

Indiana Wing Vehicle Custody Agreement

This agreement is executed under IN WG Sup 1, CAPR 77-1 between the Commander, Indiana Wing and the Commander, _____ (Unit Name/Charter #). By signing this agreement, _____ (Unit Name/Charter #) agrees to serve as an Indiana Wing Vehicle Custody Unit (VCU) for vehicle # _____.

By agreeing to serve as a Wing VCU, the unit receives the following benefits:

- Use of the vehicle for training and deployment of Ground Team, or other mission and support activities, without prior authorization required for use of a privately owned vehicle.
- Access to a corporate vehicle to assist in carrying out unit activities.
- Easy access to a vehicle by designating a vehicle parking location.
- Use of a "Civil Air Patrol" marked vehicle in recruiting and community outreach activities.
- Easy access to a corporate vehicle to assist participation in Wing, Region and National activities.

By agreeing to serve as a Wing VCU, the unit accepts the following responsibilities:

- Vehicle is maintained on behalf of Indiana Wing CAP and the unit will provide assistance in getting the vehicle to Wing, GLR and NHQ activities as required. The VCU may expect fuel reimbursement for this support.(Exception: The INWG Commander's Call & Roll-By Inspection)
- The VCU will maintain the vehicle in accordance with Civil Air Patrol vehicle regulations and GLR and IN WG supplements to those regulations, to include
 - Ensuring vehicle monthly usage reporting (CAPF73) is submitted by the 5th of the following month. Usage reporting is sent to the INWG/LGT for entry into ORMS.
 - Maintenance of the three-ring vehicle binder (see IN WG Sup 1, para 3),
 - Routine preventative maintenance will be performed as set by OEM guidelines and CAP regulations. The INWG/LGT will notify the VCU in advance of required maintenance.
 - Ensuring that non-routine maintenance repairs (Emergency Repairs) procedures are followed as required per CAPR 77-1, 3.3 "Emergency Actions"
 - Operating the vehicle at all times in the safest possible manner.
- Appoint a unit point of contact for vehicle management issues (Vehicle Custodian)
- Unit will ensure the vehicle is present, at unit cost, for the annual Wing Commander's Call and Roll-By vehicle inspection. Location and date will be determined by the INWG/CC.
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The following vehicle custody rules apply:

- The vehicle will only be utilized for Civil Air Patrol business and activities.
- If the vehicle is not maintained by the VCU in accordance with this agreement and other CAP policies, the vehicle may be relocated or reassigned at the direction of the Wing Commander.
- The VCU will ensure that the vehicle is available for fair use by other units.
- The vehicle may be reassigned to a new VCU or directed to be placed at a temporary location at the discretion of the Wing Commander to meet operational and mission requirements.
- The vehicle's Super Fleet Card usage shall comply with INWG Financial Management Procedure # 4. – (INWG Super Fleet Card Procedures) Authority: CAPR 77-1 para, 3

Commander, Indiana Wing: _____
(Printed Name)

Commander, Unit _____,
(Charter #) (Printed Name)

(Signature and Date)

(Signature and Date)

Vehicle Custodian/Point of Contact: _____
(Name, Phone Number, Email)