



HEADQUARTERS  
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1 October 2000

MEMORANDUM FOR UNIT COMMANDERS

FROM: CTWG/CC

SUBJECT: 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 is in need of a 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).

/s/ Karen K. Payne  
*Karen K. Payne*  
KAREN K. PAYNE, Colonel, CAP  
Commander

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