



CAP REGULATION 77-1

19 October 2021

APPROVED/K. JONES/CAP/LG

Transportation

Operation and Maintenance of CAP Vehicles

CAPR 77-1 Operation and Maintenance of CAP Vehicles, dated 26 December 2012, Change 1 dated 13 March 2013, and ICL 20-05 is supplemented as follows:

SUMMARY OF CHANGES.

The update removes verbiage that is redundant in the parent regulation.

- 3-2g. **(Added). National Headquarters EFS Credit Card Program for Minor Vehicle Maintenance.** Each vehicle within the Washington Wing has been provided an EFS card to be used solely for minor vehicle maintenance. Each card is numbered with the vehicle number and assigned to an individual.
- (1) Allowable expenditures will include routine oil changes, wiper blades, batteries, etc.
 - (2) Monthly expenditures will be limited to \$1000 per card.
 - (3) Individual transactions will be limited to \$500.
 - (4) Major vehicle maintenance is not authorized and must be preapproved by LGT using procedures currently in place.
 - (5) The vehicle maintenance card may not be used for any other type of expenditure, including fuel, even if the intent of the individual is to repay the organization.
 - (6) When the EFS card is issued, it will be accompanied by a partially completed WAWG Form 70. The receiving unit commander will sign that form in the appropriate place and return the signed form to the Wing Administrator.
 - (7) Credit cards are CAP vehicle specific and must not be used for any other vehicle.
 - (8) The placard shown in Attachment 2 of this supplement will be placed in the Vehicle Logbook with the EFS credit card.
- 3-3h. **(Added).** Detailed invoices must be submitted to the Wing Administrator monthly.
- (1) Cash register receipts showing the amount charged are not sufficient and it is the responsibility of the individual to use the services of a facility which will provide a detailed invoice.
 - (2) All receipts must be submitted within 10 days of notification by the Wing Administrator that the invoices are due.**
 - (3) Financial Management will not approve invoices. It is the responsibility of the purchaser to ensure the invoice is correct as to the amount billed and received.
- 3-5c. **(Added).** The wing commander has approved the use of utility light bars for Washington Wing CAP vehicles. The **only authorized colors for these light bars are amber or amber/white**, and must follow the narrowest guidelines established by the resident state and all surrounding states. If you have any questions regarding this, please contact WAWG/LG.
- 5-1c. **(Added).** WAWG Form 73, *Vehicle Trip Log*, will be maintained in each Vehicle Logbook. The vehicle operator is responsible for entering the purpose and beginning and ending odometer reading of each trip. This information is used by the vehicle custodian to report online at the end of each month the number of miles traveled for each type of vehicle use.

Appendix 1 **(Added)**.

a. The oil will be changed every six months in vehicles that do not exceed 5000 miles travel per year. It is requested that the oil change be accomplished in January and July in order for the wing maintenance office to track accomplishment of this task.

SHELLY J. NORMAN, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements to this regulation.

Attachment 2

ATTENTION

**THIS EFS CREDIT CARD
IS FOR MINOR MAINTENANCE
USE ONLY.**

**DO NOT USE IT FOR FUEL
PURCHASES.**