



APPROVED/E. MANNING/CAP/LG
Transportation
CAP VEHICLE MANAGEMENT

CAPR 132-1, 29 May 2025, is supplemented as follows:

2.3.3. Added. Ensure CAPF 132, *Vehicle Inspection Guide and Usage Data*, and monthly usage data are entered into ORMS/Vehicle Usage module on the 1st of each month but no later than the 5th of each month. Detailed instructions on the use of CAPF 132 can be found in Attachment 2. Repeated violation of this paragraph will result in the vehicle being reassigned to another unit by the FLWG LG/LGT after reviewing with group commander(s).

2.3.11. Added. Vehicle managers will when maintenance or repair is required to their assigned vehicle contact the FLWG LG/LGT with a written estimate with the taxes removed for approval. Estimates will be reviewed by the FLWG LG/LGT. The FLWG LG/LGT will then advise approval of estimates up to \$500 or forward the estimate for approval to the CAP/LGT for amounts more than \$500. Vehicle managers should not contact the CAP/LGT directly for approval. Once approval has been given and service has been completed vehicle managers will send via email a clear PDF copy of the receipt to FLWG LG/LGT within 48 hours. The FLWG LG/LGT will upload the receipt to ORMS and send a copy to CAP Finance.

2.3.12. Added. Vehicle managers will immediately notify the FLWG LG/LGT of any discrepancies found on an assigned vehicle. The FLWG LG/LGT will log and track the discrepancy and ensure it is completed in a timely manner.

2.8.4. Added. The FLWG LG/LGT will monitor and record the location and status of all FLWG vehicles and trailers notifying respective vehicle managers of upcoming maintenance and tracking repairs monthly, so they are completed in a timely manner.

2.8.5. Added. The FLWG LG (or LGT if assigned) will approve any out-of-state travel of FLWG vehicles or trailers after review of the travel plans of the member to include names and CAPID's of occupants, number of drivers and an understanding of the requirements of long-distance travel per CAPR 132-1. Use of the EFS card for this travel is not allowed unless authorized by the activity commander or under a CAP Mission Number/Sortie.

2.9.3. Added. See FLWG Supplement 1, para 2.3.11. CAPR 132-1.

2.9.7. Added. The FLWG LG/LGT will be the delegated officer to do the final review and approval of all driver's permissions in Florida Wing per the Wing Commander.

2.10.3. Added. Squadron commanders will ensure the vehicle is driven on a regular basis, to and from weekly meetings and activities. Failure can result in the reassignment of the vehicle to another unit.

2.10.4. Added. Group commanders or group transportation officers will monitor vehicles/trailers assigned to units in their group to make sure the vehicle/trailers are being taken care of and used on a regular basis. Vehicles/Trailers will always be kept in mission ready status with fuel topped off and clean, inside and out. Group commanders will reassign vehicles not being used or cared for to another unit in their group after review with the FLWG LG/LGT. If another unit cannot be found, the FLWG LG/LGT will assign

the vehicle/trailer to another group. The FLWG Wing Commander will be the final authority on any dispute involving the reassignment of a vehicle.

2.10.5. Added. Group Commander and Group Transportation Officer (if assigned) are responsible for training FLWG drivers of their subordinate units prior to them operating FLWG vehicles and trailers for the first time.

5.1.2. Added. The following documents are required to be kept in a binder for each COV and Trailer in FLWG. Special Purpose Vehicles are excluded unless required by state law. The Vehicle Binder will be always kept in the vehicle or trailer. Vehicle managers should not add to the logbook any unnecessary documentation and periodically clean out documents that are no longer needed so it is kept in a neat and orderly fashion. The book has been standardized to contain what is required but also the following:

5.1.2.5 Emergency Contact Information

5.1.2.6 CAPR 132-1 CAP Vehicle Management, FLWG Supplement 1 to CAPR 132-1.

5.1.2.7 Blank copies CAPF 132, Vehicle Inspection Guide and Usage. For Trailers, CAPF 132T.

5.1.2.8 Past 12 Months of CAPF 132. For Trailers, CAPF 132T

5.1.2.9 Current Florida Tax-Exempt Certificate (Multiple Copies) (Use for all purchases except fuel)

5.1.2.10 FLWG Form 200, Florida Wing Reimbursement Form (Multiple Copies)

5.1.2.11 Maintenance Receipts (Retain one month in the book until uploaded to ORMS by Wing LG/LGT as recommended in 5.1.3)

5.1.2.12 Mishap Reporting Procedures.

7.4.3. Added. Cadet members of Florida Wing will not be issued driver's permissions or operate CAP vehicles or tow trailers.

7.5.1 Added Each group in FLWG will have at least two qualified tow operators in their group in case they are needed for operations within Florida Wing.

7.7.1. Added. The Wing Commander delegates the authority to suspend or revoke the driver's permissions of any FLWG member for cause to include the FLWG Deputy Commanders, Group Commanders, Chief of Staff, Deputy Chief of Staff for Logistics and the Wing Command NCO.

7.9.1. 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 reason for the suspension. This requirement will be determined by the Wing Commander with recommendation by the Deputy Chief of Staff/Logistics and Unit Commander.

8.3. Added. The completed CAPF 132 will be uploaded to ORMS by the 5th of the following month.

8.3.1. Added. All tire pressures including the spare are to be written in the ADDITIONAL COMMENTS section of the vehicle CAPF 132 before it is uploaded in ORMS at the end of every month.

EXAMPLE:

80	58
80	81
Spare	80

9.3.1. Added. Vehicles/Trailers are assigned based on usage, geography and size of unit. When new vehicles become available the FLWG LG/LGT will first determine and replace the oldest vehicles in the fleet. Vehicle assigned to Wing HQ's will be allocated to units based on amount of usage and need to be determined by the FLWG LG/LGT who will then make the recommendation to the FLWG/CC.

11.7.5. Added Trailer managers will forward on the 1st of the month a copy of the previous month's CAPF 132T to the FLWG LG/LGT for review. The FLWG LG/LGT will upload the CAPF 132T to ORMS by the 5th of the month to the trailer's document folder. If the trailer is not used that month, a CAPF 132T must still be uploaded with a notation it was not used.

12.6.3. Added. When a FLWG vehicle/trailer requires painting the vehicle manager will submit a written estimate from a certified paint shop along with photos of the vehicle/trailer to the FLWG LG/LGT for review and approval. The FLWG LG/LGT will coordinate with CAP/LGT for approval. Vehicle managers will not contact CAP/LGT.

13.2.4. Added. The unit performing maintenance is responsible for emailing the paid receipt to the FLWG LG/LGT within 48 hours. The FLWG LG/LGT will upload the paid receipt to ORMS within three business days.

13.5. Added. The use of warning lights on all FLWG vehicles will be restricted to the following guidelines.

13.5.2 Added. Each vehicle must carry a signed letter from the Wing Commander authorizing use of the lights. That letter is to be kept in the vehicle/trailer logbook. Vehicle managers must request the authorization letter through the FLWG LG/LGT.

13.5.3 Added. Warning lights are only to be activated as needed or necessary on an active airfield or when the lighting is being used to protect members during emergency services activities. The lighting can also be used during a parade or recruiting activity. The lighting is not to be used to clear traffic while driving. FLWG vehicles are not considered emergency response vehicles under Florida Statute.

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Commander

Attachment 1: Compliance Elements

There are no compliance elements with this supplement.