



**HEADQUARTERS**  
CIVIL AIR PATROL NEW YORK WING  
UNITED STATES AIR FORCE AUXILIARY  
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### **Van Usage Information Clarification**

Several questions have arisen lately as per the use of CAP owned vehicles and their use.

1. Corporate owned vehicles will be kept in mission ready condition at all times and are to be used for all CAP missions. Privately owned vehicles will not be allowed on Air Force missions and or corporate missions without the permission of the NY Wing Commander or his designee. The use of a privately owned vehicle on a mission may void CAP and or AF insurance coverage if someone was to get injured.
2. While we have been very successful in acquiring new vehicles, new vehicles are very limited and NY may only get one or two per year. I appreciate the fact that the units prefer a smaller 7 passenger mini-van to the full size van however, until we get enough smaller vans, some units will have to utilize the bigger vans.
3. When we apply for new vehicles we have to justify the need. CAP has set goals for minimum hour and mileage use per month. For the 7 Passenger vans the hourly goal is 50 hours per month and the goal for mileage is 475 miles per month. The goals for the full size vans are 35 hours per month and 350 miles per month. When we don't reach, or even come close, to these goals it is very difficult to prove the need for new ones. NYW DO has been very successful in moving our aircraft where needed to keep us mission ready and the hours kept up, Our LG is attempting to do the same with our vehicle fleet.
4. Fueling has been an issue in the past and we have tried to make things easier by putting credit cards in the vans. These cards can be used during any Air Force assigned mission and certain corporate missions. If you wish to use the cards during other activities you must show the need and get prior approval from the Wing Commander, Vice Commander, or Director of operations. Special Wing operations or assignments may authorize their use, however, wing does not have the funds to pay for fuel for squadron activities. If the person paying for the fuel submits the receipt and voucher ASAP, they can expect to be reimbursed within two weeks or less. We will be discussing this matter at the next staff meeting. Please let your Group Commander know of any suggestions that you have to improve the situation.

*Steven J. Perta, Col, CAP*

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