

**NEW YORK WING
EMERGENCY VEHICLE REPAIRS PROCEDURE
As Of 07 February 2003
(See CAPR77-1, 7-2)**

1. **What is an emergency?** When the vehicle breaks down while away from station.

2. **What is not an emergency?** You need the vehicle this weekend for an activity and it needs work.

3. **Is there a limit to the amount I can spend?** Yes, \$500.

4. **What should I do?**
 Call the NY Wing LGT.
 1 Lt John Rapps, CAP at 516-868-2328 or 516-868-3416

 If you can't reach him leave a message and include the following:
 - a. **Vehicle ID#**
 - b. **Problem with the vehicle**
 - c. **Repair estimate**
 - d. **Your name**
 - e. **A call back number,**
 - f. **then -**
 Call the Wing LO.
 Maj. William Eberst, USAF Ret. at 518 334-2689.
 If you can't reach him leave the same message as above, then -

 Call the National Headquarters, LGT,
 Mr. Duane Shultz at 334 953-1601.
 If you can't reach him leave the same message as above.

5. **After the repairs is done,**
 Fax a copy of the bill to
 1. **NYW-LGT 516 222-9146**
 2. **NYW-LO 518 344-2383**
 3. **National LGT 334 953-1668****Keep a copy of the bill for the vehicle folder and send the original with a repair request form to NYW-LGT the same day.**

6. **If no one calls you back by the first business day start calling again.**

7. Towing and storage charges are the responsibility of the group.