



23 OCTOBER 2017

Transportation

OPERATION AND MAINTENANCE OF CAP VEHICLES

CAP Regulation 77-1, with Change 1 dated 13 March 2013, is supplemented as follows:

Para 1-3.e. Added. A logbook will be maintained at all times in each CAP corporate vehicle in the custody of Louisiana Wing or any of its subordinate units. The logbook will contain the following documents:

1. Table of Contents
2. CAP Regulation 62-2 (latest version)
3. CAP Form 73, *CAP Vehicle Inspection Guide and Usage Data*
4. Copy of Vehicle Registration
5. Vehicle Current Proof of Insurance
6. Shell Navigator Vehicle Card
7. LAWG Supplement 1 CAPR 77-1

Para 3-2.b. When repairs become necessary, it is the responsibility of the vehicle operator to inform his or her Unit Transportation Officer. The Unit Transportation Officer will obtain an estimate of the repair(s) cost. If repairs are below \$500 then use the Shell Navigator Card to pay for repairs. If estimate is above \$500 then send the estimate to LAWG/ Transportation Officer and CC the LAWG Administrator.

Para 3-2.e. All original receipts or invoices pertaining to repairs to Louisiana Wing vehicles will be delivered to the LAWG Administrator who will, in turn, forward them to CAP/LGT.

Para 3-5.f. Added. Every unit assigned a CAP corporate vehicle 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 wing vehicle may be reassigned at the wing commander's discretion.

Para 5-1.b.(1). Vehicle data and CAPF73 for all LAWG vehicles will be uploaded into ORMS by the 5th of the month following the reported month.

Thomas W. Barnard Colonel, CAP
Commander

Attachment 1

COMPLIANCE ELEMENTS

There are no compliance elements to this regulation.