

## 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
  - J. CAPR 62-2
  - K. CAPF 78

Items B through E (CAPR 77-1) and G through K (above) will be kept in the vehicles, vehicle folder. Item A & F (CAPR 77-1) will be kept at Wing HQ vehicle folders. It will be the responsibility of CTWG/LGT to renew item B and forward to units/members with vehicles. A copy of item C (CAPF 73) & any repair bills will be submitted to CTWG/LGT on a monthly basis for the previous month. 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 along with any LATE FEE incurred by the unit for failure to complete Vehicle Emissions within time required by the State of Connecticut. Vehicle records folders will be maintained by the Wing Logistic Section, each will contain items A & copies of items B through 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 the units 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 members current State Drivers License and a copy of the members State Drivers Record. The member may obtain their Driver's Record by applying to the DMV and paying a fee of \$20.00. 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 along with the Unit Commanders signature.

3. Para. 5e amend;  
Due to confidentiality all State of Connecticut driver records history will be maintained at Wing HQ.

4. Para. 6 add;  
Refer to attachment 3 "CAP Member Checklist" for new CAP Drivers.

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 Commanders 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, attachment 6 for items considered routine maintenance and not reimbursable.

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. After National has approved repair work & control number has been issued have repairs completed. After completion of the repair work, 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. 13d(2) add/amend;

CAPF 73 MUST be submitted to wing no later than the Commanders Call (by the 7<sup>th</sup> each month) for the previous months reporting. This report can be emailed, faxed or hand delivered to CT Wing. In an emergency/unusual situation this information can be mailed to CTWG/LGT at his home address. Refer to the latest CT Wing HQ Roster for CTWG/LGT home mail & email address. The above requirement is the responsibility of all Unit Commanders/Vehicle Managers and MUST be complied with.

14. Para. 16 add;

A copy of CAPF 37V 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.

15. Para. 18 add;

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

9) Inspect wing corporate vehicles on a periodical basis.

//Signed//

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