State Police or County Sheriff assigns a radio to a CAP unit permanently or for an extended period of time.

f. CD Funds. Items acquired as a result of counterdrug operations. This includes items purchased at wing with funds generated from the counterdrug administrative fee.

g. CAP Funds. CAP units may procure communications equipment from wing/region funds such as fund-raising efforts, membership dues or contributions from members. This category would not include items purchased with funds generated from the counterdrug administrative fee.

h. Donated Property. Individuals, business enterprises or foundations may donate equipment or assets to CAP. Acceptance of such donations is authorized and encouraged, but units are required to follow the acceptance procedures in paragraph 3-4j).

i. State Agency of Surplus Property (SASP). See CAPR 67-1.

j. National Technology Center (NTC). The corporation established the NTC, located in Richmond, Virginia, to provide a central point for the storage, issue and accountability of government excess communication parts and purchased (vendor) items for use by and in support of the CAP communications program.

k. Found on Base (FOB). This indicates that property was received from an unknown source and a reasonable attempt to determine the source of the equipment has been made and cannot be determined. Identifying an item's source as FOB should not be used to try and circumvent CAP's responsibility to be accountable for property. Communications equipment that falls into this category will be treated as if it were obtained from DRMO.

1-6. Personal Property.

Personal property left in a unit over 90 days should be identified as "Personal Property" to prevent the property from being misidentified as CAP property and picked up on the CEAR (S-8) report.

Chapter 2 – Communications Equipment Files

2-1. Mandatory Files.

The following communications equipment files are mandatory at all levels below National Headquarters:

a. CEAR File. A signed copy of the unit's CEAR showing all the non-expendable communications equipment assigned to that unit as indicated in CEMS. A new CEAR will be executed a minimum of once per calendar year and signed by the unit's communications officer or commander. The CEAR may be executed as often as deemed necessary. See example CEAR at attachment 1.

- 1) Units below wing level will forward a copy of their signed CEAR to the wing DC.
- 2) Wing headquarters will forward a copy of their signed CEAR and a signed copy from each unit to the LO.
- 3) Region headquarters will forward a copy of their signed CEAR to the CAP-USAF LR/LG.

b. Communications TR File. This file will contain a copy of all executed, non-expendable transactions (CAPF 37C and CAPF 37D) and/or TRs for the unit. This includes receipts, transfers, updates and disposals. A folder for each category may be established. See example TR at attachment 2. These forms may be destroyed upon receipt of the next signed CEAR reflecting the transactions, with the exception of CAPF 37C used for the issuance of non-expendable communications equipment to individuals, which will be moved to the non-expendable issue file.

c. Suspense File. This file will contain all forms that are awaiting processing. When action has been taken and updated in CEMS these forms will be moved to the appropriate file. For units below the wing level a copy of the form will be forwarded to the wing DC for entry into CEMS.

d. Additional required files and/or reports for each wing headquarters are unit account files. A separate file for each unit, that will include:

- 1) A signed copy of the unit's CEAR.

- 2) A suspense copy of all non-expendable transactions (CAPF 37C or CAPF 37D) submitted by units below the wing level for processing in CEMS. These forms may be destroyed once the information has been reflected on the CEAR.

2-2. Optional Files

These files become mandatory when indicated action takes place and will be maintained and updated until property is returned to the control of the issuing authority.

a. Non-Expendable Issue File. Each unit will establish a file for CAPFs 37C used for issuances of non-expendable communications equipment to individuals.

- 1) In the case of units below the wing level, a copy of the executed CAPF 37C will be forwarded to wing DC for entry into CEMS.

b. Loan of Property Folder. Loan of non-expendable communications equipment to DoD, state and local government agencies will be documented using the same process as individual issues. These records will not be tracked in CEMS, but will be retained by the issuing unit.

c. Property Repair File.

- 1) When non-expendable communications equipment is removed from the unit for repair, by commercial or individual sources, a receipt will be obtained from the repairing activity reflecting serial number and/or description of the item. This receipt will be maintained until the property is returned to the unit.

- 2) When non-expendable communications equipment is shipped to the National Technology Center (NTC) or other facility for repair it will be shipped by an insured, traceable method. The receipt from the shipper will be maintained until the property is returned to the unit.

d. Reports of Survey File. The region, wing, and unit communications officers will establish and maintain a file of reports of survey to assess each unit's ability to safeguard property.

2-3. Records Disposition.

Disposition will be IAW CAPR 10-2, *Files Maintenance and Records Disposition*.

Chapter 3 – Communications Equipment Accountability

3-1. Property Acquired by CAP.

Regardless of the source of acquisition, non-expendable communications equipment will be receipted and accounted for using the procedures outlined in this chapter. All funds and/or property acquired by any unit of CAP in any manner and from whatever source will be received in the name of "Civil Air Patrol" and will be administered and accounted for as prescribed by regulations.

3-2. Communications Officer Appointments.

All communications officer (DCS communications, DC, communications officer) appointments and changes will be made IAW this regulation.

a. New Appointments. When a new unit is formed and/or there is no property to be transferred, communications officer appointments are conducted by initiating a new CAPF 2A, *Request for and Approval of Personnel Action*.

b. Change of Communications Officer and Transfer of Property Responsibility. It is imperative a new communications officer be selected and the transfer of communications property responsibility be performed prior to the departure of the outgoing communications officer (refer to CAPR 67-1, *CAP Supply Regulation*). If the office is vacant, loss of property control can occur. Prior to a communications officer being changed, a complete joint inventory will be accomplished. Upon completion, the unit will type at the bottom of the current CEAR the "Transfer of Communications Property Responsibility" statement and each individual will sign accordingly along with the unit commander. See example statement at attachment 3. Only those equipment items charged to the account and under the direct control will be inventoried. The incoming communications officer must make sure all non-expendable items on the CEAR are on hand or that action has been taken to clear the old account of missing or misidentified items before taking charge of the new account. If the outgoing communications officer is unavailable, the wing commander or his designated representative will conduct the joint review. Copies of the CEAR with signed transfer of property responsibility will be distributed to the following:

- 1) Individual relinquishing property responsibility.
- 2) Individual accepting property responsibility.
- 3) Commander of each of the above individuals.
- 4) Region/wing communications officer as appropriate.
- 5) CAP-USAF LR/LG or wing LO as appropriate.

3-3. Property Accountability Forms.

CAP units will use the following forms to account for all non-expendable communications equipment. CAPFs 37C and D are on line forms which have been incorporated into CEMS.

- a. CAPF 37C, *Shipping and Receiving Document for Communications Equipment*. See example at attachment 4.
- b. CAPF 37D, *Disposal Document for Communications Equipment*. See example at attachment 5.
- c. DD Form 1348-1A, *Issue Release/Receipt Document*. This form is used to withdraw or return property to DRMO (refer to CAPR 67-1). The DD Form 1348-1A cannot be ordered from National Headquarters. Contact the LO or DRMO for assistance. See example at attachment 6.
- d. SF-122, *Transfer Order Excess Personal Property*. This form is used to receive property from federal agencies other than DoD. See example at attachment 7. The SF-122 cannot be ordered from National Headquarters, it should be provided by the agency transferring the property.

3-4. Property Receipt Procedures.

a. DoD Appropriated Fund Purchases. Communications equipment purchased by National Headquarters for a region or wing will be added to the region/wing inventory in CEMS prior to actual shipment. A copy of the TR where the items were added to the inventory will be provided to the appropriate region/wing communications officer with the shipment. For items of this type, "DoD Funded" or "CD Funded" will be entered in the "Fund Source" field of CEMS. Most items purchased at National Headquarters are DoD funded. Items purchased using counterdrug appropriated funds are called "CD Funded." If the equipment is shipped direct from the vendor, the individual who purchases the equipment will obtain from the vendor the serial numbers and other necessary data to enter the equipment into CEMS.

b. DoD Excess Receipts. Communications equipment obtained from DRMO will be received by one of the following:

1) Region/wing commander or communications officer. Upon receipt, enter charter designation in "Ship to Block"; sign in block 22; and record serial number(s) in block 27 (may be continued on reverse side). DRMO will return two copies for expendable and three for non-expendable of the DD Form 1348-1A to the LO within 30 days after receipt of the equipment. The communications officer will enter all appropriate data into CEMS, entering "DoD Excess" in the "Fund Source" field and the FX Number issued by the LO as recorded on the DD 1348-1A into the "Document Number" field.

2) National Technology Center. The DD Form 1348-1A will be processed and retained at the NTC. The NTC will enter all appropriate data into CEMS, entering "DoD Excess" in the "Fund Source" and the FX Number as

recorded on the DD 1348-1A into the "Document Number" fields of CEMS. Equipment for the region or wing will be transferred to the region/wing inventory in CEMS prior to actual shipment to the designated region/wing. A copy of the TR where the items were added to the inventory will be provided to the appropriate region/wing communications officer with the shipment.

c. Federal Purchased Equipment (Federal Agency Retains Ownership). Communications equipment that is issued (assigned) to CAP by a federal agency where the federal agency retains ownership will be received by one of the following:

1) The region/wing commander or communications officer. Upon receipt, will provide a copy of the SF-122 or other issuing document to the LO within 30 days after receipt of the equipment. The communications officer will enter all appropriate data into CEMS, entering the name of the agency that the equipment was received from in the "Document Number"; "Federal Govt. Funded"; in the "Fund Source"; and "Federal Govt." in the "Owner" fields of the CEMS database. Equipment of this type **will not** be transferred between units. Assignments to individuals will be accomplished using a CAPF 37C.

2) National Technology Center. The SF-122 will be processed and retained at the NTC. The NTC will enter all appropriate data into CEMS, entering the name of the agency that the equipment was received from in the "Document Number", "Federal Govt. Funded" in the "Fund Source" and "Federal Govt." in the "Owner" fields of the CEMS database. Equipment of this type **will not** be transferred to the field. Assignments to individuals will be accomplished using a CAPF 37C.

d. Federal Purchased Equipment (Federal Agency Transfers Ownership). Communications equipment that is issued (assigned) to CAP by a federal agency where the federal agency transfers ownership to CAP will be received by one of the following:

1) Wing commander or communications officer. Upon receipt, will provide a copy of the SF-122 or other issuing document to the LO within 30 days after receipt of the equipment. The communications officer will enter all appropriate data into CEMS, entering the name of the agency that the equipment was received from in the "Document Number", "Federal Govt. Funded" in the "Fund Source" and "CAP" in the "Owner" fields of the CEMS database.

2) National Technology Center. The SF-122 will be processed and retained at the NTC. The NTC will enter all appropriate data into CEMS, entering the name of the agency that the equipment was received from in the "Document Number", "Federal Govt. Funded" in the "Fund Source" and "CAP" in the "Owner" fields of CEMS. Equipment for the region or wing will be transferred to the region/wing inventory in CEMS prior to actual shipment to the designated region/wing. A copy of the TR where the items were added to the inventory will be provided to the appropriate region/wing communications officer with the shipment.

e. Federal Excess. Communications equipment that is obtained from federal excess will be received by one of the following:

1) Region/wing commander or communications officer. Upon receipt, will provide a copy of the SF-122 or other issuing document to the LO within 30 days after receipt of the equipment. The communications officer will enter all appropriate data into CEMS, entering the name of the agency that the equipment was received from in the "Document Number", "Federal Govt. Excess" in the "Fund Source" and "CAP" in the "Owner" fields of the CEMS database.

2) National Technology Center. The SF-122 will be processed and retained at the NTC. The NTC will enter all appropriate data into CEMS, entering the name of the agency that the equipment was received from in the "Document Number", "Federal Govt. Excess" in the "Fund Source" and "CAP" in the "Owner" fields of CEMS. Equipment for the region or wing will be transferred to the region/wing inventory in CEMS prior to actual shipment to the designated region/wing. A copy of the TR where the items were added to the inventory will be provided to the appropriate region/wing communications officer with the shipment.

f. State/Local Government Purchased Equipment (State/Local Agency Retains Ownership). Communications equipment that is issued (assigned) to CAP by a state or local agency where that agency retains ownership will be tracked in CEMS.

1) The communications officer will enter all appropriate data into CEMS, entering the name of the agency that the equipment was received from in the "Document Number", "(State or Local) Govt. Funded" in the "Fund Source" and "(State or Local) Govt." in the "Owner" fields of the CEMS database. Equipment of this type **will not** be transferred between units. Assignments to individuals will be accomplished using a CAPF 37C.

2) In the case of units below the wing level the CAPF 37C will be forwarded to the wing for entry into CEMS.

g. State/Local Government Purchased Equipment (State/Local Agency Transfers Ownership). Communications equipment that is issued (assigned) to CAP by a state or local agency where that agency transfers ownership to CAP will be tracked in CEMS.

1) The communications officer will enter all appropriate data into CEMS, entering the name of the agency that the equipment was received from in the "Document Number", "(State or Local) Govt. Funded" in the "Fund Source" and "CAP" in the "Owner" fields of the CEMS database.

- 2) In the case of units below the wing level the CAPF 37C will be forwarded to the wing for entry into CEMS.
- h. Locally Purchased Equipment (Not CD Funded). When items are commercially procured locally using CAP Funds:
 - 1) The communications officer will enter all appropriate data into CEMS, entering "CAP Funded" in the "Fund Source" and "CAP" in the "Owner" fields of the CEMS database.
 - 2) In the case of units below the wing level the CAPF 37C will be forwarded to the wing for entry into CEMS.
- i. Locally Purchased Equipment (CD Funded). Items acquired as a result of counterdrug operations. This includes items purchased at wing with funds generated from the counterdrug administrative fee. The communications officer will enter all appropriate data into CEMS, entering "CD Funded" in the "Fund Source" and "CAP" in the "Owner" fields of the CEMS database.
- j. Donated Equipment. Approval authority to receive donated equipment and disposal authority of donated property is listed in CAPR 173-4, *Fund Raising/Donations*.
 - 1) For equipment donations, the certificate of donation will be provided to the communications officer who will enter the appropriate information in CEMS, entering "Donation" in the "Fund Source" and "CAP" in the "Owner" fields of the CEMS database.
 - 2) In the case of units below the wing level the CAPF 37C will be forwarded to the wing for entry into CEMS.
 - 3) If the estimated value of the equipment donation is \$5,000 or more, the donor will complete an Internal Revenue Services (IRS) Form 8283 instead of the CAP donation certificate. If the donor does not complete an IRS Form 8283, the property cannot be accepted. The region commander will sign the IRS Form 8283 and return the original to the donor when the appraisal value is \$10,000 or less.
 - 4) If the estimated value of the equipment donation exceeds \$10,000, the IRS Form 8283 will be forwarded to NHQ CAP/EX for acknowledgement.
 - 5) Under no circumstances will any member of CAP place an estimated value on a donation. The donor establishes value.
 - 6) For equipment donations, the region commander will approve all conditional donations in writing.
- k. Found on Base (FOB). Any non-expendable communications equipment whose source cannot be determined will be tracked in CEMS. A reasonable search for the source of the item must be conducted prior to using the FOB source.
 - 1) The communications officer will enter all appropriate data into CEMS, entering "FOB" in the "Fund Source" and "CAP" in the "Owner" fields of the CEMS database.
 - 2) In the case of units below the wing level the CAPF 37C will be forwarded to the wing for entry into CEMS.

3-5. Issue Procedures.

- a. Expendable Issues To Individuals. Unit commanders and communications officers will develop and maintain an expendable issue procedure to allow control and security of expendable communications equipment.
- b. Non-Expendable Issues To Individuals. Unit commanders and communications officers will develop and maintain a non-expendable issue procedure to allow control and security of non-expendable communications equipment.
 - 1) The designated officer of the unit making the issue will approve issues to individuals in writing. The approval will be the designated officer's signature on the applicable CAPF 37C documenting the issue. Under no circumstances will issues be made to any individual who is not a current, active member of CAP.
 - 2) Annual revalidation of non-expendable issues to individuals. On the anniversary date of the issuance each year, the designated officer, along with the individual who physically has custody of the items, will review and validate all applicable issuances of non-expendable communications equipment. This revalidation indicates that the individual is still a member in good standing and actually has the property listed on the CAPF 37C. In the case of multiple items issued to the same individual, issuance and revalidation may be performed using the "Individual Assignment Report" from the CEMS. All applicable CAPFs 37C would then be attached to the report for signature and filed.
 - 3) The issuing of non-expendable communications equipment and annual revalidation will be entered into the CEMS database. Units below the wing level will forward the completed CAPF 37C to wing for entry into CEMS.
 - 4) The unit communications officer will establish procedures to ensure recovery of communications property from individuals who terminate membership in CAP or transfer to another unit.
 - 5) Failure to recover property under paragraph (4), above will require a report of survey IAW CAPR 67-1.

3-6. Property Tags.

Property tags are pre-generated, adhesive labels used to uniquely identify a piece of equipment. Each label contains the words "CIVIL AIR PATROL" and a unique letter-number combination that is printed on each label. The label also contains a 3 of 9 font barcode that translates to the printed letter-number combination printed on the label. Property tags will be affixed to all non-expendable communications equipment and entered into the CEMS database. These property tags will

remain with the piece of equipment even if transferred to another unit. Property tags are available from NHQ CAP/DOK and can be requested by the communications officer. Each year when the inventory is performed, the tags should be verified and if necessary, replaced or added to equipment. Property tags will be attached to all non-expendable communications equipment prior to shipment from the NTC.

3-7. Transfer of Equipment Between CAP Regions/Wings/Units.

Non-expendable communications property may be transferred between regions, wings and units with the mutual consent and approval of the commanders/communications officers concerned when the unit is not on suspension or freeze.

a. Transfers initiated below the wing level will be coordinated with the wing DC. A CAPF 37C will be initiated by the losing commander/communications officer and completed by the gaining unit commander/communications officer. Copies of all transfer documentation will be provided to the wing DC, who will ensure that it is entered into the CEMS database.

b. Transfers between wings will be coordinated with the region DCS/Comm. A CAPF 37C will be initiated by the losing commander/communications officer and completed by the gaining unit commander/communications officer. Copies of all transfer documentation will be provided to the region communications officer, who will ensure that it is entered into the CEMS database.

c. Transfers between regions will be coordinated with NHQ CAP/DOK. A CAPF 37C will be initiated by the losing commander/communications officer and completed by the gaining unit. Copies of all transfer documentation will be provided to NHQ CAP/DOK, who will ensure that it is entered into the CEMS database.

d. The receiving unit will pay costs incurred from the transfer of property between CAP units.

e. Equipment transferred from the NTC to a region or wing will not be accompanied by a CAPF 37C, the equipment will be transferred to the receiving units inventory prior to shipping and will be accompanied by a TR reflecting the transaction. Costs incurred from shipping equipment from the NTC to a unit will be paid by the NTC.

3-8. Unit Deactivations.

It is the wing commander's responsibility to reclaim all corporate property from deactivated units. It is the wing DC's responsibility to recover all communications equipment for the wing commander.

a. Upon notification of a unit being deactivated, the wing commander or wing administrative officer will **immediately** notify the wing DC so recovery of any communications equipment can be accomplished within 30 days.

b. Communications equipment recovered will be stored or offered to other units to fill existing requirements. Should no need exist, action will be taken to dispose of it IAW procedures outlined in chapter 4.

c. The unit folder of the deactivated unit will be annotated as "Deactivated" and retained as a permanent part of the current records. Historical files will be retained IAW CAPR 10-2.

d. If all property was returned to the wing, a letter to NHQ CAP/DOK will be justification to process a mass transfer back to the wing inventory in the CEMS database. Otherwise the wing DC will transfer each item to the wing in the CEMS database. The wing DC will annotate on the unit's CEAR the action taken on each piece of property. For example, return to wing inventory, transfer, reports of survey pending, etc. If all efforts fail to recover the property, the wing DC will request the wing commander initiate a report of survey to account for the missing equipment IAW CAPR 67-1.

3-9. Annual Inventory - Communications Equipment Accountability Report (CEAR) (S-8).

An inventory of non-expendable property will be performed by each CAP unit between 1 Jan and 31 Mar of each year. To maintain inventory integrity, no other listing can be substituted. The following procedures will apply:

a. Annually, each region will print two copies of their CEAR from CEMS and will inventory, validate and forward one of the **original** signed CEAR to their respective CAP-USAF LR/LG. The other copy will be placed into the region CEAR file. The CAP-USAF LR/LG must receive this report not later than 15 Apr each year.

b. Annually, each wing will print two copies of their CEAR from CEMS and will inventory, validate and forward one of the **original** signed CEAR to their respective wing LO. The second copy will be placed into the wing CEAR file. The wing LO must receive this report not later than 15 Apr each year.

c. Annually, each wing will print three copies of the CEAR for each unit within the wing and forward them to the respective units. Upon receipt the unit will inventory, validate and sign the copies of the CEAR for their unit. The unit will then: place one of the **original** signed CEAR into their file at the unit and forward two of the **original** signed CEAR to the wing communications officer.

1) The wing commander/communications officer will not sign unit inventories in lieu of unit personnel unless they have property listed within their immediate control and action is being taken to transfer property back to the wing account. This is necessary to make sure individuals signing the report can be held accountable for property reflected on the CEAR.

2) The wing commander/communications officer must take immediate action to retrieve the equipment from any unit who fails to turn-in a signed inventory, and re-distribute the assets in a similar fashion as to when a unit is deactivated.

3) After all unit CEARs are completed and received at the wing and validated, the complete package will be sent to the wing LO. The wing communications officer will retain one copy of each unit's CEAR and place them into the wing's corresponding unit file. The wing LO must receive the package from all units by 15 Apr each year.

d. Only the most current signed CEAR will be maintained in the active files. The old CEAR reports will be removed from the active file, and maintained IAW CAPR 10-2.

Chapter 4 – Disposal of Excess Communications Equipment

4-1. Redistribution of Serviceable or Economically Repairable Excess Communications Equipment.

a. Units below wing level will report non-expendable communications equipment that exceeds their needs to the wing DC for possible redistribution within the wing.

b. The wing DC will redistribute excess communications equipment to other units within the wing as needed. Equipment that is not needed within the wing will be reported to the region DCS/Comm for possible redistribution within the region.

c. The region DCS/Comm will redistribute the excess communications equipment to other wings within the region as needed. Equipment that is not needed within the region will be reported to NHQ CAP/DOK for possible redistribution to other regions or for turn-in to the NTC. If no requirement exists, the equipment will be disposed of IAW CAP disposal procedures.

d. The receiving unit will pay the cost to ship excess property.

e. Regions/wings/units who are on suspension or "freeze" will not receive redistributed property.

f. All transactions will be processed on a CAPF 37C and entered into CEMS by the appropriate communications officers. The CAPF 37C will be initiated by the unit making the turn-in and completed by the receiving unit. A copy of the completed form will be returned to the initiating unit.

4-2. Disposal of Communications Equipment.

Disposition of all property is based on the source of the equipment and the funds which purchased the item. Final disposition of all non-expendable communications equipment will be documented on a CAPF 37D and if required a DD Form 1348-1A or an SF-122. The appropriate communications officer will enter all transactions into CEMS.

a. All two way radios and any equipment containing any form of encryption will be demilitarized IAW paragraph 5-5.

b. CAP policy prohibits any member or corporate employee from bidding on, purchasing, or otherwise acquiring property that is being or has been disposed of by CAP.

c. Any communications equipment that the source of the equipment cannot be determined or that is categorized, as "FOB" will be treated as being federally procured and will be turned into DRMO.

d. Disposal of communications equipment with a value of \$2,000 or more, in addition to the procedures below will require approval and/or coordination of the region/wing commander, the region/wing LO and NHQ CAP/DOK.

e. Non-expendable communications equipment received from DoD funds, CD funds, DoD excess (DRMO), federal funds or federal excess will be returned to DRMO. A written waiver to dispose of this property by any other means requires coordination through the wing LO, CAP-USAF LR/CC and CAP-USAF/LG for approval. The waiver request will include appropriate justification for not returning property to DRMO. The waiver request will include as a minimum: type of property, national stock class, reason for disposal (in detail), proposed disposal method, location of the nearest DRMO, distance in ground miles to the DRMO, estimated value of the property, and estimated cost to transport the item to DRMO.

f. Non-expendable communications equipment that was issued by a federal, state or local agency (where the agency retained ownership) will be returned to the issuing agency, unless directed by that agency to directly dispose of the equipment. If directed to directly dispose of the equipment the unit will:

1) Obtain such directions in writing. This documentation will be retained by the communications officer in the active unit file IAW CAPR 10-2.

2) In the case of federally funded equipment disposal will be IAW paragraph 4-2e above.

3) In the case of a state or local agency, CAP must follow any guidelines established by the issuing agency regarding proper disposal. Lacking guidance from the issuing agency disposal will be IAW paragraph 4-2i.

g. State Agency for Surplus Property (SASP). CAP must comply with SASP requirements regarding disposal procedures.

h. For non-expendable communications equipment that was issued by a state or local agency (where the agency transferred ownership), CAP must follow any guidelines established by the issuing agency regarding proper disposal. Lacking guidance from the issuing agency disposal will be IAW paragraph 4-2i below.

i. Non-expendable communications equipment that was CAP funded or donated does not require turn-in to DRMO, although it is highly recommended. All other procedures for selling, donating, land filling or reports of survey apply. An IRS Form 8282 is completed when disposing of donated property if it is within 2 years of the original donation date and its appraised value exceeded \$5,000 when acquired. IRS Form 8282 is forwarded to NHQ CAP/FM through the LO within 60 days of disposal action.

4-3. To Return Property to DRMO.

a. The region/wing communications officer must initiate a legible DD Form 1348-1A and forward to the LO. The DD 1348-1A must include the record ID or property tag number and serial number as well as other required information on the form. The LO will contact the CAP-USAF LR/LG for the FX turn-in document number. CAP regions/wings are responsible for the transportation of property to DRMO and all costs incurred. If feasible, the LO will accompany the turn-in to DRMO. After the region/wing delivers the property and DD Form 1348-1A to the DRMO, the LO will be given a completed, signed copy of the DD 1348-1A.

b. If the communications officer cannot return the items to DRMO, they must initiate a written waiver request as stated in paragraph 4-2e. If approved, the communications officer will dispose of the items as directed. The communications officer will sign the CAPF 37D.

c. Units below the wing level must coordinate the turn-in of equipment to DRMO or through the wing communications officer.

4-4. Sales/Auction Procedures and Processing Proceeds from Sale of Property. Refer to CAPR 67-1.

4-5. Donation.

If property does not fall into a category as described in paragraph 4-2e, donations may be made to nonprofit organizations, such as orphanages, trade schools, scouts, civil organizations, churches, etc.

4-6. Landfill.

When it is not feasible to dispose of non-expendable communications equipment using any other method, regions/wings may request to dispose of equipment at a landfill. If property does not fall into a category as described section 4-2e, the wing/region commander must approve the request. Also, compliance with local laws governing use of such facilities is mandatory and property must be of no discernible value.

4-7. Lost, Stolen, Damaged or Destroyed Property.

a. Individuals who, through their negligence, allow communications equipment to become lost, stolen, damaged, or destroyed will be liable to Civil Air Patrol for the replacement of the item, or its cost to repair.

b. A report of survey is initiated immediately after the loss, damage, or destruction is discovered. It is of the utmost importance that a report of survey be initiated and processed while the facts are clear in the minds of the individuals concerned and while these facts are still available. If the investigation and reports of survey are not initiated within 30 days when the loss or damage is discovered, the appointing official must provide the reason for the delay and the estimated date the report will be initiated, but not later than 90 days.

c. Upon discovery that an item is missing, it will be reported through channels to the region/wing commander and request the appointment of someone to conduct an investigation.

d. The region/wing commander will appoint an officer or team (the LO can fulfill this requirement if available and willing) to conduct an investigation into the circumstances of the loss, and to recommend appropriate action. This appointment will be a memorandum style letter (see example at attachment 8). Appointees will:

- 1) Not have been involved in the loss, damage, or destruction of the equipment.
- 2) Not be a member of the unit where the loss occurred.

These assignment restrictions are intended to avoid any conflict of interest tainting the investigation.

e. The investigating officer/team is responsible for determining facts and circumstances surrounding the loss or damage so that persons reviewing the report of survey will readily understand the nature of the loss and how it occurred. The investigating officer will, based on findings, determine if the person is responsible for the loss or damage, prepare recommendation of negligence or non-negligence and, if applicable, determine the amount of the pecuniary liability.

f. The investigating officer/team will gather facts about the loss through interviews, police reports, and by any other means common sense may dictate. Efforts will be documented and a recommendation developed for the appropriate disposition of the loss. **This report must address who, what, where, when, why, and the corrective action taken to prevent recurrence.** Any copies of police/fire reports and other supporting documentation will be attached and forwarded for review. (Refer to CAPR 67-1 for example investigative report format.)

g. For DoD/federally funded, issued or excess items, this report will be provided to the appropriate region/wing communications officer to accompany the report of survey to the wing LO who will forward to the CAP-USAF LR/CC for approval. For all other procured items this report will be submitted to the region/wing commander for approval.

h. For the report to be final, the region/wing commander must review it. The region/wing commander must notify the CAP member of any approved findings of pecuniary liability by mail. The individual must initiate action within 10 days or make appropriate arrangements with the approving authority. If a member fails to do so, the approving authority will take appropriate administrative action.

i. CAP members who feel the imposition of pecuniary liability is unjust or unfair may appeal to the region commander or National Commander, if necessary. Such appeals must be submitted within 90 days after being notified by the region/wing commander and will be limited to a review of the investigation report and any other documents the member may submit.

j. The approved report of survey will be forwarded to the region/wing communications officer for any final action or entry into CEMS as needed.

k. The primary reason for the report of survey after determining pecuniary liability is to find out how property became lost and prevent it from happening in the future.

l. Any equipment lost or stolen that contained any form of encryption will be reported to the NTC as soon as the loss is discovered.

Chapter 5 – Other Communications Equipment Procedures

5-1. Visits to Defense Reutilization and Marketing Offices (DRMO).

Liaison office staff and reservists may be authorized by the CAP-USAF LR/CC to screen, freeze, and pick up DoD excess property at disposal facilities within their region. Any additional screeners require CAP-USAF LR/CC approval.

a. If additional screeners are desired, the wing commander will submit a written request to the wing LO for individuals to perform this function. Liaison personnel will endorse the request with their evaluation to the LR/CC for written approval. These requests will be reviewed and re-accomplished annually during January.

b. CAP individuals acting in this capacity should wear a CAP uniform. They must possess a current CAP membership card and identify their appropriate DoD Activity Address Code (DODAAC) prior to visiting the DRMO. Contact the LO if problems are encountered.

The DRMS Form 103, *Screeners Tally Request to Freeze/Hold Excess/Surplus Property*, will be completed when screening at DRMO (refer to CAPR 67-1). A copy of this form will be provided to the CAP-USAF LR/LG when screening is completed.

5-2. Survey Audit Procedures.

a. At least annually, the CAP-USAF LR/LG conducts a survey audit of equipment records, reviews equipment management procedures; at each CAP region, wing, and at least two subordinate units. The CAP-USAF LR/CC may schedule more frequent visits, if required

b. Each survey audit must be thorough and complete. In order to review files, storage areas and equipment, the liaison office (or a reservist the LO designates) in addition to knowledgeable CAP personnel (with access) should be available during the survey/audit. For example, the communications officer must be prepared to show every piece of communications equipment or the appropriate documentation, if necessary. Failure for the survey audit to be completed due to lack of CAP equipment, files or personnel being available will be rationale for a rating of unsatisfactory for the unit. There will be no incomplete ratings.

c. The LO will coordinate date, time and location for CAP personnel to meet with the CAP-USAF LR/LG. Prior to the CAP-USAF LR/LG visit, the LO (or a designated reservist) will check the units to determine if any discrepancies exist. This will be identified in writing to the wing commander and the CAP-USAF LR/LG at least 30 days prior to the survey audit. The purpose of this report is to ensure the wing commander and the CAP-USAF LR/LG have a general idea as to the status of the management of communications equipment prior to the visit. The LO is not to "do the work" for the survey audit, but should provide reasonable training and assistance as needed to the communications staff.

d. The wing commander will make different units available each year so as many corporate assets can be inspected as possible. The wing commander must review the wing LO's written submission of discrepancies or problem areas. Action must be taken to resolve these problems prior to the audit, to the extent time and circumstances allow. The wing commander will provide personnel to accompany the LR/LG who have the necessary expertise to answer questions concerning all equipment and associated files and practices.

e. Refer to CAPR 67-1 for *Survey/Audit Guide and Format*, *Wing Survey Audit Checklist* and *Unit Survey Audit Checklist*. The checklists are not all-inclusive and should be used only as a guide.

5-3. LG "Freeze" or Suspension.

Refer to HQ CAP-USAF/LG procedural policy.

5-4. Communications Suspension.

In addition to the LG Freeze program, NHQ CAP/DOK office may place a unit on a communications suspension due to problems with communications equipment control/accountability or failure to submit required communications reports. Without these reports the DOK office cannot justify or determine the needs of the unit. This suspension stops the acquisition and/or distribution of all communications equipment from the National communications program to the affected unit.

5-5. DEMIL Procedures.

Any communications equipment that contains frequency determining components and/or encryption components of any type are required to be "Demilitarized" (DEMIL) prior to being disposed of by any method. The following procedures will be followed:

a. Crystal controlled radios, such as the GE MASTR II, must have the channel determining element (crystal, ICOM, etc.) removed.

b. Radios utilizing EPROM or EEPROM must have the programming element erased or removed prior to disposal. In the case of PROMs the PROM must be removed, as they are not erasable.

c. Radios utilizing diode matrix or similar jumper arrangements will have the diodes or jumpers removed.

d. Radios programmed by Radio Support Software or direct frequency entry on the unit will be reinitialized to factory defaults or have a generic frequency set, such as the weather channels (receive only) programmed into them.

e. Any equipment that contains any form of encryption must have this capability removed prior to disposal. In most cases these are plug in modules which can simply be removed from the equipment. The modules must then be processed in one of the following methods:

- 1) Rendered unusable by destruction.
- 2) Transferred to any agency that is permitted to use that form of encryption. (Document the transfer in writing.)
- 3) Forwarded to the NTC for disposal.

These are not CAP requirements, but those of the National Security Agency (NSA). If you are unsure how to remove or dispose of these modules contact the NTC for further assistance and/or instructions.

f. The only exception to these requirements is if the equipment is owned by another agency and is being returned to the issuing agency. DRMO is not an issuing agency in these cases.

5-6. National Stock Number (NSN).

The Federal Government assigns these numbers to equipment it routinely purchases. In the case of equipment used by the military or larger systems the number is affixed to the piece of equipment. These numbers are in the form of a thirteen-digit number broken into four groups, e.g., NSN: 5820-01-291-5416. The first group represents the Stock Class the equipment falls into. To the greatest extent possible CAP is required to track the NSN of equipment that has an assigned number. Equipment that is not routinely purchased by the federal government will not have these numbers assigned. The NTC can assist in determining if the item has an NSN assigned and if assigned, what the number is.

5-7. Hazardous Materials Procedures.

Prior to the disposal any equipment it must be determined if the equipment contains any hazardous materials. The most common instance of hazardous materials in communications equipment is batteries and the oil in certain dummy loads and transformers. Any hazardous materials must be separated from the equipment being disposed of and dealt with separately. CAP's compliance with applicable federal, state, or local laws governing the disposal of these hazardous materials is mandatory.

5-8. Communications Equipment Management System (CEMS).

a. Region/wing communications officers are responsible for making sure the CEMS database is kept up to date and reflects the most current information.

b. The region/wing commander/communications officer may submit a request to grant access to CEMS for other members of their staff as needed. These requests must be directed to either the NHQ CAP/DOK office or the NTC and must provide the following information for entry into the security system, the member's full name, CAPID, e-mail address, unit assigned, and the access privileges desired (review, add, modify, delete, assign).

c. CAP-USAF liaison regions (LG) and wing liaison offices have review/download privileges by default.

d. Web based access of CEMS will be available for authorized users at <https://data.ntc.cap.gov/ntc/login.htm>. Users must have a user id and password to access this system. Authorized users are the only persons able to add/change/delete database items.

e. Use of automatic e-mail notification and periodic reports will be made to alert custodians and other interested parties of equipment database changes.

5-9. National Stock Class (NSC) and Descriptions Tracked in CEMS.

- 5810 - COMSEC Equipment
- 5820 - Radio Communications Equipment, Except Airborne
- 5821 - Radio Communications Equipment, Airborne
- 5825 - Radio Navigation Equipment, Except Airborne
- 5826 - Radio Navigation Equipment, Airborne
- 5895 - Miscellaneous Communications equipment
- 5985 - Antennas, and Related Equipment
- 5996 - Amplifiers
- 6130 - Power Supplies, Converters, Battery Chargers
- 6625 - Electronics Test Equipment
- 8145 - Specialized Shipping and Storage Containers

Attachment 1-Example CEAR (S-8)

Communications Equipment Management System

Communications Equipment Accountability Report (S-8) for:

NHQ-NHQ-999, NATIONAL COMMANDERS SQDN

As of: 26-Nov-2001 13:17:37

(Total Records Retrieved: 10)

Record ID	CLASS	NOUN	MAKE	MODEL	SERIAL #	COST	SOURCE	OWNER	PROPERTY TAG	ISSUED TO
0904582	5820	BASE STATION-HF	MOTOROLA	MICOM-2	856SWM0022	\$1,600.00	DOD FUNDED	CAP	CAP1001091	
0913144	5820	PORTABLE RADIO-UHF	MOTOROLA	SYSTEM SABER I	500ASC0112	\$1,500.00				
0000616	5985	ANTENNA TUNER	KENWOOD	AT-250	6050156	\$0.00				
0915233	6130	POWER SUPPLY	ASTRON	RS-20A	96091164	\$75.00	DOD FUNDED	CAP	CAP2004804	
0000618	6130	POWER SUPPLY	ASTRON	RS-20A	8506477	\$0.00				
0909280	6625	OSCILLOSCOPE	CUSHMAN	311	520	\$1,000.00			CAP1002346	
0909257	6625	SERVICE MONITOR	CUSHMAN	301	8207001	\$500.00			CAP1002343	
0909259	6625	SERVICE MONITOR	CUSHMAN	306E	1016	\$500.00			CAP1002345	
0909258	6625	SERVICE MONITOR	CUSHMAN	317	979	\$500.00			CAP1002344	
0909256	6625	SERVICE MONITOR	CUSHMAN	CE-4B	1425	\$7,000.00			CAP1002342	

I certify that this equipment listing is true and correct to the best of my knowledge and I accept accountability for same.

Signed: _____ Date: _____

Return To Selection Criteria Form

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Attachment 2-Example Transaction Register (TR)

Communications Equipment Management System

Transaction Log Search Results

Criteria: Region=SWR, Wing=AZ, Unit=001, From=08 Oct 2001, To= As of: 26-Nov-2001 13:19:53

Inventory Updates

Asset #	StkCls	Noun	Make	Model	Serial #	Description	Region	Wing	Unit	Date/Time	User
600037	5820	MOBILE RADIO-VHF	NEUTEC	1645H	510899	VHF FM	SWR	AZ	001	15 Oct 2001 18:33	hgardner
600284	6130	POWER SUPPLY	PYRAMID	PH 3	88-2	12V PS	SWR	AZ	001	15 Oct 2001 18:34	hgardner

Inventory Transfers

Asset #	StkCls	Noun	Make	Model	Serial #	Description	From Unit	To Unit	Date/Time	User
600102	6130	POWER SUPPLY	ASTRON	RS-12A	90021282	12V PS	SWR-AZ-001	SWR-AZ-001	08 Oct 2001 11:41	hgardner
914655	5820	MOBILE RADIO-VHF	TAIT	T-2020	17050535	VHF FM	SWR-AZ-001	SWR-AZ-056	08 Oct 2001 13:49	hgardner

Equipment Assigned to Individuals

Asset #	StkCls	Noun	Make	Model	Serial #	Unit	To Member	Date/Time	User
600069	5820	MOBILE RADIO-VHF	NEUTEC	1645H	809031	SWR-AZ-001	114884-Brown, Patrick C	08 Oct 2001 11:40	hgardner
600426	6130	POWER SUPPLY	ASTRON	RS-12A	90031058	SWR-AZ-001	101938-Handverger, Paul A	08 Oct 2001 11:45	hgardner
600437	5820	MOBILE RADIO-VHF	NEUTEC	1645	803620	SWR-AZ-001	101938-Handverger, Paul A	08 Oct 2001 11:48	hgardner
914656	5820	MOBILE RADIO-VHF	TAIT	T-2020	17050572	SWR-AZ-001	303854-Lane, Bradley D	15 Nov 2001 09:53	hgardner

Equipment that has been Unassigned from an individual

Asset #	StkCls	Noun	Make	Model	Serial #	From Member	Unit	Date/Time	User
600069	5820	MOBILE RADIO-VHF	NEUTEC	1645H	809031	114884-Brown, Patrick C	SWR-AZ-001	08 Oct 2001 11:39	hgardner
600426	6130	POWER SUPPLY	ASTRON	RS-12A	90031058	101938-Handverger, Paul A	SWR-AZ-001	08 Oct 2001 11:44	hgardner
600437	5820	MOBILE RADIO-VHF	NEUTEC	1645	803620	101938-Handverger, Paul A	SWR-AZ-001	08 Oct 2001 11:47	hgardner

Return To Search Form

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Security and Privacy Notice

Attachment 3-Example Transfer of Communications Equipment Responsibility

Transfer of Communications Equipment Responsibility

"We the undersigned officers of the Civil Air Patrol jointly certify that to the best of our knowledge and belief, all CAP Communications Equipment in the possession of (Unit) is properly accounted for in accordance with CAPR 100-2 and (Unit) supplement thereto."

Signature and Date
PAUL BROWN, Captain, CAP
Outgoing Communications Office

Signature and Date
BILL JONES, Major, CAP
Incoming Communications Officer

APPROVED

Unit Commander's Signature and Date

Attachment 4-Example CAPF 37C

Shipping and Receiving Document for Communications Equipment			
Property Tag: CAP2000868	Shipped From: NATIONAL TECHNOLOGY CTR NHQ-NHQ-NTC	Type of Action: Receipt: <input type="checkbox"/> Custody Receipt: <input type="checkbox"/> Transfer: <input checked="" type="checkbox"/>	
Document Number: DOD FUNDED	Shipped To: NATIONAL COMMANDERS SQDN NHQ-NHQ-999	Model: STEALTH 5317	Property Owner: CAP
FX Number:	Serial Number: 5317MD270A50657	Cost: \$1,400.00	Record Number: 917067
Source: DOD FUNDED	Make: EF JOHNSON		
Noun: 5820-MOBILE RADIO-VHF	Description: VHF MOBILE		
Remarks:			
CAPF 37 Record ID: 2AB8F4CB-D880-4FC8-A9AA972D7C9EC5A4			
Certificate for Receipt by Unit			
I certify that the property listed is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.			
Name and grade of Receiving Officer:	Signature:	Date	
For Issues to Individuals			
In accepting custody of the above-described property, it is agreed that CAP retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his/her designee on demand by the issuing officer. Any additions or improvements to said property shall become part thereof and belong to CAP			
Name and grade of Issuing Officer:	Signature:	Date	
Annual Validation			
Validating Officer's Signature	Date	Individual's Signature	Date
CAP FORM 37C, MAR 02			
PREVIOUS EDITIONS WILL NOT BE USED			OPR/ROUTING: DC

Attachment 5-Example CAPF 37D

Disposal Document for Communications Equipment	
Property Tag:	Deleting Unit: MER-SC-032 LEXINGTON COMPOSITE SQDN
Reason for Deletion: LOST	Final Disposition: REPORT OF SURVEY
Disposal FX Number:	Serial Number: 9009197
Source:	Make: ASTRON
Noun: 6130-POWER SUPPLY	Description:
Remarks:	Model: RS-12A
	Property Owner:
	Cost: \$61.00
	Record Number: 201254
Certificate of Disposal by Unit	
CAPF 37 Record ID: 67437100-71AE-4731-9F14F28C85F42730	
I certify that the property listed above has been DEMILITARIZED (frequency determining elements removed or erased and any encryption devices removed) if required and disposed of as indicated in accordance with all applicable Regulations.	
Name and grade of Certifying Officer:	Signature:
	Date
Certificate for Report of Survey by Unit	
I certify that a Report of Survey has been completed and submitted for the above listed piece of equipment in accordance with all applicable Regulations prior to the removal from the Inventory.	
Name and grade of Certifying Officer: Jay Lindler	Signature:
	Date
Authorization for Disposal of Property Classified as a Controlled Asset	
In accordance with all applicable Regulations we have reviewed the justification for the request to dispose of the above listed property.	
Wing/Region CC: Approve/Disapprove	Signature: _____ Date: _____
Wing/Region LO: Approve/Disapprove	Signature: _____ Date: _____
National DOK: Approve/Disapprove	Signature: _____ Date: _____
Approved authorization requests will be routed back to the Wing/Region for final Certification of Disposal. This form will then be routed to the NTC for final removal from the inventory database.	
CAP FORM 37D, MAR 02	OPR/ROUTING: DC

PREVIOUS EDITIONS WILL NOT BE USED

Attachment 6-Example DD 1348-1A

Perform (DIA)

PREVIOUS EDITION MAY BE USED

1. DOD FROM		2. QUANTITY		3. SUPPLY ADDRESS		4. DIS. PROJ. JECT. TIGH		5. P. R. D. Q. U. V. W. X. Y. Z.		6. M. C. P. P. A. C. C.		7. 72 73 74 75 76 77 78 79 80		8. UNIT PRICE		9. DOLLARS		10. CTS		11. TOTAL PRICE		12. SHIP FROM		13. SHIP TO									
A 5 J		E A 0 0 0 1		F X 3 3 6 8		1 5 N A R		F 8		8 5 0 0 0 0		8 5 0 0 0 0		8 5 0 0 0 0		D R M O		R I C H M O N D V A		S X 1 5 2 3		F X 3 3 6 8		N H Q - N H Q - N T C									
24. DOCUMENT NUMBER & SUFFIX (30-44)		25. NATIONAL STOCK NO. & SUFFIX (22)		26. R/C (4-8)		27. ADDITIONAL DATA		28. R/C (4-8)		29. QTY (28-29)		30. CON CODE (71)		31. DIST (55-58)		32. UP (74-83)		33. 5. DOC DATE		34. 6. MARC		35. 7. FRT RATE		36. 8. TYPE CARGO		37. 9. PS							
FX336892991005		5820-01-291-5416		SN: 123ABC4567		EQUIPMENT CONTAINS NO SENSITIVE OR CLASSIFIED MATERIAL		9299		1		11UP		12. UNIT WEIGHT		13. UNIT CUBE		14. UFC		15. SL		16. 17. ITEM NOMENCLATURE		18. 19. MD CONT		20. TOTAL WEIGHT		21. TOTAL CUBE		22. RECEIVED BY		23. DATE RECEIVED	

17. ITEM NOMENCLATURE
Motorola Quarar

18. FREIGHT CLASSIFICATION NOMENCLATURE

Attachment 7- Example SF-122

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32-306 FPMR (41 CFR) 101-43-315		TRANSFER ORDER EXCESS PERSONAL PROPERTY			1. ORDER NO.	
					2. DATE 12/10/96	
3. TO: GENERAL SERVICES ADMINISTRATION *			4. ORDERING AGENCY (Full name and address) * Civil Air Patrol National Technology Center DSCR Bldg. 30-L 8000 Jefferson Davis Highway Richmond, Virginia 23297-5089			
5. HOLDING AGENCY (Name and address) * Federal Agencies Name Address City, State Zip			6. SHIP TO (Consignee and destination) * Civil Air Patrol National Technology Center DSCR Bldg. 30-L 8000 Jefferson Davis Highway Richmond, Virginia 23297-5089			
7. LOCATION OF PROPERTY Federal Agencies Name Address City, State Zip			8. SHIPPING INSTRUCTIONS pick-up			
9. ORDERING AGENCY APPROVAL			10. APPROPRIATION SYMBOL AND TITLE			
A. SIGNATURE		B. DATE 12 Oct 96				
C. TITLE Your Title			11. ALLYMENT		12. GOVERNMENT BIL NO.	
13. PROPERTY ORDERED						
GSA, AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION <i>(Include item name, FSC Group and Class, Condition Code and, if available, National Stock Number)</i> (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
	1	5820 Radio Motorola Spectra SN: 123ABC4567	ea	1	1500.00	1500.00
14. GSA APPROVAL						
A. SIGNATURE		B. TITLE		C. DATE		
FOR GSA USE ONLY	AGENCY AND LOCATION		FSC	CONDITION	SOURCE CODE	
	AGENCY	STATE				
(EF-V1) (PerFORM PRO) * Include ZIP Code						

Attachment 8—Example Letter, Appointment of Investigating Officer or Team



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

23 March, 2000

MEMORANDUM FOR INVESTIGATING OFFICER JASON DOE

FROM: CAP WG/CC
Your Street
Your Town

SUBJECT: Appointment of Investigating Officer or Team

1. You are hereby appointed to investigate the loss of the property listed below and complete a report of survey IAW CAPM 67-1.

Item Name	Serial Number	Source of Funding for Property
Copier	123456-8920	DRMO

2. If you need more information, please contact me at your number (123) 123-4567.

Michael Smith

Your Signature Block