CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

CAP REGULATION 77-1

1 SEPTEMBER 2003

TRANSPORTATION

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

This regulation outlines policies relating to vehicle acquisitions, definitions, ownership, maintenance, wing/unit responsibilities, forms, and reports for Civil Air Patrol (CAP) vehicles. It explains necessary operator qualification and defines prudent use. These procedures ensure acceptable vehicle appearance, maintenance, accountability, and operation standards throughout CAP. Additional guidance is found in CAPR 67-1, *Civil Air Patrol Supply Regulation*. **Note: This regulation revises/consolidates CAPR 77-1 and CAPR 900-7 in their entirety.**

1. Definitions.

a. CAP owned vehicle (COV). Any wheel-mounted vehicle or trailer for highway or land use, owned by and titled in the name of Civil Air Patrol.

b. Temporary use vehicle (TUV). A vehicle rented, leased, or borrowed by a CAP unit to accomplish its mission.

c. Privately owned vehicle (POV). Any vehicle not included in 1a or 1b above that is owned, leased, rented, or borrowed by an individual or organization other than CAP.

d. Types of vehicles not permitted to be owned by CAP will be determined by NHQ. Vehicles not permitted to be owned by CAP include, but are not limited to:

1) Buses

2) Water trailers

3) Humvees

4) Deuce and half (2 1/2 ton vehicles or larger)

5) Boats

6) ATVs

2. Vehicle Acquisition.

a. Wing commanders will submit a CAPF 175, *Vehicle Justification* (Attachment 1) to their respective region commander during the first quarter of each calendar year. Vehicles should be listed in the Vehicle Requirements and Allowance Standards (Attachment 2) and submitted in order of priority. Highest priority should be given to critical mission needs and replacing vehicles nearing the end of their useful life. The request must be forwarded in sufficient time for it to arrive at the region headquarters by 20 March. Region commanders will submit CAPF 175 for region vehicles.

b. The region commander will consolidate the various wings' priority lists and forward the region's priority list to Chief, Transportation Management (NHQ CAP/LGT) by 20 April of each year with a cover letter.

c. NHQ CAP/LGT will consolidate all of the regions' vehicle requests and prepare a national buy priority. Priorities are based on available vehicle funding and vehicle pricing. Pricing and funding determine the amount of vehicles purchased. When a national buy is prepared, it will be forwarded to CAP-USAF for approval.

d. Any special vehicle requests that fall outside the Vehicle Requirements and Allowance Standards (Attachment 2) must be adequately justified and submitted with the wing's yearly corporate vehicle request.

e. Only motorized vehicles will be considered in the limits of the vehicle allowance standards when determining unit vehicle requests.

Supersedes CAPR 77-1, 16 November 2001 and CAPR 900-7, 30 July 1999.
OPR: LGT
Distribution: In accordance with CAPR 5-4.

3. Vehicle Records Folder.
Each region/wing/unit will establish a Vehicle Records folder for each assigned COV to include at least the following:

a. Original title maintained in wing vehicle record folder (copy sent to NHQ CAP/LGT).

b. Copy of registration maintained in accordance with local state law.

c. Completed CAPF 73, *CAP Vehicle Inspection Guide and Usage Data*, monthly (Attachment 3). These forms will be maintained in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*.

d. Record of repairs and maintenance expenses

e. Copy of insurance card maintained in accordance with state law.

f. CAPF 175, Vehicle Justification.

4. Registration of Vehicles. Secure and maintain ownership documents (title and registration certificates) for all COVs as required by the applicable laws of the state, commonwealth, or local government jurisdiction where the vehicles are located. Register COVs in the name of Civil Air Patrol. The cost of registration and license are paid from region or wing funds.

5. Licenses/Drivers' Records (not applicable to CAP employees). Vehicle operators will:

a. Operate COVs in strict compliance with federal, state, commonwealth, local laws, regulations, and ordinances governing the operation of motor vehicles.

b. Possess both a valid state driver's license (copy to be filed with CAP member's personnel record) and a CAPF 75, *CAP Motor Vehicle Operator Identification Card,* (Attachment 4) certified and signed by the region commander/logistics officer/wing commander, logistics officer, or transportation officer.

c. Obtain a CAPF 75 by furnishing the issuing authority a current copy of member's state driver's record showing any driving infractions incurred within the last 2 years. The issuing authority reviews the member's record and determines that the member does not constitute an undue liability risk. Many factors should be considered in determining if an applicant will be issued a CAPF 75. If an applicant has one or more of the following convictions within the previous 2 years, **a CAPF 75 will not be issued**:

1) DUI/DWI.

2) Three or more moving violations.

3) Six or more non-moving violations.

4) Reckless driving resulting in injury or property damage.

5) Vehicle felony (hit and run, negligent homicide, theft, assault with a motor vehicle)

Note: The wing commander, logistics officer, or transportation officer should review violations other than those listed above to determine if a CAPF 75 will be issued.

d. Commission of any of the driving offenses above will be reported to the wing commander immediately and will result in the revocation of the member's CAPF 75 and suspension of all CAP driving privileges. The wing commander will determine the length of suspension. Permanent revocation of CAP driving privileges will be considered.

e. CAP units will file and maintain copies of the driver's record in the member's personnel record after issuance of the operator identification card.

f. A CAP member automatically loses COV operating privileges upon revocation of state driver's license.

g. The issuing authority, or designated alternate, will revalidate the CAPF 75 by reviewing member's civilian driving record at the time member renews his/her state driver's license, or every 5 years, whichever occurs first. The wing commander may require a review of members' civilian driving records more frequently.

6. Vehicle Operators and Authorized Passengers.

a. Members 21 years of age or older, who are properly licensed to operate specific vehicle types according to applicable local and state laws and possess a valid CAPF 75, are permitted to operate COVs or TUVs.

b. Members who are under 21 years of age, but at least 18 years of age, may be permitted to operate general purpose CAP owned vehicles (sedans, station wagons, small 7-passenger vans, or pickup trucks). They may not carry passengers or tow any trailers. They must:

1) Have written or electronic approval to do so from their unit commander.

2) Comply with the licensing provisions of paragraph 5.

3) Place documentation required by paragraph 5 in their personnel file.

c. Only CAP members should ride as passengers in COVs or TUVs. However, non-members may ride as passengers when their presence contributes to the CAP program. Region and wing commanders will approve, in writing, non-member passengers in advance.

d. CAP members will not drive federally owned vehicles. AFI 10-2701, *Organization and Function of the Civil Air Patrol*, paragraph 4.4.3 states "CAP members are not authorized to drive government vehicles. Air Force personnel assigned to HQ CAP-USAF, possessing the appropriate qualifications, may use government vehicles and other equipment requiring operators."

e. Air Force Reserve personnel are authorized to operate CAP corporate vehicles while on a duty status supporting CAP activities. CAP-USAF personnel are authorized to operate CAP corporate vehicles in the performance of their Air Force duties. AF Reservists and CAP-USAF personnel are required to have a valid state drivers license. ROTC units are not authorized to operate CAP vehicles.

f. Corporate headquarters personnel are authorized to operate CAP corporate vehicles as long as they have a valid state driver license and are listed on the headquarters vehicle driver list.

g. Region or wing commanders may raise experience requirements and the minimum age of CAP owned vehicle operators when operation of special purpose vehicles (vans with capacity of more than 7 passengers, communications vans, cargo trucks or similar equipment) are involved. The region or wing commander will publish this requirement in a supplement to this regulation IAW CAPR 5-4, *Publications and Blank Forms Management*.

7. Use of COVs, TUVs, and POVs.

a. COVs and TUVs.

1) Use for official CAP purposes only. Official purposes include direct and indirect support of programs and missions.

2) COVs may be loaned to other public agencies to render emergency services subject to written approval by the region or wing commander.

3) The use of COVs by ROTC programs is prohibited.

4) TUV vehicles may not be loaned to public agencies.

b. POVs.

1) Use of POVs for transportation to and from CAP meetings, encampments, and other activities is solely at the risk of the individual CAP member and passengers. This is known as the "home-to-work-rule." CAP assumes no right of control, liability, or responsibility for such transportation.

2) The unit commander must approve, in writing, justification for use of a POV as official CAP transportation when adequate COVs are not available for such purposes. Approval is limited to unusual circumstances where lack of transportation or capability for CAP members adversely impacts important activities. Prior to granting such permission, the member is required to produce evidence of insurance coverage, state inspection (if required), and registration. The written approval for use of a POV will be kept on file in accordance with CAPR 10-2.

8. Safety.

a. Prior to use, the first vehicle operator of the day will perform a safety check on COVs or TUVs using CAPF 73. Any item(s) on the daily inspection checklist that are not in safe working order must be repaired before the vehicle is used for any CAP mission/activity. When a POV is used as official CAP transportation it will have a safety check performed using CAPF 73 prior to use. A POV will not be used if items are not in safe working order.

b. The stenciling of proper tire pressure recommended by the vehicle manufacturer on the wheel hub or the placement of 1 inch numbers on the bottom of fender above tire indicating proper tire inflation on COVs is permitted and recommended.

c. When replacing tires on COVs use the vehicle manufacturer's recommended size and load range rated tires.

d. The use of seat belts or seat belt/shoulder harness combination is mandatory. Do not transport more people in a vehicle than seat belts. Do not allow passengers to ride in truck beds.

e. There is a higher safety risk with vans. The high center of gravity, coupled with inexperienced drivers piloting fully loaded vehicles, creates this safety risk. Extended vans further increase this risk. With a high center of gravity a van can tip over more easily than cars if a driver has to negotiate sudden turns. Vans don't handle like a passenger car, they handle more like a truck. Drivers have to be particularly careful to avoid a situation that could lead to a rollover.

f. A van must not be overloaded. Only experienced drivers should operate the vans and passengers and driver must wear seat belts.

g. Operators of all vehicles, but especially 15 passenger vans, should not make sharp turns, use excessive speed and should avoid abrupt maneuvers.

h. When towing a COV is required, use an approved towing service/professional wrecker service. When towing trailers with a COV vehicle, the trailer weight should not exceed the weight limit of the towing COV, as specified in the vehicle owner's manual. CAP personnel are not permitted, under any circumstances, to ride in a towed vehicle. CAP personnel must ensure compliance with federal, state, and local laws.

i. All driven vehicles (except sedans) are to be equipped with operating backup alarms. In areas where a vehicle operator cannot see clearly behind the vehicle the use of a spotter is recommended to eliminate the chance of a backing accident.

j. All vehicle spare tires are to be securely bolted down. If, during the installation of an after market trailer hitch, or other device, the spare tire is displaced from the manufacturers recommended storage area, the spare tire must be securely bolted down regardless of whether it is carried outside or inside the passenger compartment of the vehicle. Fire extinguisher and first aid kit are to be secured also in order to prevent movement inside vehicle. Fire extinguishers are to be maintained in accordance with fire extinguisher manufacturer

k. All daytime running lights will be kept in operating condition on vehicles equipped with daytime running lights. It is recommended that headlights be turned on and used whenever vehicles not equipped with daytime running lights are being driven.

9. COV Maintenance.

a. The CAP vehicle maintenance program provides for optimum use of vehicles at the lowest possible cost and assures maximum readiness and capability to perform designated functions efficiently and safely. This is achieved by:

1) Maintaining vehicles so they attain the maximum economic life expectancy.

2) Increasing individual understanding of effective maintenance controls.

3) Developing and encouraging continual review of maintenance techniques.

4) Performing inspections per CAPF 73 prior to operating vehicle.

5) Maintaining proper tire inflation. (Attachment 5.) The vehicle manufacturer, not the tire manufacturer, determines the correct tire pressure for tires.

6) Purchasing tires of the same load rating and size as recommended by the vehicle manufacturer.

7) Replacing vehicles when repair and maintenance is no longer economically feasible (as determined by NHQ CAP/LGT)

b. Routine maintenance and funding is the responsibility of the wing. Follow manufacturer's recommended schedule for recurring maintenance. Use the schedule that best suits driving conditions for the vehicle. For COVs that do not have a manufacturer's recurring routine maintenance schedule, the schedule at attachment 6 is suggested.

c. Reimbursement for other than routine maintenance.

1) Region/wing/unit completes CAPF 70, *Vehicle Reimbursement Request (Rehabilitation/Windshield Replacement)* (Attachment 7). Region/wing commander, or designated alternate, signs CAPF 70. Region/wing commander will provide a letter to NHQ/LGT with typed name and signature of designated alternates authorized to sign CAPF 70.

a) Region/wing commander, or designated alternate, signs CAPF 70 and forwards the form to NHQ CAP/LGT with a copy to the SD. If the CAPF 70 is for the repair of a region vehicle a copy to LR/LG is not required.

b) Include one clearly written or typed estimate from vendor on vendor's estimate form. If vendor charges for estimate, the wing will be responsible for the cost of the estimate. The use of Army and Air Force Exchange Service (AAFES) for vehicle repair or purchase of vehicle parts is prohibited. Reimbursement will be made directly to the region/ wing for vehicle repairs.

c) Estimates are reviewed and processed by NHQ CAP/LGT. Additional estimate, information and photos may be requested on vehicles 10 years of age and older in order to assist NHQ/LGT in determining if cost to repair vehicle is feasible due to age, condition and mileage of the vehicle

d) Once the repair is approved a control number is faxed to the region/wing with a copy furnished to the state director (SD). After the control number is received, proceed with repairs. If repairs will exceed estimate by $300 or more, delay repairs and notify NHQ CAP/LGT immediately in order to obtain approval for additional funds.

e) When vehicle repairs are completed, mail paid original invoice to NHQ CAP/LGT no later than 45 days after issue of control number. If original invoice is not received within 45 days (without notification from wing informing NHQ CAP/LGT why original invoice cannot be submitted to meet 45 day suspense) NHQ CAP/LGT will cancel the control number. The region/wing bears the total repair cost for noncompliance.

2) Emergency repair procedures

a) Emergency is defined as a repair needed while away from home station.

b) Telephone emergency to NHQ CAP/LGT for approval. Include the following:

1 Vehicle ID number

2 Problem with vehicle

3 Repair estimate

4 Caller's name

5 Method to contact caller

c) Fax or mail the vehicle reimbursement request and estimate or invoice for repairs to NHQ CAP/LGT within 24 hours.

d) After emergency repair is completed, mail paid original invoice to NHQ CAP/LGT within 10-working days.

e) If an emergency occurs on a weekend or after normal working hours, call NHQ CAP/LGT and leave a message on the answering machine. When leaving a message, follow the procedures listed in paragraph 9.c.2)b). If the estimated repairs exceed $500, notify NHQ CAP/LGT the next working day for approval prior to repair. If the estimated repairs are less than $500, proceed with repairs and comply with paragraph 9.c.2)c).

3) Vehicle painting. Follow maintenance reimbursement procedures except for the following:

a) At least two estimates are required.

b) Submit pictures of complete outside surface of vehicle.

c) Vehicles (except non-highway) are painted white.

d) Any COV not painted white, remains that color until it requires painting.

e) Repaint vehicles only when required, not solely to comply with this regulation.

10. COV Appearance, Identification, and Marking.

a. Obliterate all exterior markings related to any ownership prior to CAP usage. Maintain COVs to project organizational professionalism. All COV's are to be marked in accordance with this regulation.

b. All CAP markings are to be removed from vehicles prior to the vehicle being removed from the CAP Vehicle Inventory Report (S-2).

c. Vehicles are to be cleaned monthly and waxed once a year. Clean refers to the exterior and the interior of the vehicle. Waxing is not required for military OD green vehicles.

d. Only a permanently affixed CAP seal (decal) will be used on COVs, magnetic CAP seals are not to be used. The CAP decal seals are available through CAPMart. The seals are to be centered on left and right driver compartment doors (attachment 8a). A decal of the CAP web site will be placed under the CAP decal on side doors and centered on the rear of vehicles when the decals are provided by CAP NHQ/LGT. A CAP banner decal should be placed on both sides of vans when the decals are provided by CAP NHQ/LGT (attachment 8a).

e. Assign vehicle identity numbers. An identity number consists of five digits. The first two digits are the region or wing vehicle identity number. Example: 01XXX for Alabama, 23XXX for Missouri, 93XXX for Great Lakes Region, etc (attachment 8b). Reuse of vehicles identity numbers is not authorized for a period of 1 year. Affix the identity number (using 2-inch black numerals) to the lower left rear of hatch door on van type vehicles (attachment 8a). On trucks affix numerals on lower left tailgate and on sedans affix numbers on lower left bumper.

f. Marking of rescue vehicles must conform to federal, state, and local laws. The type of light bar used on vehicles must be approved in writing by the wing commander (region commander if a region vehicle) and must follow the narrowest guidelines established by the resident state and all surrounding states. The colors used on approved light bars will be amber or amber/white. The colors red and blue on light bars or the use of sirens are not authorized for use on any CAP vehicle.

11. Insurance. The unit commander must comply with CAPR 62-2, *Mishap Reporting and Investigation* and CAPR 900-5, *CAP Insurance/Benefits Program* in case of any mishap that may result in a claim or legal action against, or in favor of CAP.

a. CAP Vehicle Liability Insurance. When COVs are used for official CAP business, other than Air Force-assigned missions, and operated by CAP members, CAP and the operators are covered for liability by CAP's commercial liability insurance. See CAPR 900-5 for specifics on coverage and reporting instructions. All liability insurance questions should be directed to General Counsel (NHQ CAP/GC). When used on Air Force-assigned missions, CAP and the operators are covered for liability by the United States Air Force under the Federal Tort Claims Act (FTCA). See CAPR 900-5 for specifics on coverage and reporting instructions.

b. The Vehicle Self Insurance (VSI) program is an internal CAP program for protecting the CAP vehicle fleet. **THE VSI IS NOT AN INSURANCE POLICY, BUT RATHER A SELF-INSURANCE PROGRAM OPERATED BY CAP AND IS INDEPENDENT OF ANY APPLICABLE INSURANCE.**

1) VSI provides only collision and comprehensive coverage. **Liability protection is provided by CAP's commercial national insurance program.**

2) VSI is mandatory for all CAP owned vehicles (COV) (except trailers), 8 years old or newer. Vehicles 9 years old and older are not covered under VSI.

3) NHQ CAP/LGT administers the VSI program.

4) VSI does not shield the individual CAP member from pecuniary liability for damage to a vehicle due to their gross negligence (see CAPR 900-5, *CAP Insurance/ Benefits Program*). CAP retains the right to recover from negligent members and/or third parties. The CAP VSI also supplements other valid and collectible property insurance covering the loss.

5) Limits of Coverage:

a) Only COVs are covered by the VSI.

b) To be covered for comprehensive and collision losses under this program, vehicles must be listed on the S-2 report and engaged in official CAP activities. Any loss resulting from personal or unauthorized use of a vehicle will not be covered, and will be the sole responsibility of the individual operating the vehicle—regardless of how the accident occurred. In addition to personal liability, disciplinary or membership action may be taken against the individual (reference CAPR 62-2, *Mishap Reporting and Investigation*).

6) How to Obtain Coverage

a) Coverage. All COVs currently assigned to the regions and wings, 8 years old and newer, for which a premium has been paid, will be included automatically in the program.

b) Continuing Coverage. Continuing coverage will be provided using the RCS: S-7 report, *Vehicle Self Insurance Report* (Attachment 9).

c) COVs received after receipt of the RCS: S-7 report should be reported to NHQ CAP/LGT immediately by using the CAPF 37V, *Shipping and Receiving Document for Vehicles and Trailers*. Also, a check for VSI coverage (may prorate premium by using $5/month) should be sent to Chief, Accounting (NHQ CAP/FMF).

7) Premiums:

a) Premiums are $60 per year and will be billed yearly.

b) NHQ CAP/LGT will suspense (using the RCS: S-7 report) each CAP region/wing for payment to be sent directly to NHQ CAP/FMF. NHQ CAP/LGT will send a copy to the state director to help track status of payment. The RCS: S-7 report will be mailed the first week of August. The original S-7 report must be signed by the region/wing commander, or designated alternate, and returned to NHQ CAP/LGT. The premium and a copy of the S-7 report will be due to NHQ CAP/FMF NLT 1 October. Upon receipt of payment, NHQ CAP/FMF will forward a copy of the check and copy of S-7 report to NHQ CAP/LGT. No VSI claims or vehicle rehab request for reimbursement will be processed until premiums are paid in full. Regions and wings are responsible for their own premium payments.

8) Cancellation. COVERAGE ON COVs WILL NOT BE CANCELED EXCEPT FOR THE FOLLOWING REASONS:

a) Vehicle is a total loss.

b) Sale of vehicle (waiver approval)

9) Claims/Adjustment of Losses

a) Claims will normally be adjusted between the wing/region and NHQ CAP/LGT. Independent adjusters will be used when NHQ CAP/LGT deems necessary. NHQ CAP/LGT will have the final determination on all claims.

b) There will be a $250 deductible for each occurrence.

c) All losses will be adjusted on the actual cash value (ACV) basis. This means that the program will pay the cost of repair, minus the deductible. Funds realized from the sale or salvage of the vehicle will be forwarded to NHQ CAP/FMF.

d) COVs which are less than 8 years of age (as calculated by subtracting the manufacturer year from the calendar year) and which have been totaled will be replaced with a comparable new vehicle.

e) When a vehicle covered by the VSI has a collision or comprehensive claim, the commander or designated representative must, **WITHIN 60 DAYS OF LOSS**, submit the following to **NHQ CAP/LGT with a copy furnished to the state director:**

1 CAPF 133, *Vehicle Self Insurance (VSI) Claim Form*.

2 CAPF 73, *CAP Vehicle Inspection Guide and Usage Data (copy of current month)*

3 CAPF 78 (see CAPR 62-2), *Mishap Report Form*.

4 CAPF 79 (see CAPR 62-2), *CAP Mishap Investigation Form* (if applicable).

5 Police reports, if accomplished.

6 Pictures of vehicles and damage.

7 Two official estimates from reputable repair facilities.

8 A letter signed by the wing commander (region commander for region vehicles) stating what action, if any, was taken against the driver, including pecuniary assessments. The wing commander must include a statement as to whether the driver has collision coverage and whether it applies to this accident. CLAIMS WILL NOT BE PROCESSED WITHOUT FULL COMPLIANCE WITH THESE REQUIREMENTS. LOSSES WILL NOT BE PAID IF THE UNIT IS DELINQUENT IN PAYMENT OF WING PREMIUMS. The letter may include a request by the wing commander to waiver the $250 deductible if the damage was caused by an Act of God or if the wing is in poor financial condition.

f) Any expense associated with commercial towing or commercial storage for disabled COVs will be the responsibility of the region/wing.

g) No repairs should be authorized or made until NHQ CAP/LGT approves the claim.

h) NHQ CAP/LGT will make the final disposition determination in accordance with CAPR 67-1, *CAP Supply Regulation*.

10) Exclusions. The following losses are not covered by the VSI:

a) Loss due to normal wear and tear or depreciation.

b) Loss while vehicle is used for other than official CAP purposes.

c. Mishaps. Any CAP driver who is involved in a mishap while operating a CAP vehicle shall not operate any CAP vehicle other than to return to home station, pending the results of an investigation into the mishap. Region and wing commanders may assess CAP members as follows:

1) For damage that occurs due to a member's ***negligence***, the member may be assessed up to $500. Negligence is the failure to use such care as a reasonably prudent, careful person would use under similar circumstances. Violation of CAP and/or federal, state or local regulations is negligence if the violation contributes to causing the damage.

2) For damage that occurs due to a member's ***gross negligence***, the member may be assessed up to $5,000. Gross negligence is an act or omission of an aggravated character as distinguished from a mere failure to exercise ordinary care. Gross negligence is marked by conduct that presents an unreasonably high degree of risk to others or their property and by a failure to exercise even the slightest care. It is sometimes associated with conscious and willful indifference to others or their property.

3) For damage that occurs due to a member's *willful or intentional misconduct*, upon a finding of willful or intentional misconduct by a wing or region commander, the National Commander may increase a member's assessment beyond $5,000 after affording the member an opportunity to make a statement and present evidence. This assessment may equal, but not exceed, the total amount of the damages. Willful or intentional misconduct is conduct in which there is a reckless disregard of the probable consequences.

4) In determining if a member's actions constitute negligence, gross negligence, or willful or intentional misconduct, the commander will take into consideration all the facts concerning the incident and any written statement the member provides. The assessment may be made against any CAP member who contributed to causing the loss or damage in proportion to the culpability of that individual. The commander may allow assessments to be paid in installment but shall require payment in full within 1 year.

5) If the member has insurance which covers the damage to CAP equipment, any assessment paid by the member will be refunded to the member, up to the amount that CAP received from the member's insurance company.

6) Appeals. The member being assessed may appeal in writing to the next level of command, but must do so within 30 days of notification of the imposition of the assessment. The next level commander will appoint a review board consisting of one to three officers who will make a recommendation to that commander. The decisions of the next level commander regarding negligence, gross negligence, and the amount to be assessed are final. The National Commander's decision on a member's assessment beyond $5,000 for willful or intentional misconduct is final.

12. Windshields:

a. Windshield replacement for COVs will be reimbursed with VSI funds. Windshield replacement requests must be submitted to NHQ CAP/LGT with one estimate using CAPF 70, *Vehicle Reimbursement Request (Rehabilitation/Windshield Replacement)* (Attachment 7). Only 50 percent of total cost to replace a windshield will be reimbursed with VSI funds, the remaining 50 percent will be the responsibility of the region/wing.

b. In cases where the windshield has a small "chip" it can be repaired at a minimal cost, if it is repaired before it begins to crack. This minimal cost will be the responsibility of the CAP region/wing.

c. Claims. Claims will be submitted (fax or mail) to NHQ CAP/LGT on a CAPF 70. An info copy will be forwarded to the wing state director only.

13. Reports.

a. State or local: Determine if a requirement exists for state or local vehicle reports. If so, comply with the reporting procedures.

b. S-2, *Vehicle Inventory Report*.

1) Purpose. The mechanized reporting system provides an inventory of all COVs and serves as an authorization list.

2) Reporting frequency and distribution. The S-2 is distributed on or about 15 August of each year and reflects the COV inventory as of 31 July of each year. NHQ CAP/LGT sends a copy of S-2 report to each region and wing commander. These reports are a listing of the vehicles assigned to the respective regions and wings. Roadworthy vehicles and trailers (does not include stationary or storage trailers) are listed on the S-2 report.

3) Issue of COVs. The region/wing commander, logistics officer or transportation officer issues vehicles to subordinate units using CAPF 37V, *Shipping and Receiving Document for Vehicles and Trailers*. Only the unit commander, logistics officer, or transportation officer are authorized to issue a vehicle. The wing transportation officer forwards a copy of the CAPF 37V to NHQ CAP/LGT after coordinating it through the SD and CAP-USAF liaison region LG (LR/LG) to NHQ CAP/LGT. The CAPF 37V is used to update the S-2 report. The wing transportation officer maintains a copy of the CAPF 37V for each vehicle reflecting its current location/unit of assignment until the vehicle is disposed of.

4) Processing procedures. The wing transportation officer will:

a) Make changes to the vehicle inventory report and submit the changes to NHQ CAP/LGT using CAPF 37V, signed by wing commander, or designated alternate, and coordinated through the SD and LR/LG.

b) Include trailers on vehicle inventory except the following types:

1 Stationary, listed on S-6, *Real Property Listing*

2 Storage, listed on S-6.

c) Forward the S-2 report and supporting documentation, through channels, to arrive at NHQ CAP/LGT not later than 1 October.

d) Post corrections of inventory to region/wing copy of the S-2 report as vehicle changes occur.

c. NHQ CAP/LGT. Updates region/wing vehicle inventory (S-2) using information from the field on additions/deletions/transfers. Inventory changes must be submitted on CAPF 37V in order for NHQ CAP/LGT to update vehicle inventory. A vehicle inventory list can be provided to regions or wings upon request.

d. Vehicle time and usage data monthly reporting.

1) Use the web page, *Time and Vehicle Usage Data Form,* located on the CAP NHQ "*e* services" page to submit vehicle information. Information is entered each month (Attachment 10). The *Time and Vehicle Usage Data Form* is restricted and requires access from your web security administrator (WSA).

2) On the last day of each month, remove CAPF 73 from each vehicle and replace it with a new one. Vehicle data is to be entered into the on-line vehicle reporting program by the 10th of the month following the reported month. The CAPF 73 is maintained in the vehicles records file and kept in accordance with CAPR 10-2.

3) Vehicle usage examples: Including but not limited to the following:

a) ADMIN: Trips to meetings, conferences, and personnel transportation to and from airports or hotels.

b) CADET ACTIVITIES: Any activity pertaining to and involving cadets and cadet programs.

c) MISSION SUPPORT: Drug Demand Reduction, Counterdrug, Homeland Security, Emergency Services (Search and Rescue/Disaster Relief) and Aerospace Education and Training.

d) OTHER: Vehicle maintenance, servicing, inspections and repairs, parts and supply pick up

14. Bus Transportation.

a. The ownership of buses (carrying capacity of 16 or more passengers for the purpose of this regulation) is prohibited. Use of buses for CAP transportation is discouraged. CAP owned vans are recommended for official transportation.

b. The region/wing commander must approve, in writing, the use of a rented or leased bus for official CAP transportation. Region/wing headquarters will keep the approval, with justification. The leaser must provide the bus and driver. CAP drivers are not to be used on leased buses. Before a lease is approved, the lessor, providing the bus and driver, must furnish to the wing or region commander a certificate of liability coverage for the proposed lease period with limits of not less than $2 million. The wing or region commander retains copies of the certificate of liability during the lease period.

c. When the use of an Air Force bus is required for CAP transportation, the Air Force must furnish the driver (CAP-USAFI 24-309). CAP members are not authorized to drive Air Force vehicles.

15. Vehicles.

a. Vehicles are not screened from Defense Reutilization and Marketing Office (DRMO) (DoD excess) for parts. Vehicles are not cannibalized (stripped for parts) prior to turn-in to DRMO or sale.

b. DoD funded or DRMO vehicles on the S-2 inventory that become uneconomical to repair must be returned to DRMO. Waivers for disposition to other than DRMO are requested in writing with complete justification through the SD and LR/LG to NHQ CAP/LGT who forwards the request to HQ CAP-USAF for approval.

c. CAP-USAF has approval/disapproval authority for all vehicle acquisitions (including but not limited to all DRMO, DoD funded, donated, wing/unit purchased). NHQ CAP/LGT will coordinate approval/disapproval through HQ CAP-USAF. Request for acquisition must be forwarded to NHQ CAP/LGT prior to acquisition and include the intended use of the vehicle/trailer, a complete description, mileage and overall condition of vehicle. Screened DRMO or donated vehicles will not be eligible for maintenance repair reimbursement from NHQ CAP/LGT for 1 year after receipt by wing. Vehicles screened from DRMO and donated vehicles must be safe to operate and comply with all state vehicle laws.

d. When approved to screen or receive a vehicle from any source, the wing has 30 days to screen or receive the vehicle and forward a CAPF 37V to the SD, LR/LG, and NHQ CAP/LGT or the approval will be rescinded. Vehicles are to be inspected in accordance with CAPF 73, *Vehicle Inspection Guide and Usage Data*, to insure vehicle is in safe operating condition before being put into service.

e. Upon approval from HQ CAP-USAF to sell a vehicle in lieu of returning to DRMO, the wing will have 60 days to sell the vehicle and send in all supporting documentation and check to NHQ CAP/LGT with copies to the SD and LR/LG or the approval will be rescinded and the vehicle will be returned to DRMO at wing expense. The wing may deduct advertising costs from the proceeds of the sale provided a receipt is included in the package. All sales will be accomplished by sealed bid IAW CAPR 67-1.

16. Vehicle Forms. The CAPF 37V will be used to record vehicle transactions. The DD Form 1348-1A, *Issue Release/Receipt Document*, is used to receive or return a vehicle from DRMO. HQ CAP-USAF and NHQ CAP/LGT must approve any withdrawal from DRMO. When a vehicle or trailer is withdrawn from DRMO, coordinate the DD Form 1348-1A and CAPF 37V through proper channels and forwarded to NHQ CAP/LGT.

17. National Headquarters Vehicles. CAP members who visit National Headquarters who are involved in a vehicle mishap while using a NHQ COV must immediately report the incident to the individual who assigned them the vehicle and must complete all paperwork pertinent to the mishap. Vehicles signed out are to be kept clean and returned in the same condition as they were received.

18. Wing Transportation Officer Responsibilities.

a. Ensure compliance with this regulation.

b. Provide management control of vehicles.

1) Keep vehicle record folders current.

2) Schedule routine maintenance (attachment 6.)

3) Ensure major maintenance is performed when required.

4) Ensure that the vehicle operator performs vehicle daily inspection requirements.

5) Ensure monthly time, usage, and mileage reporting is performed by each wing/unit and the information is submitted to NHQ CAP/LGT.

6) Ensure vehicles are cleaned monthly and waxed once a year.

7) Require expeditious reporting of vehicle discrepancies.

10 Attachments
1. Sample CAPF 175, Vehicle Justification
2. Vehicle Requirements and Allowance Standards
3. Sample CAPF 73, Vehicle Inspection Guide and Usage Data
4. Sample CAPF 75, CAP Motor Vehicle Operator Identification Card
5. Tire Safety – Everything Rides On It
6. Maintenance Schedule
7. Sample CAPF 70, Vehicle Reimbursement Request (Rehabilitation/Windshield Replacement)

8a. Placement of CAP Seal and Identity Number

8b. List of Numbers Used as First Two Digits on Region Wing Vehicle Identity Numbers

9. Sample VSI Report (S-7)
10. Sample Time and Vehicle Usage Data Form

SUMMARY OF CHANGES.
CAPF 175 revised (Attachment 1). Vehicle Requirements and Allowance Standards added (Attachment 2). CAPF 70 revised (Attachment 7).

Attachment 1. Sample CAPF 175, Vehicle Justification

VEHICLE JUSTIFICATION					
UNIT/WING/REGION: Alabama Wing			CHARTER NUMBER: 012		
VAN-PAX? 15	SEDAN	PICKUP	UTILITY	2 X 4 X	4 X 4
OTHER:					
JUSTIFICATION FOR VEHICLE (NEW, ADDITIONAL OR REPLACEMENT)					
UNIT SIZE NO. SENIOR MEMBERS: 25			NO. CADETS: 26		
AREA OF RESPONSIBILITY: Statewide					
MISSION: ES, DR, Cadet and Aerospace Training and Support					
IS THIS A REPLACEMENT VEHICLE? (Yes/No): No					
IF REPLACEMENT, WHICH VEHICLE WILL IT REPLACE:					
VEHICLE UTILIZATION RATE OF VEHICLE TO BE REPLACED:					
COMMENTS: State whether the requirement is for a new, additional or replacement vehicle. If the requirement is for a new or additional vehicle, include: 1) A reference to the vehicle requirements and allowance standard (TOA); 2) How the requirement is currently being satisfied such as the use and mileage on a POV; 3) The primary use of the vehicle; 4) Why the type of vehicle requested is appropriate for its primary use. If the vehicle is a replacement, include: 1) Maintenance history if available; 2) A photo of the vehicle; 3) Limitation of the current vehicle. Comments may be continued as an attachment.					
UNIT COMMANDER SIGNATURE AND REMARKS TYPE/PRINT NAME OF COMMANDER / SIGNATURE / DATE *(MMM DD YY)* REMARKS:					
WING COMMANDER SIGNATURE AND REMARKS SIGNATURE / DATE *(MMM DD YY)* REMARKS: RANKED ORDER OF THIS REQUEST:					
REGION COMMANDER RECOMMENDATION AND REMARKS SIGNATURE / DATE *(MMM DD YY)* REMARKS:					
NHQ CAP/LGT SIGNATURE AND REMARKS SIGNATURE / DATE *(MMM DD YY)* REMARKS:					
CAP-USAF SIGNATURE SIGNATURE ☐ APPROVED ☐ DISAPPROVED DATE *(MMM DD YY)*					

CAP FORM 175, SEP 03 PREVIOUS EDITION WILL NOT BE USED AFTER 30 NOV 03 **OPR/ROUTING: LGT**

Attachment 2. Vehicle Requirements and Allowance Standards

Vehicle Requirements and Allowance Standards

ORGANIZATION LEVELS	MISSION	EQUIPMENT TYPE	BASIS OF ISSUE	UNIT SIZE	MONTHLY VEHICLE UTILIZATION RATE	RESPONSE TIME	AREA OF OPERATION
REGION HEADQUARTERS	COMMAND DUTIES / MISSION SUPPORT	4X4 SUV / 7 PAX VAN / SEDAN	1 REGION CC		6T/50H/475M	Note 2	REGIONAL
	HOMELAND SECURITY	COMMUNICATION VEHICLE	1		1T/15H/130M		
	MEMBERSHIP SUPPORT / CONFERENCES / SUBORDINATE UNIT VISITS	7 PAX VAN	2	20 MEMBERS	6T/50H/475M		
	REGION LG / GLIDER SUPPORT	4x2 / 4X4, 3PAX / 6 PAX PICKUP (Note 1)	1		4T/15H/200M		
WING HEADQUARTERS	COMMAND DUTIES / MISSION SUPPORT	4X4 SUV / 7 PAX VAN	1 WING CC		6T/50H/475M	Note 2	STATEWIDE
	MEMBERSHIP SUPPORT / CONFERENCES / SUBORDINATE UNIT VISITS	12/15 PAX VAN	1	30 MEMBERS	4T/35H/350M		
	WING LG / GLIDER SUPPORT	4x2 / 4X4, 3PAX / 6 PAX PICKUP (Note 1)	1		4T/15H/200M		
	HOMELAND SECURITY / ES / DR / CADET AND AEROSPACE TRAINING AND SUPPORT (Note 4)	COMMAND AND CONTROL / COMMUNICATION VEHICLE (Note 2)	AS REQUIRED		1T/15H/130M		
GROUP HEADQUARTERS	COMMAND DUTIES / MISSION SUPPORT	4X4 SUV / 7 PAX VAN	1	20 MEMBERS	6T/50H/475M	Note 2	STATEWIDE
	MEMBERSHIP SUPPORT / CONFERENCES / SUBORDINATE UNIT VISITS	12/15 PAX VAN	1	30 MEMBERS	4T/35H/350M		
	GROUP LG/ GLIDER SUPPORT	4x2 / 4X4, 3PAX / 6 PAX PICKUP (Note 1)	1		4T/15H/200M		
COMPOSITE SQUADRON	SQUADRON ACTIVITIES / MEMBERSHIP SUPPORT / CONFERENCES	7 PAX VAN	1	20 MEMBERS	6T/50H/475M	Note 2	STATEWIDE
	HOMELAND SECURITY / ES / DR / CADET AND AEROSPACE TRAINING AND SUPPORT (Note 4)	12/15 PAX VAN / 4X4 SUV (Note 3)	1	30 MEMBERS	4T/35H/350M		
	GLIDER SUPPORT	4X4 6 PAX PICKUP (Note 1)	1		4T/15H/200M		

Attachment 2 (Continued)

SENIOR SQUADRON	SQUADRON ACTIVITIES / MEMBERSHIP SUPPORT / CONFERENCES	7 PAX VAN	1	20 MEMBERS	6T/50H/475M	Note 2	STATEWIDE
	HOMELAND SECURITY / CD / ES / DR MISSIONS (Note 4)	4X4 SUV/6 PAX PICKUP (Note 1)	1	30 MEMBERS	4T/35H/350M		
	GLIDER SUPPORT	4X4 6 PAX PICKUP (Note 1)	1		4T/15H/200M		
CADET SQUADRON	SQUADRON ACTIVITIES / MEMBERSHIP SUPPORT / CONFERENCES	7 PAX VAN	1	20 MEMBERS	6T/50H/475M	Note 2	STATEWIDE
	HOMELAND SECURITY / ES / DR / CADET AND AEROSPACE TRAINING AND SUPPORT (Note 4)	12/15 PAX VAN / 4X4 SUV (Note 3)	1	20 MEMBERS	4T/35H/350M		
	GLIDER SUPPORT	4X4 6 PAX PICKUP (Note 1)	1		4T/15H/200M		
WING FINACIAL ANALYST	FINANCIAL ANALYSIS AND REPORTING	Sedan	1	1	6T/50H/475M		NATIONAL
AEROSPACE PROGRAM MANAGER	AEROSPACE PROGRAM MANAGMENT	7 PAX VAN	1	1	6T/50H/475M		NATIONAL
NATIONAL COMMANDER	ADMINISTRATIVE DUTIES, MEETINGS AND FUNCTIONS	7 PAX VAN OR 4 DOOR SEDAN	1	1	6T/50H/475M		NATIONAL
NATIONAL VICE COMMANDER	ADMINISTRATIVE DUTIES, MEETINGS AND FUNCTIONS	7 PAX VAN OR 4 DOOR SEDAN	1	1	6T/50H/475M		NATIONAL
CHIEF OF STAFF	ADMINISTRATIVE DUTIES, MEETINGS AND FUNCTIONS	7 PAX VAN OR 4 DOOR SEDAN	1	1	6T/50H/475M		NATIONAL
CHIEF OF CHAPLAIN SERVICE	ADMINISTRATIVE DUTIES, MEETINGS AND FUNCTIONS	7 PAX VAN OR 4 DOOR SEDAN	1	1	6T/50H/475M		NATIONAL
NATIONAL CURATOR	TRANSPORT CAP HISTORICAL ITEMS	CARGO VAN	1	1	1T/15H/130M		NATIONAL
EXECUTIVE DIRECTOR	ADMINISTRATIVE DUTIES, MEETINGS AND FUNCTIONS	7 PAX VAN OR 4 DOOR SEDAN	1	1	6T/50H/475M		NATIONAL
NATIONAL HEADQUARTERS	ADMINISTRATIVE DUTIES, AEROSPACE EDUCATION, MEETINGS AND FUNCTIONS, TRAINING, SUPPLY DEPOT, BOOKSTORE, PRINT PLANT	7 PAX VAN, SUV, TRUCK, SEDAN	NUMBER APPROVED BY EXECUTIVE DIRECTOR	UNIT	6T/50H/475M		NATIONAL

Attachment 2 (Continued)

WASHINGTON DETACHMENT	ADMINISTRATIVE DUTIES	7 PAX VAN	1	UNIT	6T/50H/475M	REGIONAL
NATIONAL TECHNOLOGY CENTER	ADMINISTRATIVE DUTIES, TRANSPORTING EQUIPMENT	SUV	1	UNIT	6T/50H/475M	NATIONAL

NOTE 1: VEHICLE CAN BE EQUIPPED FOR TOWING GLIDER TRAILERS
NOTE 2: REGION/WING GEOGRAPHIC SIZE, MISSION AND TOPOGRAPHY WILL BE CONSIDERED FOR THIS REQUIREMENT
NOTE 3: 1 VAN FOR EACH 20 CADETS
NOTE 4: ADDITIONAL VEHICLES REQUESTED FOR NEW/SPECIAL MISSIONS MUST BE JUSTIFIED UNDER THIS CATEGORY

UTILIZATION CRITERIA TO JUSTIFY RETENTION OF VEHICLES

Utilization is calculated as an average monthly utilization over the course of a calendar year.

VEHICLE TYPE	TIMES		HOURS		MILEAGE
7 PASSENGER VAN	6	or	50	or	475
12/15 PASSENGER VAN	4	or	35	or	350
4X4 VEHICLE	6	or	35	or	450
PICKUP TRUCK	4	or	15	or	200
COMM, CARGO VAN	1	or	15	or	130
SEDAN	4	or	15	or	400

Attachment 3. Sample CAPF 73, Vehicle Inspection Guide and Usage Data

TIME AND VEHICLE USAGE DATA

(Enter Number of Hours (rounded up) Under the Appropriate Use Category)

TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION
1.	4	6	6		
2.	5		4		
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
TOTAL	2T 9H	1T 6H	2T 10H		

* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK
* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK

CAP VEHICLE INSPECTION GUIDE AND USAGE DATA

MONTH / YEAR: March 2003	END OF MONTH ODOMETER READING: 45656	
WING / REGION: AK	CHARTER: 005	
VEHICLE IDENTIFICATION NO. (VIN): 1GNDM19WXTB122853	YEAR OF VEHICLE: 1996	
VEHICLE MAKE: Chevrolet	VEHICLE MODEL: Astro	FIELD ID NO.: 01556

ITEMS TO BE CHECKED DAILY

(operator's signature required on inside page to verify inspection)

1.	**REGISTRATION / PROOF OF INSURANCE**
2.	**FIRE EXTINGUISHER / FIRST AID KIT**
3.	**DAMAGE** *(exterior and interior, missing parts)*
4.	**TIRES** *(visually check for damage / abnormalities)*
5.	**CHECK FLUID LEVELS** *(oil, transmission, brake, power steering and coolant) (check according to manufacturers instructions.*
6.	**BATTERY CONDITION**
7.	**LEAKS** *(visually check fuel / oil / coolant)*
8.	**DRIVE BELTS / HOSES** *(visually check for fraying or cracking)*
9.	**LIGHTS** *(visually check for proper operation)*
10.	**BACK UP ALARM / EMERGENCY FLASHERS** *(functionally check proper operation)*
11.	**SAFETY DEVICES** *(seatbelts / harness, headrests, etc.)*
12.	**INSTRUMENTS / HORN** *(functionally check proper operation)*
13.	**WINDSHIELD WIPERS / WASHER** *(functionally check for proper operation / condition)*
14.	**BRAKES / STEERING** *(functionally check responsive / effective / smooth)*
15.	**MIRRORS** *(rearview / side)*
16.	**EXHAUST SYSTEM**
17.	**WINDOWS** *(functionally check proper operation)*
18.	**RADIO MOUNTS** *(CAP added equipment)*
19.	**CURRENT STATE INSPECTION STICKER** *(if applicable)*
20.	**TIRE PRESSURE** *(checked monthly – requires signature and date below)*

Signature: Mike Warner *Date Performed:* 21 Mar 03

CAP FORM 73, SEP 03 PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 NOV 03
OPR/ROUTING: LGT

Attachment 3 (Continued)

VEHICLE OPERATOR DISCREPANCY REPORT

ITEM NO.	DISCREPANCY	DATE FOUND
1	Wiper Blades	8 Mar 03
1	Passenger door inside handle	18 Mar 03

OPERATOR'S SIGNATURE
(SIGNATURE SIGNIFIES ACCOMPLISHMENT OF INSPECTION)

DAY	SIGNATURE	DAY	SIGNATURE
1		17	
2	Bob Sanders	18	Jane Daily
3		19	
4		20	
5		21	Mike Warner
6		22	
7		23	
8	Mike Warner	24	
9	Mike Warner	25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

ADDITIONAL COMMENTS

Attachment 4. Sample CAPF 75, CAP Motor Vehicle Operator Identification Card

CIVIL AIR PATROL MOTOR VEHICLE OPERATOR IDENTIFICATION CARD		
NAME OF OPERATOR John Roberts	CHARTER NO. AN 123	CAPID 123456
DATE OF BIRTH 03/18/53	STATE DRIVER'S LICENSE NO. AN12345678	F75 ISSUE DATE 11/15/01
OPERATOR'S SIGNATURE John Roberts	WING COMMANDER'S OR DESIGNEE'S) SIGNATURE Bob Barker	
CAP FORM 75, SEP 03		OPR/ROUTING: LGT

(Front)

VEHICLES QUALIFIED TO OPERATE (SAME MUST BE AUTHORIZED ON STATE AND/OR FEDERAL LICENSE TO OPERATE VEHICLES LISTED BELOW).		
TYPE VEHICLE	CARGO/PASSENGER CAPACITY	CERTIFYING OFFICIAL
Pickup	6 Pass	Ben Stalker
Van	7 Pass	Ben Stalker
Van	12 Pass	Ben Stalker
Van	15 Pass	Ben Stalker
Van	Cargo/Comm	Ben Stalker
THIS CARD IS NOT TRANSFERABLE; NOT VALID WITHOUT A VALID STATE AND/OR FEDERAL DRIVER'S LICENSE; MUST BE CARRIED AT ALL TIMES WHILE OPERATING A CAP VEHICLE.		

(Reverse)

Note: Use this edition of CAPF 75 for new issues. Previous edition, Jul 01, is valid until license expiration date.

Attachment 5. Tire Safety-Everything Rides On It

Edited from the U.S. Department of Transportation National Highway Traffic Safety Administration (NHTSA) DOT HS 809 361

TIRE SAFETY
Everything Rides On It

Studies of tire safety show that maintaining proper tire pressure, observing tire and vehicle load limits (not carrying more weight in your vehicle than your tires or vehicle can safely handle), avoiding road hazards, and inspecting tires for cuts, slashes, and other irregularities are the most important things you can do to avoid tire failure, such as tread separation or blowout and flat tires. These actions, along with other care and maintenance activities, can also:

- •Improve vehicle handling
- •Help protect you and others from avoidable break-downs and accidents
- •Improve fuel economy
- •Increase the life of your tires.

TIRE PRESSURE

Tires should be inflated in accord with the vehicle manufacturer's recommendations. These can be found in the owner's manual or on a placard, which is often located in the glove compartment or on the driver's doorjamb. Motorists should not rely on visual tire inspections to determine whether a tire is properly inflated but should use a tire pressure gauge to do so.

Finding Your Vehicle's Recommended Tire Pressure and Load Limits

Tire information placards and vehicle certification labels contain information on tires and load limits. These labels indicate the vehicle manufacturer's information including:

- Recommended tire size
- Recommended tire inflation pressure
- Vehicle capacity weight (VCW –the maximum occupant and cargo weight vehicle is designed to carry)
- Front and rear gross axle weight ratings (GAWR – the maximum weight the axle systems are designed to carry).

Both placards and certification labels are permanently attached to the vehicle door edge, doorpost, glove-box door, or inside of the trunk lid. You can also find the recommended tire pressure and load limit for your vehicle in the vehicle owner's manual. Manufacturers of passenger vehicles and light trucks determine this number based on the vehicle's design load limit, that is, the greatest amount of weight a vehicle can safely carry and the vehicle's tire size. The proper tire pressure for your vehicle is referred to as the "recommended cold inflation pressure." (As you will read below, it is difficult to obtain the recommended tire pressure if your tires are not cold.)

Because tires are designed to be used on more than one type of vehicle, tire manufacturers list the "maximum permissible inflation pressure" on the tire sidewall. This number is the greatest amount of air pressure that should *ever be put in the tire under normal driving conditions.* Remember, however, that the vehicle manufacturer, not the tire manufacturer, determines the correct tire pressure for the tires on your vehicle. The recommended tire inflation pressure that vehicle manufacturers provide reflects the proper psi when a tire is cold. The term cold does not relate to the outside temperature. Rather, a cold tire is one that has not been driven on for at least three hours. When you drive, your tires get warmer, causing the air pressure within them to increase. Therefore, to get an accurate tire pressure reading, you must measure tire pressure when the tires are cold or compensate for the extra pressure in warm tires.

Steps for Maintaining Proper Tire Pressure

Step 1: Locate the recommended tire pressure on the vehicle's tire information placard, certification label, or in the owner's manual.
Step 2: Record the tire pressure of all tires.
Step 3: If the tire pressure is too high in any of the tires, slowly release air by gently pressing on the tire valve stem with the edge of your tire gauge until you get to the correct pressure.
Step 4: If the tire pressure is too low, note the difference between the measured tire pressure and the correct tire pressure. These "missing" pounds of pressure are what you will need to add.
Step 5: At a service station, add the missing pounds of air pressure to each tire that is underinflated.

Step 6: Check all the tires to make sure they have the same air pressure (except in cases in which the front and rear tires are supposed to have different amounts of pressure).

If you have been driving your vehicle and think that a tire is underinflated, fill it to the recommended cold inflation pressure indicated on your vehicle's tire information placard or certification label. While your tire may still be slightly underinflated due to the extra pounds of pressure in the warm tire, it is safer to drive with air pressure that is slightly lower than the vehicle manufacturer's recommended cold inflation pressure than to drive with a significantly underinflated tire. Since this is a temporary fix, don't forget to recheck and adjust the tire's pressure when you can obtain a cold reading.

Checking Tire Pressure

Only 49 percent of gas stations that are equipped with air pumps provide tire pressure gauges, which are critical to determining if the correct amount of air has been delivered to tires. However, for a nominal price, motorists can purchase a tire pressure gauge. Because tires may naturally lose air over time, it is important to check your tire pressure at least once a month. For convenience, purchase a tire pressure gauge to keep in your vehicle. Gauges can be purchased at tire dealerships, auto supply stores, and other retail outlets. Remember, the tire inflation number that vehicle manufacturers provide reflects the proper pounds per square inch (psi) when a tire is cold. To get an accurate tire pressure reading, measure tire pressure when the car has been unused for at least three hours. A radial tire can lose much of its air pressure and still appear to be fully inflated. Operating a vehicle with substantially under-inflated tires can result in a tire failure, such as instances of tire separation and blowouts, with the potential for a loss of control of the vehicle. Under-inflated tires also shorten tire life and increase fuel consumption.

Maximum Permissible Inflation Pressure

This number is the greatest amount of air pressure that should ever be put in the tire under normal driving conditions.

Tire Size

To maintain tire safety, purchase new tires that are the same size as the vehicle's original tires or another size recommended by the manufacturer.

Look at the tire information placard, the owner's manual, or the sidewall of the tire you are replacing to find this information. If you have any doubt about the correct size to choose, consult with the tire dealer.

Maximum Load Rating

This number indicates the maximum load in kilograms and pounds that can be carried by the tire.

Tire Tread

"It is vitally important that motorists monitor tread depth to guard against tire failure and replace unsafe tires. Checking tires is a crucial element in regular vehicle maintenance," said Dr. Jeffrey W. Runge, NHTSA's Administrator.

Like tires that are under-inflated, bald tires also pose risks to motorists. A tire with insufficient tread can cause a driver to lose traction, especially under wet conditions. In addition, bald tires are more prone to damage caused by road debris. The tire tread provides the gripping action and traction that prevent your vehicle from slipping or sliding, especially when the road is wet or icy. In general, tires are not safe and should be replaced when the tread is worn down to 1/16 of an inch. Tires have built-in treadwear indicators that let you know when it is time to replace your tires. These indicators are raised sections spaced intermittently in the bottom of the tread grooves. When they appear "even" with the outside of the tread, it is time to replace your tires. Another method for checking tread depth is to place a penny in the tread with Lincoln's head upside down and facing you. If you can see the top of Lincoln's head, you are ready for new tires.

Tire Balance and Wheel Alignment

To avoid vibration or shaking of the vehicle when a tire rotates, the tire must be properly balanced. This balance is achieved by positioning weights on the wheel to counterbalance heavy spots on the wheel-and-tire assembly. A wheel alignment adjusts the angles of the wheels so that they are positioned correctly relative to the vehicle's frame. This adjustment maximizes the life of your tires and prevents your car from veering to the right or left when driving on a straight, level road. These adjustments require special equipment and should be performed by a qualified technician.

Tire Safety Checklist.

- Check tire pressure regularly (at least once a month), including the spare.
- Inspect tires for uneven wear patterns on the tread, cracks, foreign objects, or other signs of wear or trauma.
- Remove bits of glass and other foreign objects wedged in the tread.
- Make sure your tire valves have valve caps.
- Check tire pressure before going on a long trip.
- Do not overload your vehicle. Check the tire information placard or owner's manual for the maximum recommended load for the vehicle.
- If you are towing a trailer, remember that some of the weight of the loaded trailer is transferred to the towing vehicle.

Protection against avoidable breakdowns and crashes.

Improved vehicle handling. Better fuel economy. Increased tire life. Just a few of the reasons to take five minutes every month to check your tires. Simply use the handy checklist below, and see the reverse side for more information on tire safety. Safety Checklist Check tire pressure regularly (at least once a month), including the spare. Inspect tires for uneven wear patterns on the tread, cracks, foreign objects, or other signs of wear or trauma. Remove bits of glass and other foreign objects wedged in the tread. Make sure your tire valves have valve caps. Check tire pressure before going on a long trip. Do not overload your vehicle. Check the tire information placard or owner's manual for the maximum recommended load for the vehicle. If you are towing a trailer, remember that some of the weight of the loaded trailer is transferred to the towing vehicle.

Safety Tips

Slow down if you have to go over a pothole or other object in the road. Do not run over curbs, and try not to strike the curb when parking. Remember to check your tires once a month! There's Safety In Numbers You can find the numbers for recommended tire pressure and vehicle load limit on the tire information placard and in the vehicle owner's manual. Tire placards are permanent labels attached to the vehicle door edge, doorpost, glove-box door, or inside of the trunk lid. Once you've located this information, use it to check your tire pressure and to make sure your vehicle is not overloaded.

Attachment 6. Maintenance Schedule

ROUTINE MAINTENANCE SCHEDULE FOR VEHICLES WITHOUT A MANUFACTURER'S SCHEDULE

(SCHEDULED, ROUTINE MAINTENANCE, AND TOWING NOT REIMBURSABLE BY HEADQUARTERS)

Maintenance	Interval Schedule
Fluid Levels	Prior to Operation
Inspect CV Joint Boots	7,500 miles
Rotate and Balance Tires	7,500 miles
Inspect Engine Coolant Condition, Coolant Hoses & Clamps, and Fan Clutch	7,500 miles
Inspect and Adjust/Replace- Drive Belts	15,000 miles
Change Transmission Fluid and Replace Filter	15,000 miles
Change Spark Plugs	30,000 miles
Replace Engine Air Filter, Fuel, and PCV Filter	30,000 miles
Replace Distributor Cap and Rotor	30,000 miles
Adjust Ignition Timing	30,000 miles
Replace Serpentine Belt and Check Belt Tensioner	30,000 miles
Replace PCV Valve	60,000 miles
Test Vacuum Operated Emission Components	60,000 miles
Replace Spark Plug Wires	60,000 miles
Replace Oxygen Sensor	82,000 miles
Engine Oil Change & Filter	6 months or 3,000 to 5,000 miles
Check and Service Engine Cooling System	12 months
Inspect Exhaust System	12 months/7,500 miles
Inspect Brake Linings and Hoses	12 months/7,500 miles
Inspect Wheel Bearings	12 months/7,500 miles
Air Conditioning Service and Inspection	12 months/12,000 miles
Flush and Replace Engine Coolant	36 months (24 months thereafter)
Lube Chassis System	At oil change
Towing	As required

Attachment 7. Sample CAPF 70, Vehicle Reimbursement Request (Rehabilitation/Windshield Replacement)

VEHICLE REIMBURSEMENT REQUEST (REHABILITATION/WINDSHIELD REPLACEMENT)

TO: NHQ CAP/LGT **Date** *(mmm dd yy)*: Sep. 2, 03

Part I. General Information/Point of Contact.

Wing:	Alabama	**Wing Vehicle ID No.:**	01551	**No. of Pages:**	3
Name:	James Daniel			**Phone:**	(601) 356-4558
Title:	AL Wing LGT			**Fax:**	(601) 356-4559

Part II. Use Only For Vehicle Rehabilitation Reimbursement Request. Attach estimate(s) for maintenance required (paint requests require two estimates and photos of vehicle).

Tires (1-4): 4 **Control Number:**

Battery (1 or 2): 1 **Control Number:**

Safety (specify type work): **Control Number:**

Replace front brakes, front shocks and front end alignment

Paint Job: ☐ Yes ☒ No **Control Number:**

Part III. Use Only For Vehicle Self Insurance (VSI) Windshield Replacement Request.

Windshield Replacement (specify type work): **Control Number:**

Windshield cracked on driver side in center area, needs replacing ASAP

Wing/Region Commander (or designated alternate) Signature

Fax completed form to NHQ CAP/LGT for processing and fax a copy to State Director (information).

CAP FORM 70, SEP 03 **PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 NOV 03** OPR/ROUTING: LGT

Attachment 8a. Placement of CAP Seal and Identify Number

Side View

Rear View

CIVIL AIR PATROL
WWW.CAP.GOV

Decal for Side of Vehicle

Attachment 8b. List of Numbers Used as First Two Digits on Region/Wing Vehicle Identity Numbers

The following list of numbers to be used as the first two digits for region/wing vehicle identity numbers.

The region/wing will assign the last three digits that will make up the five digit vehicle identity number.

01. Alabama
02. Arizona
03. Arkansas
04. California
05. Colorado
06. Connecticut
07. Delaware
08. Florida
09. Georgia
10. Idaho
11. Illinois
12. Indiana
13. Iowa
14. Kansas
15. Kentucky
16. Louisiana
17. Maine
18. Maryland
19. Massachusetts
20. Michigan
21. Minnesota
22. Mississippi
23. Missouri
24. Montana
25. National Capital
26. Nebraska
27. Nevada
28. New Hampshire
29. New Jersey
30. New Mexico
31. New York
32. North Carolina
33. North Dakota
34. Ohio
35. Oklahoma
36. Oregon
37. Pennsylvania
38. Rhode Island
39. South Carolina
40. South Dakota
41. Tennessee
42. Texas
43. Utah
44. Vermont
45. Virginia
46. Washington
47. West Virginia
48. Wisconsin
49. Wyoming
50. Alaska
51. Hawaii
52. Puerto Rico

91. Northeast Region
92. Middle East Region
93. Great Lakes Region
94. Southeast Region
95. North Central Region
96. Southwest Region
97. Rocky Mountain Region
98. Pacific Region
99. National Headquarters

Attachment 9. Sample VSI Report (S-7)

ALABAMA WING-SER VEHICLE SELF INSURANCE (VSI) REPORT - S-7

BILLING PERIOD: 1 OCT XX – 30 SEP XX XX JUL XX

CAP ID	Year	Manufacturer	Vehicle Type	Vehicle ID Number	Acquired	Source	Charter
01007	1996	FORD	4X4 BRONCO	1FMEU15N0TLB78686	31/05/96	DOD FUNDED	01001
01013	1997	DODGE	V-12 R3500 1 TON	2B5WB35YOVK586704	28/07/97	DOD FUNDED	01001
01015	1999	DODGE	V-7 GRAND CARAVAN SE	1B4GP44G8XB894236	27/05/99	DOD FUNDED	01001
01008	1999	DODGE	V-7 GRAND CARAVAN SE	2B4GP44G8XR175389	01/10/98	DOD FUNDED	01001

NOTE: VSI is for only collision and comprehensive coverage for CAP vehicles 8 years old or newer, excluding DOD Excess vehicles.

FY03 TOTAL DUE: $240 (4 Vehicles X $60)

SIGN AND RETURN ORIGINAL S-7 REPORT TO NHQ CAP/LGT NLT 1 OCT XX

SEND PREMIUM AND A COPY OF S-7 REPORT TO NHQ CAP/FM NLT 1 OCT XX

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CAP WING/CC OR REPRESENTATIVE SIGNATURE

Attachment 10. Sample Time and Vehicle Useage Data Form

Web Page–Time and Vehicle Usage Data Form

INFORMATION RESULTS:

NO. TIMES USED

ADMIN	USED 2 TIMES
CADET ACTIVITIES	USED 2 TIMES
MISSION SUPPORT	USED 1 TIME
OTHER	USED 1 TIME

NO. HOURS USED

ADMIN	16
CADET ACTIVITIES	79
MISSION SUPPORT	46
OTHER	2

The total hours used is entered in the block under GRAND TOTAL.

The form is collected from the vehicle at the end of each month and replaced with a blank form for the following month. The information on the form is then entered on the CAP *e*-Services WEB page.

Web Sight Form Example:

	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION	GRAND TOTAL
NO. TIMES USED	2	2	1	1	TRIP TO REPAIR SHOP	6
NO. HOURS USED	16	79	46	2		143

END OF MONTH ODOMETER READING		
	23152	