



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

ICL 22-02
26 May 2022

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*

1. This interim change letter immediately changes CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles* and will remain in effect until a new regulation is published. Compliance with this letter is mandatory.
2. Change paragraph 2-2. d. to read: To reduce risk of vehicle mishaps resulting from fatigue or distracted driving, the following apply:
 - (1) Only experienced drivers shall operate vehicles. Consider driving history, years of driving experience, and vehicle familiarization to determine experience.
 - (2) Drivers shall perform the IMSAFE2 protocol before entering the vehicle. Any one of the protocols not met disqualifies the driver to operate the vehicle for the trip. See attachment 6.
 - (3) Trips planned for less than 4 hours may be conducted with a single driver without a stop.
 - (4) Trips planned for up to 10 hours may be conducted with a single driver but must have 30-minute breaks every 4 hours.
 - (5) Trips planned for more than 10 hours, and less than 14 hours must have at least two experienced drivers and include a rest stop every 4 hours for at least 30 minutes.
 - (6) Trips will not be planned for more than 14 hours. Drivers may be on duty for **up to 14 consecutive hours** if they have been off duty for at least 10 consecutive hours. This 14-hour window begins as soon as the driver starts work, no matter if they are driving or not. During the 14-hour work window, drivers can only be behind the wheel for up to 10 hours.
 - (7) Drivers must take a rest period of at least 10 consecutive hours after driving a trip of 10 hours or more.
 - (8) Rest means the designated driver(s) had the opportunity to rest at least 10 hours within the specified period. This period provides the opportunity for 8 hours of uninterrupted rest/sleep and 2 hours for personal preparation/travel time.
 - (9) Wing Commanders, Vice Commanders or Directors of Operations may approve up to 2 additional hours of driving trip time when adverse driving conditions (e.g., traffic jams or delays, poor driving weather, flat tire) are encountered allowing a single driver to drive a maximum of 12 hours total or multiple drivers to drive up to 16 hours total.

Note: Planned trip times includes breaks.

3. Add new paragraph 2-2. p. to read: Vehicle operators are prohibited from operating a COV within 8 hours of consuming alcohol. Anyone who suspects that another person is under the influence of alcohol must report that to their commander, and above all, not allow that individual to operate a COV.
4. For comments or questions regarding this interim change letter, contact Gary Schneider, CAP/LG, at (334) 953-9084, or email gschneider@capnhq.gov.



EDWARD D. PHELKA
Major General
Commander

Attachment:
IMSAFE2 Checklist

cc:
CAP/CV/XO/CCC/COO/AE/CP/DO/GC/GVR/IG/IT/LG/MAC/SE
CAP-USAF/CC/CV/DO/DT/JA/LG/SE
All CAP Region and Wing CV/CS/AE/CP/DC/DO//DOV//LG/SE

ATTACHMENT 6

IMSAFE2 CHECKLIST

- **I** – Illness. Any illness/symptom that can impair driving?
- **M** – Medication. Any medication, prescription/over the counter that can impair driving?
- **S** – Stress. Am I under psychological pressure from job, health, financial matter, or family discord?
- **A** – Alcohol. Have I been drinking within 8 hours or experiencing after-effects?
- **F** – Fatigue. Have I had enough rest (had the opportunity to rest at least 10 hours)?
- **E** – Emotion. Am I emotionally upset?
- **2** – 2 Drivers. Trips planned for more than 10 hours, and less than 14 hours must have at least two experienced drivers.

*Any of these protocols not met disqualifies the driver to operate the vehicle for the trip. Notify commander or designated representative to find another driver for the trip.