



12 October 2023

APPROVED/E. MANNING/CAP/LG

Vehicle Maintenance

CIVIL AIR PATROL VEHICLE MAINTENANCE MANAGEMENT

[CAP Regulation 77-1](#) dated 26 Dec 2012, Operation and Maintenance of CAP Vehicles (Includes Change 1, 13 Mar 13 and [ICL 20-05](#) , [ICL 22-02](#) Incorporated) is supplemented as follows:

1-2.b. Added. The Wing Transportation Officer (DEWG/LGT) is delegated approval authority for CAP driver's license applications. If the DEWG/LGT position is vacant, the DEWG/LG will be responsible.

1.2.d.Added. Unit LGT's and wing staff members assigned COV's are responsible for adherence to the provisions of CAPR 77-1, Operation and Maintenance of CAP Vehicles, for all operations of assigned vehicles. Additionally, they are tasked with promoting compliance with the following wing policies:

(1) Wing staff assigned vehicles and squadrons assigned vehicles will ensure that vehicle data is uploaded into ORMS by the 5th of each month.

(2) If required, unit LGT's can contact the wing LGT for assistance with vehicle data entry, image uploading to the ORMS vehicle record folder, or for any other issue relating to vehicles.

1-5.i. Added- Members and squadrons assigned vehicle will assure that vehicles are locked and stored in a secure location at a meeting location or private residence when not being used. Squadron assigned vehicle storage locations, key access procedures and combinations shall be entered and updated in ORMS by the squadron commander or designee. Vehicle storage locations, key access procedures and combinations for vehicle assigned to staff shall be entered and updated in ORMS by the DEWG/LGT.

1-5.j. Added- squadrons and or Wing staff members who are assigned vehicles that store them outside the State of Delaware or a DEWG squadron location require wing commanders written approval.

1-5.j.(1) Added After each use, operators should ensure that fuel tanks are at least $\frac{3}{4}$ full.

1-7.a. Clarified. Only members with a CAP driver's license may operate COV. Members under 21 years of age, but at least 18 years of age, are permitted to operate general CAP owned sedans and minivans. They may not carry passengers or tow trailers.

1-7.f. Added. Only members who have obtained a trailer endorsement on their CAPF101 card will be permitted to tow a trailer with a COV. For a tow trailer endorsement to be added to the current CAPF101, the member will email a request to the DEWG LGT along with a copy of any credentials or qualifications that will support the request.

1-7.g. Added- Operators of the Delaware Wing Communications van require the special vehicle endorsement on their CAP Driver's License or designation by the wing commander to operate the vehicle. New CAP Drivers License applicants will not receive the specialty vehicle Endorsement and be authorized

to drive the DEWG Communications van until after completion of qualifications and/or a driver's test with the DEWG/LGT.

2-1.d. Added. All DEWG vehicles (with the exception of wing command staff vehicles), are required to be made available and delivered to wing for the annual Cadet Basic Encampment, upon request of incident commanders and any other activity as prescribed by the wing commander for inspection and utilization.

2-2.g.(1). Added. When using a COV, no member may tow a trailer without the proper endorsement listed on the CAPF 101 card (see 1-7.f.). No member may tow a COV trailer with a POV without the proper endorsement(s) and written permission from the DEWG/LGT.

3-2.g. Added. EFS cards may be used to purchase fuel only for NHQ REIMBURSABLE Missions (AFAM). DEWG will draft back any unauthorized fuel purchases from the unit's wing banker account.

3-5.c. Wing commander written approval is hereby authorized, for any Delaware Wing corporate vehicle to have light bars installed. Light bars must be full size and only include amber/white lights and meet State of Delaware Motor Vehicle Code.

ROBERT HOTCHKISS, Colonel, CAP
Commander

Attachment 1
Compliance Elements

There are no compliance elements with this supplement.