



## OPERATION AND MAINTENANCE OF CAP OWNED VEHICLES

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

**1-2c (5).** A Civil Air Patrol Form (CAPF) 73 shall be uploaded to Operational Resource Management System (ORMS) in eServices on the [WWW.CAPNHQ.GOV](http://WWW.CAPNHQ.GOV) website by every unit/individual possessing a corporate vehicle, **No Later Than** the **5th of each month**, reporting the usage and mileage of all vehicles assigned to the unit/individual. This reporting requirement includes any travel trailers assigned to a unit/individual. Failure of any unit or individual to file the required monthly reports may result in either the temporary or permanent transfer of any corporate vehicles.

**1-3e. Added.** All vehicles shall have the Wing Vehicle Log Book in the vehicle at all times. This book contains at a minimum the items below but not limited to:

- 1-3e.1.** CAPF 73 - Operator's Vehicle Inspection Checklist (access CAP NHQ website: Publication Library)
- 1-3e.2.** Proof of Insurance Card (request from WVWG Transportation Officer)
- 1-3e.3.** Vehicle Registration (request from WVWG Transportation Officer)
- 1-3e.4.** Guidelines for Reporting a Mishap or Accident (request from WVWG Safety Officer)
- 1-3e.5.** EFS Card (see attachment 1)
- 1-3e.6.** West Virginia Sales and Use Tax Exemption Certificate (request from WVWG Administrator)
- 1-3e.7.** Maintenance Records

**1-5b. Procedures and criteria for initial issuance of CAP Driver's License**

Members requesting initial or adding additional vehicles to their CAP driver's license will fill out all requested forms under WVF 75 (see WVWG webpage under members/Admin. Personnel, titled "WV Wing CAP Driver's License Application Form"). Information is to be forwarded to WV Wing HQ. The requesting member must obtain their driving record through the WV Department of Motor Vehicles, if the applicant has a West Virginia Driver's license and upload into OPS/Quals. In the case of members who have a non-WV operator's license (out of state), they will have to provide a copy of their own driver's history from their home state motor vehicle agency that must be attached to the WVF 75. The approving authority will review the application and driver's history to ensure that the applicant meets all CAP requirements. At that time, a license will be granted if all criteria have been met. Only the CAPF101 card, with proper Driver's License endorsement, is valid for use. Any previously issued CAPF 75 "Motor Vehicle Operator Identification Card" held by members is void regardless of the expiration date issued on the card.

**1-5b.-1. Added. Renewal.** Member must provide a copy of their new WV driver's license and the DMV forms 101-PS1 and 101-PS2. (See WV State Transportation Office Website.) Individuals must also download a copy of their driving record from WV DMV or out of state driving record and upload it to Ops/Quals.

**1-7a.** Only Wing Members who have attained the age of 21 years will be permitted to operate WV Wing vehicles. When driving a WV CAP Vehicle, operators must have in their possession a copy of their "CAP 101 card" which lists the vehicle operator as being permitted to drive the respective CAP vehicle. They must also have a valid motor vehicle operator's license issued by appropriate governmental agency.

**1-8a.** All CAP vehicles will be used only for official CAP business. Use of CAP vehicles for personal use is strictly prohibited. Any unauthorized and improper use of a CAP vehicle must be avoided so as to avoid adverse community relations or potential legal complications. Improper uses include, but are not limited to, commuting to civilian job, personal recreation, transporting family or non-CAP members, and rent-for-hire. Unit commanders will widely publicize and emphasize this requirement.

**1-8a.1. Added.** Vehicles assigned to subordinate units of the WV Wing shall be made available as requested by activity managers, such as Incident Commanders, Encampment Commanders, etc.

**1-8a.2. Added.** All requested WV Wing vehicles must be present at all SAREX's unless down for repair or maintenance. Any unit that does not have its vehicle present at SAREX's or does not use it on a regular basis may have its vehicle reassigned.

**3-1c. Added.** Fuel expenses for an assigned vehicle are the responsibility of the unit to which it is assigned. Units will use ESF Card for vehicle routine maintenance and minor vehicle maintenance up, but not exceeding, \$500, including tires. Routine maintenance includes maintenance as outlined in the owner's manual. If no owner's manual exists, please refer to CAPR 77-1 attachment 1; "General Routine Maintenance Schedule".

**3-1c.-1. Added. Fuel purchase.** EFS cards are to only be used to purchase fuel for NHQ REIMBURSABLE Missions as defined in Attachment 1. Wing will draft back any unauthorized fuel purchases from the unit's wing banker account.

**3-2-1. Added.** When major repairs are needed, the unit commander or transportation officer or the individual to whom the vehicle is assigned (if other than a unit) will forward estimates and a description of work to be done and why it is required to the Wing Administrator and/or Wing Transportation Officer for action. Repairs will not be authorized until the unit/individual receives a repair confirmation Email from the WA/ Wing LGT stating that National HQ CAP Logistics Officer has approved the repair. Units/individuals will not contact NHQ LGT directly for repair authorizations. When any maintenance work is performed on a WV CAP vehicle, it shall be uploaded to e-Services/ORMS/maintenance with an email and/or a copy of the work order being provided to Wing HQ describing the work performed and mileage. This documentation should be filed in vehicle log.

**3-2-1.1. Added.** A current WV Motor Vehicle Inspection will be maintained on the vehicle. The inspection sticker will be placed on the windshield in the normal manner. If the state inspection station does not accept the EFS Card, forward a legible receipt to WVWG/HQ with a WVFM 173-2, WV Wing voucher, for reimbursement.

**3-2-1.2. Added.** The unit commander will ensure that all assigned vehicles undergo proper routine maintenance by using the NHQ-instituted ESF card program. Under the ESF card program, pre-approvals and control numbers are not required for routine maintenance. The requirements of paragraph 3-2. above still apply for major maintenance. Routine maintenance includes, but is not limited to, oil changes, including filter change at proper intervals, under vehicle lubrication to include rear ends, ball joints, etc., safety inspection of tires, exhaust system, brakes, all lights, windshield

wipers and windshield repairs meeting individual transaction limits. Ensure vendors are provided the WV Sales and Use Tax Exemption Certificate, so tax is deducted from the final cost.

**Attachment 2. Tire Tread Added.** All tires (including spare) must be replaced on WV CAP vehicles, regardless of tread depth, every six years due to dry rot.

CONNIE S. MOODY, Colonel, CAP  
Commander

## **EFS COV GROUND FLEET CREDIT CARDS**

### **Highlights:**

- This **EFS MasterCard** is for **COV maintenance and AFAM fuel only**. No other uses are currently permitted.
- Each credit card is issued to a specific COV and ***MUST stay with that COV AT ALL TIMES*** (even if the vehicle is transferred to a new Wing). **Do not use a COV's specific card with any other COV.**
- Credit Cards will remain in the Log Books.
- Credit Cards are to be used only for ***NHQ REIMBURSABLE Missions***:
  - All "A" Mission Symbols (ex: SAR, MX Flight, Proficiency, and Cadet O-Rides)
  - Some "B" Mission Symbols (B10, B11, B13 – FEMA, NOAA & NWS/other Federal Agencies)
  - Oil may be purchased with the fuel from the Fuel Vendor at the time of fill-up.
  - Oil is not claimed in WMIRS on the sortie, but sent to wing like other maintenance costs.
- **Cards are never to be used for "C" Missions, MO-Misc. Missions, or unit-funded activities.**
- This card will work at any fuel vendor.
- Should a vendor not accept MasterCard, notify the wing administrator at wing HQ.
- Vehicle maintenance receipts must be uploaded to ORMS and placed in vehicle log.  
This includes oil purchased for NHQ reimbursable missions. Do not claim oil costs in WMIRS.

### **Payment Procedures:**

1. Cards are COV specific and not to be used with any COV other than the one specified on the card.
2. Pin Numbers (could be called "Driver ID") will be the first four digits of the COV ID. \*
  - Ex: 47207 = 4720 pin
  - Ex: 47099 = 4709 pin
  - Ex: 47209 = 4720 pin
  - Some vehicles will have the same PIN
  - \*Some stations may not require a pin/driver ID
3. If prompted for "odometer" while using the card, enter the current COV odometer reading.
4. **If the Merchant asks for a zip code, it is 25311.**
5. If a hand-written receipt is provided by the fuel vendor, please write "NHQ Card" on the fuel receipt to indicate that this was the form of payment.
6. WMIRS sorties should be completed within 24 hours, but NLT 72 hours, to include scanning/uploading ALL documentation/receipts
  - on your Ground Sortie Page, please **check the "NHQ Card Paid" Box next to the Reimburse To: field** to ensure proper payment and documentation.
  - Do not claim oil costs in WMIRS. Send these to wing HQ just like any other maintenance receipt.
7. Follow current CAP and Wing regulations for vehicle maintenance procedures and remember to notify the vendor about CAP's tax-exempt status and ensure the final invoice is sales tax-free.
8. ANY Questions – Please call WG HQ (304-343-8866).

**Attachment 2 - COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
WVWG/LG		Are items maintained in Wing Vehicle Log Book?	Compliance is determined through Inspection of Wing Vehicle Log Book.	(A-Discrepancy): [xx] (Question 1) Unit failed to maintain Wing Vehicle Log Book IAW WVWG Supplement 1 to CAPR 77-1, para 1.3e.	Attach a copy of the corrected records to the discrepancy in the Discrepancy Tracking System (DTS).