NCSA Activity Director General Guidance

Transportation

NCSAs rely on CAP corporate vehicles (COVs) to ensure the safe transportation needs of the activity can be met. Activity directors work with their host Wing and/or Region to reserve COVs.

Coordinate with the host echelon to follow their check in and check out procedures. Be a kind and courteous wingman to our host echelon by returning the vehicles clean, refueled and mission ready. If you encounter any issues meeting that expectation, please proactively communicate with the host echelon and come to a resolution together.

If you have a challenge securing COVs for your activity, please reach out to your NCSA Coordinator(s) and CAP/CPA.

Vehicle Accidents During CAP Activities

Activity Directors should be familiar with CAPR 132-1 as it applies to vehicle incidents. Please follow all outlined procedures should there be any vehicle incidents during your activity.

Fueling COVs During the Activity

See Financial Management for details.

Staff Training

You are encouraged to invite all of your staff members to the monthly Activity Director training seminars. It's critical for you to ensure your Finance Officer and Safety Officer attend their related seminars. Each activity has its own unique staff preparation and training needs. Activity Directors should schedule and conduct any relevant staff training specific to their activities. Plan ahead and proactively share any training dates with your staff.

Guests and Visitors

Please see CAPR 60-2, paragraphs 1.5.12 and 2.6.12, Guests and Visitors