

LOGISTIC INSPECTION OUTLINE

UNIT NAME: _____

REVIEW AS OK
YES/NO

UNIT CHARTER NUMBER: _____

1. Go over supply files as Per CAPM 67-1, Chapter 2 (Dated 8/00). _____
2. Check unit has current copy of CTWG supplement to CAPM 67-1 (Dated 2/02). _____
3. Review S-3 report & Under \$2M report and complete a 100% inventory. _____
4. Review CAPF 111 and CAPF 38 for completion and end of year cutoff. _____
5. Review unit process to recover property from terminated members. _____
6. Check for current unit requirement list "Want List". _____
7. Check for CAPF 2a with attachment for appointment of Supply Officer. _____
8. Check CAPF 37 custody receipt's for revalidation (if required). _____
9. Check if unit has a copy of CAPF 37V for unit vehicle (if required). _____
10. Spot check members CAPF 75 and go over list with Unit Commander. _____
11. Do vehicle inspection using CAPF 73 (9/03) with Connecticut attachment (5/04). _____
12. Check for current copies available of CTWG CAPF 2a and form authorizing wing to obtain copy drivers history for CAPF 75's (11/03). _____
13. Check on status of Lease Agreement and copy of Real Property Survey. _____
14. Check facility for adequate unit meeting space along with safe & security locations for CAP property. _____
15. Review any LG outstanding items with Unit Commander. _____

(Use remarks section for problem areas or to give more explanations).

REMARKS: _____

Reviewer: _____ (Printed Name) _____ (Signature) _____ (Date)