

Motor Vehicles

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL OWNED VEHICLES

CAPR 77-1, dated 1 September 2003 is supplemented as follows:

1. Para. 3 (add):
 - G. Vehicle Emission Certificate
 - H. CAPR 77-1
 - I. CTWG Supplement to CAPR 77-1

Items B through E and G through I will be kept in the vehicle folder that is located in the vehicle. Item A will be kept at Wing HQ. It will be the responsibility of CTWG/LGT to renew item B and forward to units/members with vehicles. A copy of item C & any repair bills will be submitted to CTWG/LGT on a monthly basis for the previous month. Upon receipt, item F will be forwarded to the units by CTWG/LGT. A copy of item G will be submitted to CTWG/LGT upon renewal. The Cost for item G will be the responsibility of the unit. Another vehicle records folder will be maintained by the Wing Logistic Section, which will contain item A & copies of items B, C, F & G. Units that have vehicles assigned to them, may maintain their own vehicle records folder at unit HQ in addition to the vehicle records folder required in that unit's vehicle.

2. Para. 5b add/amend;

Application for CAPF 75 will be submitted to the CTWG/LGT on a special amended CAPF 2a (attachment 1) along with a READABLE copy of the member's current State Drivers License and a copy of the member's State Drivers Record. The member may obtain their Driver's Record by applying to the DMV and paying a fee of \$10.00. Alternately, the member may authorize CT Wing to obtain this record by completing the CT Wing release authorization for State Drivers Record (attachment 2), at no cost to the member. This is only available to members with a CT State Drivers License not members with an out of state license. Members applying for a CAPF 75 MUST sign in the block marked "Signature of Requestor", on the CAPF 2a.

3. Para. 5e amend;

Due to confidentiality all driver records history will be maintained at Wing HQ instead of forwarding to units for filing.

4. Para. 6 add;

Refer to attachment 3 "CAP Member Checklist" for new CAP Drivers abbreviated checklist.

5. Para. 7a add;

Refer to attachment 4 for CTWG/CC Vehicle Use Policy.

6. Para. 7b(2) add;

Refer to attachment 8 for sample Unit Commander approval letter for member's use of Privately Owned Vehicles (POV).

7. Para. 8a add;

An additional checklist will be used along with the CAPF 73, see attachment 5. Also, **NO SMOKING** is allowed in any CAP Corporate Vehicle, see attachment 9 for wing policy letter.

8. Para. 8k add;

All CAP Corporate Vehicles will have their HEADLIGHTS ON, while in motion, at all times.

9. Para. 9b amend;

Unit/member possessing CAP vehicles will provide copies of invoices or notify CTWG/LGT when routine maintenance (oil change, tune-up, wax & etc.) are completed. Refer to CAPR 77-1 for items not considered under Para. 9c below.

10. Para. 9c add/amend;

Units are responsible for completing & paying for all vehicle repairs, maintenance & major repairs. There is NO GUARANTEE, but reimbursement may be considered if funds are available.

For consideration for reimbursements, submit one estimate to CTWG/LGT ASAP. After National Control number has been issued and repair work has been completed, submit original invoice to CTWG/LGT for submission to National HQ for reimbursement. CTWG/LGT will maintain a log of submitted repairs to include date approved, estimated/actual cost, vehicle & unit number, National HQ control #, description of the repair, date invoice sent to National HQ for payment and date National HQ paid invoice.

11. Para. 10 add;

No Wing CAP vehicle will have any exterior markings other than as stated in CAPR 77-1, para. 10d & e.

12. Para. 10f add;

Refer to attachment 6 & 7 for information on CT. Wing policy on vehicle light bars.

13. Para. 11 add;

Vehicle insurance will be paid to CT Wing by each squadron having custody of a vehicle(s). A check for \$35.00 per vehicle per quarter will be made out to the CT Wing during the first week of the quarter (January, April, July & October). Failure to remit insurance payments, on a timely basis, may be cause for the CT Wing to reassign that units vehicle. The Wing Finance Officer upon receipt will submit a copy of each unit's insurance payment check to CTWG/LGT for recording of payment.

14. Para. 13d(2) add/amend;

CAPF 73 MUST be submitted to wing no later then the 10th of each month for the previous months reporting. This report can be mailed, faxed or hand delivered to CT Wing. In an emergency/unusual situation this information can be emailed to CTWG/LGT. Refer to the latest CT Wing HQ Roster for CTWG/LGT email address. The above requirement is the responsibility of all Unit Commanders/Vehicle Managers and MUST be complied with.

15. Para. 16 add;

A copy of CAPF 37 will be supplied to unit/member upon receipt of a vehicle. Units should refer to CAPR 67-1 for procedures to issue (i.e. non-expendable items) vehicles to a vehicle manager (one who keeps vehicle at his/her personal home location) using CAPF 37V.

16. Para. 18 add;

8) Ensure compliance with National HQ CAP Driver License requirements.

9) Inspect wing corporate vehicles on a periodical basis.

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