

**Director for Logistics  
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UNITED STATES AIR FORCE AUXILIARY  
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01 AUGUST 2006

MEMORANDUM FOR ALL UNITS

SUBJECT: REAL PROPERTY, LEASE, CONTRACT, AND INSURANCE PROCEDURES

1. **CAPR 87-1 REAL ESTATE** is the governing directive concerning the acquisition of all properties used and/or occupied by Civil Air Patrol.

a. Commander, New York Wing, has directed that this program will be administered by the Wing Logistics Director, with all correspondence directed to Attention: NYWG/LG(RPO). (RPO is the abbreviation for Real Property Officer).

2. When a Real Property Survey (see CAPR 87-1, Attachment 2 dated 8 NOV 2002) is initiated, unit/initiator will forward to NYWG/LG(RPO) for processing to NHQ. In doing so, Wing and National Headquarters will have up to date, concurrent records.

3. When a lease, memorandum of use, request for property use, general permission or agreement for use, including a documented statement of use wherein grantor gave only a verbal agreement; unit/initiator will forward same with a completed Real Property Survey, and request for a Certificate of Liability Insurance with all pertinent information to NYWG/LG(RPO).

a. NYWG/LG(RPO) will review all items for corporate compliance.

b. NYWG/LG(RPO), if found compliant, will forward contract portion to NYWG Legal Officer (NYWG/JA) for Legal Review.

c. NYWG/JA, if approved or following negotiated changes, will forward to NYWG/CC for action.

d. NYWG/LG(RPO), following Legal Review, will request appropriate insurance certificates from CAP's Insurance Carrier(s).

4. Any time a Certificate of Liability Insurance (aka CERT) is required, forward request to NYWG/LG(RPO) for processing.

a. Request for insurance must include:

(1) Name of Unit, Charter Number, Address and Contact's Telephone Number(s) and/or email address

(2) Name, Address, Telephone Number(s) of Certificate Holder

(3) Description and address of premises to be covered. If an Event, dates of the activity.

(4) Any special instructions concerning wording of the coverage. As an example: " As

Additional Named Insured", or "As Additional Named Insured in regards to-----" (If this is required, please be specific, otherwise delays may be occur).

5. Requests may be sent via US Postal Service or emailed to addresses above. Allow five (5) days for processing insurance requests and a minimum of two (2) weeks for contracts.

**6. All personnel are reminded that only NYWG/CC may sign legal documents on behalf of Civil Air Patrol, Inc. Leases, agreements, contracts, et al, are not in place nor operational until signed by NYWG/CC. Only the wing commander may obligate the corporation within the wing. Personnel who assume obligations, agreements, contracts, etc. on behalf of their unit do so in their own individual capacity and CAP is not obligated to support such arrangements.**

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Director for Logistics  
New York Wing