



HEADQUARTERS
MISSISSIPPI WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 AIRPORT DRIVE
JACKSON, MS 39209

Date: March 1, 2002

To: All Unit Commanders
All Wing Staff Members

From: CPT James E. Maher, Jr., CAP
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Subject: Wing Supply Regulations

- 1 All non-expendable items (radios, computers, etc.) must pass through Wing Supply in order to be re-assigned to another unit or Wing Staff member.
- 2 In order for **ANY** radio, radio related equipment or computer equipment to be assigned or re-assigned to a unit or Wing Staff member, written permission (actual, fax or e-mail) **MUST** be obtained from the Wing Director of Communications (DOK). **No exceptions.**
- 3 Contact the Wing LG and, as applicable, DOK before returning non-expendable to Wing Supply.
- 4 Wing Supply is not "Self-Serve". To request items from Wing supply (expendable or non-expendable), please do the following:
 - a Compile a list of the needed items, including the numbers and, as appropriate the sizes, of each item.
 - b The request, originated by the unit commander, deputy commander or supply officer, should be mailed or e-mailed to MSWG/LG.
 - c Upon verification, the Wing LG will fill the request as supply allows and work with the unit to effect the transfer of the items.

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- 5 Access to Wing Supply, unless otherwise directed, is limited to the following Wing Staff personnel: CC, VC, CS, DOK, LG and LG Assistant. Additionally, one of those officers **MUST** be present at the time items are being retrieved and must sign the CAPF 37 transferring the supply items from Wing.

For the Commander

James E. Maher, Jr.
CPT CAP