



INWG SUPPLEMENT 1

CAP REGULATION 77-1

6 MARCH 2017

APPROVED/G. SCHNEIDER/NHQ/LG

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAP Regulation 77-1, dated 26 December 2012 [13 March 2013 revision], is supplemented as follows:

Paragraph 1-2b. The Wing Transportation Officer (INWG/LGT) and the Director of Logistics (INWG/LG), in the absence of INWG/LGT, are delegated CAP driver's license application approval authority.

Paragraph 1-2b(6). The exterior and interior of all INWG assigned COVs will be cleaned monthly. Transportation officers will record the following the statement on the CAPF 73 Additional Comments section: "Vehicle cleaned on DD MMM YY." Vehicles will be waxed annually. Drive through spray wax treatments do not satisfy this requirement. Transportation officers will submit a letter of confirmation or receipt from a commercial facility to document completion of the annual waxing requirement. The custody unit is responsible for all costs associated with cleaning and waxing corporate vehicles.

Paragraph 1-3. Vehicle Records Folder. The official vehicle records folder will be maintained electronically through ORMS. An abbreviated physical binder (referred to as "vehicle binder") will be maintained in each COV. The Indiana Wing Vehicle Binder coversheet will be used and is available on the wing website. The following regulation defined contents will be maintained as described in separate tabs as described:

Paragraph 1-3a. The vehicle registration certificate will be maintained in the vehicle binder with a copy uploaded to ORMS. Label: TAB 1.

Paragraph 1-3b. The current month CAPF 73, *CAP Vehicle Inspection Guide and Usage Data*, will be maintained in the vehicle binder. Past month CAPF 73s will be uploaded to ORMS via Vehicle Usage Entry by the unit transportation officer at the time monthly usage is recorded. The original document will be maintained locally by the unit transportation officer. INWG/LGT will maintain a copy of all completed CAPF 73s for at least the preceding calendar year to ensure the record is available in the event of data loss in ORMS. This backup copy may be kept electronically. Label: TAB 2.

Paragraph 1-3c. All repair and maintenance expense documentation will be uploaded to the documents section of the vehicle record in ORMS. This documentation will also be maintained in the vehicle binder. Label: TAB 3.

Paragraph 1-3d. A copy of the insurance card will be maintained in ORMS and vehicle binder. Label: TAB 1.

Paragraph 1-3e. Added. A copy of the Indiana Wing Contacts Reference Sheet, available from the INWG website Publications section, will be maintained in the vehicle binder. This sheet provides important phone numbers and call sign listings. Label: TAB 4.

Paragraph 1-3f. Added. A current copy of CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, and this supplement will be kept in the vehicle binder. Label: TAB 5.

Paragraph 1-8b. Incident commanders are delegated authority to dispatch POVs for AFAM purposes when a COV is not available.

Paragraph 1-8b(1). Added. When the WMIRS Sortie Type is anything other than "Travel to/from mission", drivers must orally verify that proper insurance is available in accordance with the requirements of the state or commonwealth in which the vehicle is plated to the Incident Commander prior to commencing the sortie. A copy of the insurance verification will also be provided to the Incident Commander for inclusion in the mission record. Additionally, drivers will provide a properly completed CAPF 73 on the POV to the Incident Commander for each day that the POV is active on the mission. The CAPF 73 must be completed PRIOR to using the vehicle on the mission. This CAPF 73 will be maintained in the mission record.

Paragraph 1-8b(2). Added. When a POV is authorized to be used in this manner, the Incident Commander will immediately notify the Wing Commander by email, and will ensure that a current copy of the vehicle's registration and insurance certificate are maintained in the mission record (in addition to the completed CAPF 73).

Paragraph 2-2g. Before towing a CAP corporate trailer or using a CAP corporate vehicle to tow a temporary use trailer the driver must pass a safe towing check with the wing transportation officer (INWG/LGT). INWG/LGT will maintain a list of drivers approved to tow vehicles in INWG. The safe towing check will include evaluation of trailer and towing knowledge, safety walk around, safe trailering techniques, electronic trailer brakes, and basic driving maneuvers.

Paragraph 2-2j. Fire extinguishers will not be carried aboard CAP ground vehicles assigned to INWG or its subordinate units.

Paragraph 2-2k. First aid kits will not be installed in vehicles assigned to Indiana Wing or its subordinate units.

Paragraph 2-2o. The prohibition of hand-held device use while operating COVs extends to any driver operating any vehicle authorized for official Civil Air Patrol use in accordance with CAPR 77-1 paragraph 1-8 and as supplemented herein.

Paragraph 3-2a. The Indiana Wing Transportation Officer (INWG/LGT) is the INWG designated officer responsible for submission of reimbursement requests to NHQ/LGT. The INWG/CC provided letter to NHQ/LGT with designated alternates will include, the Transportation Officer, Director of Logistics, Chief of Staff, Vice Commander, and Commander. Subordinate unit transportation officers (squadron and group) will coordinate with INWG/LGT when maintenance, scheduled or incidental, is needed.

Paragraph 3-2b. Unit transportation officers will seek a quote for repairs when directed by INWG/LGT. INWG/LGT will coordinate with NHQ/LGT when necessary.

Paragraph 3-2d. INWG/LGT will direct unit transportation officers when maintenance has been approved. Vendors may not be authorized to begin work until directed by INWG/LGT.

Paragraph 3-5a. Vehicle markings will be the most current required by NHQ. Customized or unit specific decals, permanent or temporary (magnet, etc.), will not be used.

Paragraph 3-6. Added. The INWG Form 937V outlines the unit's responsibility to maintain the vehicle on behalf of Civil Air Patrol and in accordance with Civil Air Patrol, Great Lakes Region and Indiana Wing directives. This agreement will be completed upon change of a custody unit commander and anytime the

vehicle assigned to the unit is changed. The current agreement for all assigned vehicles will be maintained by INWG/LGT.

Paragraph 4-2. Unit transportation officers will submit windshield damage repair requests through INWG/LGT.

Paragraph 5-1b(1). Unit transportation officers will enter vehicle usage data into the online vehicle reporting program (ORMS / Vehicle Usage Entry) by the 5th of the month following the reported month. The INWG/LGT will verify all INWG vehicle usage data is entered by the 10th of the month following the reported month.

Paragraph 5-1c. Added. Transportation officers will use the ORMS Vehicle Usage Entry CAPF 73 upload tool to upload each month's CAPF 73. Both sides of the CAPF 73 will be scanned and saved as a single file.

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Commander

Attachment 6
COMPLIANCE ELEMENTS

No compliance elements are created by this supplement.

NOTE: This attachment will be renumbered upon republishing of CAPR 77-1 in the publications rewrite process.