



NEW JERSEY WING SUPPLEMENT 1  
**CAP REGULATION 77-1**

23 JUNE 2020

APPROVED/K. JONES/CAP/LG

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAP Regulation 77-1, dated 26 December 2012 (Includes Change 1) is supplemented as follows:

**1-1. (d.).** Approval Authority. The NJ Wing Director of Logistics and the NJ Wing Transportation Officer, NJWG/LGT are designated representatives of the Wing Commander for CAP driver's license application approvals, and Corporate Owned Vehicle (COV) maintenance/reimbursement procedures.

**1-3.** Vehicle Records Folders will be kept by the NJWG/LGT at NJ Wing Headquarters, NJWG/HQ.

**1-7. (f.) Added.** Certification of driving skills for trailer ratings will be done by a member who is already qualified in that trailer and include safe operation briefings on the trailer including proper hook-up, backing up, towing in all road conditions, unhooking, leveling, and on site operation of the trailer as outlined in the trailer's operating manual. Certification will be arranged through the NJWG/LGT.

**1-7. (g.) Added.** NJWG drivers will review the contents of the current Vehicle Information File (VIF) at least annually. This may be done as a unit activity conducted by the unit transportation officer.

**2-1. (d.) Added.** All NJWG 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, and any other activity as prescribed by the wing commander for inspection and utilization. In addition, all vehicles are required to be brought to at least one event per year for inspection as determined by the NJWG/LGT.

**2-2. (j.)** NJWG COVs will not carry fire extinguishers onboard as they are not required by NJ State Law.

**2-2. (k.)** NJWG COVs will not carry first aid kits onboard as they are not required by NJ State Law.

**2-2. (p.) Added.** All NJWG members have a responsibility to ensure that safe vehicle operations are performed at all times. Any member may report unsafe driving acts through their appropriate chain of command. Some examples of these acts are smoking while driving, using hand-held cellular phones, texting while driving, operating CAP Radios while driving, speeding, hazardous driving, etc.

**3-2. (a.)** National Headquarters has issued EFS Credit Cards (EFS Card) to CAP vehicles to be used for the specified vehicle solely for maintenance and for fuel purchases on Air Force reimbursable missions.

**3-2. (a.) (1) Added.** EFS Cards are for vehicle expenses of \$500 or less per transaction with a maximum of \$1,000 per monthly billing cycle. Allowable expenditures include routine oil changes, wiper blades, batteries, etc. Tire replacement is allowable at a rate of \$200.00 per tire with prior approval of the NJWG/LGT. Major maintenance and tire replacement costing more than \$500.00 must be preapproved by NHQ through the Wing LGT using detailed written cost estimates.

**3-2. (a.) (2) Added.** Unauthorized purchases or failure to provide receipts on time can result in any of the following actions: reassignment of the vehicle, revocation of CAP driving privileges, loss of CAP membership, and financial restitution by the person who made the charges.

**3-2. (b.)** All repairs will be done by a licensed repair shop (preferably one that can offer a national warranty) at an affordable price. Before any work begins on repairs costing over \$500.00, the unit LGT must submit a written estimate to NJWG/LGT for pre-approval by NHQ.

**3-2. (e.)** Detailed maintenance invoices/receipts for work charged to EFS Cards must be clearly scanned and submitted within 24 hours of the charge by email to [LGT@NJWG.CAP.GOV](mailto:LGT@NJWG.CAP.GOV). The Unit LGT enters the maintenance into the Vehicle Maintenance Module in ORMS and on a maintenance line on the vehicle's mileage log. The NJWG/LGT monitors the Vehicle Maintenance Module in ORMS to track monthly reporting to maintain fleet readiness, safety, and ensure expenditures are not excessive.

**3-5. (c.) (1) Added.** Red or blue vehicle emergency warning lights are not authorized for use on personally owned vehicles for any CAP purpose by New Jersey Wing members.

**3-5. (c.) (2) Added.** New Jersey State Permits for red or blue vehicle emergency warning lights for CAP members are no longer being issued or renewed by the New Jersey State Motor Vehicle Commission (NJMVC). The process to remove the existing application form from the NJ MVC website is underway but is not finalized. CAP members shall not submit applications to NJ MVC or in any way apply for these lights for use as a CAP member. CAP members who hold valid red or blue vehicle emergency warning lights issued for use by other official emergency services or law enforcement agencies in New Jersey are not affected by this policy provided that they do not use these lights when performing CAP duties.

**5-1. (b.) (1)** Monthly usage data entry in ORMS shall be completed no later than the 7<sup>th</sup> of the month. Scans of the CAPF 73 shall be uploaded to ORMS at that time and a copy shall be emailed to [LGT@NJWG.CAP.GOV](mailto:LGT@NJWG.CAP.GOV) with the monthly mileage logs and receipts as described below.

**5-1. (c.) Added.** Vehicle Mileage Log, fuel data, and preventive maintenance monthly reporting.

**5-1. (c.) (1) Added.** NJWF 77, Vehicle Mileage Log, shall be used to report mileage, fuel usage and minor maintenance charges for each vehicle in order to properly invoice expenses charged to the vehicle credit cards. Receipts for fuel and maintenance must be annotated with the vehicle number, mission and sortie number (if on a mission), clearly show the service station name and address, date, quantity, and cost for each item purchased. Sample receipts are posted in the forms section of DragonNET: <https://sites.google.com/a/njwg.cap.gov/wingforms/>.

**5-1. (c.) (2) Added.** On the first day of each month, remove and scan the previous month's VIF front cover page, NJWF VIF-1\_290xx (*xx refers to the specific vehicle number*), CAPF 73, and NJWF 77 from the vehicle. Replace them with new ones. Scan and e-mail the NJWF VIF-1\_290xx, CAPF 73, NJWF 77, and all fuel and maintenance receipts to [LGT@NJWG.CAP.GOV](mailto:LGT@NJWG.CAP.GOV) no later than the 7<sup>th</sup> day of the month.

**5-1. (c.) (3) Added.** The unit LGT shall keep copies of the CAPF 73 and maintenance records at the unit.

**5-1. (c.) (4) Added.** The unit finance officer shall keep copies of the NJWF 77 and fuel receipts in order to verify proper invoicing by NJWG/FM.

**5-1. (c.) (5) Added.** Overdue vehicle reporting is cause for removal of the vehicle from service by the NJWG/LGT making it unavailable for use for any and all CAP activities, including mission work, until the

reports are received. Requests for emergency operation shall be made by telephone to the NJWG/LGT. In the event the NJWG/LGT cannot be reached, the NJWG/LG and the Chief of Staff shall have alternate approving authority. The NJWG/LGT must approve the return to service of any out-of-service vehicle.

**5-1. (c.) (6) Added.** Late reports two times within any 12 month period may result in vehicle reassignment. This includes the monthly vehicle reporting in ORMS and use/mileage documentation sent to [LGT@NJWG.CAP.GOV](mailto:LGT@NJWG.CAP.GOV). The NJWG/LGT shall have the authority to reassign any vehicle in accordance with this directive with the approval of the wing commander.

#### **CHAPTER 7 – TEMPORARY USE OF VEHICLES BY OTHER UNITS OR EVENTS Added**

**7-1. Added.** Vehicles shall be clean with a full fuel tank before a unit or event borrows the vehicle.

**7-2. Added.** Vehicles shall be returned to the home unit clean and with a full fuel tank. Units or events that fail to do this may be charged for cleaning and/or fuel at the discretion of the Wing Commander.

#### **CHAPTER 8 – NJ WING VEHICLE INFORMATION FILE Added**

**8-1. Added.** Each NJ wing COV will maintain a Vehicle Information File (VIF) in accordance with this supplement. The VIF is modeled after CAP Aircraft Information Files (AIF) to aid in the safe and effective operation, maintenance, and management of NJ Wing assigned COVs.

**8-2. Added.** All regulations, supplements, and forms in the VIF will be kept current by the unit LGT. Current versions of NJ Wing documents will be available on the NJWG DragonNET publications website.

**8-3. Added.** The VIF shall be kept in each COV and be utilized before and after each vehicle sortie.

**8-4. Added.** Lost, damaged, used up, or superseded contents of the VIF shall be replaced immediately.

**8-5. Added.** Alterations or revisions to VIF forms (other than data entry) are not authorized. Vehicles containing outdated or unauthorized forms will be grounded until the documents are updated.

**8-6. Added.** The VIF shall be assembled in wing supplied view binders. Numbered 8-tab indexes are used as dividers for this binder. Pages with computer fill-in fields should be filled out electronically and saved for local reproduction. The following NJWG items are authorized for inclusion in the VIF notebook. Only the items listed in the VIF Table of Contents are authorized for placement in the VIF.

**8-6. a. Added.** Vehicle Information / Front Cover (NJWF VIF-1 290xx.doc). In this series of forms xx is replaced with the specific vehicle ID, i.e. NJWF VIF-29020.doc is used for vehicle 29020. The form is placed under the clear plastic front cover of the binder. The maintenance schedule is specific to each vehicle based on the manufacturers recommended schedule and/or CAPR 77-1. Drivers are responsible for monitoring scheduled maintenance items, insuring that all loose/removable equipment is accounted for and that completed maintenance is annotated. If any maintenance is overdue or equipment is missing, the driver shall note it on that month's CAPF 73 and immediately notify the respective unit LGT for correction. Any updates to this form should be written in and submitted with the monthly vehicle documents to [LGT@NJWG.CAP.GOV](mailto:LGT@NJWG.CAP.GOV). The NJWG/LGT will update the form and return it to the sender for replacement into the VIF.

**8-6. b. Added.** Vehicle Out of Service Placard (NJWF VIF-2.doc). Printed double-sided on bright orange or yellow paper and placed in a sheet protector. Stored in the inside front cover pocket of the binder. This placard shall be affixed to the vehicle steering wheel whenever the vehicle is placed in an Out-Of-Service condition.

**8-6. c. Added.** Zippered Pouch. The pouch is the first item placed in the binder rings. It holds the vehicle registration, insurance card, tire gauge, pens and pencils. All fuel and maintenance receipts should be placed in it until they are collected at the end of each month and sent to [LGT@NJWG.CAP.GOV](mailto:LGT@NJWG.CAP.GOV).

**8-6. d. Added.** Vehicle Credit Card Holder Page. A laminated card with silicone pockets for each of the CAP EFS and NJWG Global Fleet vehicle credit cards. Basic use instructions are on the front and a sample fuel receipt on the back. Missing or damaged credit cards must be reported immediately to the wing administrator at 609-754-8895 and to [LGT@NJWG.CAP.GOV](mailto:LGT@NJWG.CAP.GOV).

**8-6. e. Added.** Table of Contents (NJWF VIF-3.doc). It describes the placement and organization of items in the VIF. Items not on the table of contents are not authorized for placement in the VIF. It's inserted in a sheet protector so that it is back-to-back with the Vehicle Operation Checklists.

**8-6. f. Added.** Vehicle Operation Checklist (NJWF VIF-4.doc). Checklists outline pre-drive, post-drive and maintenance/repair procedures for vehicle operation. It's inserted in a sheet protector so that it is back-to-back with the Table of Contents. An 8 ½ x 11 piece of smooth cardboard/pressboard is inserted between sheets NJWF VIF-3 and NJWF VIF-4 to provide a smooth writing surface.

**8-6. g. Added.** CAPF-73, CAP Vehicle Inspection Guide and Usage Data. The unit LGT fills in the Wing, Unit Charter Number, VIN, Year of Vehicle, Vehicle Make, Vehicle Model, and Field ID Number sections on enough sheets for a year. These forms are placed in the VIF with the current month on top. Completed forms are scanned and emailed to [LGT@NJWG.CAP.GOV](mailto:LGT@NJWG.CAP.GOV) no later than the 7<sup>th</sup> day of each month. Originals are retained by the unit LGT in a file at the unit IAW CAPR 10-2, Table 10.

**8-6. h. Added.** NJWF-77, Vehicle Mileage Log (NJWF-77.doc). The unit LGT fills in the Vehicle Number, Month Year, Unit Charter, and Unit Name sections on enough sheets for a year. These forms are placed in the VIF with the current month on top. At least one copy of page 2, instructions, should also be included. The current month should be on top. Completed forms are sent by e-mail with fuel/maintenance receipts are scanned and emailed to [LGT@NJWG.CAP.GOV](mailto:LGT@NJWG.CAP.GOV) no later than the 7<sup>th</sup> day of each month. Original copies will be retained by the unit finance officer to insure funds are available to cover unit fuel expenses billed by the wing.

**8-6. i. Added.** NJ Form ST-5, NJ State Sales & Use Tax Exempt Organization Certificate. Present this form before purchasing items or maintenance for the vehicle so that state sales tax is not charged.

**8-6. j. Added.** NJWF VIF-7. Tire Care and Safety. This document is placed in a sheet protector serves as a ready reference on tire maintenance and safety.

JOE H. ABEGG, Colonel, CAP  
Commander

**Attachment 1  
COMPLIANCE ELEMENTS**

<b>Checklist and Tab</b>	<b>#</b>	<b>Compliance Question</b>	<b>How to Verify Compliance</b>	<b>Discrepancy Write-Up</b>	<b>How to Clear Discrepancy</b>
LGT D-8	05	Are vehicle driving privileges approved/revalidated and uploaded into Ops Quals as required?	Compliance is determined through both on-site inspection sampling and a review of data in Ops Quals. NOTE: Current license (CAPF 75) holders are grandfathered until their next state driver's license renewal date.	(A-Discrepancy): [xx] (D8 Question 5) Driving privileges for vehicle operators assigned to the wing are not properly approved/revalidated IAW CAPR 77-1 para 1-5b & 5d.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
LGT D-8	09	Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations? a) Is preventative maintenance being accomplished IAW vehicle owner's manual or CAPR 77-1?  b) Are vehicle tires in a safe working order IAW manufactures recommendations and IAW CAPR 77-1 para 2-1a?  c) Are fire extinguishers installed in CAP vehicles?	a) compliance review on-site  b) NOTE: There are no regulatory tire pressure tolerances. If during the inspection a vehicle tire is found not to be in safe working order it will be listed as a Discrepancy. HOWEVER, if the tire is not at manufactures recommended pressure then have the tire pressure corrected on the spot.  c) Fire Extinguisher. - Units must determine if a fire extinguisher is required by state law. - If not then it must be removed. If required then:	a) (A-Discrepancy): [xx] (Question 4) Vehicle XXXXX's preventive maintenance is not being accomplished IAW vehicle owner's manual or CAPR 77-1.  b) (A-Discrepancy): [xx] (Question 4) Vehicle XXXXX tires were not maintained in safe working order IAW manufacturer recommended pressure and IAW CAP 77-1 para 2-1 a.  c) (A-Discrepancy): [xx] (Question 4) Unit failed to ensure compliance with CAP policy for fire extinguishers in vehicle(s) IAW CAPR 77-1 para 2-2j & 2l. NOTE: List issues	a) Complete required maintenance. Attach copy of receipt for maintenance to the discrepancy in the DTS. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).  b) Complete required maintenance. Attach copy of receipt for maintenance to the discrepancy in the DTS. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.  c) Attach a photo showing the fire extinguisher secured to the discrepancy in the DTS. If not required unit will remove fire

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-Up	How to Clear Discrepancy
			<ul style="list-style-type: none"> <li>- wing supplement to CAPR 77-1 is required</li> <li>- schedule for fire extinguisher inspections</li> <li>- fire extinguisher must be secured.</li> </ul>	<ul style="list-style-type: none"> <li>- No published supplement to CAPR 77-1 when fire extinguishers are required.</li> <li>- Unit failed to remove fire extinguishers from vehicles XXXXX's.</li> <li>- Unit failed to inspect fire extinguishers</li> <li>- Unit failed to secure fire extinguishers in vehicle# XXXXX's.</li> </ul>	<ul style="list-style-type: none"> <li>extinguishers from the vehicle.</li> </ul>
	d)	Are first aid kits installed in CAP vehicles?	<p>d) First Aid Kit.</p> <ul style="list-style-type: none"> <li>- Units must determine if a first aid kit is required by state law.</li> <li>- If not then it is optional.</li> </ul> <p>If required then:</p> <ul style="list-style-type: none"> <li>- wing supplement to CAPR 77-1 is required</li> </ul> <p>If the vehicle has a first aid kit</p> <ul style="list-style-type: none"> <li>- schedule for first aid kits inspections</li> <li>- first aid kits must be secured.</li> </ul>	<p>d) (A-Discrepancy): [xx]</p> <p>(Question 4) Unit failed to ensure compliance with CAP policy for first aid kits in vehicle(s) IAW CAPR 77-1 para 2-2k &amp; 2l.</p> <p>NOTE: List issues</p> <ul style="list-style-type: none"> <li>- Unit failed to carry required first aid kits in vehicles XXXXX's.</li> <li>- Unit failed to inspect first aid kits</li> <li>- Unit failed to secure first aid kits in vehicle# XXXXX's.</li> </ul>	<p>d) Attach a photo showing the first aid kit secured to the discrepancy in the DTS. If not required wing will remove first aid kits from the vehicle.</p>