



NEVADA WING OPERATING INSTRUCTION 11-01

01 Jan 2011

Logistics / Transportation

CAP Vehicle use by GFW Program

THIS INSTRUCTION PRESCRIBES THE PROCEDURES TO BE USED WHEN TRANSFERRING SQUADRON CORPORATE OWNED VEHICLES (COV'S) ON A TEMPORARY BASIS TO SUPPORT THE GREEN FLAG WEST MISSION

I. REQUESTING SQUADRON VEHICLE SUPPORT

1. Request for vehicle support is to be done in writing, directed to the attention of the applicable commander or transportation officer of the squadron having the vehicle two (2) weeks in advance of the GFW operation whenever possible. The written request must include:
 - a. Day/Date/Time requested for vehicle pick-up
 - b. Day/Date/Time anticipated for vehicle return. This date should not be more than 24 hours following the end of a GFW operation unless otherwise agreed to by both parties.
 - c. Vehicles are to be requested based on closest logistical location and squadron or Emergency Services needs.
2. Once approved, the squadron commander or designated representative will make contact with the GFW Logistics Officer to establish the time, date and place for the temporary vehicle transfer to take place.
3. Any vehicle in use by GFW that is no longer required for mission support should be transferred back to the applicable squadron as soon as practical. Emergency Services has priority use of COV's.
4. Sport Utility Vehicle (SUV) and Pick-up Truck assets will not be used unless no other vehicles are available or usable.

II. TRANSFERRING THE VEHICLE(S)

1. It is preferable and highly recommended for obvious reasons that all vehicles be transferred with both the squadron and GFW representative present. At the time of transfer, the vehicle is to be inspected by the individual accepting responsibility. He/she must note any anomalies or damage. It is the responsibility of the individual transferring the vehicle, to ensure the vehicle has been inspected in accordance with CAPR 77-1 and the vehicle fuel gauge reads FULL.

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2. If it is not possible for the applicable vehicle to be transferred in person, the applicable squadron/GFW representative is instructed to leave the vehicle in the North Las Vegas Air Terminal parking lot. The keys are to be placed in a sealed envelope with the name of the representative who will be picking up the vehicle on it. This envelope is to be left at the desk across from the pilots lounge.
3. The designated representative will retrieve the envelope containing the vehicle keys from the NLV Air Terminal desk. As requested, they will present identification.
4. Should a vehicle not be fully fueled when accepting receipt, make note of the actual fuel level and notify either the designated squadron representative or GFW representative immediately by email. Any additional expenses incurred as a result of the vehicle not being fully fueled must be submitted within seventy-two (72) hours following acceptance of the vehicle.
5. If GFW is in possession of a COV at the end of the month, NLT than the 2nd of the month the GFW Logistics Officer will complete all required paperwork and submit it to the squadron responsible for reporting the data either to the Wing Transportation Officer or to WMIRS. This includes all signatures, ending mileages, and tire pressure checks.

III. VEHICLE OPERATIONS

1. Each CAP Owned Vehicle (COV) is to be operated in full compliance of CAPR 77-1 – Operation and Maintenance of Civil Air Patrol Vehicles at all times.
2. Proof of a CAP drivers license CAPF 75 is required before using any COV.

Certified 02-01-2012 Col Tim Hahn, CAP, NVWG/CC



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