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CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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01 October 2020

MEMORANDUM FOR All MIWG UNITS THAT USE A VERBAL AGREEMENT FOR THEIR MEETING

LOCATION

FROM: MI WG/DIRECTOR OF LOGISTICS

SUBJECT: Official documentation that indicates that the unit/squadron meeting location is based on a verbal agreement or "Handshake".

In accordance with CAP regulation 174 Para 6-5, State, Local Government Agencies and Private Owners.

- a. Many CAP units occupy facilities of private owners and government bodies such as counties, cities and airport authorities for both meeting purposes and flying activities. For simplicity the term "lessor" is used hereafter to refer to the owner of the facility. Even though these lessors often permit CAP units to occupy their facilities for a nominal fee or without charge, units will make every reasonable effort and take every necessary step required to obtain a written lease or agreement documenting permission and terms of use for the facility. The services of a CAP legal officer will be used to negotiate a written lease. Written leases negotiated by CAP units shall be in the name "Civil Air Patrol" and signed by a corporate officer or his/her designee, after coordination in accordance with paragraph 6-2.

Per direction received from NHQ on 24 January 2020 regarding real property, they stated that they do not require lease agreements or "Memorandums Of Understandings" used pursuant to a handshake agreement. This letter in-itself, is the documentation that is all that is needed and can be dated and uploaded annually to O.R.M.S. to be the official documentation for the real property.

Nicholas Ewing, Major, CAP
Mi Wing Director Of Logistics