



HEADQUARTERS MICHIGAN WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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SEFRIDGE ANGB, MI 48045-4918



24 February 2023

MEMORANDUM FOR MIWG/TRANSPORTATION

FROM: MI WG/LGT
SUBJECT: MIWG Transportation PSA-2 (Annual)

Concerning Responsibilities for COV

Commanders' responsibility

Identify a Transportation Officer or Custodian and must be recorded in eservices Personnel, Duty Assignment "Assign Senior Duties" under logistic. The commander may self-appoint as a Transportation Officer, this is discouraged as vehicle responsibilities can be intensive at times which takes away from the commander's valuable time needed elsewhere.

It is encouraged that the commander be appointed as the "assistant" of transportation to receive periodical emails that relate to vehicles assigned.

Failing to assign a Transportation Officer will result in not receiving emails from MIWG LGT.

Transportation Officer Responsibilities.

1. Maintain vehicle record Binder and keep current.
2. Execute routine maintenance (MX) as directed by Wing LGT, according to the monthly published MX-R (Maintenance Report).
3. Ensure major maintenance is performed when required and approved.
4. Ensure that the vehicle operator performs vehicle daily inspection requirements.
5. Ensure monthly time, usage, and mileage reporting (CAPF 73) is submitted online via the Vehicle Usage Reporting link on eServices. **Exception:** A member's duty position may not have access to ORMS in eservices, Send deliverables to MIWG LGT.
6. Vehicles are cleaned monthly; this is a unit expense. Two (2) vehicle wash and waxes are authorized (FY) yearly on the EFS credit Card, must have wing approval. Michigan with its salty winter roads, vehicles should be washed more frequently to prevent rust from forming.
7. Expedition reporting of vehicle discrepancies.
8. MX receipts will be turned in within 72 hours after maintenance has been completed.
9. Transportation Officers/Custodians have a duty to utilize the vehicle assigned and support the MIWG in its annual activities to include but not limited to; Encampment, SAR, WMIRS ES Operations training, etc.
10. Make the vehicle *available for CI, SUI, or when required by MIWG.

1. *Available, definition: Vehicle and Driver will travel to a predetermined location; fuel will be reimbursed using MIWGF 173-3. IAW CAPR 173-1, 18.
11. Know and understand the use of the EFS Credit Card assigned to the vehicle. Train vehicle operators in the proper use of the EFS credit card.
12. Know and understand that improper use of the EFS credit card for fuel purchase will be conducted IAW CAPR 173-1, 20(d), 32. (Any fuel purchased, not on an approved AFAM mission will be considered personal use and must be reimbursed immediately.)
13. MIWG LGT works with the Transportation Officers or Custodians concerning vehicle maintenance. When maintenance is delegated to another member, that transportation officer will be the point of contact for this delegation. This applies to scheduled maintenance only, Drivers in need will always call wing LGT for assistance as needed.
14. The MIWG LGT is always right! (Well almost always)
15. I can only do this job with highly dedicated and professional Transportation Officers/Custodians such as yourselves who are reading these standards! I appreciate you greatly! And with your continued support I can remain right and ready to help when you need it most!

This Public Service Announcement, aka PSA, will be referenced throughout the year. The above requirements are found in CAP regulations, 77-1; the new 130-3(release is eminent); 173-1. To include the MIWG standard of use for the miwg.cap.gov gmail system located under Members IT on the miwg.cap.gov website. I highly suggest this copy be placed in the vehicle binder for reference.

If there are any questions, suggestions, or concerns, feel free to contact me!
This memo may be updated, at that time an updated PSA-2.1 will be sent.

A signed copy of this memo will be available in each vehicle's ORMS Documents folder.



ANDREW HANSEN, MSgt,
MIWG LOGISTIC OF TRANSPORTATION

Cc MIWG
CC, CV, CS, DO, LG,
MIWG Admin, GLR-LGT
Squadron CC w/ COV
Squadron LGT w/ COV
Custodians of COV