Headquarters Rocky Mountain Region
CIVIL AIR PATROL
P.O. Box 371093
Denver, Colorado 80237-1093

RMRR 100-2
23 June 2003

Communications

TEMPORARY TRANSFER OF COMMUNICATIONS ASSETS

This regulation establishes procedures for the management of special purpose communications and video equipment assigned to the Rocky Mountain Region. The main purpose of this regulation will be to outline the procedures used by the Director of Communications Supply Officer to distribute and recover the special communications assets assigned to Rocky Mountain Region.

1. **Description of Assets.** The following communications assets have been issued to Rocky Mountain Region for use as loan able assets. As the need arises, the items may be issued on a temporary basis to any Rocky Mountain Region Wing or Unit.

a. Slow Scan Video equipment. Digital video equipment for real time video from aircraft to ground.
b. UHF Radio Sets. 12 hand held radios for activity communications
c. UHF Base Station. For communication with hand held radios.
d. Satellite Phone (when Available)

2. **Equipment usage.** The equipment listed above will only be used in support of valid Civil Air Patrol activities. Activities include, but are not limited to, encampments, staff colleges, and squadron or wing activities. The equipment loan will be for the duration of the activity plus seven days

3. **Equipment requests.** Prior to issue, the length of the temporary loan and the responsible person must be established. To prevent delay, all requests will be by letter or email to both the region Director of Communications and the Chief of Staff. The request for use of the equipment should be at least two weeks in advance, all other requests will be taken on a case by case basis. The cost of shipping this very heavy equipment (FedEx) is expensive. Sufficient lead time will allow for the least expensive method of shipping. If approved, the Director of Communications will direct either the

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OPR: DOK
Distribution: 1 RMR, 1 each chartered unit.

assistant director of communications or the communications supply officer to issue the equipment. The following information will be provided:

a. Purpose of the activity.
b. Date of activity
c. Length of time equipment will be needed
d. Name and Grade of member responsible for equipment security.
e. Shipping Address (no P.O. Box) and phone number

4. **Shipping Costs.** All shipping costs will be charged to the requesting unit. Region will pay for the outgoing shipment and bill it to the unit. The minimum penalty for failure to reimburse region for shipping costs will be freeze from utilizing the equipment in the future. As mentioned above, the longer the lead time of the request, the lower the cost of shipping. The borrowing unit is also responsible for the cost of returning the items.

5. **Documentation.** Since the CEM database at the National Technology Center does not allow for issues to members outside the unit, A temporary hand receipt, download from RMR.CAP.GOV, will be included with the shipment (See Attachment 1). This receipt must be signed and returned in a timely manner. When the equipment is returned, the temporary hand receipt will be returned.

6. **Property Accountability.** The member listed, on the request, as being responsible for the equipment security is responsible for ensuring that it is maintained in a proper manner. Any loss or damage to the equipment must be reported to the Director of Communication at the first opportunity. The costs of shipping the equipment to the NTC to have it repaired will be billed to the using unit. Other than normal wear and tear, if charged by the National Technology Center, will be charged to the using unit.

LYNDA C. ROBINSON, Colonel, CAP
Commander

Norman G. Kholos

NORMAN G. KHOLOS, Colonel, CAP
Director of Administration

ROCKY MOUNTAIN REGION - CIVIL AIR PATROL
TEMPORARY ISSUE OF SPECIAL USE COMMUNICATIONS EQUIPMENT

RECEIVING UNIT	ISSUE DATE

The following items are part of the special communications equipment assigned to Headquarters, Rocky Mountain Region for issue, on a short term basis, to units on an as needed basis. See RMR Regulation 100-2. This is a short term loan and must be returned to Region Headquarters within 7 days of the end of the activity. Inventory the items and place your signature in the space to the right of the item being issued. Once accepted, you are required to safeguard the equipment as indicated in the applicable CAP regulations. Return signed form to RMR/DCS/COMM/CSO.

ITEM	SERIAL NUMBER	ISSUED	RECEIVING SIGNATURE
SLOW SCAN VIDEO KIT NHQ-VDK-7A1			
Video Modem - CSI - CSI-100	9-1001433		
Video System Titler-Horita-GPT-50	GVT-719150		
GPS Unit - Magellan - NAV 1200	1L112384		
Radio - VHF - Motorola - Maxtrack	428TXA1763		
Shipping case	NHQ-VDK-7A1		
SLOW SCAN VIDEO KIT NHQ-VDK-7A2			
Video Modem - CSI - CSI-100	9-1001488		
Video SystenTitler-Horita-GPT-50	GVT-720150		
GPS Unit - Magellan - NAV 1200	1L112334		
Radio - VHF - Motorola - Maxtrack	428TWW2496		
Shipping case	NHQ-VDK-7A2		
VIDEO KIT NHQ-VDK-7B			
Power Supply - Astron - SS-25	96100004		
Phone Patch-Connect Sys-CS-900	10962020F		
Video Amplifier - Horita - VDA-50	DA-535850		
Shipping case	NHQ-VDK-7B		
VIDEO KIT NHQ-VDK-7C			
Monitor 5" - Magnavox - RD-05102	61614400		
Camera - JVC - GR-SZ9U	06140208		
Shipping case	NHQ-VDK-7C		
VIDEO KIT NHQ-VDK-7D			
TV-VCR - Symphonic - TVCR9G1	V28744426		
Shipping case	NHQ-VDK-7D		
VIDEO KIT NHQ-VDK-7E			
Miscellaneous interconnection	None		
Shipping case	NHQ-VDK-7E		
UHF RADIO KIT NHQ-RDK-7A			
Radio - UHF - Motorola - Saber 1	500AVY3387		
Radio - UHF - Motorola - Saber 1	500AVY0904		
Radio - UHF - Motorola - Saber 1	500AVY3392		
Radio - UHF - Motorola - Saber 1	500AVY0899		
Radio - UHF - Motorola - Saber 1	500AVY2968		
Radio - UHF - Motorola - Saber 1	500AVY0883		
Charger-Motorola-w/12 Batteries & 6 Antenna	CAP2001920		
Shipping case	CAP2001919		
UHF RADIO KIT NHQ-RDK-7B			
Radio - UHF - Motorola - Saber 1	500AVY3151		
Radio - UHF - Motorola - Saber 1	500AVY0894		
Radio - UHF - Motorola - Saber 1	500AVY3427		
Radio - UHF - Motorola - Saber 1	500AVY1311		
Radio - UHF - Motorola - Saber 1	500AVY1369		
Radio - UHF - Motorola - Saber 1	500AVY3002		
Charger-Motorola-w/12 Batteries & 6 Antenna	CAP2014834		
Shipping case	CAP2001921		
UHF RADIO KIT NHQ-RDK-7C			
Radio - UHF - Motorola -Spectra w/Antenna	624ARU0681		
Power Supply - Astron - RS-12A	97070385		
Keyloader - Motorola - T3020BX	424CLS0093		
Shipping case	CAP1002318		