



CAPR 77-1

01 FEBRUARY 2018

*Approved/G Schneider/CAP/LG*

Transportation

**OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES**

CAP REGULATION 77 –1, dated 26 December 2012 is supplemented as follows:

**1-3. Vehicle Records Folder.** The official vehicle records folder will be maintained electronically through ORMS. A master folder on each COV will be maintained at Wing Headquarters.

**1-3. Added.** All vehicles assigned to the GA Wing will have the issued Wing Vehicle Log Book in the vehicle at all times. This book has been standardized to contain the following, but not limited to:

- a. Insurance Card
- b. State Vehicle Registration
- c. Memo – Smoking and Cell Phone Usage in CAP Vehicles
- d. Memo – Vehicle Incidents and Accidents
- e. Memo – Maintenance Schedule
- f. Example – CAPF 73 Guide and Justification
- g. CAPF 73 (Operator’s Vehicle Inspection Checklist)
- h. A current copy of CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, and this supplement.
- i. Shell Navigator Fleet Card
- j. GAWG Safety Pyramid

**1-3.a.** The original state vehicle registration will be kept at Wing HQ in the Master Vehicle Folder with a copy maintained in the Vehicle Log Book.

**1-3.b. Added.** The CAPF 73 will be completed each time the COV is used. At the end of each month, the CAPF 73 will be completed and the ending mileage recorded. The CAPF 73 will then be uploaded into ORMS via the Vehicle Usage Entry Module by the unit transportation officer at the time the monthly usage is reported. Squadron Commanders assigned a COV will ensure mileage / usage reporting in ORMS is completed by the 5<sup>th</sup> of each month. The original CAPF 73 will be maintained at the location of the vehicle assignment in a file cabinet or equivalent.

**1-5.b. Added.** Members will obtain a Certified Driving History (MVR) from the GA Department of Driver’s Services (<https://online.dds.ga.gov/onlineservices/mvrintro.aspx>). If the member has an out of state driver’s license, a Certified Driving History from that state will be accepted.

Before a CAP Driver’s License is approved, the requesting member must upload a current photo of themselves in eServices for the CAPF 101.

**1-5.e. Added.** At the conclusion of any suspension or revocation, successful completion of a certified defensive driving course may be required based on the member's state driving history and suspension. This may be determined by the GA Wing Commander, Director of Logistics or Wing Transportation Officer.

**1-5.h. Added.** Only the CAPF 101 card, with proper Driver's License endorsements, is valid for use. Any previously issued CAPF 75 "Motor Vehicle Operator Identification Card" held by members are void regardless of the expiration date issued on the card.

**1-5.i. Added.** CAP Vehicle Operator Permits will expire **at the same time as the state driver's license or 5 years after the Vehicle Operator Permit is issued whichever occurs first.** Wing Headquarters does not remind members of this renewal date. It is up to the member (or unit personnel officer) to remember the renewal date as appropriate. The revalidation procedure is the same process as described in CAPR 77-1 (1-5.b).

**1-5.j. Added.** Prior to approving the request for a CAP Driver's License, the Squadron Commander will ensure that the Unit Transportation Officer has verified that the member has completed the GAWG Basic Vehicle Orientation Course (BVOC) and completed the GAWG Form 75, *GAWG Driver's License Application Form*, for the member requesting consideration for a CAP Driver's License. To complete the BVOC, the member must complete a Power Point Presentation, Review of the CAPR 77-1 and GAWG Supplements, and a driving orientation. Once the member has satisfactorily completed these tasks, they will submit the GAWG Form 75 to the Squadron Commander for signature who will then forward to the Wing LG. The member must also upload the required copy of their State Driver's License and Driving History into ORMS for approval.

**1-6.d. Added.** All FEMA acquired trailers assigned to the GA Wing will be considered Special Use Vehicles when required to be towed. In order to become qualified to tow these trailers, the member must complete the Wing approved driving course conducted by an approved instructor.

**1-7.a.** Only members who have attained the age of 21 years will be permitted to operate GA Wing vehicles.

**1-7.a. Added.** When operating a COV, operators must have in their possession a copy of their CAPF 101 card which lists the vehicles the operator is permitted to drive, and their state driver's license.

#### **1-9. Added. Unit Transportation Officers**

**a.** Units that have been assigned a Corporate Owned Vehicle (COV) must appoint a Transportation Officer in the Duty Assignment Module in eServices and likewise insure that the Transportation Officer's contact information is up to date and correct in eServices.

**b.** The Unit Transportation Officer (TO) will be responsible for compliance with CAPR 77-1 and GAWG Supplements, scheduling the use of the vehicle, minor and major maintenance, completion and uploading of CAPF 73 into ORMS, ensure the vehicle stays mission ready.

**c.** To maximize vehicle monthly and yearly usage / preventive maintenance goals, the TO will ensure the vehicle is driven weekly and made available for use by other units when the custodial unit is not using it.

**d.** The TO will be responsible for ensuring that the COV is washed at least once during a six-month period, more often if necessary. The vehicle should be polished (waxed) at least once during a six-month period. The interior of the vehicle is to be included in this cleaning. All trash and un-needed items should be removed from the COV after each use. No loose items are to be kept in the vehicle. Items must be contained in a box and with the cargo net. Loose items can become projectiles in a crash. **This is a Safety Item.**

e. Each COV is issued a Vehicle Support Kit that will remain in the vehicle. It should be placed and secured in the cargo area of each van. The TO must inventory the monthly and make sure includes; Tire Pressure Gauge; Jumper Cables; Roadside Emergency Marker; Flashlight (check batteries regularly); Wheel Chocks; and a Reflective Vest. Any missing items must be indicated on the CAPF 73 and replaced as soon as possible. When loaning the COV to another unit, make sure the kit is complete on delivery and when returned.

### **2-3. Added. Trailer Towing**

a. Before Towing a CAP corporate trailer or using COV to tow a personally owned trailer, the driver must pass a safe towing check with a Wing Designated instructor. Contact the Wing LG or LGT schedule check off.

b. Authorization must be obtained in order to tow a personally owned trailer with a COV and also to tow a COV with a personally owned vehicle. The driver who wishes to tow a trailer, either COV or Personally Owned, must submit in writing to the Wing LG or LGT a letter of request stating the desire to tow and include in the letter, Driver's Name, CAP ID, Unit Assigned to, Make and Model of POV, and Personal Insurance Company. Once Wing LG or LGT review the request, it will be forwarded to the Wing Commander for approval. The final approval letter should be kept at the squadron and with the driver when towing.

**2-4. Added. Jump-Starting COV's.** Vehicle operators will use the guidelines in the Manufacture Owner's Manual and following procedure for jump starting a COV if required. **The power cable to the EF Johnson Radio must be disconnected before attempting to jump-start the vehicle. The associated power surge will damage the circuits in the radio.**

**2-4. Added. Fuel Purchase.** Shell cards are to be used only to purchase fuel for NHQ REIMBURSABLE Air Force Assigned Missions. Cards are never to be used to purchase fuel for "C" Missions, GA-Misc Missions, or Unit Funded Activities. For additional guidance, see Attachment 2. Wing will contact Unit Commander and draft back any unauthorized fuel purchases from the unit's wing banker unit funds account.

**3-1.a (8). Added.** COV's shall be washed and waxed at least once during a six-month period, more often if necessary. The polishing (waxing) should be by hand and not rely on the spray on from car wash machines.

**3-1.b.** Fuel expenses for COV's are the responsibility of the unit to which it is assigned and/or a borrowing unit. Units will use the Shell Navigator Fleet Card for routine and minor maintenance, but not exceeding the \$500 limit (See Attachment 2 of this supplement).

**3-1.b. Added.** The oil in COV's will be changed every six months in vehicles that do not exceed 5000 miles travel per year. It is recommended that the oil change be accomplished in January and July (or sooner if necessary) to assist in routine scheduling.

**3-2.a. Added.** Follow guidelines in Attachment 2 to submit requests for maintenance of COV's.

**3-5.b.** Vehicle markings will be the most current required by NHQ and affixed only at the direction of the Wing LG or LGT. Customized or unit specific decals are not authorized to be placed on COV's.

**3-5.f. Added.** No person shall permanently or semi-permanently install any device on COV's without prior approval of the GAWG Commander. Units may affix magnetic mounted devices as necessary to support activities and missions.

**3-5.g. Added.** Every unit assigned a COV is responsible for the condition and appearance of the vehicle. If it becomes evident that any vehicle in the fleet has been neglected, abused or not properly maintained, the COV may be reassigned at the wing commander's discretion.

**4-1.g. Added.** Any CAP driver involved in a mishap while operating a CAP vehicle will notify the Wing Commander and/or Wing Director of Logistics using the Safety Pyramid found in the Vehicle Log Book as soon as possible.

**5-1.b. (1).** Unit Transportation Officers will upload the CAPF 73 (both sides) in PDF format and enter the vehicle time and usage data from the CAPF 73 online in eServices through the ORMS "Vehicle Usage Entry" module by the 5<sup>th</sup> of the month following the reported month.

## **CHAPTER 7 - WING VEHICLE ASSIGNMENT**

**7-1. Added. Determination of Vehicle Assignment.** All CAP vehicles are Civil Air Patrol, Georgia Wing assets. The Georgia Wing Commander with the advice and assistance of the Director of Logistics, will determine to which squadrons vehicles will be assigned throughout the state. The following criteria are used to determine consideration to be assigned a vehicle:

- a. Unit Size – How many Senior and Cadet Members are active
- b. Unit Type – Senior, Cadet or Composite
- c. Unit Role – Does unit have Active Ground Team capability?  
Does unit have an active Cadet Program?
- d. Unit Participation - Does the unit participate in Group and Wing Level activities?  
Does unit participate in local community affairs?  
Does unit participate in actual mission response?
- e. Ability to maintain corporate vehicle and report vehicle utilization.
- f. Have a Unit Transportation Officer assigned and trained to take care of corporate vehicle.
- g. Ability to train and provide properly licensed drivers IAW CAPR77-1 and this Supplement to safely operate corporate vehicle.

**7-1. Added. Request to be Issued a COV.** Unit commanders that have not been issued a COV and would like to be considered for assignment should complete the CAPF 175, *Vehicle Justification*, and forward it to the Wing Director of Logistics by January 1<sup>st</sup> of each year. A review of the above criteria from each request will be evaluated to determine a priority list, but assignment will depend on how many, if any, vehicles we are assigned from NHQ that particular year.

Andrea Van Buren, Colonel, CAP  
Commander

**Attachment 1 - COMPLIANCE ELEMENTS**

There are no compliance elements to this supplement.

## Attachment 2 – Shell Navigator Ground MasterCard Guidelines

### SHELL NAVIGATOR CREDIT CARD PROGRAM FOR FLEET VEHICLES

**1. Guidelines.** Civil Air Patrol's vehicle credit card has been formulated to provide a standard process for minor maintenance on corporate vehicles (Trailers are not included) and fuel purchases on NHQ reimbursable authorized AFA Missions.

**2. Highlights:**

- This card is for COV maintenance and AFAM fuel only. No other uses are currently permitted.
- Each MasterCard credit card is issued to a specific COV and ***MUST stay with that COV AT ALL TIMES*** (even if the vehicle is transferred). **Do not use COV's specific card with any other COV.**
- Shell Cards will remain in the Vehicle Log Book.
- For Fuel; Shell Cards are to be used *only* for **NHQ REIMBURSEABLE Missions:**
  - All "A" Mission Symbols
  - All "T" Mission Symbols
- **Cards are never to be used for "C" Missions, GA-Misc Missions, or Unit Funded Activities**

**3. Authorized Uses of the SHELL Navigator Fleet Card**

- a. Each corporate vehicle in the Wing will be issued a SHELL Navigator credit card to be used primarily for minor maintenance.
- b. Each card will be numbered with the vehicle number and can *only* be used with that vehicle.
- c. The card will be issued to the Unit Transportation Officer (TO) and he/she will be responsible for the care and control of the card issued to them.
- d. Allowable expenditures will include routine oil changes, wiper blades, batteries and other required maintenance that does not exceed \$500.00 per visit.
- e. Also allowable is the use of the card to pay for tires up to \$200.00 per tire including balancing, mounting, etc. However, if tires need to be purchased you must coordinate this with the GAWG Director of Logistics Officer (LG) or Transportation Officer (LGT).
- f. Monthly expenditures will be limited to \$1,000.00 per card with individual transactions limited to \$500.00.
- g. Major vehicle maintenance is not authorized and must be preapproved by the GA Wing Director of Logistics Officer (LG) or Transportation Officer (LGT) using procedures currently in place.
- h. The SHELL Navigator Fleet card may be used for reimbursable NHQ approved AFAM for fuel only.

**4. Procedures for Routine Maintenance Under \$500.00**

The SHELL Navigator Fleet card may be used at any vendor that accepts MasterCard.

- a. Upon time of the scheduled maintenance of an Oil Change (6 months or 5,000 miles) the Unit TO or designee will make arrangements to have the vehicle serviced at an approved vendor.
- b. Prior to the routine maintenance or service, notify either in writing (email) or verbally (person or phone) the Wing Director of Logistics (LG) or Transportation Officer (LGT).

c. When asked by the vendor, for “Customer Name” the Estimate/Invoice must be in the name of Civil Air Patrol, not the member’s home address and phone number. Use the following for correct accountability on Estimates / Invoices:

Civil Air Patrol, Georgia Wing  
 800-A Patrol Rd  
 Hangar 5, Rm 2110  
 Dobbins ARB (Marietta), GA 30069  
 770-428-9031

d. The member who is responsible for the service, may provide their name and phone number as a contact only.

e. Upon completion of the service work, present the SHELL Navigator Fleet card assigned to the vehicle for payment and a GA State Sales Tax Exemption Certificate (if needed by vendor). **National and Georgia Wing do not pay sales tax.** The Unit TO or designee may be asked for the *Driver ID Number* (PIN) to finalize the payment.

f. The PIN numbers for our vehicles are the first four digits of the vehicle number.

|                       |              |
|-----------------------|--------------|
| Example: 09003 = 0900 | 09007 = 0900 |
| 09022 = 0902          | 09017 = 0901 |

g. Detailed invoices must be submitted to the LG or LGT. The invoice must show all work accomplished, and parts used (Cash register receipts showing the amount charged are not sufficient and it is the responsibility of the TO or designee to use a facility that will provide a detailed invoice).

h. In addition, the TO or designee will enter the following on the invoice:

- Name, Rank & CAP ID of the designee or driver (must be readable)
- CAP Vehicle ID Number of the vehicle serviced
- Mileage at time of Service (if not already on invoice)
- Make sure that all information is readable, to include the Service Providers Name, Address, Date of Service and Amount Charged.

i. The properly completed invoice is to be scanned and forwarded in PDF format only, to the LG and LGT (NLT) no later than three days (72 hrs.) after the service is completed and paid for.

j. Once the LG or LGT has received and acknowledged receipt of the invoice, the TO will then go into ORMs, pull up the Vehicle Master Record, select the [Maintenance Link](#) at the top and provide the required information to include uploading a copy of the PDF invoice.

## 5. Procedures Using SHELL Fleet Card for AFAM Authorized Missions

National HQ has authorized the SHELL Navigator Fleet Card to be used for fuel on authorized reimbursable Air Force Missions ONLY. Fuel receipts will be scanned and uploaded in WIIMRS under the appropriate sortie and receipts will also be emailed to the LG or LGT at Wing HQ within 72 hours.

a. When the vehicle is “Signed” into an authorized NHQ approved mission, the SHELL card may be used at any Fuel Facility that accepts the MasterCard. NOTE: the vehicle must be signed into the authorized mission prior to the SHELL Card being authorized for fuel purchases only.

b. When at the Fuel Pump, you may be asked for the “PIN” and the Zip Code. Use the PIN as described above and always use the following Zip Code: 36112

c. When it is time to *DeBrief* the Sortie, enter all the appropriate information, upload the fuel receipt and make sure the “Reimburse To” block is marked to “NHQ” and the “NHQ Shell Card Paid” block is checked. (see example)

d. If the card is used for AFAM missions, remember to forward a PDF copy of the fuel receipt to the Wing LG or LGT for accounting procedures.

**EXAMPLE:**

Fuel Cost:  Gallons:

Reimburse To:  
   Direct Pay to Member  
 (Unit or CAPID)

NHQ Shell Card Paid

**6. Procedures for Routine Maintenance Over \$500**

a. When it is determined that major vehicle repairs will be in excess of \$500.00, the TO or designee will obtain 1 estimate for the repairs needed, from a Certified Repair Shop, and scan and forward in PDF format only, to the GAWG LG and LGT for approval. The following information must be included on the estimate:

- CAP Vehicle ID Number of the vehicle being repaired
- Current Mileage
- Make sure that all information is readable, to include the Service Providers Name, Address, Date of Estimate and Amount Charged.

b. It should be determined with the vendor, how they will accept payment. The GAWG prefers to be invoiced and a check mailed to the vendor for payment. If the vendor will not invoice, we will address this on a case by case situation.

c. Once the requested maintenance/repairs is approved, an email with a Control Number will be sent to the TO or Squadron Commander authorizing the repairs.

d. When the maintenance/repairs are completed and paid for, the TO or designee will forward the invoice in PDF format only, to the GAWG LG and LGT. The responsible party will make sure the above information is on the final invoice.



## 7. Additional Information

- a. The SHELL Navigator Fleet Card cannot be used for any other purchases other than NHQ approved maintenance and fuel.
- b. At the time of purchase, the driver will be asked for the Driver ID (PIN). Use the PIN as described above.
- c. When asked for the Zip Code, use **36112** only.
- d. The SHELL Fleet cards are Vehicle specific and will only be used with the vehicle specified on the card.
- e. If a card becomes lost, stolen, damaged or inoperative immediately contact the GAWG LG by telephone or email.