



OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

27 February 2012

MEMORANDUM FOR ALL REGION AND WING COMMANDERS

FROM: CC

SUBJECT: INTERIM CHANGE LETTER-Interim Procedures for Real Property Accountability

1. Development of the Real Property module of ORMS has been delayed pending revision to software with a date of completion still to be determined. In the interim, the following procedures are provided to assist in managing real property and in performing annual inventories.

a. A real property inventory will be conducted annually, along with all other property categories, between 1 January and 31 March. Real property inventories shall be performed manually by ensuring all active units have a current real property survey on file; accompanied by leases, licenses, deeds, rental agreements and all other documents associated with real property.

b. Wings will maintain, at wing headquarters, a consolidated active file of real property documents, to include Real Property Surveys, for wing and subordinate units within the wing. Groups and squadrons should retain a copy of all documents applicable to real property in their use.

c. Region headquarters will maintain a similar file for all region headquarters real property.

d. Use the Real Property Survey (attached) to capture information on any changes or new additions to wing or region real property.

e. Do not forward real property documents to NHQ, except those specifically required by CAPR 174-1, Chapter 6.

2. Real property files may be reviewed during compliance inspections and CAP-USAF audits.

3. This interim change letter expires on 25 August 2012 unless superseded by a formal change to CAPR 174-1. Contact the NHQ/LG staff for questions regarding these instructions or for assistance. Thank you for your efforts in implementing ORMS and for helping to build a culture of accountability in CAP.

A handwritten signature in black ink, reading "Charles L. Carr Jr." in a cursive style.

CHARLES L. CARR JR.  
Major General, CAP  
Commander

1Atch  
Real Property Survey

cc:

CAP/CV/CS

NHQ/EX/EXA/DO/FM/GC/LG/ED/CP/EXM/EXS

CAP Senior Advisors

CAP-USAF/CC/CV/XO

CAP-USAF Liaison Region Commanders

CAP-USAF State Directors

CAP-USAF Liaison Region LGs

**REAL PROPERTY SURVEY**

(Instructions on Reverse)

**SECTION I**

Unit Name:

Charter #:

**SECTION II**

My unit does not own, occupy or use Real Property.

Unit Commander's Name, Grade &  
Date:**SECTION III**

My unit does own, occupy and/or lease property.

Location of  
Property:**Description of Property.** Aircraft  
Tie Down: Land: Hangar: Building: Trailer:**Ownership:** CAP Corporation

Acquired (Date):

 Gift Purchased Other:

Payments \$

 Month Year

Name and Address of Owner:

Instrument:

 License Lease Rental Agreement Letter Agreement Verbal Agreement \_\_\_\_\_**Usage:** Meeting Storage Unused Other (Explain):

I certify the information in Section III is complete and accurate as of this date.

Unit Commander's Name, Grade &  
Date:

## REAL PROPERTY SURVEY INSTRUCTIONS

*Note: The term "Unit" is generic and includes all CAP organizational elements.*

### SECTION I

- Completed by each Unit.

### SECTION II

- Complete if unit named in SECTION I does NOT own, occupy or use real property.

### SECTION III

- Location of Property:  
Provide address of property or, if no address, physical location, i.e., Enid Municipal Airport.

Only one location per survey.

- Description of Property:  
Check and complete all that apply.

For example, if a unit leases administrative space, part of a hangar and five outside tie down locations from the same owner at the same location, the administrative space and hangar are described under BUILDINGS and the tie downs are described under LAND.

Trailers are immobile.

- Ownership:  
Select the one that applies and complete the information for it.  
(Note: Owner is the person or entity whose name appears on the lease/license/agreement.)

Only one owner per survey.

Fair Market Value as of date of donation or purchase.

Fair Rental Value is monthly cost at time of submission.

- Insurance Coverage:  
Check as appropriate.

Describe coverage to include dollar value, deductible and other limitations.

- Usage:  
Check as many as apply.