HEADQUARTERS
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8 January 2014

MEMORANDUM FOR: ALL CTWG SQUADRON COMMANDERS/VEHICLE MANAGERS

FROM: CTWG/CC

SUBJECT: CORPORATE VEHICLE USE POLICY MEMO

1. All vehicles issued to you for use by your unit are corporate property and directly under the control of the Wing Commander. If a unit that does not have a vehicle or needs an additional or larger vehicle for a specific short time period, that vehicle is to be loaned to the requesting unit without prejudice. The vehicle and its keys must be readily available. It is the responsibility of the Unit Commander to ensure that a set of keys is ready for immediate use by other units. The excuse that the person in charge of the vehicle is not available so the vehicle cannot be used is unacceptable. If a mission is going on and your unit cannot participate for whatever reason, the vehicle is to be readily available to a unit that has a team that is participating.

2. REF CAPR 77-1. All corporate vehicles will be used for official CAP business only (not personal use).

3. REF CAPR 77-1. Prior approval MUST be received from the Wing Commander before any non-member passengers are allowed to ride in a CAP corporate vehicles.

4. All vehicles will be returned in a clean condition and with the tank refilled as received.

KENNETH E. CHAPMAN, Colonel, CAP
Wing Commander

Dist:
NER/CC
CTWG/CS
CTWG/CV
CTWG STAFF

Attachment 4