

Director for Logistics
CIVIL AIR PATROL, NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY
4 Glenora Gardens, Apt. 1, Rochester, New York 14615
email: nywqlg@rochester.rr.com
Telephone: 585-442-0108

05 JULY 2011

MEMORANDUM FOR ALL UNITS

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

1. CAPR 174-1, Chapter 6, dated 22 JUL 2010 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 Director of Logistics, with all correspondence directed to Attention: NYWG/LG.
2. When a Real Property Survey is initiated, unit/initiator will forward to NYWG/LG for processing to NHQ. In doing so, Wing and National Headquarters will have up to date concurrent records. Currently this is done manually as ORMS Real Property Management Module is under construction. (Real Property Survey Form is available in ORMS.)
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.
 - a. NYWG/LG will review all items for corporate compliance.
 - b. NYWG/LG, if found compliant, will forward to NYWG/JA) for Legal Review.
 - c. NYWG/JA, if approved or following negotiated changes, will forward to NYWG/CC for action.
 - d. NYWG/LG, following Legal Review, will request appropriate insurance certificates from CAP's Insurance Carrier(s), even if awaiting NYWG/CC action.
4. Any time a Certificate of Liability Insurance (aka CERT) is required, forward request directly to NYWG/LG for processing. Email is preferred method. Do not email or fax wing headquarters.
 - a. Request for insurance must include:
 - (1) Name of Unit, Charter Number, Address and Contact's Telephone Number and/or email address
 - (2) Name, Address, Telephone Number(s) and/or email 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. Governmental contracts may require months to process.

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 as an individual and CAP is not obligated to support such arrangements.

Edward V. Le Feber, Lt Col, CAP
Director for Logistics
New York Wing

