



SACRAMENTO COMPOSITE SQUADRON 14

CIVIL AIR PATROL – U.S. AIR FORCE AUXILIARY
3270 Arena Blvd. 400-151
Sacramento, CA 95834
<http://sq14.cawg.cap.gov>

SQ14 OPERATING INSTRUCTION 09-02

Supersedes OI 3-07

16 February 2009

Supply

CHECKING-OUT UNIT EQUIPMENT

This instruction prescribes the procedures to be used for checking out equipment belonging to Squadron 14 and financial responsibility by members for equipment in their possession.

1. Pursuant to CAPR 67-1 Chapter 2 all Squadron 14 equipment issued to individuals will be documented on the appropriate form 37(E or C) and signed by the Logistics Officer or Commander before the member takes possession of that equipment, see exception below for mission related use.
2. Members issued equipment per the above must return all equipment to Squadron 14 upon termination of CAP membership, transfer to another unit or upon request. Equipment must be returned in the same condition as provided excepting normal wear and tear.
3. All CAP members using Squadron 14 equipment must notify the Squadron 14 Commander or Logistics Officer immediately upon loss or damage of equipment.
4. Individuals who, through their negligence, allow CAP property to become lost, stolen, damaged, or destroyed may be liable to Civil Air Patrol for the fair market value of an item, or its cost to repair, whichever is less.
5. Responsibility for Squadron 14 equipment issued to CAP members or checked out to CAP members may not be transferred to other persons without reissuance of the equipment on the appropriate form by the Commander or Logistics Officer.

The following exceptions to item 1 are provided to allow ES operations within Squadron 14 to proceed without undue hardship.

1. For items listed on Attachment 1, Section A of this policy letter those items may be used

for missions provided the equipment is signed for on the appropriate checkout sheet and the equipment is returned to its storage location within 24 hours of the close of the mission. If the equipment will be needed outside of a mission then a Form 37 must be executed.

2. For items listed on Attachment. 1, Section A of this policy letter, those items may be used for training and testing(for instance to validate operation of aircraft DF gear) at the location specified on the attachment provided the equipment is signed for on the appropriate checkout sheet and the equipment is promptly returned at the completion of the activity.

For items listed on Attachment 1, Section B of this policy letter, those items may be used in conjunction with normal mission operations of the aircraft listed and should remain in the aircraft at all times. Use of this equipment for other missions

3. Use of this equipment for other missions requires approval of the aircraft manager.

FOR THE COMMANDER

STEVE WORMLEY, 1ST LT CAP

Logistics Officer

cc: Group 5/CC, DA, LG

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Attachment 1

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Section A:

The following equipment is to be considered mission related equipment and is designated for general checkout pursuant to Squadron 14 Operating Instruction 3-07. The designated base location for the equipment is also listed.

6. L-Tronics Little L-Per, Serial Number 27641 with 121.5 and 243 MHz antennas and box. Located at Sacramento Executive Airport in the Squadron 14 office. May be used at Sacramento Executive Airport for training and testing.
7. Pointer Cadet 6000 ELT Trainer, Serial number 6498A. Located at Sacramento Executive Airport in the Squadron 14 office. May be used at Sacramento Executive Airport for training and testing.

Section B:

The following equipment is to be considered mission related equipment and is designated for use by crews using the aircraft listed pursuant to Squadron 14 Operating Instruction 3-07.

L-Tronics Little L-Per, Serial Number 20667 with 121.5 and 243 MHz antennas and box. Located in the baggage compartment of N718CP. Aircraft

