

## Property

### PROPERTY MANAGEMENT AND ACCOUNTABILITY

CAPR 174-1, 11 January 2010, is supplemented as follows:

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

**1-6h (10).** Added. The CAP-USAF SD or Wing Administrator is authorized to sign the CAPF 37 for the Wing Supply Officer and/or Wing Commander.

**1-9d (1).** Added. Property Freeze. Failure to comply with Wing established procedures may result in the unit being placed on a Property Freeze for reasons as follows:

- a. Failure to properly complete annual inventories (S-3, S-2, S-1 Reports). In ORMS by 31 March.
- b. Failure to submit annual requirements list. Due to Wing Headquarters by 15 March of each calendar year.
- c. Failure to assign Duty online when a new Unit Supply Officer is assigned.

**2-11.** Optional files will include any files required by the State of West Virginia to be in compliance with property supervision regulations.

**2-12.** Added. Wing Issued Property. Units must submit a unit requirements list to the Wing LGS (CC-SD) no later than 31 March of each calendar year for any items needed.

**2-15e.** Added. Unit/individuals requesting items shall submit a WVF 174-1 two weeks prior to pickup. Requests will be filled on an as needed basis. Full justification of need will be required. Special arrangements can be made in advance for pickup. Items must appear on the units' requirement list unless the item is for special or urgent need.

**3-7b. (1)** Added. The Wing Commander must approve all non-expendable property issues. Issues of all non-expendable communication equipment will also require the approval of the Wing Director of Communications.

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Supersedes WV Wing Supplement 1 to CAPR 174-1, 1 February 2010

OPR: LGS

Distribution: Each Unit (1); MER/DA (1)