



OFFICE OF THE NATIONAL COMMANDER  
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MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

ICL 23-02  
14 September 2023

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 174-1, *Property Management and Accountability*

1. This interim change letter immediately changes CAPR 174-1, *Property Management and Accountability* and will remain in effect until CAPR 174-1 is revised. Compliance with this letter is mandatory.
2. **Paragraph 2-16.b is changed to read:** Conduct the annual inventory during the 1 October to 30 November period. Inventories are complete when all individual issues have been revalidated and conditions and locations of all un-issued items have been verified.
3. **Paragraph 2-16.c is changed to read:** Wing commanders shall place on property freeze those units under their command that fail to complete their annual inventory in the specified time period. Wings are also subject to property freeze if a significant number of subordinate unit physical inventories are delayed beyond 30 November.
4. The intent of this change is to communicate the approved Annual Inventory Window to all members of CAP to establish the requirement prior to the beginning of the inventory window. For comments or questions regarding this interim change letter, contact Mike Valdez, CAP/LG, at (334) 953-9034, or email [rvaldez@capnhq.gov](mailto:rvaldez@capnhq.gov).

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