



HEADQUARTERS MICHIGAN WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
43401 North Jefferson
Bldg 825, Rm 317
Selfridge ANGB, MI 48045-4918



14 October 2021

MEMORANDUM FOR All MIWG PERSONNEL

FROM: MI WG/CC

SUBJECT: Out of State Travel with a COV

1. In accordance with CAP regulation 77-1 Para 1-8, and in the spirit of this regulation. The WG/CC has designated that the MIWG CC and LGT be notified of all Out of State Travel using MIWG COV's. Use transportation@miwg.cap.gov.
2. With this notification the requesting Driver, Squadron, Group or Wing element will provide the following information: Date to/from, Driver name, and CAPID of passengers.
3. The Driver selected to operate the COV will review the vehicles binder for important information to include the GLR safety Supplement 1, the emergency contact information page.
4. In the event of a mishap, follow the directions located in GLR Supplement 1 and then notify the MIWG LGT if no response, contact the MIWG CC.
5. This plan is approved by the Michigan Wing Commander.

A handwritten signature in blue ink, appearing to read "C. Ballard".

Christopher A. Ballard, Colonel, CAP
Commander

Distribution:

All Drivers w/CAP License in MIWG

Google form location: <https://miwg.cap.gov/members/miwg-forms-and-documents>