



HEADQUARTERS  
**ALASKA WING, CIVIL AIR PATROL**  
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MEMORANDUM FOR CAP/AK WING SQUADRONS

FROM: CC

SUBJECT: Alaska Wing Policy No. 6  
Reimbursement Procedures

1. The Alaska Wing finance Committee must approve all upgrades, improvements, repairs, etc. to squadrons of the Alaska Wing if reimbursement from the Alaska Wing is desired. Approval must be applied for in advance.
2. In the event of an emergency or emergency repairs the Wing CC or CV must be notified and apprised of the nature of the emergency repair before repairs are made. They will then approve or disapprove the repair at that time.
3. All routine facility maintenance and repairs are the responsibility of the squadron. They are to be made at the discretion of the squadron CC and paid from squadron funds. All squadrons are to follow CAPR 173-1 for fund expenditures.
4. Contact Wing Finance Office if you have questions concerning this policy.

  
CARL L BROWN, JR., Col., CAP  
Commander