



**WISCONSIN WING HEADQUARTERS**  
**CIVIL AIR PATROL**  
**SUPPLEMENT TO CAP REGULATION 77-1**  
**(REVISED)**  
**6 October 2012**  
**Transportation**

**OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES**

This regulation supplement prescribes additional procedures in effect for all Wisconsin Wing CAP units and personnel. Full understanding of this supplement may only be obtained by reading it in conjunction with the related paragraphs of CAPR 77-1.

**SUMMARY OF CHANGES:** Update of procedure used by WIWG members to receive CAP driver's license approvals using Ops Quals. Updates to vehicle usage requesting procedure. Updates to vehicle maintenance reimbursement procedures. Change to procedure used by WIWG members on vehicle time and usage data monthly reporting.

CAPR 77-1, 9 April 2012, is supplemented as follows:

**1-5. Vehicle operators will:**

**b. (Added).** If a Wisconsin Wing member cannot access a copy of their state driving abstract in a timely manner or without cost, they are then allowed to attach a copy of WIWG Form 6 (dated 6 October 2012), which gives WILGTL permission to retrieve a copy of said member's driving abstract for use in completing the Ops Quals CAP driver's license process.

**c. (Added).** Approval authority for Wisconsin Wing is limited to WILGTL, WILGT, and WICC. No other officers of Wisconsin Wing are to be considered an approving authority for CAP driver's licenses.

**i. (Added).** Receiving a CAP driver's license is a privilege, not a right. There is no official appeal procedure should WILGTL deny a member their CAP driver's license. However, should a member believe that their CAP driver's license was denied without just cause, they may send a letter to WICC, copying WICV, WILGT and WILGTL listing their reasons and justifications for approval of their CAP driver's license. WICC will then make the final decision on whether or not to overturn the denial of that member's CAP driver's license. Upon completion of this action, there are no additional options which can be taken to change the status of that member's driver's license request.

### **1-8. Use of COVs, TUVs, and POVs.**

**e. (Added). CAP vehicle usage.** Units that do not have a vehicle issued to their unit can request use of a vehicle issued to nearby units or Wing HQ assigned vehicles.

**f. (Added). Request Procedure.** Requesting unit commander, or designee, shall contact commander, or designee, of unit with requested vehicle by email, regular mail, or phone call, with a courtesy copy or call to WILGT (WILGT must always be aware of vehicle locations in case of an emergency).

**g. (Added). Responsibilities.** Unit commander, or designee, of lending unit should ensure that vehicle is fully fueled, that exterior and interior are clean, that all pertinent logs/paperwork are present, and that all safety equipment is present and in workable condition. When borrowing unit returns vehicle, it will ensure that vehicle is returned in same condition. Any damage(s) must immediately be reported to lending unit commander, or designee, and to WILGT.

**h. (Added). Penalties.** Failure to return vehicle to loaning unit as described in paragraph 1-8g will result in borrowing unit not being allowed to borrow any other CAP vehicles for six months. It is the responsibility of original unit to notify WILGT should this occur so proper sanctions can be made against borrowing unit.

### **3-2. Vehicle Maintenance/Reimbursement Procedures.**

**b. (Added).** All units assigned COVs or borrowing COVs should send estimates for maintenance/repairs directly to WILGT for processing with NHQ. Unit will then wait until WILGT contacts NHQ and receives a Control Number for maintenance/repair.

**d. (Added).** Once NHQ sends WILGT a control number, he/she will send it to unit requesting repairs. Only then will unit have maintenance/repairs completed. (NHQ may decide on another action, in which case WILGT will inform unit of this decision.)

**e. (Added).** Once maintenance/repairs are completed, a legible copy of paid invoice/receipt will be forwarded (via email or fax) to WILGT within 30 days. A copy of all maintenance/repair paperwork must also be kept at unit.

### **5-1. Vehicle Time and Usage Data.**

**b.(1)** Vehicle time and usage data monthly reporting for Wisconsin Wing is requested to be completed no later than the fifth (5<sup>th</sup>) of the month following the reported month.

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