

<b>TAB D-7: SUPPLY</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p><u>MANAGEMENT</u></p> <p>a. Has a supply officer (LGS) been assigned in writing (e.g., CAPF 2a, PA, letter) and properly submitted?</p> <ul style="list-style-type: none"> <li>• Was a transfer of property statement accomplished when the change of supply officer occurred?</li> </ul> <p>b. Have procedures been established to recover property from members who terminate membership in CAP or transfer to another unit?</p> <p>c. If efforts fail to recover property, are reports of survey processed to drop accountability for missing property?</p>	<p>CAPR 67-1 Para 3-2</p> <p>CAPR 67-1 Para 3-2b</p> <p>CAPR 67-1 Para 3-7d(2)</p> <p>CAPR 67-1 Para 4-8</p>
2.	<p><u>FILES AND REPORTING</u></p> <p>a. Have the required files been established to maintain accountability of CAP property?</p> <p>b. Is a CAPF 38, "Property Document Register", being used to record all transactions?</p> <ol style="list-style-type: none"> <li>1) Is a new CAPF 38 Register started each January 1?</li> <li>2) Are document control numbers properly constructed and assigned to each transaction?</li> </ol> <p>c. Are expendable property files established for filing of CAPFs 37 and 111 for receipts, issues and disposal documentation with the required justification?</p> <p>d. Does the non-expendable property file contain copies of CAPF 37 or DD Forms 1348-1A as appropriate until the changes are reflected on the next S-3?</p> <ul style="list-style-type: none"> <li>• Is the Transaction Register (TR) kept with the unit inventory (S-3)?</li> </ul> <p>e. Are the unit property inventories (S-3) reviewed upon receipt and processed as required for the annual inventory?</p> <p>f. How does the wing track non-expendable property under \$2,000 in value?</p> <p>g. Has a Wing Requirements (Want) List been</p>	<p>CAPR 67-1 Para 2-1 and 2-2</p> <p>CAPR 67-1 Para 2-1a</p> <p>CAPR 67-1 Para 3-4</p> <p>CAPR 67-1 Para 2-1d and 2-2g</p> <p>CAPR 67-1 Para 2-1b</p> <p>CAPR 67-1 Para 2-1c</p> <p>CAPR 67-1 Para 3-12c and 3-12d</p> <p>NHQ Policy Letter dated 27 Nov 02</p> <p>CAPR 67-1 Para 3-5</p>

	<p>submitted on time?</p> <ul style="list-style-type: none"> <li>• When and to who was it submitted?</li> </ul> <p>h. Are non-expendable issues to individuals being approved by the Unit Commander and re-validated annually between 1 January and 15 April?</p> <ul style="list-style-type: none"> <li>• Is a separate folder established for each individual or agency to whom non-expendable property has been issued?</li> </ul>	<p>CAPR 67-1 Para 3-7d</p> <p>CAPR 67-1 Para 2-3a</p>
<p>3.</p>	<p><u>PROPERTY RECEIPT PROCEDURES</u></p> <p>a. Are commercially procured and donated items properly identified on CAPF 37?</p> <p>b. Is each CAPF 37 properly processed?</p> <p>c. Have the computers received from NHQ for the squadron connectivity project been received in the wing's supply system?</p> <ul style="list-style-type: none"> <li>• Have all of these computers been issued to subordinate units?</li> </ul>	<p>CAPR 67-1 Para 3-6c and 3-6d</p>
<p>4.</p>	<p><u>PROPERTY DISPOSAL</u></p> <p>a. Is the redistribution or disposal of excess property (expendable and non-expendable) being accomplished IAW CAPR 67-1 and documented as required?</p> <p>b. Are reports of survey processed on lost, stolen, damaged and destroyed property?</p> <ul style="list-style-type: none"> <li>• Is a copy of the investigative report (fire or police) and/or other supporting documentation attached to the CAPF 37?</li> </ul>	<p>CAPR 67-1 Para 4-1</p> <p>CAPR 67-1 Para 4-8</p> <p>CAPR 67-1 Para 4-8f</p>
<p>5.</p>	<p><u>OTHER SUPPLY PROCEDURES</u></p> <p>a. Does the supply officer ensure that property is safely stored and protected from the elements to prevent deterioration?</p> <p>b. If a vehicle is assigned is a CAPF 37V completed assigning for the vehicle to the unit?</p>	<p>CAPR 67-1 Para 1-3k(2)</p> <p>CAPR 67-1 Para 3-7c</p>