



HEADQUARTERS MISSISSIPPI WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 Airport Dr.
Jackson MS 39209



30 September 2016

MEMORANDUM FOR RECORD

FROM: MSWG/CC

SUBJECT: COV USAGE AND MAINTENANCE

1. This memorandum prescribes the MSWG's policy concerning specific requirements of COV usage and maintenance.
2. Units that have custody of a COV shall assign a maintenance officer IAW CAPR 20-1. Each maintenance officer will ensure that all maintenance procedures as required by CAPR 77-1 are accomplished and reported to the MSWG/LGT.
3. All maintenance performed on COV's should be inputted to the maintenance module in ORMS.
4. All CAPF 73's and/or online reporting for COVs will be submitted NLT the 5th of the month following the reporting period.
5. Smoking is PROHIBITED in all COVs.
6. Drivers shall not use any hand-held cellular phones or texting devices while operation COVs.

A handwritten signature in cursive script, appearing to read "M. Woodcock".

MALLORY D. WOODCOCK, Colonel, CAP
Wing Commander

DISTRIBUTION

- 1 – EACH MSWG UNIT CC
- 1 – EACH MSWG STAFF MEMBER
- 1 – MSWG/WA