



OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAP Regulation 77-1, dated 26 December 2012, includes Change 1, 13 March 2013, ICL 20-05, 7 August 2020, ICL 22-02, 26 May 2022 is supplemented as follows:

1-2.b. The Wing Transportation Officer (WVWG/LGT) is delegated approval authority for CAP driver's license applications.

1-2.c.(5). Civil Air Patrol Form (CAPF) 73 shall be uploaded to Operational Resource Management System (ORMS) using the Vehicle Usage Entry link in eServices by every unit/individual possessing a corporate owned vehicle (COV), no later than the 7th of each month, reporting the monthly time, usage and mileage of all vehicles assigned to the unit/individual. Failure of any unit or individual to file the required monthly reports may result in either the temporary or permanent transfer of any corporate vehicle(s) (COV).

1-3-1. Added. Vehicle Log Book. All vehicles shall have the Wing Vehicle Log Book in the COV at all times. The Vehicle Log Book will contain the Table of Contents (see Attachment 2) with the items listed.

1-5.b.(1). Added. Members requesting initial or adding additional vehicles to their CAP driver's license must complete requested information using WVF 75 "WV Wing CAP Driver's License Application Form" (see WVWG webpage under Members Forms, Publications, Supplements/WV Wing Forms/WVF 75). The completed WVF 75 must be uploaded in eServices Ops Quals driver's license module as one document with either the copy of the member's state driver license or driving record. Member must have completed Level 1 Training and be Safety Current before applying for a new or renewing CAP Driver's License.

1-5.b.(1).(a). The member must read the CAPR 77-1 and WV Wing Supplement and initial on the WVF 75 that they understand the obligations as a driver of the Corporate Owned Vehicles (COVs) that will be listed on their CAPF 101 card; otherwise known as a CAP Driver's License. The member will have the CAP Driver's License with them when driving a COV.

1-5.b.(1).(b). The member will demonstrate how to complete a CAPF 73 monthly inspection and usage instructed on the WVF 75.

1-5.b.(1).(c). The member must take a road test with the Unit Transportation Officer or Unit Commander (Instructor) who will instruct and observe the member on maneuvers listed on WVF 75.

1-5.b.(2). Added. The requesting member must obtain their driving record dated within the last 30 days and must submit the driving record with the WVF 75.

1-7.a.(1). Added. Only CAP Members who have attained the age of 21 years will be permitted to operate CAP corporate vehicle(s).

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 WVWG LGT along with a copy of any credentials or qualifications that will support the request. The approval authority may request the member to demonstrate the ability to operate a COV and trailer combination prior to the approval of the tow trailer endorsement. Prior to the issuance of the trailer endorsement, a driving skills certification will be conducted by a qualified member(s) as approved by the Wing Commander. The skills evaluation will include a safe operations briefing on trailers including proper hook-up, towing in all road conditions, backing up, chocking wheels, unhooking, leveling, and other operations as outlined in the trailer manufacturer's operating manual.

1-8.a.(1). Added. Out of Wing use of a CAP corporate vehicle(s) requires notification to the WV Wing Transportation Officer in writing (email to LGT) with the activity name, location, number of seniors and number of cadets traveling, and the time period. The LGT Officer will notify the WV Wing Commander of the anticipated travel.

1-8.a.(2). Added. CAP corporate vehicle(s) assigned to subordinate units of the WV Wing shall be made available as requested by activity managers, such as Incident Commanders, Encampment Commander, etc.

1-8.a.(3). Added. All requested COV's must be present at Wing Search and Rescue Exercises (SAREX's) unless down for repair or maintenance. Any unit that does not have its requested vehicle present at SAREX's or does not use it on a regular basis may have its vehicle reassigned.

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 WVWG Commander.

3-2.f. All maintenance on utility and travel trailers is the responsibility of the owning unit, wing or region.

3-2.g. Added. Use of the EFS Credit Card assigned to COV (see Attachment 3 for instructions). All EFS Credit Card receipts will be emailed to the WVWG Administrator (WA) within 72 hours after the paid invoice/receipt for reconciliation with the credit card statement.

3-2.g.(1). Units will use EFS Card assigned to that COV for routine maintenance and minor vehicle repairs up to, but not exceeding, \$500, including tires. Routine maintenance includes maintenance as outlined in the owner's manual. If no owner's manual exists, please refer to CAPR 77-1 attachment 1; "General Routine Maintenance Schedule". If the estimated maintenance cost exceeds \$500, a written estimate must be emailed to the WV Wing Administrator and WV Wing Transportation Officer (LGT) to request authorization from (NHQ/LGT) prior to the work being performed. Major repairs exceeding \$500 are not authorized until the unit/individual receives a repair confirmation email from the WA/Wing LGT stating that National HQ CAP Logistics Officer has approved the repair. Units/individuals will not contact NHQ LGT directly for repair authorizations. Vendors shall be provided the WV Sales and Use Tax Exemption Certificate, so that tax is deducted from the final cost before the invoice is paid.

3-2.g.(2). Added. When any maintenance work is performed on a COV, it shall be uploaded to eServices/ORMS/maintenance and filed in the vehicle records folder at the unit. When the vehicle is transferred to another unit or member, the Vehicle Log Book will transfer with the COV.

3-2.g.(3). Added. EFS cards may be used to purchase fuel only for NHQ REIMBURSABLE Missions (AFAM) as defined in Attachment 3. COV fuel expenses for all other usage are the responsibility of the unit to which it is assigned. WV Wing will draft back any unauthorized fuel purchases from the unit's wing banker account.

CONNIE S. MOODY, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
WVWG/LGT	01	Is the CAPF 73 being uploaded into ORMS by the 7 th of each month IAW WVWG Supplement 1 to CAPR 77-1, para 1-2.c.(5).? a) Is the vehicle monthly time, usage and mileage entered using the Vehicle Usage Entry link in eServices?	Compliance is determined through eServices.	(A-Discrepancy): [xx] (Question 1) Unit failed to upload CAPF 73 into ORMS IAW WVWG Supplement 1 to CAPR 77-1, para 1-2.c.(5).	Wing LGT will notify the unit CC and LGT's or individual member of the discrepancy via email requesting compliance by the 10 th of the month or sooner.
WVWG/ LGT	02	Are WVF 75's being uploaded with the member's state drive license or state driving record when requesting a CAP Driver's License in eServices IAW WVWG Supplement to CAPR 77-1, para 1-5.b.(1).?	Compliance is determined through inspection of documents uploaded in eServices/ OpsQuals/ Driver's License link.	(A-Discrepancy): [xx] (Question 2) Commander failed to verify the required documents were uploaded in Ops Quals for a CAP Driver's License IAW WVWG Supplement 1 to CAPR 77-1, para 1-5.b.(1).	Wing LGT will mark "Don't Approve" in the Ops Quals/ Driver's License module stating what document is missing and an email sent to the CC identifying the correction needed.
WVWG/ LGT	03	Are members carrying a copy of their issued CAP Driver's License (CAPF 101 card) when operating a COV IAW WVWG Supplement 1 to CAPR 77-1 para 1-5.b.(1).(a)?	Compliance is determined through spot inspections.	(A-Discrepancy): [xx] (Question 3) Authorized CAP Driver is not carrying CAPF 101 card IAW CAPR 77-1 para 1-5.b.(1).(a).	Member will print and carry CAPF101 card prior to driving COV.
WVWG/ LGT	04	Are requests for tow trailer endorsements requested IAW WVWG Supplement 1 to CAPR 77-1 para 1-7.f.	Compliance is determined through inspection of documents uploaded in eServices/ Ops Quals/Driver's License link and email requests received by WVWG LGT.	(A-Discrepancy): [xx] (Question 4) Commander failed to verify proper procedures for tow trailer endorsements IAW WVWG Supplement 1 to CAPR 77-1, para 1-7.f.	Wing LGT will mark "Don't Approve" in the Ops Quals/ Driver's License module stating the procedure for obtaining a tow trailer endorsement and identifying the correction needed.



Attachment 2 WV Wing Vehicle Log Book

Table of Contents

1. Copy of vehicle registration (CAPR 77-1 para. 1-3. a.)
2. CAPF 73, CAP Vehicle Inspection Guide and Usage Data (CAPR 77-1 para. 1-3. b.) (access CAP NHQ website: Publication Library for current version)
3. Records of Repairs and Maintenance Expenses (CAPR 77-1 para. 1-3. c.)
(Copy of the invoice and receipt is also required to be emailed to the Wing Administrator and uploaded in ORMS)
4. Proof of insurance card - (expires 1 October each year) (CAPR 77-1 para. 1-3.d.)
5. WV Wing Guidelines for Reporting a Mishap or Accident
(Update when the WVWG Safety Officer or WVWG CC changes)
6. EFS Credit Card Instructions and Card (Receipts should be marked with the vehicle ID 47___ and signature of purchaser, then emailed to Wing Administrator for reconciliation with credit card statement.)
7. West Virginia Sales and Use Tax Exemption Certificate (Current Year)
(Contact the Wing Administrator for a copy of the current year)
8. Authorized CAP Driver's License Report printed from e-Services for the unit where the COV is assigned updated as needed. (see para 1-5.b.(1).(a) above)
9. CAPR 77-1 for reference
10. CAPR 77-1, WV Wing Supplement 1 for reference. (Found on CAP NHQ website approved supplements.)

Attachment 3
EFS CREDIT CARD INSTRUCTIONS
for COV GROUND FLEET

Highlights:

- This **EFS MasterCard** is for **COV maintenance and AFAM fuel only**. No other uses are currently permitted.
- Each credit card is issued to a specific COV and ***MUST stay with that COV AT ALL TIMES*** (even if the vehicle is transferred to a new Wing). **Do not use a COV's specific card with any other COV.**
- Credit Cards will remain in the Wing Vehicle **Log** Book to be maintained in each vehicle.
- Credit Cards are to be used only for **NHQ REIMBURSABLE Missions**:
 - All "A" Mission Symbols (ex: SAR, MX Flight, Proficiency, and Cadet O-Rides)
 - Some "B" Mission Symbols (B10, B11, B13 – FEMA, NOAA & NWS/other Federal Agencies)
 - Oil may be purchased with the fuel from the Fuel Vendor at the time of fill-up.
 - Oil is not claimed in WMIRS on the sortie, but sent to wing like other maintenance costs.
- **Cards are never to be used for "C" Missions, MO-Misc. Missions, or unit-funded activities.**
- This card will work at any fuel vendor.
- Should a vendor not accept MasterCard, notify the wing administrator at wing HQ.
- Vehicle maintenance receipts must be uploaded to ORMS and placed in vehicle log. Email a copy of all maintenance receipts to the wing administrator at wing HQ. This includes oil purchased for NHQ reimbursable missions. Do not claim oil costs in WMIRS.

Payment Procedures:

1. Cards are COV specific and not to be used with any COV other than the one specified on the card.
2. Pin Numbers (could be called "Driver ID") will be the first four digits of the COV ID. *
 - Ex: 47207 = 4720 pin
 - Ex: 47099 = 4709 pin
 - Ex: 47209 = 4720 pin (Some vehicles will have the same PIN)
 - Some stations may not require a pin/driver ID
3. If prompted for "odometer" while using the card, enter the **same four-digit PIN of the COV ID**.
4. **If the Merchant asks for a zip code, it is 36112.**
5. If a hand-written receipt is provided by the fuel vendor, please write "NHQ Card" on the fuel receipt to indicate that this was the form of payment.
6. WMIRS sorties should be completed within 24 hours, but NLT 72 hours, to include scanning/uploading ALL documentation/receipts
 - On your Ground Sortie Page, please **check the "NHQ Card Paid" Box next to the Reimburse To:** field to ensure proper payment and documentation.
 - Do not claim oil costs in WMIRS. Send these to wing HQ just like any other maintenance receipt.
7. Follow current CAP and Wing regulations for vehicle maintenance procedures and remember to notify the vendor about CAP's tax-exempt status and ensure the final invoice is sales tax-free.
8. ANY Questions – Please call WVWG HQ (304-343-8866).