



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.
2. With this notification the requesting Driver, Squadron, Group or Wing element will provide the following information by Google form on the MIWG website.
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>**