



NATCAP SUPPLEMENT 1
CAP REGULATION 77-1

25 OCTOBER 2019
APPROVED/G. SCHNEIDER/CAP/LG
Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

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

SUMMARY OF CHANGES

Use of NATCAP LG Form 2, Vehicle Loaner Inspection Form; LG Form 1, Request for CAP Motor Vehicle Operator Identification Card; LG Form 3, Record of Periodic Maintenance Repair & Service; and LG Form 4, Vehicle Damage Log are deleted as no longer necessary

1-3e. Added. All vehicles assigned to the DC Wing will have an issued Wing Vehicle Log Book in the vehicle at all times. The book has been standardized to contain the following, but is not limited to:

- (1) Front Cover - Vehicle Identification & Warnings
- (2) Tab 1 (Daily Vehicle Usage Forms)
 - Overprinted CAPF 73's for current fiscal year
 - NATCAPWG LG Form 1
- (3) Tab 2 (Registration and Insurance)
 - Current DC Motor Vehicle Registration (original)
 - Current Insurance Card
 - Current DC Safety Inspection
- (4) Tab 3 (Accident reporting)
 - Memo – Accidents and Incidents
 - CAPR 66-2 (current version)
 - SF Form 91 (Motor Vehicle Accident Report) & Arlington County Accident Report Form
 - (Note these forms are only to assist the driver in gathering the necessary and relevant information in the event of an accident. They should not be passed on to anyone as an official statement.)
- (5) Tab 4 (CAPR 77-1)
 - CAPR 77-1, Operation and Maintenance of CAP Vehicles, and this supplement.
- (6) Tab 5 (Maintenance Records)
 - Schedule of Maintenance
- (6) Pocket
 - EFS Wex Card with NHQ instructions on use

Fleet Commander Card for Non-reimbursable fuel purchases
Tire pressure gage

(7) Rear Cover (Before, During and After Operations Preventive Maintenance Checks & Services checklist)

1-3.f. Added. The original DC Vehicle Title will be kept at Wing HQ in the Master Vehicle Folder. The original of the current DC registration is maintained in the vehicle logbook. A photograph of the current vehicle registration will be kept on the NATRCAPWG LG vehicle notebook.

1-3.g. Added. The Wing Transportation Officer will provide overprinted CAPF 73's with the vehicle and unit information entered and a watermark of the vehicle number on the reverse to assist in identifying the correct vehicle when scanned and on a separate page. The reverse side of the form will have a place to indicate that the credit cards were present and accounted for when the form was completed at the end of the month. The CAPF 73 will be scanned and uploaded into ORMS or forwarded to the Wing Transportation Officer not later than the 10th of each month. The original CAPF 73 will be maintained at the location of the vehicle assignment in a file cabinet or equivalent if the unit has a dedicated file storage area. Units may elect to forward the original to NATCAPWG LG for filing. Units should make it a routine practice to complete the CAPF 73 inspection and sign the next month's form when completing the current month.

1-5.b.(1) Added. Driver's Licenses. Unit Commanders, by submitting a request for a driver's license, are certifying that the member has reviewed the National Capital Wing Vehicle Familiarization Course and has demonstrated the skills and knowledge of safe Corporate Owned Vehicle operations.

1-5.b.(2) Added. The state driving record submitted for an initial or renewal of the CAP driver's license must be dated less than 30 days from the date of e-services submission.

1-5.b.(3) Added. Before a CAP Driver's License is approved, the requesting member must upload a current photo of themselves in eServices for the CAPF 101.

1-5.i. Added. At the conclusion of any suspension or revocation, successful completion of a certified defensive driving course may be required based on the member's state driving history and reason for the suspension. This requirement will be determined by the Wing Commander with recommendation by the Director of Logistics and unit commander.

1-5.j. Added. The grandfather period for previously issued CAPF 75 "Motor Vehicle Operator Identification Card" is over and are no longer valid for NATCAPWG drivers regardless of the expiration date.

1-5.k. Added. No member will be approved for towing a trailer over 2,000 pounds without receiving a checkride by a designated instructor with a Commercial Driver's License (CDL).

1-5.l. Added. Driver's will report through their unit commander any revocation or suspension of their state driver's license or any moving or non-moving violation/citation in a COV to the NATCAPWG LG within three business days. Driver's are personally responsible for any fine imposed for traffic violations.

1-5.m. Added. NATCAPWG LG will ensure that all NATCAPWG licensed drivers are entered into the Fleet Commander system to authorize them to purchase fuel. The LG will review the list of authorized drivers to delete drivers who no longer have a valid CAP license.

1-7.f. Added. Request for out of VA, DC or MD operation of CAP corporate vehicles requires prior approval of the Wing Commander and coordination with the DC Wing Transportation Officer to obtain authorization from Fleet Commander for use of fuel credit cards.

1-7.g. Added. The Wing Transportation Officer will conduct an annual briefing for National Capital Wing members with a CAP driver's license of the requirements of CAPR77-1 and this supplement in conjunction with the Annual Wing Conference. The Wing Transportation Officer will annually send each licensed driver a memorandum on the safe and proper operation of Corporate Owned Vehicles.

1-8.e. Added. Request for out of VA/MD/DC operation of CAP corporate vehicles requires prior approval of the Wing Commander or DC Wing Transportation Officer. The Wing LG will coordinate for out of area use of the Fleet Commander credit card for fuel purchases. Drivers will be familiar with the appropriate use of the credit cards (e.g. EFS card for all maintenance and fuel for NHQ REIMBURSABLE Air Force assigned missions; Fleet Commander card for all other fuel purchases) and the procedures for their use.

1-8.f. NATCAPWG vehicles are frequently used by other CAP units visiting the national capital or by National Headquarters. When tasked to loan a vehicle, units will ensure that the vehicle's appearance is up to standard, it has a full fuel tank, and, if possible, a joint inspection is conducted with the borrowing unit with all discrepancies and ancillary equipment noted on the CAPF 73 and verification that the driver(s) of the borrowing unit has(have) a valid CAP license (CAPF 101) . A joint inspection should be performed upon return. It is expected that the vehicle will be returned with a full fuel tank. Borrowing units/NHQ will not use the Fleet Commander for fuel purchases.

2-1.d Units will plan for tire replacement on/about the five year anniversary of the DOT manufactured date found on the tire. The EFS card is authorized for tire replacement up to \$200 each including balancing, mounting, etc. without the preapproval otherwise required for any maintenance over \$500.

2-2.h.(1) Vehicle Operations in the National Capital Region by NATCAPWG licensed drivers. Given the preponderance of garages in the Washington Metro area and the limited maneuverability of CAP vans in tight spaces, any parking in a garage (under or above ground) must be conducted with a ground guide and only after verifying that the garage clearance will support the van with antenna height. If a ground guide is not available, other options must be pursued.

2-2.p. Added NATCAPWG vehicles will have, at a minimum, a 10 Person OSHA approved First Aid Kit, secured in the vehicle.

2-2.q. Units will ensure that vehicles are inspected as required by the District of Columbia prior to the date shown on the inspection sticker.

3-2.g. Added. Requests for maintenance exceeding \$500 must be sent to NATCAPWG LG with a written estimate. No work exceeding the \$500 estimate will be performed until authorized by the NATCAPWG LG. Work will not be subdivided to fall below the \$500 threshold.

3-5.f. Added. Each NATCAPWG vehicle will, in addition to the vehicle number affixed to the rear of the vehicle IAW CAPR 77-1, have a 1" label with the vehicle number affixed to the driver's side of the hood on

the front so it is visible when standing in front of the vehicle. When many vehicles are assembled for major events this will facilitate the easy identification of the proper vehicle. The NATCAPWG LG is responsible for placing the label on the vehicles.

3-5.g. Added. Vehicles that do not have a factory equipped gas filler cap that specifies the type of fuel for the vehicle will have a label affixed inside the gas cap indicating the type of fuel required (e.g. "GASOLINE ONLY" or "DIESEL ONLY") to prevent the use of the wrong type fuel. The NATCAPWG LG will affix the labels.

3-5.h. Added. The Wing Transportation Officer will affix a label to the dashboard of each vehicle with the vehicle height with antenna. Drivers will ensure vans are not driven into garages with too low a clearance.

3-5.f. Added. Units with an assigned Corporate Owned Vehicle (s) will ensure that the COV's appearance is maintained at all times. At a minimum the vehicles must be washed at least once during a six-month period or as needed as part of the After Operations Preventive Maintenance Checks and Services (PMCS). The vehicle should be polished (waxed) at least one during a six-month period. The interior of the vehicle will be cleaned after each use with all trash and un-needed items removed. No loose items are to be kept in the vehicle which could become projectiles in a crash or sudden stop. Items must be contained in a box and with a cargo net. Vehicles not properly maintained IAW the manufactures maintenance schedule or when the vehicle appearance is not to standard may be reassigned at the wing commander's discretion.

5-1.c. Added. DCWG units will upload a scanned copy of the CAPF 73 each month when entering their vehicle time and usage into ORMS.

JANON D. ELLIS, Col, CAP
Commander

ATTACHMENT 1

FLEET COMMANDER FUEL CARD USAGE

HIGHLIGHTS

Each CAP vehicle has a CSI Global-Fleet card assigned which is linked to the unit the vehicle is assigned. By default, the unit that the vehicle is assigned to will be charged for fuel for that vehicle unless otherwise indicated through the NATCAP Fleet Card Use form available on the NATCAP Wing Website (<https://sites.google.com/a/natcapwg.cap.gov/logistics/fleet>). The vehicle operator and/or logistics officer must fill out the Fleet Card use Form within 7 days of each fleet card transaction.

The Wing Administrator (WA) will compare the information on the fleet card report to the monthly fleet card invoice. If a unit used a vehicle on loan from another unit, then the WA will bill unit that used the vehicle. The WA will send a copy of the monthly invoice to the unit finance committee for approval through Sertifi.

The Fleet Commander Card is ONLY for Fuel and only for "C" Missions, NATCAPWG Misc Missions or unit-funded activities. Use the NHQ issued EFS card for all maintenance and fuel for USAF approved missions (see Attachment 2).

The card MUST stay in the vehicle logbook at all times and be accounted for at the end of the month by annotating the back of the vehicle's CAPF 73.

Units outside of NATCAPWG are not authorized use of the Fleet Commander card.

The Fleet Commander card is authorized for use only in VA/MD/DC unless special arrangements are made by the LG for use outside this area.

The NATCAPWG LG maintains the list of card users by registering them in the Fleet Commander system. Members whose CAP driver's license expires or whose membership expires will be terminated from the program.

Repeated attempts to use the card and failing will result in the card being locked out and require the LG or Wing Administrator to contact Fleet Commander to reactivate.

PAYMENT PROCEDURES

At the pump the driver is required to enter the odometer reading of the vehicle and their CAPID.

Within 7 days the driver or unit logistics officer will complete the Fleet card usage report with the following information (* Required):

- * CAP Vehicle Used (select from dropdown list of NATCAPWG vehicles)
- * Card Used For (Should only select Fuel)
- * Amount Charged
- * Date of Transaction
- * Bill To (use drop down to select unit to be charged)

* Unit Budget Category

Other Budget Category

Comments

It is not necessary to scan and submit the pump receipt with this report. The receipt will be retained until the monthly invoice is closed.

ATTACHMENT 2

EFS GROUND MASTERCARD GUIDELINES

- This card is for COV maintenance and AFAM fuel only. No other uses are currently permitted.
- Each MasterCard 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 and AFAM (Air Force Approved Mission) REIMBURSABLE Missions:
 - o All "A" Mission Symbols (ex: SAR, MX Flight, Proficiency, Cadet O-Rides)
 - o Some "B" Mission Symbols (B10, B11, B13 – FEMA, NOAA & NWS/other Federal Agencies)
 - o Oil may be purchased with the fuel from the Fuel Vendor at the time of fill-up.
 - o 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, unit-funded activities, or car washes.
- This card will work at any fuel vendor. It is not limited to Shell stations.
- Should a vendor not accept MasterCard, notify the wing administrator at wing HQ.
- Vehicle maintenance receipts must be turned in to wing monthly and uploaded to ORMS NLT 72 hours.

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. *
 - o Ex: 25009 = 2500 pin
 - o Ex: 25022 = 2502 pin
 - o Some vehicles will have the same PIN
 - o *Some stations may not require a pin/driver ID
3. If prompted for "odometer" while using the card, enter the driver's CAP Member ID.
4. If the Merchant asks for a zip code, it is 36112.
5. If a hand-written receipt is provided by the fuel vendor, 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.

- o On your Ground Sortie Page, check the "NHQ Credit Card Paid" Box next to the "Reimburse To:" field to ensure proper payment and documentation.
 - o 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. All maintenance receipts must be turned into the Wing. Scan and forward to the Wing Administrator and Wing LG. The Wing LG will forward maintenance receipts to NHQ.
 9. ANY Questions – call or email WG HQ

ATTACHMENT 3
COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
LGT	01	Are NATCAP Wing members correctly entering the start/end mileage and destination on NATCAPWG LG Form 1?	Review vehicle log books to ensure that NATCAPWG LG Form 1 matches the entries on CAPF 73.	(A-Discrepancy): [xxx] (Question 1) NATCAPWG LG Form 1 was not correctly annotated after use IAW NATCAPWG Supplement 1 to CAPR 77-1.	Advise driver on the proper procedures for completing the NATCAPWG Form 1 and attach written documentation in the Discrepancy Tracking System (DTS).
LGT	02	Are Vehicle Logbooks maintained IAW NATCAPWG Suppl 1 to CAPR 77-1?	Review vehicle log books to ensure format and content are IAW 1-3.e.	(A-Discrepancy): [xx] Vehicle logbook is not maintained IAW NATCAPWG Suppl to CAPR 77-1	Vehicle logbook is changed to conform to NATCAPWG Suppl to CAPR 77-1.
LGT	03	Are drivers / units completing the Fleet Card report within 7 days of purchasing fuel?	Review the Fleet Card invoice to the Fleet card report submission date.	(A-Discrepancy): [xx] Driver did not report fuel purchases on the Fleet Card Report within 7 days of purchase.	Advise driver on the proper procedures and attach written documentation in the Discrepancy Tracking System (DTS).