



## TX WING SUPPLEMENT CAPR 77-1

25 May 2011

### Logistics TRANSPORTATION MANAGEMENT

#### **CAPR 77-1, 8 October 2010, is supplemented as follows:**

1-4 **(Added)** All COV custodial units will provide current, digital photographs of the COV in their care to LGT NLT 1 March each year. Photos will include all four sides, pictures of the roof taken from both the front and rear ends of the COV, and several interior photos.

1-4 **(Added)** All COV custodians must insure Wing HQ has a copy of the ignition and door key (should they be different) of their assigned COV in the Wing transportation file.

1-4. **(Added)** Custodial units will renew the TX State Inspection Sticker on all COV's/Trailers assigned to their unit when due.

1-4 COV's will be located at the custodial unit's meeting location unless the vehicle cannot be safely secured. Contact LGT for approval of other arrangements.

1-7a. TXWGF 77-1-1 (Request for CAP Motor Vehicle Operators Permit CAPF 75). Members requesting a CAPF 75 will submit a TXWGF 77-1-1 signed by the unit CC to TXWG LGT, accompanied with a copy of the member's current TX Driver's License, a copy of their driving record from DPS and a copy of their current CAP ID card. Out of state licenses must be accompanied by a recent driver safety record from that state.

1-5 c. Members holding a CAPF 75 shall promptly notify their Unit Commander of any traffic violation citations or the revocation or suspension of their state driver's license. The Unit Commander shall notify the Wing Transportation Officer. When required, Unit Commanders will retrieve the CAPF 75 from the member and forward it to the Wing Transportation Officer.

3-1. Units will document ALL vehicle maintenance. Copies of receipts for any services rendered will be sent to Wing HQ. Two bids (forward to LGT) are required for Major vehicle repairs. To request a waiver, contact LGT if special circumstances exist.

3-3. To obtain emergency repair authorization during normal business hours, contact Wing/LGT before contacting NHQ CAP/LGT.

5-1. A copy of the monthly CAPF 73 and the vehicle log, shall be scanned and

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emailed to TXWG HQ (primary method) or faxed (secondary method) to 1-866-867-6764 (TXWG HQ) by the 5<sup>th</sup> of every month.

5-1. Custodians will note on their monthly CAPF 73 the date on which they completed the annual waxing. All vehicles will be cleaned after every use.

//SIGNED//  
BROOKS CIMA, Col, CAP  
Commander

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