



## NORTH DAKOTA WING SUPPLEMENT 1

CAPR 77-1

18 MAY 2018

APPROVED/G. SCHNEIDER/NHQ/LG

Transportation

### OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

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

#### SUMMARY OF CHANGES.

Use of ND Wing Form 77-2, Request for Civil Air Patrol Driver's License, has been deleted. Application is now made on-line using the eServices Ops Qual module. Vehicle credit card management procedures have been added. **NOTE: Shaded areas identify new or revised material.**

1-8e. **(added)**: Wing Commander approval must be obtained prior to taking any corporate vehicle more than 50 miles out of state.

2-2p. **(added)**: A spotter is required when backing up. If there is only a driver, the driver will exit the vehicle and survey the area behind the vehicle from the outside prior to backing up.

#### 3-2g. **(added)**: Procedures for Vehicle Credit Card Management.

- a. Each vehicle within the Wing will be provided a Shell credit card to be used solely for minor maintenance and Air Force funded fuel (AFAM). Each card will be numbered with the vehicle number and assigned to the vehicle. Allowable expenditures will include routine oil changes, wiper blades, batteries, etc. Monthly expenditures will be limited to \$1,000 per card and individual transactions will be limited to \$500. Major vehicle maintenance is not authorized and must be preapproved by LGT using procedures currently in place. All maintenance receipts and invoices will be loaded to the maintenance section of ORMS for that vehicle. Use of the grey corporate fleet card is authorized for state funded fuel.
- b. Detailed invoices must be submitted to the Wing Administrator. Cash register receipts showing the amount charged are not sufficient and it is the responsibility of the individual to use the services of a facility which will provide a detailed invoice. All receipts/detailed invoice must be submitted within 10 days to the Wing Administrator or uploaded to a sortie in WMIRS.

5-1b(1)(a). **(added)**: Vehicle Usage Log, CAPF 73, will be uploaded to eServices Operational Resource Management System (ORMS) at the time of mileage reporting or submitted to arrive at Wing Headquarters no later than the 10<sup>th</sup> of the month following the usage month. Negative reports are required.

5-1b(1)(b). **(added)**: Tire pressure checks will be accomplished IAW paragraph 2-1a. The first check of the month will be annotated on the back of the CAPF 73 in the "Additional Comments" block.

-1b(1)(c). **(added)**: The date and odometer reading at the time of an oil change will be entered in the "Additional Comments" block of the CAPF 73. This entry will be carried forward to the next CAPF 73 and updated when a new oil change is accomplished.

John Steiner, Colonel, CAP  
Commander

**Attachment 1 - COMPLIANCE ELEMENTS**

There are no compliance elements to this supplement.