



ME WING SUPPLEMENT 1

CAPR 77-1

27 March 2020

APPROVED/G.Schneider/CAP/LG

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

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

1-3.e. Added. While the original CAPF 73 may be maintained at the location of vehicle assignment, a signed copy of the CAPF 73 will be submitted to Wing HQ no later than one week from the beginning of each month. Optionally, unit may upload CAPF 73 directly into ORMS. All Squadron Commanders will ensure that mileage reporting in ORMS is completed by the 5th of the month.

2-2.k. As the requirement for first aid kits are optional for ground vehicles, for Maine Wing corporate vehicles the carrying of such kits will be prohibited.

3-1.c. Added. At the beginning of each month, unit transportation officers shall review a shared spreadsheet (to be maintained on the wing website) containing the vehicle manufacturer's recommended recurring routine maintenance schedule for their assigned vehicle(s). Required maintenance work will be performed in accordance with the appropriate schedule (either by mileage or date as applicable) and the unit transportation officer will update the spreadsheet with the completion date of the required maintenance item(s). No later than the end of each month, the wing LGT shall review the status of all vehicles currently required maintenance and follow up with the unit transportation officers until all past due items have been completed. Vehicles without completed maintenance exceeding 500 miles (for mileage scheduled items) or 30 days (from calendar scheduled items) from the recommended schedule will be restricted from use except that necessary to transport the vehicle to a dealer or automotive maintenance shop. Additionally, in order for the wing LGT to verify compliance, each unit will upload the work order and receipt from the vendor performing the maintenance into ORMS. Each month the wing LGT will report to wing commander on the status of completion by the units. Repeated non-compliance or protracted delay in performing scheduled maintenance may result in vehicle re-assignment at the wing commander's discretion.

3-2.a. The wing commander has not provided a letter to NHQ/LGT designating alternates at the unit level to sign and submit a CAPF 70 to NHQ. Accordingly, all CAPF 70 *Vehicle Reimbursement Requests* along with estimate(s) to be obtained by the unit(s), must be submitted to Wing HQ for processing. If approved, final invoice and evidence of payment 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.c. Wing commander written approval is hereby authorized, but not required, for any Maine Wing corporate vehicle to have light bars installed provided they are only amber or amber/white.

Blain Cote, Col, CAP
Maine Wing Commander

Attachment

There are no compliance elements.