



# CAP REGULATION 132-1

29 May 2025  
Corrected Copy

Logistics & Mission Resources

CAP VEHICLE MANAGEMENT

This regulation implements federal statutes and codes, United States Air Force policy, the Constitution and Bylaws of the Civil Air Patrol (CAP), and policy of the CAP Board of Governors pertaining to the management of vehicles used by CAP. Commanders have the overall responsibility for compliance with procedures outlined in this regulation. This regulation is applicable to all CAP units and replaces *CAP Regulation 77-1: Operation and Maintenance of Civil Air Patrol Vehicles*.

SUMMARY OF CHANGES. This document has been extensively revised and needs to be reviewed in its entirety.

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**1. Overview.** This regulation states the responsibilities of all CAP personnel with respect to the operation and management of CAP vehicles.

**2. Roles and Responsibilities.** The responsibilities listed here are in addition to the general positions found in [CAPP 30-1](#), *CAP Sample Position Descriptions*. Positions listed in this section are not intended to be all-inclusive as commanders may add to these positions to meet the needs of the unit. However, a distinction is made between CAPR 30-1 organizational structure and compliance with the requirements of this regulation.

2.1. The CAP National Commander shall manage the allocation and use of corporate assets for safety and efficiency.

2.2. The CAP National Headquarters Logistics Staff. This is a staff function responsible for the effective management of vehicle fleet operations in support of CAP's transportation needs and ensures compliance with this regulation.

2.2.1. CAP Chief Logistics Management Officer (CAP/CLMO). CAP/CLMO is responsible for strategic-level logistics planning and oversight, including the development and execution of supply chain and procurement strategies in alignment with CAP's mission. CAP/CLMO ensures logistics operations align with the corporation's strategic goals and objectives while providing leadership and direction to integrate and optimize logistics functions. CAP/CLMO oversees both CAP/LG and CAP/LGT, ensuring compliance with higher authority policies and regulatory requirements.

2.2.2. CAP Director of Logistics and Mission Resources (CAP/LG). CAP/LG is responsible for implementing higher authority policy and establishing procedures governing the lifecycle of CAP vehicles (acquisition, control, distribution, and disposition). CAP/LG operates and maintains a property database through the CAP Operational Resource Management System (ORMS). CAP/LG is responsible for oversight of the care, use, management, and maintenance of all CAP vehicles.

2.2.3. CAP Transportation Program Manager/Fleet Manager (CAP/LGT). CAP/LGT provides management and oversight of vehicle related entries in the ORMS database. CAP/LGT is responsible for administering the Table of Allowances (TA) for vehicles, coordination with other headquarters directorates on matters involving the care and management of the CAP vehicle fleet and ensures that all Certificates of Origin/Titles with cost data, and appropriate registration documents are obtained from the procurement agency.

2.3. General responsibilities: These tasks are the responsibility of all commanders, Director of Logistics (LG)s, Transportation Officers (LGT)s, vehicle managers, and vehicle operators (at every level) who operate, manage, or have a CAP owned vehicle (COV) allocated to their unit.

2.3.1. Ensure wing bookkeepers are provided regular access to COVs in the performance of their duties.

2.3.2. Ensure risk management procedures are incorporated into every activity requiring vehicular transportation.

2.3.3. Ensure [CAPF 132](#), *Vehicle Inspection Guide and Usage Data*, and monthly usage data are entered into ORMS by units for all allocated vehicles by the 10th of each month. Detailed instructions on the use of CAPF 132 can be found in [Attachment 2](#).

2.3.4. Ensure marking of all CAP vehicles in accordance with (IAW) approved CAP marking standards (see [Attachment 3](#)).

2.3.5. Ensure compliance with vehicle charge card usage (see section [13.2](#) and [Attachment 5](#)).

2.3.6. Ensure safe operations and security of all allocated vehicles.

2.3.7. Keep vehicle record folders in ORMS current (see [paragraph 5.1.1.](#)) and maintain a vehicle binder for each vehicle (see [paragraph 5.1.2.](#)).

2.3.8. Ensure all CAP vehicle management reporting requirements are met.

2.3.9. Assist in the identification of vehicles warranting retirement or recapitalization, and the tasks necessary to complete the transaction.

2.3.10. Ensure vehicle drivers are aware of how-to use the vehicle's Electronic Funds Source (EFS) card and vehicle reporting requirements.

2.3.11. Forward maintenance estimates if over \$500.00 to CAP/LGT to request approval.

2.3.12. Clear/reconcile any discrepancies indicated on CAPF 132. Advise wing LG or LGT if a discrepancy cannot be resolved in a timely manner.

2.3.13. Advise wing LG or LGT if a vehicle is out of service for maintenance or safety concerns.

2.3.14. Ensure that the vehicle is cleaned inside and out and promotes a positive CAP image (see [paragraph 13.2.5.](#)).

2.3.15. Ensure compliance with this regulation and contact CAP/LGT via [lg@capnhq.gov](mailto:lg@capnhq.gov) for any unique situation.

2.4. Region Commanders are responsible for the management of CAP property within their region. Region Commanders must:

2.4.1. Appoint a Deputy Chief of Staff, Logistics (DCS-LG) to assist with this duty. Region Commanders are encouraged to appoint Transportation Officers to help manage the region's allocated vehicle fleet.

2.4.2. Make staff members, records, and property available for audits and inspections.

2.4.3. Review Staff Assistance Visit (SAV), audit and inspection reports, advise on corrective actions, and ensure all region and subordinate units' findings are corrected promptly.

2.4.4. Appoint a transportation representative to be on the Transportation Utilization Group (TUG) led by the CAP/LGT.

2.5. Region DCS-LG will:

2.5.1. Assist and advise CAP Region Commanders in all transportation management matters.

2.5.2. Select and recommend appointment of a Region LGT to administer the management and oversight of the region's allocated vehicle fleet.

2.5.3. Provide training and oversight for subordinate wing transportation managers.

2.5.4. Serve as the Region Fleet Manager for all vehicles allocated to units in the region (if a Region Transportation Officer is not appointed).

2.6. Region LGT is the fleet manager for all vehicles allocated to units in the region. The Region LGT will:

2.6.1. Train/mentor wing transportation officers in their region.

2.6.2. Monitor subordinate units' vehicle usage and maintenance using ORMS. Advise and assist wing LGs (or wing LGTs when appointed) with fleet management solutions to ensure utilization of CAP owned vehicles (COVs).

2.6.3. Advise commander on COV transfers at Region/Wing levels to ensure effective utilization.

2.6.4. Validate, process, and prioritize vehicle requests during the annual vehicle purchase. Gather these vehicle requests from all subordinate wings in the region and submit to Region Commander.

2.6.5. Ensure subordinate wings meet all vehicle reporting and maintenance requirements, and comply with vehicle charge card usage.

2.7. Wing Commanders will:

2.7.1. Appoint a Wing Director of Logistics.

2.7.2. Appoint an LGT, as warranted.

2.7.3. Serve as approval authority for all driver permissions in Operations Qualifications (Ops Quals) database or delegate that authority in writing to the wing LGT, if appointed.

2.8. Wing LG will:

2.8.1. Assist and advise Wing Commanders in all transportation management matters.

2.8.2. Select and recommend appointment of a wing LGT to administer the management and oversight of the wing's vehicle fleet.

2.8.3. Provide training and oversight for subordinate unit transportation officers.

2.9. Wing LGT, if appointed, is the fleet manager for all vehicles allocated to units in the wing. Wing LGT will:

2.9.1. Train/mentor subordinate unit transportation officers in their wing on usage reporting requirements, vehicle maintenance requirements, and vehicle charge card usage.

2.9.2. Ensure that vehicle maintenance is completed per vehicle manufacturer owner's manual and receipts and data are entered into ORMS.

2.9.3. Ensure all maintenance estimates over \$500.00 are sent to CAP/LGT for approval/disapproval prior to any work being performed.

2.9.4. Monitor usage and maintenance using ORMS for each vehicle in the wing. Develop recommendations for the commander to more effectively utilize the assigned vehicle fleet.

2.9.5. Recommends vehicle allocations and transfers to units based on usage, unit size, and geography to the Wing Commander. Coordinates vehicle sharing across wings to ensure vehicles are available to accomplish the mission.

2.9.6. Work with Wing, Group, and Squadron Commanders to validate and plan for new or additional vehicles and vehicle retirements using [CAPF 132-1](#), *Vehicle Justification Worksheet*.

2.9.7. Review/approve driver's permission applications (if delegated by Wing CC).

2.10. Group/Squadron/Flight Commander Responsibilities. Commanders are responsible for the management of CAP vehicles within their command. They will:

2.10.1. When assigned vehicles; appoint an LGT to manage the unit's vehicle fleet.

2.10.2. Ensure all audit and inspection findings are corrected promptly.

2.11. Group/Squadron LGT, if appointed, is the vehicle manager for vehicles assigned to the group or squadron in the wing.

**3. Waivers to This Regulation.** The CAP Chief Logistics Officer is the waiver authority for this regulation and waivers to this regulation will be closely scrutinized. All waiver requests must be routed through the respective Wing Commander and Region Commander before being submitted to CAP/LGT at [lg@capnhq.gov](mailto:lg@capnhq.gov). CAP/LGT will coordinate with the CAP Chief Logistics Officer for final approval.

**4. Operating Instructions and Supplements to this Regulation.** Regions and wings may publish a supplement to this regulation IAW CAPR 1-2, *Publications Management*. All supplements must be routed through their respective CAP-USAF liaison and Region prior to submissions to CAP/LGT. Operating Instructions to this regulation are prohibited.

## **5. Vehicle Records.**

5.1. Vehicle files for each assigned COV will be maintained as described below. This includes trailers when the state law requires the documents. At no time will vehicle records/files be stored at a CAP member's private residence or office.

5.1.1. The electronic vehicle file will contain the following documents and must be maintained in ORMS:

5.1.1.1. Vehicle title. Upload a copy of the vehicle title into ORMS. The original vehicle title will be kept in a secure location at the region or wing headquarters. If the region or wing HQ has no facility, coordinate with CAP/LGT for a storage solution.

5.1.1.2. Vehicle registration (IAW state law).

5.1.1.3. Past CAPF 132s (retain for 36 months).

5.1.1.4. Maintenance receipts/invoices.

5.1.2. The following documents are required to be kept in a binder in each assigned COV. Trailers and special purpose vehicles are excluded unless required by state law.

5.1.2.1. Current CAPF 132.

5.1.2.2. Vehicle registration (IAW state law).

5.1.2.3. Vehicle insurance card (IAW state law).

5.1.2.4. State vehicle inspection or state emissions inspection certificate, as applicable.

5.1.3. Keep current month's fuel/maintenance receipts until uploaded in Web Mission Information Reporting System (WMIRS) or ORMS, as applicable.

5.1.4. Report lost/damaged documents immediately upon discovery to wing LG for replacement.

5.2. Vehicle Registration. Register and maintain vehicle registration documents for all COVs as per this regulation, required by applicable laws of the state, commonwealth, or local government jurisdiction where vehicles are located. Registration and license fees are funded utilizing region and/or wing funds. Annual inspections are funded by CAP/LGT using the vehicle EFS card.

**6. Vehicle Risk Management Program.** Vehicle safety is vitally important with every vehicle operation. To ensure each driver maintains an acceptable level of proficiency and safety while operating a COV, they will undergo routine driver safety training. The Vehicle Risk Management Program will consist of two elements (Driver's Orientation Training and Driver's Continuing Education).

6.1. Driver's Orientation Training (DOT): The purpose of this training is to provide the basic vehicle safety standard that all CAP members are required to possess and understand prior to operating a COV. Members need both qualification (this training) and authorization (approval from permission approval authority) to operate a COV.

6.1.1 This training will be conducted in the online learning management system (LMS) and must be conducted/refreshed every three years from the date of successful completion.

6.1.2. DOT training is not meant to serve as the sole form of safety training for vehicle operations. It is strongly recommended that each region/wing include additional vehicle safety training and

guidance for vehicle operators to address specific local concerns and ensure the highest standards of operational safety.

6.2. Driver's Continuing Education (DCE): The DCE training will be conducted in the online learning management system (LMS). This training is not mandatory but will provide CAP vehicle advanced, safety, and policy training for all who are interested in learning more about them. It is strongly encouraged for LGTs (LGs if LGTs are not appointed) at all levels to take this training when available. You will note this training as it will have "DCE" in the title.

## **7. Driver Permissions and Responsibilities.**

7.1. Operating a CAP vehicle is a privilege, not a right. Valid CAP driving permissions (approved in Ops Quals) are required prior to operating any CAP vehicle. CAP employees are not linked to Ops Quals and are approved to operate CAP vehicles in the performance of their duties.

7.2. Drivers will operate COVs in strict compliance with federal, state, commonwealth or local laws, regulations, and ordinances.

7.3. The following are required for initial or renewal of driver permissions:

7.3.1. A current motor vehicle driving record (MVR) dated less than 90 days at time of request, a valid/current driver's license, and completion of DOT. Documents are required to be uploaded in Ops Quals in eServices.

7.3.2. Renewal of CAP driving permissions will be based upon the member driver's license expiration date. During renewal, an updated MVR and copy of the new driver's license will be uploaded in Ops Quals. Additionally, the member's DOT must be active/current (completion required every three years). After reviewing the member's MVR, driver's license, and DOT level, the approval authority may authorize the member's driving permission in Ops Quals. The Wing Commander may require a review of members' MVR records more frequently.

7.4. Driver Requirements.

7.4.1. Members 21 years of age or older, who are properly licensed to operate specific vehicle types according to applicable local and state laws and who hold current CAP driving permissions, are permitted to operate COVs or temporary use vehicles (TUVs).

7.4.2. Senior members under 21 years of age, but at least 18 years of age and who are licensed, may be permitted to operate general purpose CAP owned vehicles: sedans, 7-passenger vans, Crossover Utility Vehicles (CUVs), Sport Utility Vehicles (SUVs), or pickup trucks. They may not carry passengers, tow trailers, or operate TUVs. They must also have written or electronic approval from their Wing Commander (Region Commander if assigned to Region Headquarters).

7.4.3. Cadet members 18 years of age and above who are properly licensed are authorized to operate vehicles, with written or electronic approval from the Wing Commander (Region Commander if assigned to Region Headquarters). Cadet members will be limited to sedans, 7-passenger vans, CUVs, SUVs, or pickup trucks. Cadets may not carry passengers or tow trailers.

7.4.4. Members must be 21 years of age or older to operate TUVs.

7.4.5. Region or Wing Commanders may raise minimum experience requirements and minimum age requirements. Region or Wing Commanders will publish these requirements in a supplement to this regulation, IAW [CAPR 1-2](#).

7.5. For towing operations, a check ride is required by a member who is currently approved in Ops Quals for towing operations.

7.6. If applicant has one or more of the following convictions within the previous five years, CAP driving permissions will be denied.

7.6.1. Driving Under the Influence/Driving While Intoxicated.

7.6.2. Three or more moving violations.

7.6.3. Street Racing.

7.6.4. Aggressive/Reckless Driving, in accordance with state laws.

7.6.5. Vehicle felony, e.g., hit and run, negligent homicide, theft, assault with a motor vehicle.

7.6.6. Any other egregious driving offense not listed above as determined by the commander.

7.7. Wing Commanders have the authority to revoke driving permissions at any time.

7.8. Commission of any of the driving offenses listed above by a member holding CAP driving privileges will be reported to the Region/Wing Commander immediately and will result in suspension of the member's CAP driving privileges. This suspension will be accomplished using the "Suspension" module of eServices Ops Quals. At the time of suspension, the Region/Wing Commander will determine the length of suspension and enter it into eServices Ops Quals. Region/Wing Commanders should consider permanent revocation of CAP driving privileges depending upon the severity of the violation.

7.9. CAP members will automatically lose CAP driving permissions upon revocation or suspension of their driver's license.

7.10. CAP-USAF personnel and CAP Reserve Assistance Program personnel are not authorized to operate CAP vehicles without CAP/CEO approval and explicit permission from CAP-USAF/CC.

## **8. Vehicle Usage.**

8.1. COVs and TUVs shall be used for official CAP purposes only. COVs will not be loaned to other public agencies.

8.2. Types of vehicles not permitted to be owned or operated by CAP will be determined by CAP/CEO following a thorough risk analysis. Vehicles not permitted to be owned or operated by CAP include,



but are not limited to: buses, humvees/hummers, military type cargo vehicles (Two & 1/2 ton vehicles or larger), water trailers, boats, and all-terrain vehicles (ATVs) (for purposes of this regulation an ATV is a motorized off-highway vehicle, designed to travel on three or more low pressure tires, having a seat designed to be straddled and handlebars for steering, intended for use by a single operator with or without a passenger).

8.3. Drivers will enter usage on CAPF 132, *CAP Vehicle Inspection Guide and Usage Data* every day the vehicle is used. See [Attachment 2](#) for detailed instructions on the use of CAPF 132. During the inspection, all items found not to be in safe working order must be corrected before placing the vehicle in service. The completed CAPF 132 will be uploaded into ORMS by the 10<sup>th</sup> of the following month. When a TUV and POV are used to support a CAP activity, a safety check will be performed using a CAPF 132, prior to use, but are not required to be uploaded into ORMS.

8.4. CAP members are permitted to ride as passengers in COVs, TUVs, golf carts and utility type vehicles. Non-members may ride as passengers when their presence contributes to the CAP program or is deemed to be in the best interest of CAP. Region or Wing Commanders shall approve, in writing, non-member passengers in advance of travel. The approval must list the date and full passenger names, a summary of the risk assessment, and a general description of why non-members are being transported by CAP vehicles and personnel. Passengers are not permitted to ride in truck beds or towed vehicles.

8.5. CAP members are permitted to drive government vehicles IAW [DAFI 10-2701](#), *Organization and Function of The Civil Air Patrol*, paragraph 3.5.6, which states; “CAP members are required to have installation or garrison commander approval to use DAF vehicles on a DAF installation or garrison and are required to adhere to installation or garrison policies.”

8.6. Use of privately owned vehicles (POV), including trailers, for transportation and towing to and from CAP meetings, encampments and other activities is solely at the risk of the individual CAP members and their passengers. CAP assumes no right of control, liability, or responsibility for such transportation. Region/Wing Commander must approve, in writing, justification for use of a POV as official CAP transportation when adequate COVs are not available for such purposes and verify that a thorough risk assessment has been accomplished for use of a POV. 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 must produce evidence of insurance coverage, state inspection (if required) and registration. Unit Commanders will retain written approval for use of a POV for one year following the completion of the activity requiring a POV.

8.7. Region/Wing Commanders must approve, in writing, the use of a rented or leased bus for official CAP transportation prior to routing them to CAP/LGT. Unit Commanders will retain written approval for use of a bus for one year following the completion of the activity requiring a bus. CAP members are not authorized to drive leased buses. A certificate of liability coverage for the proposed lease period with limits of not less than \$2 million must be verified prior to submission. Region/Wing Commanders may not sign anything in writing that commits the corporation; all leases need to be routed through CAP/LGT and CAP/GC prior to CAP/COO approval. The Region/Wing Commanders shall retain copies of the certificate of liability during the lease period and up to three years.

8.8. Golf carts and utility type vehicles (UTV) are prohibited for procurement. Exceptions to this policy must be approved in writing by the CAP/CEO. However, utilization of assets already owned by CAP requires a thorough risk analysis. The national/region/wing commander is the approval authority for the utilization of golf carts and UTVs for activities under their purview. The commander may delegate, in writing, this authority to the Deputy Commander or Chief of Staff.

8.9. Animals, including support or comfort animals, are not permitted to be in COVs; exception, service animals.

8.10. Storage items or items for transportation are not authorized to be placed on the roof of any COV. Roof racks are not authorized.

8.11. Special purpose vehicles (SPV) are those vehicles that are non-standard vehicles which are procured, designed, or modified for a specific purpose. Forklifts and glider winches are examples of SPVs which CAP owns and operates. Forklifts and glider winches are non-standard vehicles that serve a specific purpose.

8.11.1. Operators of SPVs need CAP driving privileges like all COV operators (see sections [6](#) and [7](#)) and operator training specifically for the SPV.

8.11.2. SPVs require maintenance for safety and their manufacture's recommended maintenance schedule will be followed. If there is none, contact CAP/LGT via [lg@capnhq.gov](mailto:lg@capnhq.gov) for a maintenance schedule.

## **9. Vehicle Life Cycle.**

9.1. Procurement. Vehicles will be procured annually IAW the current Cooperative Agreement. CAP/LGT will utilize a Vehicle Top 100 Listing to determine procurement priority. The Vehicle Top 100 Listing is developed using fleet analysis of vehicle age, mileage, and sustainment cost.

9.2. Vehicle Fleet Growth Policy. The vehicle fleet represents a tremendous investment for the corporation. The vehicle purchase program provides funding for programmatic replacement of assets at a quantity and priority that funds will allow. CAP/LGT closely scrutinizes any request increasing the vehicle fleet size. Requests to increase vehicle fleet size must support a verifiable mission change, e.g., stand up of a new squadron, establishment of a new mission set, etc.

9.2.1. The vehicle Table of Allowances is the authoritative source document used to determine vehicle authorizations and reflects the maximum authorized number of assets; however, funds availability could limit the total number of vehicles. CAP/LGT is the approval authority for all authorization quantity adjustments.

9.2.2. Vehicle Donations: Vehicle donations must be approved by CAP/LGT for vehicles being used to support the mission; however, CAP will not accept any donation of a vehicle over five years of age, or 50,000 miles. If a unit wants to accept a vehicle donation for any other means, it must be in accordance with CAP's regulations and policies regarding donations.

9.3. Distribution. As vehicles are procured, they will be distributed according to the Top 100 Listing and distribution model analysis, which may also include vacancies and new mission requirements.

9.4. Retirement/Disposition. Vehicles will be retired and disposed of through the ORMS process, coordinating with CAP/LGT, CAP-USAF, and accordance with 2 CFR 200. Vehicles that are not economically repairable, have been wrecked or determined to be excess shall be identified for disposal.

9.4.1. Disposal of all federally funded vehicles will be with Charitable Adult Rides & Services (CARS). CARS is a 501(c)(3) nonprofit organization that is now CAP's third party when retiring federally appropriated vehicles. This is in accordance with the Cooperative Agreement and CAP-USAF instructions. Coordinate with CAP/LGT on specific guidance and instructions.

9.4.2. Disposal of all DoD and federal excess vehicles will be coordinated through Defense Logistics Agency- Disposition Services (DLA-DS) via CAP-USAF instructions.

9.4.3. Disposal or sale of all donated vehicles will be IAW CAPR 173-4, *Fundraising/Donation* and CAPR 174-1, *Property Management and Accountability*.

9.4.4. Disposal of all state funded vehicles will be coordinated through the appropriate state agency/office concerning the disposition instructions, and proper retirement/disposal actions for the vehicles.

**10. Vehicle Incidents, Accidents, Abuse, and Mishaps.** Vehicle repairs are primarily funded by CAP/LGT, see [Section 13](#) for additional information.

10.1. Incidents: Vehicle incidents are caused by acts of nature, natural disasters, or mechanical failures. These repairs are funded by CAP/LGT.

10.2. Vehicle Accidents: Vehicle accidents are the result of a major or minor impact/collision with another vehicle or object. Accident repairs are funded by CAP/LGT unless the vehicle operator is deemed at fault due to malice or negligence. Malice is the willful intent to cause damage. Negligence is failure to use reasonable care resulting in damage or injury. Malice and negligence are determined through the Report of Survey (ROS) process.

10.3. Vehicle Abuse: Vehicle and vehicular abuse/damage is a willful or negligent act of improper operation or care. Willful acts are intentional, conscious, and directed toward achieving a purpose. The cost to repair vehicle abuse is the responsibility of the using unit. Negligence through willful action is determined through the ROS process.

10.4. Vehicle Mishaps: In the event of a mishap involving COVs or authorized TUVs and POVs, unit Commanders must ensure compliance with [CAPR 160-2](#), *Safety Reporting, Reviewing, and Action Planning*, and [CAPR 900-5](#), *The CAP Insurance/Benefits Program*. Commanders shall notify region/wing LGs/LGTs and CAP General Council (CAP/GC) within 48 hours and initiate the appropriate safety/accident report in CAP Safety Information System (CAPSIS). When an accident incurs serious injury, death, or total loss of the vehicle, Region Commanders will immediately report the accident to

the National Operations Center (NOC) as required by CAPR 160-2. Commanders will notify the chain of command after initial NOC notification.

10.4.1. If vehicle was damaged, the unit commander, LG, or LGT must change the “Condition” of vehicle to “Missing/Damaged” in ORMS.

10.4.2. A vehicle operator/driver involved in a mishap shall not operate any CAP vehicle other than to return to home station, pending the results of an ROS investigation.

## **11. Vehicle Safety.**

11.1. Vehicle, activity, and operator shall be evaluated prior to the use of any vehicle. Use a CAPF 132 and [Operational Risk Management](#) assessment to accomplish this evaluation. Vehicle operators will perform these evaluations on all COVs. These evaluations will also be performed on TUVs and POVs when they are used to support operational missions.

11.2. The vehicle evaluation items found to be a safety concern on the vehicle that cannot be corrected on the spot must be documented on CAPF 132 and the vehicle’s manager must remove the vehicle from service until the safety issue has been resolved. Any member can remove the vehicle from service due to mechanical or safety concerns. Vehicles can be put back into service only after all safety concerns have been corrected. It is the responsibility of the vehicle manager, unit’s LGT, and safety officer for the activity or higher command to return the vehicle to service.

11.3. When operating COVs, drivers are expected to obey all speed limits and posted signage. Excessive speed and abrupt maneuvers not only increase the risk of an accident but also reflect poorly on Civil Air Patrol. Additionally, operating vans introduces different risks than those typically found with other types of vehicles. With a high center of gravity, vans have a greater risk for rollovers and should be handled with more care.

11.4. When replacing tires on COVs, tires must meet vehicle manufacturer’s recommended size and load ratings. Only original replacements or vehicle manufacturer’s recommended tires are permitted for use on any CAP vehicle. Tires should be inflated in accordance with the vehicle manufacturer's recommendations.

11.5. When planning trips, include time allotted for mandatory and anticipated breaks, vehicle inspection using the CAPF 132, an Operational Risk Management assessment, and the following:

11.5.1. Only experienced drivers shall operate COVs. CAP drivers will have their experience evaluated by their wing commander or designee. Experience evaluation will consider the members’ driving history, total years licensed driving, vehicle being operated, proficiency, and completion of required training specific to CAP vehicle operations.

11.5.2. Drivers shall perform the IMSAFE2 protocol (see [Attachment 7](#)) before entering the vehicle. If any of the protocols are not met the driver is disqualified from operating the vehicle for the trip being planned.

11.5.3. Trips planned for less than four hours may be conducted with a single driver without a stop.

11.5.4. Trips planned for up to 10 hours may be conducted with a single driver but must have 30 minute breaks every four hours.

11.5.5. Trips planned for more than 10 hours, and less than 14 hours must have at least two experienced drivers and include a break every four hours for at least 30 minutes.

11.5.6. Trips will not be planned for more than 14 consecutive hours. Drivers may perform CAP vehicle operations for **up to 14 consecutive hours** if they have been in an environment permitting rest for at least 10 consecutive hours immediately prior to beginning vehicle operations. This 14-hour window begins as soon as the driver reports for CAP duty, no matter if they are driving or not. During the 14-hour work window, drivers can only be behind the wheel for up to 10 hours.

11.5.7. Drivers will not perform CAP duties for at least 10 consecutive hours immediately after driving a trip of 10 hours or more. Rest means the designated driver(s) had the opportunity to rest at least 10 hours within the specified period. This period provides the opportunity for eight hours of uninterrupted rest/sleep and two hours for personal preparation/travel time.

11.5.8. CAP/LG or higher, Region Commanders, Wing Commanders, Deputy Commanders, Chiefs of Staff, or Directors of Operations may approve up to two additional hours of driving trip time when adverse driving conditions (e.g., traffic jams or delays, poor driving weather, flat tire) are encountered allowing a single driver to drive a maximum of 12 hours total or multiple drivers to drive up to 16 hours total.

11.6. Use of vehicle safety restraints (seat belts) is mandatory by all occupants of COVs (also applies to TUVs and POVs used for official CAP business). Do not transport more people in a vehicle than there are safety restraints to accommodate them.

11.7. Towing Operations. Towing operations is allowed for COVs IAW manufacturer's specifications. Towing use in support of CAP operations or events is essential for the effectiveness of CAP's mission. Towing operations is defined as using a vehicle to pull another vehicle, regardless of vehicle type or contents. Every step, listed below, must be taken to ensure the proper and safe execution of towing operations.

11.7.1. Only one passenger, sitting in the front passenger seat, is authorized while towing. Additional passengers must be approved in writing by the Wing Commander. Wing Commanders can delegate approval of carrying more than one passenger when towing to the Activity Director or Incident Commander, if circumstances permit.

11.7.2. When towing, the trailer weight shall not exceed the weight limit as specified in the vehicle, trailer, and tow hitch specifications. The gross vehicle weight rating (GVWR) shall not exceed 10,001 pounds per Department of Transportation (DOT) commercial regulations.

11.7.3. To be authorized to tow, drivers must be at least 21 years of age, must complete CAP's DOT Phase Three (IAW [paragraph 6.1.](#)), and be cleared by their driver's permission approval authority (see [paragraph 2.7.3.](#)). This includes performing a check ride IAW [paragraph 7.5.](#)

11.7.4. CAP owned trailers will only be towed with COVs. Exceptions must be approved in writing by the Wing Commander and require collision and comprehensive insurance coverage.

11.7.5. A trailer inspection, CAPF 132T (*Trailer Inspection Guide and Usage Data*), will be conducted for all towing operations, even if the trailer is empty. LGTs are responsible for following the same guidance as CAPF 132 (IAW [paragraph 8.3.](#)) whenever a trailer is used. CAPF 132T should be uploaded on the document page of the trailer in ORMS by the 10<sup>th</sup> of each month.

11.7.6. Wing Commanders are responsible for ensuring vehicle operators complete the required training and have experience towing trailers.

11.8. Fire extinguishers and first aid kits are optional in CAP vehicles unless required by state or local codes. If required, these items will be funded by the unit. The specific requirements shall be published in a region/wing supplement. First aid kits, fire extinguishers and other miscellaneous items must be kept current in accordance with the manufacturer's specified expiration dates and secured to prevent movement inside the vehicle.

11.9. Daytime running lights shall be kept on while operating COVs. Headlights should be turned on whenever vehicles not equipped with daytime running lights are driven to increase visibility of the vehicle during daylight hours.

11.10. Backup alarms are required on all COVs that are designed to carry 8-passengers or more, or have a permanent obstructed rear view (e.g. panel vans w/no windows). Sedans, SUVs, and vans (designed to carry less than 8-passengers) are not required to have a backup alarm provided they have an operational backup camera. Exceptions must be approved in writing by the CAP/LGT. When not provided during initial procurement, contact CAP/LGT for funding.

11.11. Ground guides or spotters will be used when backing up vehicles. If operating a vehicle alone and no ground guide or spotter is available, make every effort to position the vehicle in such a way that backing is not required.

11.12. The use of vaping, tobacco, and any alcoholic beverage products is prohibited in CAP vehicles.

11.13. Commercial Cellular/Global Positioning System (GPS) Telematics will not be installed on CAP vehicles without CAP/LGT approval.

11.14. Drivers will not use hand-held cellular phones or texting devices while the vehicle is in motion. The use of cell phone GPS is permitted, provided that the phone is not being held while the vehicle is in motion. Additionally, programing the GPS must be accomplished while the vehicle is stopped.

11.15. Vehicle operators are restricted from operating a COV or TUV within 8 hours of consuming alcohol or drugs (that have side effects which may impair ability to safely operate vehicles) or when still under the aftereffects of such consumption. Anyone who suspects that another person is under the influence of alcohol or drugs must report that to their commander, and above all, not allow that individual to operate a vehicle.

11.16. To improve safety for 15-passenger vans, the rear seat must be removed. This area should not be used for additional cargo, as the additional weight in the rear of the van increases vehicle rollover probability. If cargo must be transported in the rear of the van, it must be secure, will not extend over the rear seat and is limited to 300 pounds or less.

11.17. Spare tires/kits must be securely attached in the area identified in the owner's manual for spare tire/kit storage. If, during installation of an after-market trailer hitch or other device, the spare tire/kit is displaced from the manufacturer's recommended storage area, the spare tire/kit must be securely mounted regardless of whether it is carried outside or inside the vehicle.

11.18. Anytime a unit receives a new type of vehicle, conduct a risk management assessment IAW [CAPR 160-1](#), *Civil Air Patrol Safety Program*, paragraph 3.3.1.1.3.

## 12. Vehicle Branding and Markings.

12. COV Identification and Marking. COVs shall be maintained to the highest possible standard to reflect a positive image for the organization. Except for golf carts, and utility type vehicles, all COVs are to be marked in accordance with this regulation. Decals can be requested online via Material Orders in eServices. Appropriate markings for vehicles are pictured in [Attachment 4](#) (*Vehicle Decal Placement*) and are as follows:

12.1. A vehicle identification number consisting of five digits (three to three and a half inch black numerals) shall be affixed to the lower left rear of hatch door on van type vehicles (see [Attachment 3](#), *CAP Vehicle Identity Numbers*). On trucks, vans, and SUVs affix numerals on lower left tailgate and on sedans and CUVs affix numbers to the lower left bumper, see also [Attachment 4](#). The first two digits are the region or wing vehicle identification number. Example: 01XXX for Alabama, 23XXX for Missouri, 93XXX for Great Lakes Region, etc. Reuse of vehicle identification numbers is not authorized for a period of one year. Stencil manufacturer's recommended tire pressure on wheel hubs or on the bottom of the fender directly above the tire on COVs. The marking for spare tires will be on the rear end, centered, and at lowest possible point while remaining visible. If the COV does not have a spare tire but has a spare tire kit, spare tire decal is not required.

12.2. Only permanently affixed CAP emblem door decals shall be used on COVs. Magnetic door emblems are not authorized. These decals are to be centered on the left and right driver compartment doors. Replace decals when they show clear signs of wear or fading. A decal featuring the CAP website will be placed under the CAP emblem on side doors. This decal will also be placed in the rear of the vehicle, as high as possible (see [Van Rear Style 2 image](#)). If vehicle model emblems, handles or other accessories are in the way, position them lower (see [SUV Rear image](#)). A CAP banner decal shall be placed on both sides on all COVs, except Sedans. United States Air Force Auxiliary decals will be affixed below the CAP banner. Sedans require only the door emblems and vehicle identification number. Box trucks will be marked in the same manner as the sides of trucks, placing the banner decal in the center of the storage area. Additionally, box trucks will have a 16" CAP emblem on their rear, like a trailer. Vehicles with CAP-approved wraps or splashes will not have door emblems, website decals or CAP banner decals affixed. All CAP vehicle decals are available through CAP/LGT. Decals are not authorized to be cut in half; if unable to place in center, place them on left side of the structure that is



preventing the entire decal from remaining in one piece (see [Van Rear style 1 image](#)). In cases where the emblems or decals do not fit on the rear without being cut due to obstructions (such as windows and split doors), do not affix the decal.

12.3. CAP trailers will be marked with 16" CAP emblem decals. One will be placed on each side of the trailer and a third will be placed on the rear. A CAP banner decal will be placed under each emblem on the side of the trailer. United States Air Force Auxiliary decals will be affixed below the CAP banner. Every effort should be made to have the decal centered on the side of the trailer. However, actual location of placement may vary depending upon window/door locations and/or location of permanent objects or structures.

12.4. Rescue vehicle markings must conform to federal, state, and local laws.

12.5. CAP identifications, markings and all CAP property will be removed as a part of the vehicle retirement process and prior to the vehicle coming off the CAP Vehicle Inventory.

12.6. Vehicle Painting. COVs will be painted white. Any COV not painted white or wrapped shall remain its original color until it requires painting. When a COV requires painting, an estimate and pictures of vehicle must be submitted to CAP/LGT for approval/disapproval.

12.6.1. All COV wraps must be routed to CAP/LGT and Civil Air Patrol Marketing and Communications via [mac@capnhq.gov](mailto:mac@capnhq.gov) for approval.

12.6.2. Installation and removal of approved wraps will be unit funded unless directed by CAP/LGT.

### **13. Vehicle Maintenance.**

13.1. The vehicle manufacturer's maintenance schedule shall be followed to ensure vehicle safety and readiness. If no maintenance schedule exists (for vehicle, trailer, or glider winch), use the directed intervals as specified in [Attachment 6 \(Maintenance Intervals\)](#).

13.2. All routine maintenance, repairs, or servicing for COVs costing under \$500 can be approved by the wing LGT or higher. Vehicle repairs or servicing costing \$500 or more must be approved by CAP/LGT. Maintenance costs over \$500 accomplished without prior CAP/LGT approval may not be reimbursed and must be funded by the wing. Forward maintenance estimates to CAP/LGT at [lg@capnhq.gov](mailto:lg@capnhq.gov) for approval. All routine maintenance, repairs, and servicing less than \$7,500 can be paid for with the vehicle's EFS Card. With exception of the preventative maintenance actions listed in paragraph 13.2.9; members are not authorized to perform maintenance/repairs on COVs, and must use state certified/licensed facilities, where available.

13.2.1. Trailer maintenance/repair, other than glider trailers, are the responsibility of the unit. Inspection before each use is the same as for a COV, see [paragraph 11.7.5](#). Annual inspection by a qualified/licensed trailer maintenance facility will be accomplished to ensure safe usage of vehicle.



13.2.3. Tires, to include spare, will be inspected for safety and replaced according to manufacturer's treadwear guidelines and/or at least every six years based on date of manufacture. CAP will only purchase tires of the same load rating and size as recommended by the vehicle manufacturer. CAP/LGT does not fund two sets of tires for each season.

13.2.4. Payment for maintenance and/or repairs will be accomplished using the vehicle assigned EFS card or budget obligation request (for maintenance over \$7,500). [Attachment 5](#) provides additional details for the use of the EFS Card. The unit performing maintenance is responsible for uploading paid invoices for performed maintenance actions into ORMS and emailing the wing LGT and CAP Finance a copy of the invoice with receipt within 5 business days.

13.2.5. Vehicle washing and waxing is considered vehicle preventive maintenance and should be accomplished periodically to preserve the paint and prevent corrosion. Transportation Officers are authorized to use the EFS card to pay for two washes/waxes per year. Any additional washes/waxes will be funded by the unit.

13.2.6. Payment for Air Force Assigned Missions (AFAM) fuel will be accomplished using vehicle EFS cards IAW [CAPR 173-3](#), *Payment for Mission Support*.

13.2.7. Use of fleet maintenance cards for any purposes not stated in this regulation is prohibited unless approved in writing by CAP/LGT.

13.2.8. Management and replacement of all COV keys is the responsibility of the unit. The use of EFS cards for the funding of key replacement is not authorized.

13.2.9. Members are permitted to perform the following minor preventive maintenance actions on COVs, including tasks such as inflating tires, replacing inoperative light bulbs or reflectors, installing windshield wipers, and topping off fluids. All other repairs must be performed by state-certified or licensed maintenance facilities. Exceptions to this policy may be granted by CAP/LGT on a case-by-case basis.

13.3. Emergency Actions. Emergency actions are those that result from a breakdown on the road, after hours, on weekends or during holidays. Under these circumstances members should contact their respective Transportation Officer, Director of Logistics, or Commander. When recovering a disabled COV, a professional wrecker service should be used and use of EFS card is authorized.

13.4. Vehicle Cannibalization: Vehicle cannibalization (removing parts from one vehicle to put on another) is prohibited.

13.5. Vehicle Add-ons/Modification: A vehicle modification is any change to a vehicle that alters the original configuration or affects the primary structure, hydraulic power system, load-bearing capacity, steering, braking capability, positive control features, lifting, power train or restraint systems of a vehicle. Vehicle add-ons are any aftermarket accessories or equipment that are not part of the vehicle's original configuration when originally received from the manufacturer. All add-ons and modifications require prior approval from CAP/LGT. All requests should be routed through the unit's respective wing/region LG or commander. Include in the routing CAP/DOK for communication equipment modifications (vehicle radios, antennas, wires, etc.). Funding for any

add-ons or modifications, except for communication equipment, are the responsibility of the assigned wing/region.

13.5.1. Light bars 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. Colors used on approved light bars will be amber or amber/white. Red and blue colors on light bars and/or the use of sirens are not authorized for use on any CAP vehicle.

REGENA M. AYE, Major General, CAP  
Commander

### Attachment 1 COMPLIANCE ELEMENTS

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
CI & SUI Tab D8	01	Are vehicle files established for each vehicle?	Compliance is determined through on-site inspection and/or eServices.	Wing/Region failed to maintain vehicle files IAW CAPR 132-1 para 5.1. NOTE: list vehicle(s) and missing item(s).	Establish vehicle files for each assigned vehicle.
CI & SUI Tab D8	02	Do the vehicle files contain all required documentation?  -Inside ORMS a) copy of title b) copy of registration c) completed CAPF 132 d) maintenance receipts/invoice  -Inside Vehicle a) CAPF 132 b) copy of registration c) copy of insurance card d) state inspection, if required	Compliance is determined through on-site inspection and/or eServices. Note: If state does not require registration, Wing/Region should have documentation from the state documenting no registration is required. The entire CAPF 132 will either be scanned into ORMS or kept on file as required. Updating only ORMS utilization data does not meet the requirement. Note: When the CAPF 132 was not retained or retained for more than 36 months.	Wing/Region failed to ensure vehicle files contained all required documentation IAW CAPR 132-1 para 5.1.1 and para 5.1.2. NOTE: list vehicle(s) and missing item(s).	Provide all required documentation for each vehicle file. If missing CAPF 132s, attach a plan of action to prevent reoccurrence, approved by Unit/CC, to the discrepancy in the Discrepancy Tracking System (DTS).
CI & SUI Tab D8	03	Are vehicle titles kept in a secure location at the region or wing headquarters?	Compliance is determined through on-site inspection and/or eServices.	Wing/Region failed to ensure vehicle titles were retained in a secure location IAW CAPR 132-1 para 5.1.1.1.	Obtain and secure vehicle titles for all assigned vehicles.
CI & SUI Tab D8	04	Are check rides being conducted prior to authorizing members to tow?	Compliance is determined through review of data in Ops Quals.  There is a checked box linked to the check ride being conducted.	Wing/Region failed to ensure check rides were conducted prior to authorizing member to tow IAW CAPR 132-1 para 7.5.	Confirm members who are authorized to tow have completed a check ride.
CI & SUI Tab D8	05	Are CAPFs 132 completed on all COVs in accordance with CAP regulations?	Compliance is determined through on-site inspection. Complete and inspection of the COV using the most current CAPF 132 and the previous 12-months CAPFs 132 maintained on file. Verify completeness, accuracy, and actual condition of the vehicle.	Wing/Region failed to ensure all operators completed the CAPF 132 on COVs prior to first use of the day IAW CAPR 132-1 para 8.3. NOTE: list vehicles.	Attach a plan of action to prevent recurrence, approved by Unit/CC, to the discrepancy in the DTS.

CI & SUI Tab D8	06	Are all appropriate/required COVs equipped with backup alarms?	Compliance is determined through on-site inspection.	Wing/Region COV(s) did not have a backup alarm IAW CAPR 132-1 para 11.10. NOTE: list vehicles.	Correct installation of backup alarm.
CI & SUI Tab D8	07	Are all rear seats removed from 15-passenger vans IAW CAP regulations?	Compliance is determined through on-site inspection.	Wing/Region failed to remove rear seat IAW CAPR 132-1 para 11.16. NOTE: list vehicles.	Remove the rear seat in 15-passenger vans.
CI & SUI Tab D8	08	Are spare tires securely attached IAW the vehicles owner's manual?	Compliance is determined through on-site inspection.	Wing/Region failed to ensure spare tires are securely attached to COVs IAW CAPR 132-1 para 11.17. NOTE: list vehicles.	Securely attach the spare tire according to the vehicles owner's manual. Attach a photo showing corrective action has been completed to DTS.
CI & SUI Tab D8	09	Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?			
		a) Is maintenance being accomplished IAW manufacturer's maintenance schedule? Note: When one doesn't exist follow Attachment 8.	a) Compliance review on site.	a) Wing/Region failed to complete routine maintenance IAW vehicle owner's manual or CAPR 132-1 para 13.1. NOTE: list vehicles.	Complete all required maintenance IAW vehicle owner's manual or CAPR 132-1 para 13.1. and place in the vehicle folder. Attach a plan of action to prevent reoccurrence, approved by Unit/CC, to the discrepancy in the DTS.
		b) Are vehicle tires in safe working order?  1) free from excessive tread, rust, dry rot, objects, etc. 2) filled at appropriate tire pressure level 3) no older than 6 years	b) Review general condition of tires (tread, dry rot, etc.), check tire pressure, and check date. 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 manufacturer's recommended pressure, then have the tire pressure corrected on the spot.	b) Wing/Region failed to maintain tires IAW with manufacturer's specifications IAW CAP 132-1 para 12.2.3. NOTE: list vehicles.	Ensure vehicle tires are in safe working order by putting air in the tires or replacing them. Attach a plan of action to prevent recurrence, approved by Unit/CC, to the discrepancy in the DTS.
		c) If required, are fire extinguishers installed in CAP vehicles?	c) Compliance is determined through on-site inspection of Fire Extinguisher.  -Wing/Region must determine if a fire	c) Wing/Region failed to ensure compliance with CAP policy for fire extinguishers in vehicle(s) IAW CAPR 132-1 para 11.8. NOTE: Wing/Region failed to determine if state	Place fire extinguisher in each vehicle IAW state law. If in vehicle, ensure it is secure. Attach a photo showing corrective action has

		extinguisher is required by state law.	laws required fire extinguishers.	been completed to DTS.
	d) If required, are first aid kits installed in CAP vehicles?	d) Compliance is determined through on-site inspection of first aid kit.  - Wing/Region must determine if a first aid kit is required by state law.	d) Wing/Region failed to ensure compliance CAP policy for first aid kits in vehicle(s) IAW CAPR 132-1 para 10.8. NOTE: Wing/Region failed to determine if state laws required first aid kits.	Place first aid kits in each vehicle IAW state law. If in vehicle, ensure it is secure. Attach a photo showing corrective action has been completed to DTS.
	e) If fire extinguishers and/or first aid kits are installed or required in CAP vehicles, is a wing/region supplement published?	e) Compliance is determined through on-site inspection and/or eServices.  - If required or if the wing/region has chosen to carry fire extinguishers and/or first aid kits in vehicle, then:  - Wing/Region supplement to CAPR 132-1 is required.  - Supplement must address schedule and inspection of fire extinguishers and/or first aid kits.  - Fire extinguishers and/or first aid kits must be secured.	e) Wing/Region failed to publish supplement to CAPR 132-1 when fire extinguishers and/or first aid kits are required. NOTE: list vehicles.	Publish a supplement.
CI & SUI Tab D8	10 Are trailers being maintained IAW CAP regulations? *Applicable to wings/units with trailers assigned.	Compliance is determined through on-site inspection and/or eServices.	Wing/Region failed to ensure COV trailer received an annual inspection by a qualified/licensed trailer maintenance facility IAW CAPR 132-1 para 13.2.1. NOTE: List trailer number.	Perform annual inspection on trailer by a qualified/licensed trailer maintenance facility.
CI & SUI Tab D8	11 Are all COVs appearance, identification markings maintained IAW CAP regulation?			
	a) Are vehicle identification numbers affixed properly?	a) Compliance is determined through on-site vehicle inspection of identification numbers.	a) Wing/Region failed to ensure COV vehicle numbers were properly affixed IAW CAPR 132-1 para 12.2.1. NOTE: list vehicles.	Properly mark all vehicles with identification numbers. Attach a photo showing corrective action has been completed to DTS.
		b) Compliance is determined through on-site	b) Wing/Region failed to ensure all decals, emblems,	Properly place all decals, emblems, and

		b) Are only approved decals properly located on COVs?	vehicle inspection of decal, emblem, and banner placements.	and/or banners were properly affixed IAW CAPR 132-1 para 12.6.2. NOTE: list vehicles.	banners. Remove any unauthorized decals. Attach a photo showing corrective action has been completed to DTS.
		c) If light bars are installed on COVs has the Wing/Region CC approved in writing?	c) Compliance is determined through on-site vehicle inspection of the light bar. The light bar must be approved in writing by the Wing/Region Commander.	c) Wing/Region COV XXXXX failed to ensure the correct light bar was affixed properly or light bar and/or was not approved by Wing/Region Commander IAW CAPR 132-1 para 13.5.1. NOTE: list vehicles.	Use the correct color light bar on vehicle. Must have written approval from Wing/Region Commander. Attach a photo showing corrective action has been completed to DTS.
		d) Is manufacturer's recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire?	d) Compliance is determined through on-site vehicle inspection of tire stenciling.	d) Wing/Region failed to ensure the tire pressure was stenciled on vehicle(s) IAW CAPR 132-1 para 12.1.	Properly stencil all tire pressure numbers. Attach a photo showing corrective action has been completed to DTS.
CI & SUI Tab D8	12	Have all CAP drivers completed Driver's Orientation Training (DOT) within the last three years?	Compliance is determined through on-site inspection and/or eServices.	Wing/Region failed to ensure all COV operators complete the DOT in LMS IAW CAPR 132-1 para 6.1.	Show that members operating COVs have completed training.
CI & SUI Tab D8	13	Have all LGTs completed Driver Education Training (DET)?	Compliance is determined through on-site inspection and/or eServices.	Wing/Region failed to ensure all LGTs (LGs if LGTs are not appointed) complete the DET in LMS IAW CAPR 132-1 para 6.2.	Show LGs/LGTs have completed training.

## **Attachment 2**

### **CAPF 132 INSTRUCTIONS**

#### **General Information.**

The CAPF 132, *CAP Vehicle Inspection Guide and Usage Data*, and the CAPF 132T, *CAP Trailer Inspection Guide and Usage Data*, are used to record vehicle usage information, document pre-use inspection, and ensures the driver knows the condition of the vehicle. The usage data is used in making vehicle acquisition, distribution, and redistribution decisions at all levels of the organization. Failure to accurately report this data may indicate that a vehicle is being overutilized or underutilized.

On the first day of each month, the vehicles manager or allocated units LG, remove the CAPF 132 or CAPF 132T from each vehicle and replace it with a new one. These documents are to be filled out and uploaded into ORMS monthly. This is due by the 10<sup>th</sup> of the next month after its use. Example: The CAPF 132 for June for Vehicle ID 12345 is due in ORMS by July 10<sup>th</sup>. When uploading to ORMS, use the "Vehicle Usage Entry" function of the vehicle module, to submit vehicle information.

#### **How to Fill Out a CAP Form 132.**

This form has 8 sections: Vehicle Information, Items to be Checked Daily, Monthly Checked Item, Vehicle Operator Discrepancy Report, Driver/Inspector Signature (CAPID), Additional Comments, Tire Age, and Time and Vehicle Usage Data.

**Section 1 - VEHICLE INFORMATION:** This section is filled out at the beginning of the month but may be filled out earlier if printing forms for several months.

1. MONTH/YEAR - enter month and year format MMM/YYYY i.e., JAN/2022
2. END OF MONTH ODOMETER READING - This is filled in on the last day of the month or during inspection before first use of current month. This field must be filled in before uploading CAPF 132 to ORMS. When typing this number into ORMS, ensure you input the correct number (round up to whole numbers).
3. REGION/WING - use three letters for region, i.e., RMR, and four-letter designator for wing, i.e., COWG or, as appropriate (i.e., RMR-COWG)
4. CHARTER - use three-digit charter number of unit vehicle is assigned to, i.e., 012
5. VEHICLE IDENTIFICATION NUMBER (VIN) - enter the full 17-digit VIN number (this should be on vehicle's registration)
6. YEAR OF VEHICLE - enter year model of vehicle (this should be on vehicle's registration)
7. VEHICLE MAKE - enter make of vehicle (this should be on vehicle's registration)
8. VEHICLE MODEL - enter model of vehicle (this should be on vehicle's registration)
9. CAP ID NO - enter vehicle number assigned in ORMS (Vehicle CAP Identity Number)

**Section 2 - ITEMS TO BE CHECKED DAILY:** This section is not filled out but is used when inspecting the vehicle to ensure the vehicle is safe for operations. This section is checked every time the vehicle will be used and again after use.

1. REGISTRATION / PROOF OF INSURANCE - check to see if a current copy of the vehicle registration and insurance is physically inside the vehicle
2. DAMAGE (exterior and interior, missing parts) - walk around the vehicle and note any signs of damage
3. TIRES (visually check for damage / abnormalities) - check for any tire damage or anything that looks out of normal, use the tire guide in Attachment 3 for further clarification
4. CHECK FLUID LEVELS (fuel, oil, transmission, brake, power steering and coolant) - check according to manufacturer's instructions

5. BATTERY CONDITION - visibly inspect battery for rust and corrosion, start vehicle and see if battery warning light is lit
6. LEAKS - visually look underneath vehicle for active leaks or new puddles
7. DRIVE BELTS / HOSES (visually check for fraying or cracking) - look for anything torn or damaged
8. LIGHTS (visually check for proper operation) - check headlights, taillights, and brake lights to ensure proper functioning
9. BACK UP ALARM/REAR CAMERAS/EMERGENCY FLASHERS (functionally check proper operation) - while foot is on the brake, place vehicle in reverse to ensure proper functioning of devices
10. SAFETY DEVICES (seatbelts / harness, headrests, etc.) - operate these devices to ensure proper functioning i.e., fasten and unfasten seatbelt
11. INSTRUMENTS / HORN (functionally check proper operation) - operate these devices to ensure proper functioning
12. WINDSHIELD WIPERS / WASHER (functionally check for proper operation / condition) - operate to ensure proper functioning
13. BRAKES / STEERING (functionally check responsive / effective / smooth) - operate these devices to ensure proper functioning
14. MIRRORS (rearview / side) - check for obstructions and adjust mirrors to maximize visibility
15. EXHAUST SYSTEM - check for exhaust fumes and the check engine light
16. WINDOWS (functionally check proper operation) - operate to ensure proper functioning
17. COMMUNICATIONS EQUIPMENT (CAP added equipment) - ensure radios are not loose and any cables are not in the way of operating the vehicle safely
18. CURRENT STATE INSPECTION STICKER / FIRST AID KIT / FIRE EXTINGUISHER (if applicable) - check to ensure date is current and items are secure (if applicable)

**Section 3 - MONTHLY CHECKED ITEM:** This section is to ensure and track the minimum requirement of monthly tire PSI (pounds per square inch) checks. The person checking the tire must use a gauge to inspect the tire pressure PSI and adjust levels as required by tire manufacturer (to include spare tire). It also requires a signature, the CAP ID, and the date.

1. Signature - this is signed stating the monthly tire inspection has been conducted
2. CAPID - this CAP ID of person signing the signature block to the left
3. Date Performed - this is dated when the tires' PSI was inspected and signature block to the left is signed

**Section 4 - VEHICLE OPERATOR DISCREPANCY REPORT:** This section is used to record issues found during pre-inspection and during vehicle operation. Identified discrepancies that are a safety hazard will be fixed prior to the use of the vehicle (or as soon as feasible if found during operation of vehicle). Safety issues will immediately remove the vehicle from service until the safety issue is resolved, except to relocate the vehicle to a maintenance facility. Identified discrepancies that are NOT a safety hazard may be deferred until after the activity is completed, then fixed as soon as possible. Immediately notify the respective Transportation Officer of all discrepancies and actions taken.

1. ITEM NO. - this number is the item number found next to the discrepancies listed on "ITEMS TO BE CHECKED DAILY"
2. DISCREPANCY - a brief but detailed recording of what the problem is which can take more than one line. If the issue is unable to be corrected in the same month (especially if it is not a safety item: such as, rust spot, paint peeling, A/C control not operating, etc.), then forward the discrepancy to the next month(s) CAPF 132 (if applicable, carry over the date found until the discrepancy is cleared).
3. DATE FOUND - date the issue was found



**Section 5 - DRIVER/INSPECTOR SIGNATURE (CAPID):** This section is used to document who inspected the vehicle. Usually, the inspector and driver will be the same member, however, at some activities, there may be someone else inspecting the vehicle. If the driver is also the inspector, the driver should enter their CAPID in both columns. If the driver conducts the post vehicle inspection, this applies to them as well. The rows are numbered **by date** (not by sequential use) and should be filled out on that corresponding day of the month.

1. DAY - the current day of the month (automatically filled in)
2. DRIVER CAPID - enter driver's CAPID
3. INSPECTORS CAPID – PRE - enter CAPID ID of person who completes the vehicle's pre use inspection
4. INSPECTORS CAPID – POST - enter CAPID ID of person who completes the vehicle's post use inspection

**Section 6 - ADDITIONAL COMMENTS:** This section is used to record anything that the driver or inspector thinks is relevant for the safe operations of the vehicle, that is not already listed.

**Section 7 - TIRE AGE:** This section is used to record the four-digit date code the tires were manufactured (tires need to be replaced every 6 years).

1. LF = Left Front tire (tire closest to driver)
2. RF = Right Front tire
3. LR = Left Rear tire
4. RR = Right Rear tire

**Section 8 - TIME AND VEHICLE USAGE DATA:** This section is used to record how long and how many times the vehicle is used.

The numbers to the left represent the times vehicle was used (not the day of the month) and should be followed sequentially, never being skipped. For each use, fill in the number of hours the vehicle was used during the entire mission (i.e., if vehicle was used for three days, then the numbers should support this in usage). In the example below, the second time this vehicle was used was for an oil change which took three hours and is classified under the "OTHER" category.

<b>TIME AND VEHICLE USAGE DATA</b> <i>(Enter Number of Hours (rounded up) Under the Appropriate Use Category)</i>					
<b>TIMES USED</b>	<b>ADMIN</b>	<b>CADET ACTIVITIES</b>	<b>MISSION SUPPORT</b>	<b>OTHER</b>	<b>OTHER DESCRIPTION</b>
<b>1.</b>			46		ES mission #12345
<b>2.</b>				3	oil change

1. ADMIN - meetings, conferences, transportation of personnel to/from hotels and airports, and parts and supply pick-up
2. CADET ACTIVITIES - any activity pertaining to and involving cadets and cadet programs, i.e., orientation flights, encampment, model rocket launches, etc.
3. MISSION SUPPORT - any Emergency Services missions or training, unit inspections, AE training and other mission support activities
4. OTHER - maintenance, inspections, repairs, and anything not listed
5. OTHER DESCRIPTION - Summary of trip purpose. Required for OTHER trips, recommended for all trips.

6. TOTAL - For month end reporting, count the number of times the vehicle was used for each category and enter above the 'slash' in the appropriate "TOTAL" field. Count the number of hours for each category and enter this below the 'slash'. This information is uploaded into ORMS when you upload the CAPF 132. When typing this number into ORMS, ensure you input the correct numbers (round up to whole numbers).

### **CAPF 132T**

#### **How to Fill Out a CAP Form 132T.**

This form has 4 sections: Vehicle Information, Daily Checklist, Driver/Inspector Signature (CAPID), and the Vehicle Operator Discrepancy Report.

**Section 1 - VEHICLE INFORMATION:** This section is filled out at the beginning of the month but may be filled out earlier if printing forms for several months.

1. REGION - use three letter designators for region, i.e., RMR, as appropriate
2. WING - use four letter designators for wing, i.e., COWG, as appropriate
3. CHARTER - use three-digit charter number of unit vehicle is assigned to, i.e., 012
4. MONTH/YEAR - enter month and year format MMM/YYYY i.e., JAN/2022
5. YEAR OF VEHICLE - enter year model of vehicle (this should be on vehicle's VIN sticker)
6. VEHICLE MAKE - enter make of vehicle (this should be on vehicle's VIN sticker)
7. VEHICLE MODEL - enter model of vehicle (this should be on vehicle's VIN sticker)
8. TRAILER WEIGHT - enter vehicle total weight (the VIN sticker located on the frame of your trailer should have your trailer's ratings which might require simple math, add any additional weight to this for the total)

Gross Vehicle Weight Rating (GVWR). The GVWR is the empty weight of the trailer plus the capacity that the trailer is rated for (also known as the MAX GVCC - maximum trailering capacity of the trailer). For example, you have a VIN sticker that states the GVWR is 6175lbs and the MAX GVCC is 5225lbs. Therefore, doing simple math, you can figure out what the empty weight of the trailer is by taking the GVWR - MAX GVCC = empty weight of the trailer. In the example, the GVWR is 6175lbs. minus the MAX GVCC of 5225lbs, which equals 950lbs empty weight. It is very important that you know and understand this when operating trailers.

9. VEHICLE IDENTIFICATION NUMBER (VIN) - enter the full 17-digit VIN number (this should be on vehicle's VIN sticker)
10. CAP ID NO - enter vehicle number assigned in ORMS (Vehicle CAP Identity Number)

**Section 2 - ITEMS TO BE CHECKED DAILY:** This section is not filled out but is used when inspecting the vehicle to ensure the vehicle is safe for operations. This section is the daily pre-inspection and is checked every time the vehicle will be used.

1. REGISTRATION (if available)/PROOF OF INSURANCE- check to see if a current copy of the vehicle registration and proof of insurance is physically inside the vehicle
2. DAMAGE (exterior and interior, missing parts) - walk around the vehicle and note any signs of damage
3. TIRES (visually check for damage / abnormalities) - check for any tire damage or anything that looks out of normal, use the tire guide in Attachment 3 for further clarification
4. TIRE PRESSURE (checked before each use) - perform a psi check according to manufacturer's recommend pressures, which should coincide with the tire pressure decal above tires
5. BRAKE LIGHTS (visually check for proper operation) - operate these devices to ensure proper functioning

6. BRAKE CONTROLLER (functionally check responsive / effective / smooth) - operate these devices to ensure proper functioning
7. BRAKES (functionally check responsive / effective / smooth) - operate these devices to ensure proper functioning
8. WINDOWS (functionally check proper operation, if installed) - operate these devices to ensure proper functioning
9. SAFETY CHAINS (ensure snap connectors are secure, functioning and are crossed when connected) - ensure safety chains are correctly positioned and their breaking strength is equal to or exceed the gross trailer weight
10. TRAILER COUPLER (ensure trailer coupler is functioning properly and coupler latch "locking lever" is secured with safety pin) - ensure this is connected and functioning properly
11. TOWING PINTLE/HITCH (ensure towing pintle/hitch is correctly rated for the trailer)
12. TRAILER WIRING HARNESS (ensure harness is not cracked or broken; ensure this is connected and functioning properly)
13. VEHICLE WEIGHT RATING (is not exceeded by the trailer tongue weight) - ensure all rated weights and capacities for all parts of the vehicles are known and are within their safety maximums (seek guidance if unsure of any weight rating)
14. ADDITIONAL COMMENTS - record anything that the driver or inspector thinks is relevant for the safe operations of the vehicle, that is not already listed
15. Signature - this is signed by the person doing the monthly inspection and uploading the document into ORMS
16. Date Performed - this is dated when the signature block to the left is signed

**Section 3 - DRIVER/INSPECTOR SIGNATURE (CAPID):** This section is used to document who inspected the vehicle. Usually, the inspector and driver will be the same member, however, at some activities, there may be someone else inspecting the vehicle. If the driver is also the inspector, the driver should enter their CAPID in both columns. The rows have no numbers and should be numbered **by date** (not by sequential use) and should be filled out on that corresponding day of the month.

1. DAY - the current day of the month
  2. DRIVER CAPID - enter driver's CAPID
  3. INSPECTOR'S CAPID - enter inspector's CAPID (may be the same as drivers)
  4. TOW VEHICLE - enter CAPID of vehicle that is towing (this may change during the month, such as a tow vehicle is placed into maintenance, and you still need to use the trailer to support a mission)
- Use additional CAPF 132T if no more space is available to input daily driver/inspector CAPID.

**Section 4 - VEHICLE OPERATOR DISCREPANCY REPORT:** This section is used to record issues found during pre-inspection and during vehicle operation. Identified discrepancies that are a safety hazard will be fixed prior to the use of the vehicle (or as soon as feasible if found during operation of vehicle). Safety issues will remove the vehicle from service immediately until the safety issue is resolved, except to relocate the vehicle to a maintenance facility. Identified discrepancies that are NOT a safety hazard may be deferred until after the activity is completed, then fixed as soon as possible. Immediately notify the respective LGT of all discrepancies and actions taken.

1. ITEM NO. - this number is the item number found next to the discrepancies listed on "ITEMS TO BE CHECKED DAILY"
2. DISCREPANCY - a brief but detailed recording of what the problem is which can take more than one line
3. DATE FOUND - date the issue was found

Use backside of CAPF 132T if more space is needed to input discrepancy information.

**Attachment 3**  
**CAP VEHICLE IDENTITY NUMBERS**

The following list of numbers to be used as the first two digits for region/wing vehicle identity numbers. Regions and wings will assign the last three digits to complete the five-digit vehicle identification number.

- |                      |                           |
|----------------------|---------------------------|
| 01. Alabama          | 38. Rhode Island          |
| 02. Arizona          | 39. South Carolina        |
| 03. Arkansas         | 40. South Dakota          |
| 04. California       | 41. Tennessee             |
| 05. Colorado         | 42. Texas                 |
| 06. Connecticut      | 43. Utah                  |
| 07. Delaware         | 44. Vermont               |
| 08. Florida          | 45. Virginia              |
| 09. Georgia          | 46. Washington            |
| 10. Idaho            | 47. West Virginia         |
| 11. Illinois         | 48. Wisconsin             |
| 12. Indiana          | 49. Wyoming               |
| 13. Iowa             | 50. Alaska                |
| 14. Kansas           | 51. Hawaii                |
| 15. Kentucky         | 52. Puerto Rico           |
| 16. Louisiana        | 54. Overseas Squadron     |
| 17. Maine            | 91. Northeast Region      |
| 18. Maryland         | 92. Mid-Atlantic Region   |
| 19. Massachusetts    | 93. Great Lakes Region    |
| 20. Michigan         | 94. Southeast Region      |
| 21. Minnesota        | 95. North Central Region  |
| 22. Mississippi      | 96. Southwest Region      |
| 23. Missouri         | 97. Rocky Mountain Region |
| 24. Montana          | 98. Pacific Region        |
| 25. National Capital | 99. National Headquarters |
| 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     |                           |

#### Attachment 4 VEHICLE DECAL PLACEMENT

Use the following pictures to aid the proper placement of CAP approved decals:



Van Side Style 1

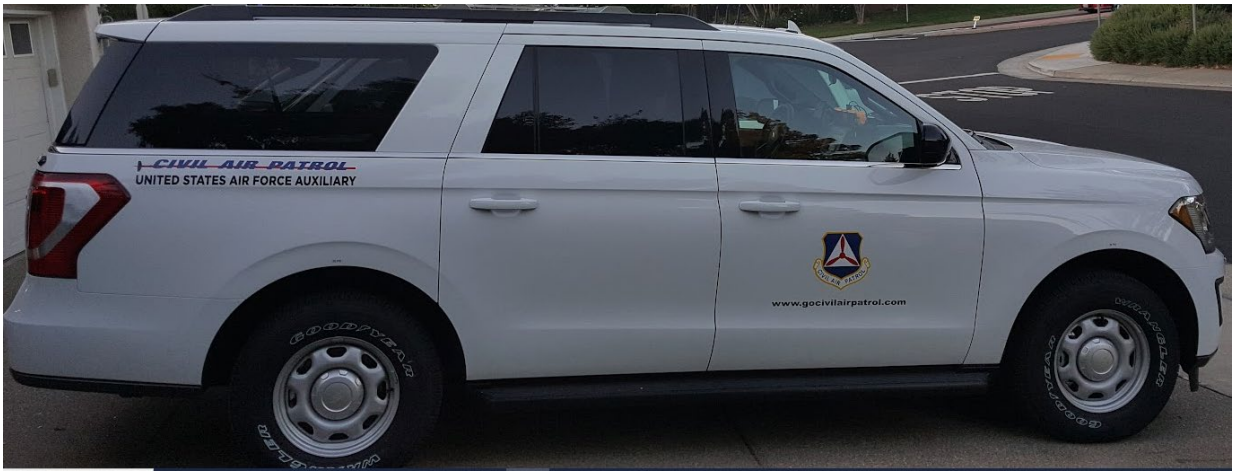


Van Side Style 2



Van Side Style 3





SUV Side



Truck Side



CUV Side



Van Rear Style 1



Van Rear Style 2



SUV Rear



Truck Rear



Sedan Rear



CUV Rear



Trailer Side Style



Trailer Rear



## **Attachment 5 USE OF EFS FLEET CARD**

**General information.** The primary goal of the EFS Program is to eliminate the need for wing and member mission reimbursements for fuel and vehicle maintenance. This program helps reduce the administrative burden on processing many transactions.

### **Authorized Uses of the EFS Fleet Credit Card**

Each COV will be issued an EFS card to be used primarily only for fuel and minor maintenance (trailers and equipment installation are not included).

Each card will be numbered with the vehicle number it's assigned to and can *only* be used with that vehicle. **Do not use COV's specific EFS cards with any other COV.**

The EFS card will be issued to the unit and must remain with the vehicle. The unit will be responsible for ensuring the EFS card remains with the vehicle.

Allowable expenditures will include routine oil changes, wiper blades, batteries, and any other required maintenance that does not exceed \$500.00 per visit. Wing CC/LG/LGT can approve all maintenance that is required which is under the \$500.00 threshold.

The EFS card will be used for purchasing fuel on all CAP/FM reimbursable missions and AFAMs.

The EFS cards should be used to complete all vehicle maintenance (except maintenance over \$7,500). All vehicle maintenance that is over \$500.00 **must** first be approved by the CAP/LGT and then a card override will be completed by CAP/FM.

### **Procedures for Routine Maintenance Under \$500.00**

The EFS Fleet Credit Card may be used at any vendor that accepts MasterCard. However, no online purchases should be made unless approved by CAP/LGT.

Upon the time of the scheduled maintenance (according to manufacturer's maintenance schedule or Civil Air Patrol's routine maintenance schedule for vehicles without manufacture's schedule), the LGT or designee will arrange to have the vehicle serviced at an approved vendor.

Before routine maintenance or service, notify either in writing (email) or verbally (in-person or other electronic means) the Region/Wing Director of Logistics (LG), or Transportation Officer (LGT).

When asked by the vendor, for "Customer Name" the estimate/invoice must be in the name of Civil Air Patrol, not the member's home address and phone number. Use the region/wing HQ address for correct accountability on Estimates / Invoices. The member who is responsible for the service may provide their name and phone number as a contact only.

Upon completion of the service work, present the EFS card assigned to the vehicle for payment. The Unit LGT or designee may be asked for the *Driver ID Number* (PIN) to finalize the payment.

The PIN number to use on COVs are the first four digits of the vehicle number.

Example: COV#09003 = 0900 COV#25031 = 2503 COV#05022 = 0502 COV#42117 = 4211

Detailed invoices must be uploaded to ORMS. The invoice must show all work accomplished, and parts used (cash register receipts showing the amount charged are not sufficient and it is the responsibility of the LGT or designee to use a facility that will provide a detailed invoice).

Also, the LGT or designee will ensure the following of the invoice:

CAP Vehicle ID Number is on invoice

Mileage at Time of Service is on invoice

Make sure that all information is readable, including the service provider's name, address, date of service, and amount charged.

The properly completed invoice is to be scanned and uploaded in PDF format only, to the vehicle's record in ORMS no later than three days (72 hrs.) after the service is completed and paid for.

### Procedures Using EFS Fleet Card for AFAM

The EFS Card will be used for fuel on only approved AFAM. Fuel receipts will be scanned and uploaded in WIMRS under the appropriate sortie within 72 hours.

When the vehicle is "Signed" into an authorized approved mission, the EFS Fleet Card may be used at any fuel facility that accepts the MasterCard. NOTE: the vehicle must be signed into the authorized mission before the EFS card being used is authorized to purchase fuel for the assigned mission.

When at the Fuel Pump, you may be asked for the "PIN" and the Zip Code. Use the PIN as described above and always use the following Zip Code: 36112

When it is time to debrief the Sortie, enter all the appropriate information, upload the fuel receipt, and make sure the "Reimburse To" block is marked to "NHQ" and the "NHQ Fleet Card Paid" block is checked (See example).

#### EXAMPLE:

Fuel Cost:  *Requires a numeric value* Gallons:

#### Reimburse To:

(Unit or CAPID)



Direct Pay to Member



NHQ Fleet Card Paid

For Fuel, EFS Cards are to be used only for NHQ REIMBURSABLE Missions:

All "A" and "T" Mission Symbols

Some "1", "M", and "B" Mission Symbols (upon approval)

Cards are never to be used for "C" Missions (State - Misc. Missions, or Unit Funded Activities) unless approved by the CAP/DO or CAP/FM.

### **Procedures for Routine Maintenance Over \$500**

The EFS Fleet Card may be used at any vendor that accepts MasterCard. Inform CAP/LG of any EFS card issues. These procedures are also for new tires, any windshield maintenance, painting, upholstery repair, etc.

When it is determined that vehicle repairs will be more than \$500.00, the LGT or designee will obtain one estimate for the repairs needed, from a certified repair shop, and scan and forward it in PDF format only, to the Region/Wing LG, and LGT for approval. The following information must be included on the estimate:

CAP Vehicle ID Number of the vehicle being repaired

Current Mileage of the vehicle being repaired

Make sure that all information is readable, including the service provider's name, address, date of service, and amount charged.

The request is then forwarded to CAP/LGT for review. Upon approval, an email notification will be sent to the email address that notified CAP/LGT and to the NHQ FM office. This notification is the approval notification only.

Once CAP/FM receives the approval from CAP/LGT, they put an override in place for the next transaction for the estimate on the EFS card. CAP/FM will send out a notification to the same email when this override is in place. This is the approval to pay the vendor for the maintenance. Do not purchase anything else when this override is in place.

Once the maintenance has been completed, upload to ORMS and email the paid receipt/invoice to CAP/LGT and CAP/FM (direction will also be in the approval email from CAP/LGT).

When maintenance is over \$7,500, additional steps must be taken by CAP/LGT. Please submit these requests with an additional estimate (total of two estimates) and a [CAPF 132-2](#) (*Retirement Assessment Worksheet*).

## Attachment 6

### MAINTENANCE INTERVALS FOR VEHICLES WITHOUT A MANUFACTURER'S SCHEDULE

#### **Vehicle 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, Fuel, and PCV Filters.....	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 devices.....	As required

#### **Trailer Maintenance Interval Schedule**

Lights.....	12 months
Brake Shoes and Drums.....	12 months
Brake Wiring.....	12 months
Jack, Drop-Leg.....	12 months
Structure Frame.....	12 months
Structure Welds.....	12 months
Wheel Bearings.....	12 months
Wheel Rims.....	12 months
Axle Attachment Bolts.....	12 months
Safety Chains and Hooks.....	12 months
Coupler and Hitch Ball.....	12 months
Ring and Pintle.....	12 months

## **Attachment 7**

### **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

#### **References.**

CAPR 1-2, Publications Management  
CAPR 30-1, Organization of Civil Air Patrol  
CAPR 160-2, Safety Reporting and Review  
CAPR 900-5, CAP Insurance/Benefits Program

#### **Forms Prescribed.**

[Civil Air Patrol Form 132 Vehicle Inspection Guide and Usage Data](#)  
[Civil Air Patrol Form 132T Trailer Inspection Guide and Usage Data](#)  
[Civil Air Patrol Form 132-1 Vehicle Justification Worksheet](#)  
[Civil Air Patrol Form 132-2 Retirement Assessment Worksheet](#)

#### **Acronyms**

CAP – Civil Air Patrol

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

CUV - Crossover utility vehicle. A car classification with an increased ride height that is built on unibody chassis construction shared with passenger cars, as opposed to traditional SUVs.

IMSAFE2 - Illness, Medication, Stress, Alcohol, Fatigue, Emotion and appropriate number of drivers for distance. Protocol to evaluate the state of the operators.

ORMS - Operational Resource Management System. The national online property database management application used to control all CAP non-expendable property regardless of source.

POV - Privately owned vehicle. Any vehicle that is owned, leased, rented, or borrowed by an individual or organization other than CAP.

SPV - Special purpose vehicles. Include but not limited to golf carts, utility type vehicles, glider winches, forklifts, and semi-trucks.

SUV - Sports utility vehicle. A car classification that combines elements of road-going passenger cars with features from off-road vehicles, such as raised ground clearance and four-wheel drive.

TUV - Temporary use vehicle. Any vehicle rented, leased, or borrowed by a CAP unit to accomplish its mission.

WMIRS - Web Mission Information Reporting System. System used to manage all mission activities for both ground and air assets.

**IMSAFE2 Operator Evaluation**

- **I** – Illness. Any illness/symptom that can impair driving?
- **M** – Medication. Any medication, prescription/over the counter that can impair driving?
- **S** – Stress. Am I under psychological pressure from job, health, financial matters, or family discord?
- **A** – Alcohol. Have I been drinking within 8 hours or experiencing after-effects?
- **F** – Fatigue. Have I had enough rest (had the opportunity to rest at least 10 hours)?
- **E** – Emotion. Am I emotionally upset?
- **2** – 2 Drivers. Trips planned for more than 10 hours, and less than 14 hours must have at least two experienced drivers.

\*Any of these protocols not met disqualifies the driver to operate the vehicle for the trip. Notify the commander or designated representative to find another driver for the trip.