

20 MARCH 2013

INCLUDES CHANGE 1, 13 March 2013 AND CHANGE 2, 7 MARCH 2015,
AND CHANGE 3, 25 February 2017

APPROVED/G SCHNEIDER/CAP/LG

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAPR 77-1, 26 December 2012, includes Change 1, 13 March 2013 is supplemented as follows:
This supplement applies to each Unit of the New Mexico Wing.

1-3. Added.

e. All vehicles will have the Wing Vehicle Log Book in the vehicle at all times. This book contains:

- (1) Table of Contents
- (2) Instructional letters for log book entries, Commander's Policy Letter
- (3) NM Wing Form 73 (Operator's Vehicle Inspection Checklist)
- (4) Proof of Insurance Card and Vehicle Registration
- (5) Copy of NM Wing Supplement to CAPR 77-1, Operation and Maintenance of Civil Air Patrol Vehicles
- (6) Copy of NM Wing **Memo** to CAPR 62-2, Mishap Reporting and Review
- (7) Radio - Misc
- (8) Vehicle Rehabilitation Reimbursement Request (CAP Form 70)

1-5. e. Added.

(1) Successful completion of a certified defensive driving course may be required based on the member's state driving history. This may be determined by the Wing CC, LG, or LGT.

1-5. f. Added.

(1) Each driver holding a CAP license shall report any revocation or suspension of their state driver's license to the Wing Transportation Officer within three (3) business days. The Wing Commander or designee shall suspend CAP vehicle driving privileges.

1-7. a. Added.

(1) Joint encampments with JROTC as defined in CAPR 52-16 will be permitted to use CAP vehicles to transport non-CAP personnel in the normal course of encampment activities. A CAP member with a valid driver's license must be the vehicle operator. At the conclusion of the

activity, the non-CAP member will not retain the authorization to ride in a CAP vehicle without written permission.

3-1. Added.

c. Performing routine maintenance for an assigned vehicle is the responsibility of the unit to which it is assigned. See CAPR 77-1 para 3-2 for reimbursement procedures. Routine maintenance includes, but is not limited to: chipped windshields and items listed in CAPR 77-1, Attachment 1.

3-2. a. Added.

(1) The Unit Commander or designee will forward the CAPF 70 with required attachments, estimates, etc. to NMWG/LGT for action. Repairs will not be authorized until Wing receives a repair control number from NHQ/LGT. Units will not request control numbers.

(2) Units will email or FAX paid original invoices/receipts to NMWG/LGT not later than 21 days after issue of control number. The original invoice/receipt will be mailed or delivered by hand to NM Wing HQ within 14 days of repairs or maintenance being completed.

3-2. Added.

g. Vehicles should be kept under cover, if possible, and maintained as required in CAPR 77-1 and this Supplement.

h. The Shell Fleet Master Card shall be used for routine maintenance at any service facility not exceeding \$500.00. If estimated maintenance exceeds \$500.00 follow 3-2 a through e procedure. All maintenance receipts must be forwarded to Wing within 10 days of maintenance for validation with NHQ/LGT. A copy of maintenance receipt must be filed in NM Wing Transportation vehicle folder.

5-1. a. Added.

(1) Drivers will fully complete NMWG Form 73 checklist and log (Operator's Vehicle Inspection Checklist) for each trip.

Mike Lee, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements for this supplement.