



CAP REGULATION 77-1

APPROVED/G. SCHNEIDER/CAP/LG

13 NOVEMBER 2018

Transportation

OPERATION AND MAINTENANCE OF CAP VEHICLES

CAPR 77-1 dated 26 December 2012, including Change 1, 13 March 2013, is supplemented as follows:

1-3b: The Operational Resource Management System (ORMS) Vehicle Usage Entry: Form 73 upload portal is designated as the archive location for MNWG CAPFs 73 at the end of each month. Units with assigned vehicles will upload a .pdf copy of their CAPFs 73 to the portal by the 5th day of the next month and retain the original in the Vehicle Operations Binder (VOB) in accordance with CAPR 10-2, Files Maintenance and Records Disposition. At the beginning of each calendar year, commanders will ensure that the previous 12 months' worth of Forms 73 are properly uploaded into the portal.

1-7a. Vehicle Operators and Authorized Passengers. No member under the age of 21 may operate a Corporate Owned Vehicle (COV) assigned to Minnesota Wing.

1-8b. (Explained). CAPR 77-1 provides "Use of POVs for transportation to and from CAP meetings, encampments and other activities is solely at the risk of the individual CAP members and their passengers. CAP assumes no right of control, liability or responsibility for such transportation." Based on this portion of the regulation, no approval is needed for a member to drive a POV to and from meetings and events. Mileage reimbursement from non-appropriated (non-federal) funds for transportation to and from meetings and events as provided in other Minnesota Wing supplements does not constitute official CAP transportation. Members traveling long distances are encouraged to car-pool as much as possible.

Unit Commanders must approve, in writing and in advance, any use of a POV for official CAP transportation in accordance with CAPR 77-1. General examples of what constitutes official CAP transportation include, but are not limited to; using POV's to supplement a CAP COV when there are not enough seats in the COV for all attendees and no other COV is available; use of a POV to transport equipment and supplies to a site for an activity when no COV is available. Such transportation is official CAP transportation and requires written unit commander approval in advance. If there is a question about whether or not a specific use constitutes official CAP transportation, refer the question through the chain of command in advance.

Supersedes: MN Wing Supplement 1 to CAPR 77-1, 1 May 2016

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OPR: LG

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Notice: Minnesota Wing publications and forms are available digitally at the Member tab of the Minnesota Wing website at: <https://www.mncap.org/>

POV use during USAF assigned missions requires written unit commander approval in advance, documentation in WMIRS and adherence with all regulatory guidance.

2-2. Vehicle Safety Requirements. MNWG COVs shall have affixed within the interior of the vehicle, and in plain view of the vehicle operator, the following safety stickers/decals:

- a. No Smoking
- b. No Cell Phone or Texting Use
- c. Vehicle Rollover Hazard Warning
- d. Vehicle Clearance Height (including antennas and other additions)

Units shall immediately contact the MNWG Transportation Officer for replacement stickers as needed to ensure all four are present at all times.

2-2j: Fire Extinguisher. The State of Minnesota does not require a fire extinguisher to be carried in CAP vehicles. Minnesota Wing vehicles will not have fire extinguishers installed.

2-2k: First Aid Kit. The State of Minnesota does not require a first aid kits to be carried in CAP vehicles. Minnesota Wing vehicles will not have first aid kits installed.

3-1b. MNWG will meet the requirements of CAPR 77-1 for the conduct of manufacturer recommended routine maintenance, in accordance with vehicle manufacturer schedules, through the Valvoline Instant Oil Change Program (VIOCP). All MNWG COVs shall use local Valvoline Oil Change Centers for routine maintenance services. The MNWG VIOC program is described in detail in the Transportation section of the Logistics page of the Wing Intranet. Units without a reasonably close Valvoline Instant Oil Change Center may use another vendor with approval of the MNWG/LG or /LGT. VIOCP may also replace items such as bulbs, wiper blades, air filters, etc. All payments for routine maintenance and COV repairs will be made through NHQ provided Shell payment cards. Copies of invoices showing the Shell transactions will be scanned and forwarded to MNWG/LGT for reconciliation with monthly transaction report. Member performed maintenance, such as oil changes and mechanical vehicle repairs, is prohibited.

3-1c. (Added). COVs shall be washed and waxed semi-annually as directed by the MNWG/LG or /LGT. Make an annotation in the ADDITIONAL COMMENTS section of the CAPF 73 during the month performed.

3-2a. Delegation. MNWG has no designated alternates authorized to sign and submit CAPFs 70, Vehicle Reimbursement Request, to NHQ. Accordingly, all CAPFs 70, along with estimate(s) to be obtained by the unit(s), must be submitted to Wing HQ for processing. Final invoice(s) and evidence of payment for all approved requests will be submitted to Wing HQ no later than 10 days prior to the suspense date provided with the control number issued by NHQ.

3-5. COV Appearance, Identification and Marking: No person shall permanently or semi-permanently install any device or marking on COVs without prior permission of the MNWG/LG. Units may affix magnetic mounted devices as necessary to support activities and missions.

3-5c. Light Bars. Light bars are authorized, but not required, for any Minnesota Wing corporate vehicle. Each vehicle light bar must be approved, in writing, by the Wing Commander. Preferred light bar type is LED mini tactical; however, any amber/white light bar is authorized. Use is restricted to off-road only. Sirens and other types of audible alert devices are prohibited.

JAMES A. GARLOUGH, Colonel, CAP
Commander

Attachment 1

COMPLIANCE ELEMENTS

No additional compliance elements to this supplement.