



LAWG SUPPLEMENT

CAP REGULATION 77-1

16 November 2023

APPROVED/E. MANNING/CAP/LGT

Transportation

OPERATION AND MAINTENANCE OF CAP VEHICLES

CAP Regulation 77-1, dated 26 DECEMBER 2012, is supplemented as follows:

Para 1-3.e Added. A logbook will be maintained at all times in each CAP corporate vehicle in the custody of Louisiana Wing or any of its subordinate units. The logbook will contain the following documents:

1. Table of Contents
2. CAP Regulation 160-2
3. CAP Form 73, *CAP Vehicle Inspection Guide and Usage Data*
4. Copy of Vehicle Registration
5. Vehicle Current Proof of Insurance
6. Currently Approved NHQ Credit Card
7. LAWG Supplement to CAPR 77-1

Para 3-2.b when repairs become necessary, it is the responsibility of the vehicle operator to inform his or her Unit Transportation Officer. The Unit Transportation Officer should obtain an estimate of the repair(s) cost. If repairs are below \$500 then use the currently approved NHQ Credit Card to pay for repairs. If the estimate is above \$500 then the Unit Transportation Officer should send the estimate to LAWG/LGT and the LAWG Administrator.

Para 3-2.e All original receipts or invoices pertaining to repairs to Louisiana Wing vehicles should be delivered to LAWG Administrator who should, in turn, forward them to NHQ/LGT. When vehicle repairs have been completed, fax or e-mail a legible copy of the paid invoice/receipt to NHQ/LGT, no later than 45 days from the issue date of the control number. If unable to meet the 45-day deadline, contact NHQ/LGT for an extension.

Para 3-5.f. Added. Every unit assigned a CAP corporate vehicle is responsible for the condition and appearance of the vehicle. If it becomes evident that any vehicle in the fleet has been neglected, abused, or not properly maintained, the wing vehicle may be reassigned at the discretion of the LAWG/CC.

Para 5-1.b.(1). Vehicle usage data and CAPF 73 for all LAWG corporate vehicles will be uploaded into O.R.M.S. by the 5th day of the month following the reported month.

JAMES E. VINEY JR, COL, CAP
Commander

ATTACHMENT 1

Compliance Elements

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
LAWG Sq/CC	01	Has the responsible party maintained, or caused to be maintained, the vehicle logbook IAW Para 1-3.e Added for all unit assigned CAP corporate vehicles?	Vehicle operators shall produce the logbook for inspection at all organized CAP functions and other times when requested by CAP vehicle inspectors.	Unit has failed to maintain a complete vehicle logbook containing items 1-7 IAW supplement 1, Para 1-3.e Added.	Insert missing documents and other items into the logbook.
		a) Does the logbook contain all current items?	a) Vehicle operators shall produce the logbook for inspection at all organized CAP functions and other times when requested by CAP vehicle inspectors.	a) Unit has failed to maintain a vehicle logbook with current items 1-7 IAW Supplement 1, Para 1-3.e Added.	a) Update all items in logbook that are not current.
LAWG Sq/CC	02	Has the responsible party entered vehicle usage and uploaded CAPF 73 into O.R.M.S. by the 5 th day of the month following the reported month?	Verify in O.R.M.S. that the information has been entered and CAPF 73 uploaded by the 5 th day of the month following the reported month.	Unit has failed to enter vehicle usage information and upload CAPF 73 into O.R.M.S. IAW Supplement 1, Para 5-1.b.(1)	The responsible party will enter the vehicle usage information and upload CAPF 73 into O.R.M.S.