



# **Connecticut Civil Air Patrol (CAP) Wing Logistics (CTLG) Procedures (for use by LG staff, CTWGLG/LGS/LGT)**

**Wing**

National web site; [www.caphq.gov](http://www.caphq.gov) Wing web site; [www.ctwg.cap.gov/logistics](http://www.ctwg.cap.gov/logistics)

23 March 2018

## **Summary of LG due dates, reports and requirements**

*(Note; Regulation/Supplement references are listed in parentheses)*

### **Equipment/Supply/Real Property**

- **Annually by the 7<sup>th</sup> of October, Wing/Unit**  
Commanders/LG/LGS/LGT/Property Managers must validate their unit's Vehicle and Real Property inventories (*CT Wing Supplement to CAPR 174-1, 2.6b & 6.10*).
- **Annually by the 1<sup>st</sup> of November (date may vary), Wing /Unit**  
Commanders/LGS/DOK/Property Managers must validate their unit's Equipment/Supply & Communication inventories (*CT Wing Supplement to CAPR 174-1, 2.6b & 6.10*).
- **Annually every February and August, update supply % of cadets per unit, for the issuing of expandable items to units (when needed) (*CT Wing Supplement to CAPR 174-1, 2.15a*).**
- **If needed, by October, obtain copies of a "Certificate of Insurance" for each unit's location (*CT Wing Supplement to CAPR 174-1, 6-5c*).**
- **Annually as needed, complete recertification of the wings Life Rafts & Vests.**
- **Annually, cutoff wing correspondences files were needed (Wing LG file folders) and archive old files as per *CAPR 10-2, Para 9*.**
- **Annually, by October 1<sup>st</sup> and at six months, issue an email with LG reminders, to all unit CC's & unit LG staff.**

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### Vehicles/Transportation

- **Monthly by the 5<sup>th</sup> or sooner**, Vehicle logs (CAPF 73) are due to CTWGLGT. Data must be entered into ORMS by the 10<sup>th</sup> of the month, along with uploading a copy of the CAPF 73 (*CAPR 77-1, 5-1 & CT Wing Supplement to CAPR 77-1, 5.1.b*).
- **Monthly by the 10<sup>th</sup>**;
  - Update both the Wing Vehicle Information & Maintenance Schedule and CAP Drivers spreadsheets.
  - Email a list to all units, of members with expiring CAP drivers' license/privileges and medical forms due to expire. Per CTDMV regulations, medical forms need renewing every two years and are required to operate CAP's 12/15 PAX vehicles.
- **Monthly** reconcile the Shell Mastercard statement.
- **Annually by 15 February**, complete CAPF 175's for Wing Commander's approval and submission to National & Region (*CAPR 174-1, Para 5-2*).
- **During April & October**, notify, via email, to all units/vehicle managers the requirement to complete the vehicles six month servicing during the months of May/November, to include an oil/filter change, dealer required servicing and multi point inspection, along with the vehicles First Aid Kit inspection, if the vehicle has one. During the May servicing the annually waxing must also be completed.
- **Annually by October 1<sup>st</sup>**, Vehicle Insurance Card replacements are due. If not received by 1 October, request from National HQ, Becky Lee. Provide copies for to transportation officers/vehicle managers for all Wing vehicles and file copies in Wing LG vehicle file folders (*CAPR 77-1, Para 1-3d*).
- **Annually in December**, for each Vehicle, email out a copy of CAPF 73. Instruct units to make 12 copies for next year's usage.

- **Annually, update each Wing LG Vehicle file folders with the most current ORMS vehicle maintenance report.**
- **Annually, update the spreadsheet of the Wing and Unit Air Force Survey Audit inspections (SA), AF Staff Assistance Visitation (SAV), Compliance Inspections (CI) and CTWGLG visits.**

## **LOGISTIC (LG)**

**Members with duty assignments for Logistics, Supply, Transportation and Communications Officer will automatically have access to Operational Resource Management System (ORMS) utilized by CAPLG to manage its assets (*CAPR 174-1, Para 2-12a*).**

**Copies of Wing LG forms are available as attachments to the LG Supplements &/or on the CTWGLG Web site, [www.ctwg.cap.gov/logistics](http://www.ctwg.cap.gov/logistics). Note; References are in parentheses and italics.**

- Update supplements to the CAPR 174-1 “*Property Management and Accountability*” and the CAPR 77-1 “*Operation and Maintenance of CAP Vehicles*“, when needed or when National updates/revises these Regulations. Email updated copies of each supplement to all units. Also, a copy of the CT supplement to CAPR 77-1, must be filed in each vehicles log book. File copies in Wing LG continuity binders. Validate supplements annually as required.
- **Annually**, by 7<sup>th</sup> of October, ensure that all units have completed their vehicle inventories in ORMS (*CAPR 174-1, Para 6-10*).
- **Annually**, by 1<sup>st</sup> of November, ensure that all units have completed their equipment/supply non-expendable inventory in ORMS (*CAPR 174-1, Para 6-10*).
- As needed, update the Wing Web page, [www.ctwg.cap.gov/logistics](http://www.ctwg.cap.gov/logistics), with any changes or additions for all LG Forms, Documents or Supplements.
- Notify any units that are scheduled for an Air Force Survey Audit (SA) inspection.
- Maintain a spreadsheet and update annually, Wing and Unit Air Force Survey Audit inspections (SA), AF Staff Assistance Visitation (SAV) and Compliance Inspections (CI). The latter two occurring every four or five years at Wing only. Include in this list both the vehicle and aircraft inspected. Also, maintain a list of Wing LG visit/inspections, along with vehicles inspected. File copies in Wing LG supply continuity binder.
  - Before the unit’s AF Survey Audit inspection occurs, perform a Wing LG visit/inspection to prepare the unit(s). File copies of unit inspections in Wing LG unit file folder. Utilize the CT Wing LG inspection outline, various reports from ORMS, CAPF 73 “*CAP Vehicle Inspection Guide and Usage Data*” and CTWG 77-B, additional items checklist.

- Any unit that does not comply with National or Wing directives can be placed on LG Property Freeze as outlined in *CAPR 174-1 Para 1-9 & 6-10*. These units will not be issued any equipment or funds reimbursement.
- Maintain a list of Unit Logistics, Supply and Transportation Officers for CTWGLG use only.
  - This list will include the name, rank, home/cell phone numbers and email address and vehicle location, if other than the unit's location.
  - Update this list as changes occur.
  - Any changes in LG, Supply &/or Transportation Officer will require a Changeover Inventory in ORMS by the incoming Supply &/or Transportation Officer. This is the unit's requirement to monitor and complete.
- Wing CTWGLG will monitor that Changeover Inventories for Supply/Equipment and Vehicles are conducted in ORMS when ever there is a change in the Unit Commander.
- Defense Reutilization and Marketing Service (DRMS) web site is available for Wing screeners to acquire both expendable and non-expendable items. Wing screeners are appointed by both the CTWGLG and/or Wing Commander. The Region AF/LG will provide a list of the Wing screeners, upon request. File a copy in Wing LG continuity LG/Supply binder. Refer to the DRMS web site for instructions on utilizing this service, <https://business.dla.mil>, *CAPR 174-1, Para 3-2*. **NOTE; currently not utilizing due to cost of transporting, location and distance of closest DRMS (Mechanicsburg, PA).**
- Annually, as needed, complete recertification of Life Rafts/Vests. Contact National HQ (currently Lori Milner) for a purchase order number allowing authorization, at National HQ expense, to recertify the Life Rafts/Vests. The cost to recertify, can be between \$500 -\$2,500 per raft. After receipt of purchase order, contact Mike (1-201-954-1485) at FlightPath Services to arrange a meeting for a pickup point. Mike is a salesman for FlightPath and travels through the Connecticut area every two weeks or so. He'll meet you to both pick up and return them. The entire process take's from 1-2 months.
- Annual LG reminders to unit CC's & LG unit staffing
  - Before or at the beginning of the fiscal year (FY), issue to all units, an LG reminder email of the annual procedures. See attached sample.
  - At six months into the fiscal year, issue to all units, an LG reminder email of the annual procedures. See attached sample.
  - Upon notification of a change of unit commander or unit LG staffing, issue an LG reminder email of the annual procedures. See attached sample.
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### **LG/Inventory Management (S-1 report)**

- a) CAP aircraft are transferred by National HQ to the wing inventory in ORMS, after the Wing LG or Operations staff acceptance.

- b) As needed update the aircraft inventory (S-1 report), from ORMS and file in Wing LG file folder.

### **LG/Real Property**

*References; CAPR 174-1 “Property Management and Accountability”, CAPR 900-5 “Civil Air Patrol Insurance/Benefits Program” & CT Wing Supplement to CAPR 174-1. Form/Report; Real Property Survey*

- Annually, by 7<sup>th</sup> of October, ensure that Wings real property inventory is completed in ORMS (*CAPR 174-1, Para 6-10*).
  
- Annually, by 7<sup>th</sup> of October, ensure that all units have completed their real property inventories in ORMS (*CAPR 174-1, Para 6-10*).
  - Currently only two units (CT074 & CT075) have leases with expiration dates, that have expired, with the State of Connecticut.
  
- Any changes in units meeting location or leases/agreements require updating ORMS. Upload any related documents to ORMS and file a copy in the Wing LG unit folder, (*CAPR 174-1, Para 6-9 and 6-10*).
  
- Maintain a list of the all wing unit meeting location leases or agreements. Update as needed and distribute as followed.
  - Wing Commander
  - Vice Commander
  - Legal Officer
  
  - LG file folder
  
- FYI; as of 7/2008
  - Three units, CT073, CT074 & CT075 pay all their own utility bills for their meeting location.
  - Three units, CT014, CT022 & CT042 pay only their phone bill for their meeting location.
  - No unit has theft and casualty insurance (*CAPR 174-1, Para 6-5d*).
  
- Annually by October, obtain current copies of Certificate of Insurance for all wing unit locations from National HQ, Becky Lee (*CAPR 174-1, Para 6-5c & 900-5 Section A, Para 4*). Upon request, provide a copy to units. Maintain electronic copies for all units. Also,

upload a copy for each unit and Wing into ORMS real property module, if possible (*CT Supplement to CAPR 174-1, 6-5c*).

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- All units are required to establish and maintain written procedures for the management with the issuing of both unit building keys and gate access codes (if required). CTWGLG will review these procedures during LG visitation/inspections. Also required is the management of vehicle keys/remotes. This can be incorporated with the above. File copies in Wing/unit's LG file folder, (*CT Supplement to CAPR 174-1, 6.x*).

## **Supply (LGS)**

*References; CAPR 174-1, "Property Management and Accountability", CT Wing Supplement to CAPR 174-1, CAPR 10-2, "Files Maintenance and Records Disposition" & CAPR 173-4 "Fund Raising/Donations".*

*Forms; CAPF 37 "Temporary Issue Receipt", DD Form 1348-1A "Issue Release/Receipt Document"*

*Report; numerous reports available in ORMS.*

- After the beginning of the fiscal year complete the following procedures:
  1. Complete, by 1<sup>st</sup> of November, the ORMS annual inventory worksheet and validate/inventory for all wing non-expendable property along with their condition in ORMS as; "Serviceable", "Needs Repair", "Unserviceable" or "Missing/Damaged", (*CAPR 174-1, Para 2-16 & CT Wing Supplement to CAPR 174-1, 2.6b & 6.10*).
    - For individual issued equipment, physically (Touch the item) verify in ORMS, any Wing staff member still having possession of the assigned equipment, this can be completed via photo/email/text, if needed. Through ORMS, log into the "Revalidate Ind. Issues" module and complete the verification. This validation can be performed by any Property Manager (i.e.; Unit Commander/LG/Supply Officer) from any unit.
    - If an item cannot be located, check the item as "missing/damaged", this will begin the Report of Survey process. (*CAPR 174-1, Para 2-16a*).

- Annually, cutoff wing correspondences files were needed (Wing LG file folders) and archive old files as per *CAPR 10-2, Para 9*.
- Periodically review ORMS unit staff listing report for any changes to Unit Commanders, LG, Supply and Transportation Officers. If unit commander has changed, advise the unit commander, to complete a changeover inventory ASAP and monitor for its completion. File this report in Wing LG continuity binder's (*CAPR 174-1, Para 2-17*).

### **Processing receipt's for non-expendable equipment**

- Upon receipt of a new equipment, complete the following steps;
  - a. CTWGLG/LGS will determine if the equipment should be added to ORMS. (*CT Wing Supplement to CAPR 174-1, 2 section B*)
  - b. If adding, add the new equipment into ORMS with all the pertinent information and upload a copy of the sales receipt, Donation Receipt, CAPF 164 or DD form 1348-1 (*CAPR 174-1, Para 2-8 & 2-9*).
  - c.
  - d. After adding, attach a property tag marked with the National assigned property tag number issued through ORMS (*CAPR 174-1, Para 2-12b*).
- For donated property complete CAPF 164 (*CAPR 174-1, Para 2-9*);
  - e. Follow instructions outlined in CAPR 173-4, "Fund Raising/Donations" section B7 & complete CAPF 164, [www.ctwg.cap.gov/logistics](http://www.ctwg.cap.gov/logistics).
  - f. Obtain the Wing Commanders signature on the CAPF 164.
  - g. Complete steps 1 to 3 above.
- If the equipment does not have a serial number, CTWGLGS will assign a serial number from the Wing serial number log, located in the Wing LG file folders. This number will be affixed to the equipment and entered into ORMS.
- If the equipment being added is for a unit (not Wing), transfer the equipment in ORMS, to the unit and forward the property tag to the unit.
  - b) CAP Department of Defense Account Number (DODAAC) is FG3301. This may be required to obtain DOD excess equipment.
- If the equipment was received from National, it will automatically be added to the Wing Inventory after the CTWGLGS accepts the transfer in ORMS. Ensure that the equipment is 'in hand' before acceptance in ORMS. Under the location section in ORMS, input the location of the equipment within the Wing Headquarters, issue to a member or transfer to a unit, if needed.

### **Processing transfer's for non-expendable equipment (CAPR 174-1, Para 2-13)\**

- Units must request from CTWGLGS the transferring of any equipment (*CT Wing Supplement to CAP174-1, 2.13*).
- If approved, CTWGLGS must initiate the equipment transfer in ORMS (between two units &/or Wing). Use CAPF 37 “Temporary Issue Receipt” as an interim transaction, if necessary.
- The losing unit must approve and the accepting unit must receive the equipment within 10 working days.

**Processing the issuing of non-expendable equipment to individuals (CAPR 174-1, Para 2-15b)**

- Issue the equipment to the individual member within ORMS. Use CAPF 37 “Temporary Issue Receipt” as an interim transaction, if necessary.
- Member must receive the equipment in ORMS within 7 days
  - Retrieve non-expendable equipment from individuals upon their resignation/termination from Civil Air Patrol. Refer to sample letter available on the CTWGLG web site, [www.ctwg.cap.gov/logistics](http://www.ctwg.cap.gov/logistics). Upload any related documents into ORMS under the related property (*CAPR 174-1, Para 2-24 & CT Wing Supplement to CAPR 174-1, 2.24*)

**Disposal of all unit non-expendable equipment; (CAPR 174-1, Chapter 2, Section E & CT Wing Supplement to 174-1, 2.28, 2.29 & 2.31)**

- Units must submit a request to CTWGLGS to dispose of any non-expendable equipment listed in ORMS.
  1. All disposals will be processed by CTWGLGS.
  2. If approved by Wing and after receipt of the equipment, Wing will transfer the equipment in ORMS form the unit to Wing for dispose action. Use CAPF 37 “Temporary Issue Receipt” as an interim transaction, if necessary.

**Disposal of non-expendable equipment; Donation, DOD-Funded, Corporate or State Funded (CAPR 174-1, Chapter 2, Section E & CT Wing Supplement to 174-1, 2.28, 2.29 & 2.31)**

CTWGLGS completes a letter requesting disposal of any Wing or Unit non-expendable equipment for the Wing Commanders approval.

- After Wing Commanders approval, initiate disposal action (retire) in ORMS, along with uploading the approved disposal letter.
- After all ORMS approvals are received; remove the CAP property tab and discard the equipment, obtaining a disposal receipt from the recycler (i.e.; Goodwill, Salvation Army, etc.).
- Upload the receipt into ORMS and process the disposal.
- After all steps/approvals are finalized in ORMS, the equipment will be removed from inventory.

1. Follow up to ensure all steps are completed and the equipment has been removed.
- File copies in Wing LG file folders.

**Disposal of non-expendable equipment; DOD Excess or FOB (CAPR 174-1, Chapter 2, Section E & CT Wing Supplement to 174-1, 2.28, 2.29 & 2.31)**

1. CTWGLGS will complete a letter requesting disposal of any Wing or Unit's non-expendable equipment.
  - a. CTWGLGS will complete the disposal letter for the Wing Commanders approval.
2. After Wing Commanders approval, initiate disposal action (retire) in ORMS, along with uploading the approved disposal letter.
3. Through the approval process, an FG number will be issued within ORMS by the Region LG, requiring the completion of a DD form 1348-1 "Issue Release/Receipt Document" for the return/disposal of equipment. DD Form 1348-1 is located on DLA web site, <https://business.dla.mil/landing/index.jsp>
4. Contact Groton DLA to make arrangements for proceeding the disposal(s), DD Form 1348-1(s), possibly driving to Groton.
5. After the equipment is returned to DLA or disposed of in-place (vehicles) and you'll receive a signed DD Form 1348-1, upload the receipt into ORMS and process the disposal.
6. After all steps/approvals are finalized in ORMS, the equipment will be removed from inventory.
  - a. Follow up to ensure all steps are completed and the equipment has been removed.
7. File copies in Wing LG file folders.

**Disposal of non-expendable equipment; Report of Survey (ROS) (CAPR 174-1, Chapter 2, Section E & CT Wing Supplement to 174-1, 2.28, 2.29 & 2.31)**

- If a Report of Survey (ROS) is needed for missing, stolen or damaged equipment, see the following procedures;
  - Wing/Unit Commander/LG/LGS/LGT will initiate the ROS in ORMS.
  - The Wing Commander, will appoint an Investigating Officer (usually the Wing IG). The investigator's report will be uploaded into ORMS once completed.
  - Unit/member may be assessed an assessment for the missing/damaged equipment.
  - If missing equipment, and after all steps/approvals are finalized in ORMS, the equipment will be removed from inventory.

- a. Follow up to ensure all steps are completed and the equipment has been removed.
- o File copies in Wing LG file folders.

**Processing transactions for expendable equipment/property (CAPR 174-1, Para 2-3, 2-4a, 2-15a & 3-5)**

- Use CAPF 37 “Temporary Issue Receipt” for issues/turn-in/transfers of expendable equipment/property between units/wing
- For individuals, utilize the ORMS online expendable equipment module for issues/turn-ins.
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- Receipt of expendable equipment/property from DOD sources, are received via DD Form 1348-1 and signed for by a Wing LG staff member.
  - o CAP Department of Defense Account Number (DODAAC) is FG3301. This may be required to obtain DOD excess equipment/property.
- 1. The distribution of large quantities of expendable equipment/property received from DOD sources are accomplished by using the % of cadets within each unit over total cadets within the wing utilizing the CAPF 37 (*CT Wing Supplement to CAPR 174-1, item 2.15a*).
  - a. Annually every February and August, update supply % of cadets per unit, for the issuing of expendable equipment/property to units.
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- Retrieve expendable equipment/property from individuals upon their resignation/termination from Civil Air Patrol. Refer to sample letter available on the CTWGLG web site; [www.ctwg.cap.gov/logistics](http://www.ctwg.cap.gov/logistics). Upload all related documents into ORMS (*CT Wing Supplement to CAPR 174-1, item 2.24*).

**Transportation (LGT)**



c) Complete, by 7<sup>th</sup> of October, the ORMS annual vehicle inventory worksheet and validate/inventory all wing vehicles along with their condition in ORMS as; “Serviceable”, “Needs Repair”, “Unserviceable” or “Missing/Damaged” (*CT Wing Supplement to CAPR 77-1, 2.16b & 6.10*).

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- Maintain a Wing LG vehicle file folder for each Wing/Unit CAP vehicle. See details under receiving issuing of CAP (new) vehicles. Purge these files as needed (*CAPR 77-1, Para 3 & CT Wing Supplement to CAPR 77-1, 1.3*).
- By the 10<sup>th</sup> of each month (units must submit to CTWGLGT by the 5<sup>th</sup> of the month), enter the data from the CAPF 73’s for each Wing vehicle, into the CAP Vehicle Usage Reporting system, along with uploading a copy of the CAPF 73. Review each month for accuracy, completion and any discrepancies noted, along with vehicles Tire Pressure section has been completed. File copies in each Wing LG vehicle folder (*CT Wing Supplement to CAPR 77-1, 5.1.b*).
- In November, for each unit’s Vehicle, email out a copy of CAPF 73. Instruct units to make 12 copies for next year’s usage.
- Vehicle Insurance Cards, are replaced annually by October 1<sup>st</sup>, if not received, request from National HQ (*CAPR 77-1, Para 11a*). Provide copies for all Wing vehicles and file copies in each Wing LG vehicle file folder.
- Maintain & update by the 10<sup>th</sup> of each month, the Connecticut Wing CAP Vehicle Information & Maintenance Schedule spreadsheet for all CT Wing Vehicles, to include the following information;
  - Vehicle ID#/access codes
  - Unit ID# were the vehicle is assigned
  - Vehicle model and year (two columns)
  - Vehicle license plate number
  - Expiration date of vehicle registration
  - Expiration date of vehicle emission certificate
  - Check off columns for monthly submission of the vehicle logs (CAPF 73), two columns
  - Date and mileage of last oil change (*CT Wing Supplement to CAPR 77-1, 3.1*)
  - Vehicle oil/filter change interval key
  - Vehicle check if First Aid kit has been inspected at time of oil/filter change serving (*CT Wing Supplement to CAPR 77-1, 2.2.k*)
  - Date of last Battery change
  - Date of last hand waxing of the vehicle (*CT Wing Supplement to CAPR 77-1, 3.5*)

- Current odometer reading
  - Mileage usage for the previous three years (three columns)
  - Date for Vehicle tire age
  - Vehicle location information
  - Light bar operational status
  - If vehicle has a tow bar
- For Wing vehicles that have a First Aid Kit (unit discretion), inspect as required, at each scheduled servicing or six months, whichever occurs first. Additional all vehicle First Aid kits must have a component list and components will be inspected against this list as part of the inspection. All expired items will be disposed of and replaced as necessary. Units are required to respond to CTWGLGT upon completion of the required servicing, that the First Aid Kit inspection was completed, along with recording on the CTWG form 77-D, Semi-Annually Vehicle First Aid Kit Inspection Verification. This verification sheet will be maintained in the vehicle log book (*CT Wing Supplement to CAPR 77-1, 2.2.k*).
  - Annually, update all Wing LG Vehicle file folders with an updated vehicle maintenance report, obtained from ORMS.
  - As needed, renew any vehicle registrations. Registration currently are mailed to the wing with a zero fee.
  - CAP vehicles will only be used for CAP activities, no personnel use. CAP vehicles will be made available for any unit requesting use if the home unit is not in need of the vehicle during the time period the vehicle is needed (*CAPR 77-1, Para 1.8a*).
  - Smoking is prohibited in any CAP corporate vehicle or any private vehicle used for CAP activities and the use of hand-held cellular phones or texting devices while operating CAP vehicles is also prohibited (*CAPR 77-1, 2-2 n & o*).
  - Unit Commanders approval letter is required for use of a member's Privately Owned Vehicle (POV). CTWG form 77-C, CTWG POV Usage Request, Unit Commanders approval for member's use of Privately Owned Vehicles (POV) is available on the CTWGLG web site, [www.ctwg.cap.gov/logistics](http://www.ctwg.cap.gov/logistics), or as an attachment to CT Wing supplement to CAPR 77-1, for authorizing the use of private vehicles on CAP activities. COV vehicles must be used, if available, before using member's private vehicles. Proof of insurance is required and a CAPF 73 must be completed daily, before the POV's utilization. Individual units may elect to reimburse fuel for members using POVs that are properly authorized & approved, however this reimbursement will come out of the individual unit funds. Reimbursement of fuel for members using a POV will not be authorized above unit level (*CAPR 77-1, 1-8b, 2-1a & CT Wing Supplement to CAPR 77-1, 1.8.b*).
  - Unit Commanders/Transportation officers must ensure that members driver privileges list authorization to drive a 12/15 passenger vehicle (or towing of a trailer) along with ensuring that these drivers hold a public service "F" endorsement, at the minimum, on their State of CT state license. However this requirement only applies if the vehicle is carrying

passenger(s). If the driver is the only occupant, then the public service endorsement is not required (CT Wing Supplement to CAPR 77-1, 1.5.b.g.h).

- All units are required to establish and maintain written procedures for managing the issuing of vehicle keys/remotes. CTWGLG will review these procedures during visitation/inspections. Also required is the management of building keys and access codes, if needed. This can be incorporated in the above written procedures (*CT Wing Supplement to CAPR 174-1, 6.x*).
- Ensure that unit LG staff position Transportation Officer is filled.
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### **Requesting a New CAP Vehicle (CAPR 77-1, Para 2a,)**

- Wing Commander or CTWGLGT will complete a CAPF 175 “Vehicle Justification” by 15 February annually for replacements of old Wing vehicles or a vehicle for a unit that does not have a one.
- Review these request with the Wing Commander and after his concurrence and signing of the CAPF 175’s, forward copies to the Northeast Region for processing.
- Annually redo the CAPF 175’s for any previous request not fulfilled.
- Use previous CAPF 175’s as guidance for its completion.

### **Receiving & issuing of (new) CAP vehicles (CAPR 77-1, Para 13b3 & c, copies filed in Wing LG Vehicle folder’s)**

- New CAP vehicles are delivered directly to a local dealer by National HQ CAP, at any time of the year and added to the wing inventory in ORMS by National HQ.
  - Assign a vehicle number and email the number to National LGT. National will assign the number and add the vehicle to ORMS.
  - Order from National a Shell MasterCard for the new vehicle and issue to the receiving unit.
- The following are registration procedures;
  1. CTWGLGT signs for receipt of the vehicle from the dealer on National LGT’s pre-typed receipt form. This completed form is emailed to National HQ LGT, ASAP. Upon receipt, National LGT will express mail the following (this process it subject to change);
    - Certificate of Origin (title)
    - Purchase agreement

- Mileage discloser form
  - Van rollover decal, if needed
  - Two door decals, two CAP banners and three Website banners.
2. Due to CT state law, vehicles can not be registered without the title and mileage discloser form, so vehicles must be signed for at the dealer before actual receipt of the vehicle. Vehicles can not be picked up at the dealers without being registered, however vehicles may come with Temp plates.
3. To register the Vehicle at the DMV you must bring/complete the following:
- Certificate of Origin (Title)
  - Mileage discloser form
  - Bill of Sale, purchase agreement.
  - Vehicle insurance card (Must match Title and Bill of Sale, if not call the insurance agent to get an insurance card that matches).

**NOTE; Title, Bill of Sale and Insurance card MUST have the same name for the organization (i.e. Civil Air Patrol, Connecticut Wing).**

- Connecticut State sales tax exemption certificate
  - DMV form H-13, “Application for Registration and Certificate of Title” (tax town is always Middletown, CT). Complete before going to the DMV utilizing a previous H-13, as guidance on its completion.
  - ATM/CC payment for Title search, State Emission and Greenhouse Gases fee’s (this is subject to change).
  - Driver’s license of person registering the vehicle(s) (i.e., CTWGLGT).
  - Power of Attorney, CTDMV A-83, National legal will complete this form.
  - **NOTE; CAP is a non-profit organization and DOES NOT have to be listed with the Connecticut Secretary of State for business organizations.**
4. After the vehicle is registered, receive the vehicle from the dealer ensuring that all required maintenance or dealer required items have been completed by the dealer as stated in the National’s pre-typed receipt form. Install vehicle registration plates.
- Upon receipt of the new Title from the DMV (about 2-4 weeks), upload a copy into ORMS under the vehicle ID# and file the original in the Wing LG vehicle folder (*CAPR 77-1, Para 3 & CT Wing Supplement to CAPR 77-1, 1.3*).
- For new vehicles complete new vehicle checklist, see attached.
  - Establish the vehicle log book utilizing the attached checklist.
  - Establish the Wing LG vehicle file folder utilizing the attached checklist.
  - When the vehicle is ready to be issued, transfer the vehicle in ORMS to the unit, ensuring that the unit accepts the vehicle, timely.

**Disposal of CAP vehicles (CAPR 77-1, Para 15b & 16, file copies in Wing vehicle folder)**

- Disposal of CAP vehicles require both National and Region AF/LG approval. To dispose of a vehicle complete the following:
  1. Disposals are usually initiated after the receipt of a replacement.

2. Initiate the disposal in ORMS, listing the number of the vehicle it's replacing, in the remarks section.
3. An FG number from Region AF/LG will be issued via the ORMS disposal process.
4. After receipt of the FG number, complete a DLA form 1348-1 "Issue Release/Receipt Document" and DLA Form 1730 "Vehicle Technical Inspection"
5. **Ensure that the following are removed/replaced on the vehicle (utilize the checklist for disposal of a vehicle);**
  - a) **Remove First Aid Kit & return to unit, if vehicle has one**
  - b) **Remove emergency road warning triangles**
  - c) **Remove Vehicle Log Book**
  - d) **Remove seals/decals and vehicle number (CAPR 77-1, Para 10b)**
  - e) **Remove misc. items; flashlight, tire pressure gage, cargo net, carabiners, etc.**
  - f) **Remove light bar, if the vehicle has one.**
  - g) **Replace cigarette ash trays, if removed**
  - h) **Do not remove vehicle owner's manual**
  - i) **Obtain repair estimates, if any, for the completion of the DLA form 1730**
  - j) **Retrieve WEX card and after vehicle is physically removed, notify National to cancel card and destroy card.**
6. Contact Groton DLA to make an appointment/arrangement for the vehicles disposal. Currently vehicles are being disposed of via the "disposal in place" process. Vehicles are parked at Tweed-New Haven airport in front of the CT Minuteman Comp Sqn. HQ. Groton DLA will view the vehicle, take pictures and arrange for its disposal. This disposal may take weeks or months, however the vehicle will be removed by the purchaser (DLA handles this). It may be required to drive the vehicle to Groton, if requested by DLA. It may also be required to remove any Freon from the vehicles Air Conditioner and if the vehicle is for salvage all fluids (gas, oil's, antifreeze, etc.) must also be removed.
7. After the vehicle is accepted by Groton DLA, obtain a signed copy of the DOD Form 1348-1 from Groton. This will occur before the vehicle is physical removed or sold by DLA. Upload a copy into ORMS. National LGT will finalize the disposal. File copies in the Wing LG vehicle file folder.
8. After vehicle is removed by DLA, delivered to DLA or consultation with Groton DLA, return the vehicles registration plates to the CT DMV for cancellation. Obtain a copy of the plates turn-in receipt and file in the Wing LG vehicle file folder.

● **Maintenance of CAP Vehicles (CAPR 77-1, Para 9 & CT Wing Supplement to CAPR 77-1, Para 9)**

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- National LGT control number or if WEX card is used
  - Month WEX card statement reconciled.
  - Date invoice sent to National for reimbursement, if required
  - Date National paid Wing, if required
  - Description of the repairs
- Routine maintenance of CAP vehicles is the responsibility of the vehicles assigned unit. All major repairs, maintenance &/or accident repairs (ROS's), are paid for via the WEX card. Under special circumstances, a control number will be issued and National will reimburse the wing/unit via AFT. Unit commanders/vehicle managers are responsible for the WEX cards proper usage and security.
  - As per vehicle service Manuals & National Regulations, vehicle oil changes are required at 5,000 – 7,500 miles or 6 months (some 1 year) whichever occurs first. Our vehicles rarely, if ever, meet the 5,000 – 7,500 mile requirements within 6 months or annually so plan on changing the oil every six months or annually.
  - The unit assigned a vehicle will be responsible for any purchases that are not properly authorized or paid by National Headquarters. These costs will be deducted from the squadron wing banker account. Units will provide to CTWGLGT, copies of invoices for all maintenance/repairs performed on any CAP vehicle (*CT Wing Supplement to CAPR 77-1, Para 9*). File in Wing LG vehicle file folder.
  - CTWGLGT will monthly by the 10<sup>th</sup>, provide a list to all units, whose CAP vehicle is in need of an oil/filter change or major scheduled service, along with the vehicles First Aid Kit inspection, annually waxing & State Emission inspection. The emission inspection is at unit expense, WEX card cannot be utilized. No reimbursement for this expense.
  - The following are the steps for utilizing the WEX card (*CAPR 77-1, Para 9b,c & 12*);
    - WEX Cards will NOT be used for fuel purchases and only utilized for COVs.
    - An email request asking for approval must be sent to the Wing CTWGLGT prior to each use of the WEX card, except for regular oil/filter servicing. The request should include the estimated amount and the part/service requested. A written estimate document is not required (for repairs under \$500), only the estimated cost.
    - For repairs \$500 & over, contact CTWGLGT for guidance.
    - Within 72 hours after the card is used, a detailed paid receipt will be sent to the CTWGLGT. The detailed receipt must clearly state the location, date, amount and the maintenance/parts service completed.
  - Monthly, by the 20<sup>th</sup>, Wing CTWGLGT will reconcile the WEX statement by completing the following;
    - Through the WEX online web site, obtained a copy of the current months statement and detailed list of each vehicles charges.
    - Complete the required maintenance/repair spreadsheet for each charge, listed by vehicle number. Utilize the dropdown for vehicle maintenance for each charge.
    - Email to WEX administer, the completed spreadsheet and copies of each vehicle's paid invoice.

- File in the Wing LG vehicle file folder, a copy of the paid invoice, detail list of each vehicles charge and completed WEX spreadsheet.
- File in Wing LG folder, a copy of the WEX statement, detail list of charges, completed spreadsheet and copies for all paid invoices.
- The following are the steps for obtaining reimbursement, when a control number is required (can't use WEX card) *(CAPR 77-1, Para 9b,c & 12)*;
  - Obtain an estimate of the maintenance/repair needed.
  - Forward the estimate to National LGT for a control number.
  - After receipt of the control number, notify the unit to complete the maintenance/repair.
  - Obtain a copy of the paid invoice from the unit.
  - Once completed and the vendor has been paid, email a copy of the paid invoice to National LGT for reimbursement referring to the control number issued in the email *(CAPR 77-1, Para 9e)*.
  - Note; units/members will be reimbursed through Wing Banking upon receipt of the reimbursement from National. Units &/or members will submit the required financial forms directly to Wing finance for reimbursement.
  - Monitor and ensure that the Wing receives the reimbursement from National and file a copy of the AFT in the Wing LG vehicle file folder.
- CTWGLGT will ensure that all vehicle maintenance/repairs are entered into ORMS along with uploading a copy of the vendors invoice. CTWGLGT will complete this task, if not completed by the unit.
- Only CAP authorized markings are allowed on CAP vehicles *(CAPR 77-1, Para 10a)*.

**CAP Motor Vehicle Operators privileges, CAPF 101 (CAPR 77-1, Para 1-5 & CT Supplement to CAPR 77-1, Para 4, 5, 7 & 8)**

- Upon joining CAP members may apply to add driver privileges to their CAPF 101 card by requesting and uploaded the following;
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- In the CT Wing, members must be 21 years of age or older to obtain CAP Driving Privileges.
- Application or renewal for CAP driving privileges will be submitted/uploaded through eServices Operations Qualification Module, under driver's license, to the Wing LGT through the Unit/Group Commander &/or LGT. Members will upload a READABLE copy of their State Driver's license and a copy of their State Drivers History Record. Members can obtain their Driver's History Record by applying to the DMV and paying a fee of \$20.00.
- Alternately, the member may authorize CT Wing to obtain this record by completing the CT Wing release authorization for State Drivers Record Form, at no cost to the member, uploading the authorization form in lieu of the History Record. The Wing, through an agreement with the State of CT DMV (only CT DMV), can obtain the member's driver's history, free of charge. The authorization form is available online at the CTWGLG web site and is included as an attachment to the CT Wing Supplement to CAPR 77-1. NOTE; members must upload two documents in Oprs Qual. for a request to process.
- If a CAP member has an out of state driver's license, then the member is required to obtain their drivers history from their respective state DMV (i.e. New York, RI, Mass, etc.) along with incurring any charges associated with obtaining their drivers history record (*CT Wing Supplement to CAPR 77-1, Para 4*) (*CAPR 77-1, Para 1-5b & CT Wing Supplement to CAPR 77-1, Para 4, attachments 2*).
- Members requesting to operate CAP's 12/15 passenger vehicles must have at least an "F" endorsement on their Connecticut state driver's license. This endorsement is not required if the vehicle is carrying no passengers. Any member with CAP driver's privileges for the Wings 12 passenger vehicles must review the power point presentation on passenger Van Safety Awareness Program listed on the CTWGLG web page.
  - Also, a medical card renewable every two years is required by the CT DMV for an "F" endorsement. This card must also be uploaded in Oprs Qual with either the member's driver's license or driver's history/request.
- Request to add driving privileges for special purpose vehicles &/or towing trailers over/under 2000 pounds, require Wing level approval. CTWGLGT will consult with

the Wing Commanders before privileges are granted. Note; Per CT State law a CDL is required for towing a trailer over 26,000 pounds.

- **Do not email copies to CTWGLGT, unless requested.**
- Upon renewal of a members State Driver's license, members are required to reapply for their CAP driver's license, utilizing the above procedures. Members who do not respond with the required information or upon notification by the unit commander that a member(s) is/are no longer active in CAP, CTWGLGT will revoke that members CAP drivers privileges. *(CT Wing Supplement to CAPR 77-1, Para 4c).*
- Upon receipt of the above information, CTWGLGT will;
  - a. Complete the CT DMV Form J-13 "Requesting a Drivers History Report"
  - b. Complete and attach to the J-13, on CT Wing letterhead, a list of the drivers requesting a driver's history record.
    - i. Use the Wing address, PO Box 1233, Middletown CT, on the J-13.
    - ii. Include in this list the drivers name, state driver's license # and date of birth.
  - c. Provide a copy of the CTLGLGTs CT State driver's license as the requester. This is required by the CT DMV.
  - d. A self-addressed envelope addressed to the Wing address, required by the CT DMV, to mail the driver's history records. The DMV will only mail these records to the Wing address.
  - e. Mail to CT DMV, Copy Records Unit, 60 State St., Wethersfield, CT 06161-0503.
- CAP drivers privileges may be suspended/revoked by CT wing for reasons related to the operation and safety of driving a CAP vehicle. Members whose CAP privileges have been revoked/removed WILL NOT drive any COV vehicles. *(CAPR 77-1, Para 1-5e & CT Wing Supplement to CAPR 77-1, Para 4,*
- National HQ automatically removes CAP driver privileges on members CAPF 101 card if the following occurs; state driver's license expires/lapses &/or membership lapses. Members whose CAP privileges have been revoked/removed CAN/WILL NOT drive any CAP vehicles *(CT Wing Supplement to CAPR 77-1, Para 4).*
- Members involved in any vehicle accident involving a CAP vehicle will not operate a CAP vehicle and may have their CAP drivers privileges suspended until an investigation is completed *(CAPR 77-1, Para 4-1f).*
- Maintain & update by the 10<sup>th</sup> of each month or sooner if needed, the Connecticut Wing CAP Drivers spreadsheet for all current CT Wing members having CAP driver's privileges listed on their 101 card.
  - This list will contain the following drivers information;
    - Drivers name
    - CAPID #
    - State drivers license #
    - Original CAPF 75 issue date

- Last CAPF 75 issue date
- Receipt date of the last state drivers history report
- Date of birth
- CDL/PS Medical card issue date.
- Date state license expires
- Unit ID# were the member is assigned
- History check, number of violations, if any
- Check number of total members per unit
- This spreadsheet will highlight the following (Excel conditional formatting);
  - Members authorized to drive a CAP 12/15 pax vehicle (purple).
  - Driver's History check is due (red).
  - Driver's medical cards that are expiring or have expired (green).
  - Members authorized to drive a CAP 12/15 pax vehicle, due to having an out of state driver's license (blue).
  - Driver's licenses that are expiring or have expired (yellow).
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- Utilize this spreadsheet to create and send out monthly letters for both expiring driver licenses/privileges and medical cards.
  - Members who do not respond with the required information, timely, or upon notification by the unit commander that a member(s) is/are no longer active in CAP, CTWGLGT will remove that members CAP drivers privileges in Ops. Qual.
  - (CT Wing Supplement to CAPR 77-1, Para 4c).
- Periodical throughout the month print a list of unit drivers and their driver privileges from reports module in Operations Qualifications Driver's License report. Utilize this report to monitor any changes to members with a CAP driver's license or members transferring into the Wing, along with the member spreadsheet created above;
  - Maintain a list of drivers whose privileges have been removed.
  - Reason for the removal.
  - Actions needed to reinstate.
  - Remove privileges if no action is taken timely or directed by the Unit Commander





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