



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street
Maxwell Air Force Base, Alabama 36112-6332

1 September 2005

MEMORANDUM FOR ALL REGION AND WING COMMANDERS

FROM: HQ CAP/LG

SUBJECT: Clarification of "Transfer of Property Responsibility Statement" Requirement

1. The August 2005 CAP National Board approved the following changes to CAP Regulation 67-1, *Supply Regulation*:

a. The Transfer of Property Responsibility Statement is no longer required to be on file with the logistics officer appointment documentation, CAPF 2A or unit personnel authorization. Paragraph 2-1f changed to read: "Supply officer appointment folder. A folder will be established for filing the CAPF 2a, *Request for and Approval of Personnel Actions* or the unit Personnel Authorization (PA) used to appoint an individual to the supply (or logistics) officer position. The unit, group, and wing will establish a folder for each subordinate unit."

b. Attachment 23, CAP Wing Survey Audit Checklist, item 4a, changed to read: "Are copies of all supply officer appointments (CAPF 2a or Personnel Authorization) on file? (CAPR 67-1, Chapter 2, paragraph 2-1f.)"

c. Attachment 24, CAP Unit Survey Audit Checklist, item 3a, changed to read: "Are copies of supply officer appointments (CAPF 2a or unit Personnel Authorization) on file? (CAPR 67-1, Chapter 2, paragraph 2-1f.)"

2. This change will be incorporated in the pending rewrite of CAPR 67-1. If you have any questions regarding this policy change, contact KC Jones at kjones@cap.gov or 334.953.2945; DSN 493.2945. Fax 334.953.1668/1014 or DSN 493.1668/1014.



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cc:
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