

## Supply

### CIVIL AIR PATROL SUPPLY MANUAL

CAPM 67-1, dated 15 August 2000, is supplemented as follows:

1. Para. 1-3 add:  
In the Connecticut Wing the Logistics Officer can fulfill the same responsibilities, and/or act in place of, the Supply Officer. In an emergency situation, the Wing Commander or Wing Vice Commander can also officiate as the Wing Supply Officer for issuing and receiving of equipment.

The Wing Finance Officer will notify the Wing Logistics Officer when insurance payments are made to National HQ (i.e. S-5, S-7, and etc.).

2. Para. 1-6 add:  
No personal property (i.e. non-expendable items will be left at Wing HQ without the knowledge of the LG section. Personal property can be either donated to Civil Air Patrol, if approved, or marked "personal property of (members name)".

3. Para. 2-2e add:  
All units within the Connecticut Wing will obtain non-expendable serial numbers from the Wing LG section.

4. Para. 3-7 add:  
All Connecticut Wing issued expendable items, will be distributed to Wing units on a percentage, based on the number of cadets in each unit over the total number of cadets in the Wing as per the CAP National Monthly Membership Listing (example 06099 has 25 cadets out of 250 total cadets in the Wing, this unit will get 10% of the issuing items  $250/25=10\%$ ). This percentage will be updated approximately three times a year.

5. Para. 3-7d(2) add:  
All Unit Commanders are responsible for retrieving both expendable and non-expendable items from individuals upon their resignation/termination from Civil Air Patrol. Attached is a sample letter that can be used retrieval of CAP equipment. At the wing level, it is the responsibility of the Wing Personnel Officer to inform CTLGS of the resignation/termination/transfer of any wing member.

6. Para. 3-12 add:  
CTLGS will maintain a non-expendable "under \$300.00 list" for all wing units. CTLGS will determine which items will meet the requirements to be part of this list. All units will consult with CTLGS when new or donated items are received at the unit level, on how to account for these items. This list will be distributed to units on an annual basis, along with the S-3 report.

CTLGS will strive to maintain an expendable inventory list of all items maintained at all wing units. This inventory will be updated periodically, and will only be as good as the information provided to wing by the units. Units will use this list to obtain/exchange expendable items (i.e. Uniforms, web belts & etc.) for distribution the unit members.

7. Para. 4-1a add:  
All Connecticut Wing Squadrons will communicate with CTLGS before processing any disposal paperwork. CTLGS will in most cases complete the necessary disposal paperwork for the units. No unit is to return any item(s) to wing for disposal without prior permission from CTLGS.

8. Para. 5-7 add:

Any Wing unit that does not comply with the requirements of the logistics section will be suspended from receiving any logistics, computer and communication equipment, until those requirements are completed and reinstated by the CTLG section.

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Wing Supply Officer

KAREN K. PAYNE, COL. CAP  
Wing Commander

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Supersedes CTWG Supplement 20 Mar 2000

OPR: LGS

Distribution: Each unit (1); Each Wing Staff (1); CTWG/LO/LNCO (1); NER (1)