OR WING SUPPLEMENT 1

CAPR 77-1

Rev 5 - 5 April, 2014

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

Supersedes: ORWG Supplement 4 to CAPR 77-1, 1 Apr 2013:

Added:

1-3. Vehicle Records Folder.

The ORMS master record will be used as the vehicle records folder for all Oregon Wing COVs. Paper copies of these records will no longer be maintained with the exception of the vehicle title and other original documents required by law or other CAP regulations. The document upload feature of ORMS will be used to upload scanned copies of the documents required for inclusion in the vehicle records folder.

1-9. Radio Equipment.

Installation or removal of radio equipment in a COV, to include but not limited to the actual radios, antennas, power cables and ancillary equipment must be approved, in advance, by the Wing Director of Communication. Under no circumstances are units to install or remove radios or radio equipment without prior approval. This includes the use of a commercial radio service vendor. All repair of radio equipment installed in a COV will be approved by and coordinated in advance with the Wing Director of Communication.

2-2. Vehicle Safety Requirements.

j. ORWG vehicles used for support of the Emergency Services program may carry an ABC rated fire extinguisher in support of their emergency services assignments at the discretion of the unit transportation officer. Fire extinguishers will be maintained in accordance with the manufacturer's recommendations, documented in the January CAPF 73 in ORMS each year, and be safely secured in the vehicle.

k. First Aid kits, if carried in the COV, are to be inspected annually in January of each calendar year. Expired items are to be replaced and the January CAPF-73 is to be annotated that the first aid kit has been inspected and saved to ORMS. If there is no kit it shall be annotated on the January CAPF 73.

7-1. Unit Operating Instruction

As a condition of COV assignment, units will publish an operating instruction consistent with Attachment "A". Before it is effective, the operating instruction shall be approved by the ORWG/CC. When a change of command occurs within any unit, the operating instruction shall be re-issued by the new commander within thirty (30) days of the change of command.

JOHN LONGLEY
Colonel, CAP
Commander

Attachment "A"

(Name of Unit) SQUADRON OPERATING INSTRUCTION 77-1
Day MONTH Year
Transportation

PROCEDURES FOR UNIT VEHICLE MANAGEMENT

This instruction prescribes procedures for managing vehicles assigned to (Unit Name) Squadron.

1. To assure continuity, the Unit Commander shall appoint a unit Transportation Officer while any vehicle is assigned to the unit. In the absence of the appointment of a Transportation Officer, the Unit Commander will be responsible for all vehicle management requirements.
2. The unit Transportation Officer will manage the vehicle (s) assigned to the unit. Through the Commander, an assistant transportation officer may be assigned for each vehicle.
3. No later than the fifth day of each month, for each vehicle assigned, the unit Transportation Officer will assure that mileage is correctly entered into the mileage module within ORMS.
4. No later than the fifth day of each month, the unit Transportation Officer will assure the upload to ORMS of the CAPF 73 for each assigned vehicle.
5. Every six months, the unit Transportation Officer will assure an oil change and general vehicle inspection for each vehicle assigned to the unit. This documentation will be uploaded to the ORMS maintenance module for each vehicle. This period may be longer if documented in ORMS with a copy of the manufacturer's recommendation. If the vehicle reaches the recommended mileage for oil change before six months, the oil change will be accomplished at this earlier time and documentation uploaded to ORMS.
    a. Vehicles that have not received oil changes within six months or at recommended time or mileage will not be operated except to obtain an oil change.
6. Unit Transportation Officers will monitor the general service maintenance schedule in Attachment 1 of CAPR 77-1 and assure interval schedules are met for each vehicle.
7. The Transportation Officer will assure a claim is filed with the Oregon Wing Administrator for the cost of the oil change and other maintenance to the vehicle.
    a. Oil changes of $50 and less do not require prior approval. All other maintenance to the vehicle does and authorization shall be obtained by the unit Transportation Officer coordinating through the ORWG Transportation Officer.
8. The Transportation Officer for the unit assigned the vehicle will assure all documents are uploaded on a timely basis. Technical assistance may be requested from the ORWG Transportation Officer.
9. The unit transportation officer will determine whether fire extinguishers are placed in vehicles assigned to the unit. This determination will be made consistent with CAPR 77-1. Fire extinguishers will be maintained in accordance with the manufacturer's recommendations, documented in the January CAPF 73 in ORMS each year, and be safely secured in the vehicle.

FIRST LAST NAME, Grade, CAP
Commander