

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
AUXILIARY OF THE UNITED STATES AIR FORCE
BOLLING AIR FORCE BASE, WASHINGTON 25, D. C.

GENERAL ORDERS)

21 MAY 1954

NUMBER 26)

REASSIGNMENT OF CIVIL AIR PATROL UNIT. 1. UNDER THE PROVISIONS OF CAP REGULATION 20-1, ANNOUNCEMENT IS MADE OF THE REASSIGNMENT OF THE FOLLOWING CIVIL AIR PATROL UNITS FROM THE WEST VIRGINIA WING TO THE MARYLAND WING:

FORT CUMBERLAND SENIOR SQUADRON
P. O. Box 477
CUMBERLAND, MARYLAND

FORT CUMBERLAND CADET SQUADRON (ATTACHED)
P. O. Box 477
CUMBERLAND, MARYLAND

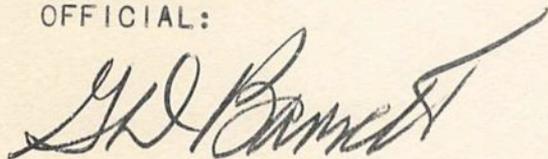
2. THE COMMANDING OFFICER, WEST VIRGINIA WING WILL BE RESPONSIBLE FOR TRANSFERRING ALL PERSONNEL RECORDS FOR PERSONNEL CONCERNED TO THE COMMANDING OFFICER, MARYLAND WING.

3. TRANSFER OF SUPPLIES AND EQUIPMENT WILL BE IN ACCORDANCE WITH INSTRUCTIONS CONTAINED IN ATTACHMENT #1, WHICH IS MADE A PART OF THIS ORDER.

4. TRANSFER OF PERSONNEL RECORDS, SUPPLIES AND EQUIPMENT WILL BE ACCOMPLISHED NO LATER THAN 1 JUNE 1954. UPON COMPLETION OF ENTIRE PROJECT, THE COMMANDING OFFICER, WEST VIRGINIA WING WILL SUBMIT A LETTER REPORT TO THIS HEADQUARTERS THROUGH THE COMMANDING OFFICER, MARYLAND WING.

BY DIRECTION OF THE NATIONAL COMMANDER:

OFFICIAL:



G. D. BARRETT
LT COL., USAF
ADJUTANT

MILLS S. SAVAGE
COLONEL, USAF
CHIEF OF STAFF

DISTRIBUTION:

"A"

TRANSFER OF CIVIL AIR PATROL, INC., PROPERTY FROM
WEST VIRGINIA WING ACCOUNT TO MARYLAND WING ACCOUNT

1. SUPPLIES AND EQUIPMENT IN THE POSSESSION OF THE UNIT BEING TRANSFERRED FROM WEST VIRGINIA WING TO MARYLAND WING WILL BE TRANSFERRED IN ACCORDANCE WITH FOLLOWING PROCEDURES:

A. A PHYSICAL INVENTORY WILL BE TAKEN OF ALL CIVIL AIR PATROL, INC., PROPERTY IN POSSESSION OF THE UNIT BEING TRANSFERRED.

B. ALL OVERAGES WILL BE PICKED UP ON A TURN-IN SLIP (CAP FORM 37 AS "FOUND IN WING"). THIS TURN-IN SLIP WILL BE ATTACHED AS PART OF THE INVENTORY.

C. ALL SHORTAGES WILL BE ADJUSTED BY CAP REPORT OF SURVEY IN ACCORDANCE WITH CAP REGULATION 65-6.

D. THE COMPLETED INVENTORY WITH TURN-IN SLIP ATTACHED WILL BE SIGNED BY THE UNIT COMMANDER AND FORWARDED TO THE WING COMMANDER, WEST VIRGINIA WING.

E. REPORT OF SURVEY COVERING SHORTAGES WILL BE FORWARDED TO THE WING COMMANDER, WEST VIRGINIA WING, WHO WILL IN TURN FORWARD IT TO NATIONAL HEADQUARTERS, CIVIL AIR PATROL, FOR FINAL ACTION.

F. UPON RECEIPT OF ALL INVENTORIES FROM UNIT BEING TRANSFERRED, THE WING COMMANDER, WEST VIRGINIA WING, WILL PREPARE A SHIPPING DOCUMENT FOR PROPERTY LISTED ON EACH INVENTORY, AND SHIP SUBJECT PROPERTY TO MARYLAND WING, (PAPER TRANSFER ONLY). ALL UNIT INVENTORIES WILL BE FORWARDED TO MARYLAND WING, WITH THE SHIPPING DOCUMENT TO BE USED IN SETTING UP A MEMORANDUM RECEIPT ACCOUNT FOR INCOMING UNIT.

G. SHIPPING DOCUMENTS WILL BE PREPARED IN SIX (6) COPIES, WITH DISTRIBUTION AS FOLLOWS:

- (1) ORIGINAL AND ONE COPY TO MARYLAND WING FOR VOUCHER FILE AND MEMORANDUM RECEIPT JACKET FILE.
- (2) ONE COPY FOR VOUCHER FILE OF WEST VIRGINIA WING TO CLEAR PROPERTY ACCOUNT.
- (3) ONE COPY FOR MEMORANDUM RECEIPT JACKET FILE OF WEST VIRGINIA WING; THIS COPY WILL CONSTITUTE A CREDIT VOUCHER IN LIEU OF FORM 37 ON FILE FROM UNIT.
- (4) ONE COPY TO THE UNIT BEING TRANSFERRED.
- (5) ONE COPY TO NATIONAL HEADQUARTERS.

H. UPON RECEIPT OF SHIPPING DOCUMENTS, MARYLAND WING WILL ESTABLISH MEMORANDUM RECEIPT ACCOUNTS FOR INCOMING UNIT.

ATTACHMENT #1, GO 26, NHQ CAP, 1954, CONTD

1. AFTER FINAL ACTION BY NATIONAL HEADQUARTERS ON REPORTS OF SURVEY, COPIES WILL BE FORWARDED TO WEST VIRGINIA WING TO CREDIT ACCOUNT FOR SHORTAGES LISTED THEREON.

2. ACTION SET FORTH IN THE ABOVE PROCEDURES WILL BE ACCOMPLISHED IMMEDIATELY UPON RECEIPT OF THESE ORDERS. NO OTHER SUPPLY ACTION IS AUTHORIZED BY UNIT CONCERNED UNTIL FINAL TRANSFER IS COMPLETED.