

Attn: All Unit Transportation Officers
From: 1Lt John R. Wilson, CAP
Iowa Wing Transportation Officer
Subject: Vehicle Usage Report Form

Date: 14 November 02

Attn: All Transportation Personnel

It is now official!

I will be keeping track of Ground Vehicle Usage.

Would you please send me the information from the CAPF 73s. The fastest way to get the information to me, shortly after the first of each month is item #1 below. Items 2 and 3 below are ways of getting hard copies of the CAPF 73s to me later in the month.

1. E-Mail to capia041@revealed.net

PLEASE NOTE THE CHANGE IN E-MAIL ADDRESS

2. Fax to 309 797 4643 (between the hours of 0700 and 2200)

3. After you E-mail or me with the information, bring the copies of the form 73s to Commander's Call and give them to Col. Smith. He will get them to me. We save lots of postage & phone expenses this way.

Please use the following format for each vehicle:

Unit # xxxxxx

Veh ID xxxxxxxx

Admin times/hrs xx/xx

Cadet times/hrs .xx/xx

Mission times/hrs xx/xx

Other times/hrs. xx/xx

End of Month Odometer Reading xxxxxxxx

Other Descriptions. _____