ORWG Logistics

Wing Conference 2013
Major David Rudawitz
Deputy Chief of Staff,
Communications and Logistics

Agenda

- What you need to know
- Property management
- Annual physical inventory/Changeover Inventory
- Vehicle management
- Compliance and Oversight
- Questions

What You Need To Know

- Property Accountability (CAPR 174-1)
  - Non-expendable property
  - Expendable property
  - ORWG supplement to CAPR 174-1
- Uniforms (CAPR 174-1)
- Real Property Survey (CAPR 174-1)
- Annual Physical Inventory (CAPR 174-1)
- Vehicle Management (CAPR 77-1)
  - ORWG Supplement to CAPR 77-1
- Compliance

Property Management

This is my Unit's stuff

- All equipment and "stuff" belongs to the CAP Corporation or the DoD
- There is no such thing as stuff the "belongs" to a specific unit
- The Corporation lets us use their/USAF stuff as long as we follow their rules
- We are reviewed annually for following the rules
- Repeated failure to follow the rules will result in a logistics freeze and losing the stuff

Property Accountability Review

- Unit commanders are responsible for **all** CAP property assigned to their unit
  - This includes any equipment located in the unit's facility that belongs to CAP.
- Non-expendable equipment in the possession of unit members MUST be issued to that member using ORMS
  - Indicating in the location field that an item is in the possession of a member is NOT the same as issuing.
- Expendable equipment is issued using the On-line Form 111a, *Expendable Federally-sourced Property Issue Sheet.*
- Regulation is CAPR 174-1
- These are compliance items

Property Retirement

- When units no longer need an item of equipment or supplies they contact the LG/DC and advise the specifics BEFORE taking any action!
  - There a many ways to mess this up, lets not come up with yet another way
- Units will be provided with directions as to what to do and how to do it specific to the items they no longer need
- DO NOT initiate a retirement in ORMS unless specifically directed by the LG/DC

Acquiring Property

- If a unit acquires property by purchase or donation it may need to be entered into ORMS
  - Non-expendable property is entered into ORMS
  - Expendable property is not
    a. is complete in itself
    b. is of a durable nature
    c. has a continuing use

    is not consumed in use
    a. does not become a fixture or lose its identity as a component of another item
    b. has an expected service life of 1 or more years
    c. has an initial unit acquisition cost of more than $500.

Acquiring Property (cont)

- Units are to contact the LG/DC when they acquire items to get assistance in if/how to account for the items
- If ORMS entry is required, most likely it will be done by the LG/DC along with providing property tags

ORMS Functions

- ORMS is the tool for managing logistics – paper is not!
- ORMS actions that logistics folks need to understand
  - ASSIGN – is used to assign an item to a vehicle, aircraft or kit.
  - TRANSFER – is used to transfer an item from one unit to another. Squadrons NEVER transfer items. I do that at the wing level.
  - ISSUE – is used to issue an item to a member
  - Expendable property issue to individuals
- If you are not sure (like 1000%) of what you are doing in ORMS – **DON'T** – ask for help first
- It can take a significant amount of effort to fix a mistake in ORMS, if even possible!

Expendable Property Management

- CAP uses two classifications of property
  - Expendable
  - Non-expendable
- Determines which items must be tracked in ORMS
- Expendable property is not be entered into ORMS
- Federally sourced items include uniforms and other “GI” gear
- Regulation is CAPR 174-1

Expendable Property Issue Forms

- On-line Form 111, Expendable Federally-sourced Property Transfer Sheet.
  - Is not currently available in ORMS
  - Transfer expendable items using the CAPF 37 or a memo for record and upload document in the wing documents area located under "Documentation." This will give you a record of the transaction
  - Used as an ongoing record of expendable property transfers between CAP units.
- On-line Form 111a, Expendable Federally-sourced Property Issue Sheet.
  - Used as an ongoing record of expendable property issued to CAP members.

Expendable Property Issue

- Use the on-line Form 111a to issue expendable property to members
  - Access the form through ORMS.
  - Record all expendable property issued on this form.
  - Used as an ongoing record of expendable property issued to CAP members
  - Cadets under 18 can not sign. Their receipt to be co-signed by parent(s) or legal guardian(s)
- Transfer Federally-sourced Expendable Property using the CAPF 37 or a memo for record

Uniforms

- Uniforms and related items from DRMO are not the "personal" property of the unit
  - They will be allocated as needed
  - Units are not to keep on hand more than they will actually use
- Sourced from DRMO (now called" DLADS")
  - Mark with "DRMO" in collar or tag with a Sharpie or laundry marker
- Other Sources such as personal property
  - Mark source so as not to be confused with DRMO sources
  - Mark personal property with name and phone number of owner
- Regulation is CAPR 174-1
- This is a compliance item

Annual Physical Inventory

- Perform annual inventories to ensure property is safeguarded and managed effectively
- New timetable this year – 1 Oct thru 31 Dec
- Scheduled inventories are a requirement of the DoDGARs.
- Inventory is accomplished in ORMS
- Selecting a condition of missing/damaged will automatically generate a report of survey in ORMS.
- Use the checklist/worksheet provided by ORMS to conduct the annual inventory and then enter into ORMS when you have all the data

From CAPR 174-1, 2-16. Annual Physical Inventory.

Annual Physical Inventory

- There are 5 components of the annual physical inventory
  - Comm Gear
  - Supplies and Equipment
  - Aircraft
  - Vehicles
  - Real Property Survey
- Units have to do all even if the unit does not have vehicles or aircraft

Physical Inventory Process Overview

- Unit commanders, supply or communications officers shall verify in ORMS the condition, location and requirement for retention of property.
- Off-site property must also be checked during annual inventory.
- All non-expendable property that has been issued to an individual must be presented to a property officer for validation of possession and condition.
- Commanders are responsible for determining appropriate verification procedures for property that that cannot be transported and presented for inventory – such as photos.

Accomplish the Physical Inventory

1. Complete all pending issues, transfers and retirements.
2. Using the ORMS annual inventory worksheet, perform a 100% “eyes on” check to determine the presence, condition and data accuracy of each item on the unit’s property list.
3. DO NOT INITIATE THE ANNUAL INVENTORY YET
4. Check condition of all non-expendable property. Indicate condition as “missing”, “serviceable,” “Unserviceable-needs repair,” or “Unserviceable – beyond repair”.
5. Ensure all non-expendable items on hand are properly tagged and are reflected accurately in ORMS. Contact the ORWG LG to replace missing property tags where required

Accomplish the Physical Inventory Cont.

6. Make note of items that cannot be located and record them as “missing” in the “condition” field in ORMS.
7. Any non-expendable property discovered during the annual inventory shall be researched to determine its source before loading in ORMS.
8. ORMS will not permit completion of the annual inventory until all issued property has been validated and accepted in ORMS.
9. Off-site property condition and location must be validated during annual inventory.
10. On-loan property must be physically checked during the annual inventory.

Completing the Inventory

- When all counts are complete, all issued property has been validated, and Reports of Survey for all missing or damaged property have been initiated, property management officers will log into ORMS and certify the inventory results.
- Commanders must also acknowledge completion of the annual inventory after property management officers have completed the inventory.
  - There is no automated way to do this – create a memo that acknowledges the completion, send to Wing LG and keep on file for inspections.

Annual Inventory Acknowledgement

- Send an email to the Wing Logistics Director (d.rudawitz@orwg.cap.gov) with the following content:
  - “In compliance with CAPR 174-1 para 2.6 d (9), I hereby acknowledge the completion of the 201X Annual Physical Inventory for OR-<insert unit charter # here>.”
- Retain a copy of this email in the unit’s records so that it can be easily provided during an inspection to confirm your unit’s compliance with this requirement.

Inventory Everything

- Be sure to advise the LG/DC if you find items that are not on your inventory but have property tags
- In 2013 several items missing since 2010 were found when the physical inventory was completed and ALL items were reported.
  - As a note of interest NO Adverse action is taken when the equipment is quickly found, only when equipment is missing.

Changeover Inventory

- Inventory conducted when there is a change in property management officers
  - Unit commander
  - Supply Officer and assistants
  - Communication Officer and assistants
- Use the changeover process in ORMS
- An inventory is not required if the unit has no property.
- Individually issued items are not required to be inventoried to complete a changeover inventory.

Real Property

- Regulation is CAPR 174-1
- Units must keep complete records
  - Have a file folder or keep electronically
  - Keep ALL documents to include letters, emails, records of phone calls, reports and photos
  - Wing is to maintain a copy of your file – you must provide these documents to Wing as they are created
- Annual report using the Real Property Survey form CAPF 87 (new form)
  - One form for **each** location being used
  - Submit to wing electronically
  - Due by end of December 2013
- This is a compliance item

Real Property Survey

REAL PROPERTY SURVEY
(Instructions on Reverse)

SECTION I
Unit Name: Charter #:

SECTION II
My unit does not own, occupy or use real property.
Unit Commander's Grade, Name, Date:

SECTION III ☐ Add ☐ Change ☐ Delete
My unit does own, occupy and/or lease property.
Physical Address of Property:
Description of Property:

☐ Aircraft Tie-down:	
☐ Land:	
☐ Hangar:	
☐ Building:	
☐ Trailer:	

Ownership:
☐ CAP Corporation Acquired (Date): ☐ Gift ☐ Purchased
☐ Other: Payment $ ☐ Month ☐ Year
Name and Address of Owner: Instrument:
☐ License ☐ Lease
☐ Rental Agreement ☐ Letter Agreement
☐ Verbal Agreement ☐

Usage:
☐ Meeting ☐ Storage ☐ Unused
☐ Other (Explain):

I certify the information in Section III is complete and accurate as of this date.
Unit Commander's Grade, Name, Date:

- Annually accomplished as part of the annual physical inventory in 1QFY
- Required **whether or not unit** owns, occupies or uses real property
- Form (PDF and Word) is downloaded from ORMS
- Complete, sign turn/mail into Wing before 01DECCY
- Retain a copy in your files!
- **Every unit is to turn this in each year!**

Vehicle Management

Vehicle Management

- CAP vehicle use are a privilege not a right.
- Record daily inspections & vehicle use with the CAPF 73
- ES personnel really need a CAP Driver's License - 100%
- ORWG Supplement to 77-1
  - New ORWG form for CAP Driver's License and approval of POV for CAP use
    - New forms required for all current CAP Driver's License holders due by end of March 2013
  - Procedures for use of POVs in supplement
  - Vehicle maintenance management

Operating CAP Vehicles

- Member ***MUST*** have a current CAP Driver's License (CAPF 75) and State issued driver's license - ***no exceptions***
- Requirements
  - DMV two (2) year driving record
  - Copy of current state issued driver's license
  - ORWG COV/POV Approval Form
  - Submit to Wing Transportation Officer (allow 2 weeks)
- As necessary, we may need to verify the member's ability to operate the specific vehicle.
- License issued for five (5) years or until state issued DL expires, whichever comes first
- You must monitor the status of your members
  - Make sure that they know the rules for usage and accident reporting!

COV/POV Approval Form

- ORWG Form
- Used for all CAP driver's licenses – top section
- Used to approve POV use – bottom section
- Uploaded into eServices as a misc ES document
- Unit Commanders responsible for compliance in their units

ORWG CAP Driver's License and POV Agreement

The undersigned _____ acknowledges that he/she is familiar with CAPR 77-1 *"Operation and Maintenance of Civil Air Patrol Vehicles."* The undersigned further acknowledges that:

- COVs shall be used for official CAP purposes only. Official purposes include direct and indirect support of CAP programs and missions.
- Use of POVs for transportation to and from CAP meetings, encampments and other activities is solely at the risk of the individual CAP members and their passengers. CAP assumes no right of control, liability or responsibility for such transportation.
- Prior to first use of the day, drivers will perform a safety check on COVs using CAPF 73, *CAP Vehicle Inspection Guide and Usage Data*. During the inspection, all items found not to be in safe working order must be corrected before placing the vehicle in service.
- When a POV is used for official CAP transportation it will have a safety check performed using CAPF 73 as a guide , prior to use. A POV will not be used if not in safe working order.
- The use of a spotter is required when backing to eliminate the chance of a mishap. The exception to this is when another individual is not available. In this event the vehicle should be positioned, if possible, in such a way that backing is not required
- No smoking nor use of tobacco products is allowed in CAP vehicles
- Drivers shall not use hand-held cellular phones or texting devices while operating COVs
- Seat belts or seat belt/shoulder harness combinations must be used by all occupants of COVs. Do not transport more people in a vehicle than there are seat belts to accommodate them. Do not allow passengers to ride in truck beds

Member Signature

Signed	Printed Name	Unit Charter	Date

Authorization to Use POV for Official CAP Business

_____ is hereby authorized to use the following vehicles for official CAP Business:

Make	Model	Year	License	Insurance Carrier

Scan this document when signed and include a scan of the registration and proof of insurance for each vehicle listed above. Upload into the member's eServices record.

Unit Commander Approval

Signed	Printed Name	Unit Charter	Date

POV_COV_Agreement_Form.docx Nov 2012

Monthly Vehicle Usage Reporting

- Data is collected on the CAPF 73
- Data is entered monthly before the 5th of the month into ORMS (Vehicle usage reporting)
- To enter data, member must be at least an assistant unit transportation officer
- Scan and email the CAPF 73 to Transportation@orwg.cap.gov who will review and upload to ORMS
  - We keep one year of these forms in ORMS for each vehicle.
- Entry of this data is CLOSELY watched at PCR

CAPF 73 Monthly Report

TIME AND VEHICLE USAGE DATA

(Enter Number of Hours (rounded up) Under the Appropriate Use Category)

TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
TOTAL					

* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK

* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK

Each time the COV is used you fill out a line. For each day of use, there MUST be an inspection record on the other page.

At the end of the month, sum up the uses and times. File out each block even if it is 0/0

CAP VEHICLE INSPECTION GUIDE AND USAGE DATA

MONTH / YEAR	END OF MONTH ODOMETER READING	
WING / REGION	CHARTER	
VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICL	
VEHICLE MAKE	VEHICLE MODEL	FIELD ID NO.

At the end of the month put in the mileage.

ITEMS TO BE CHECKED DAILY

(operator's signature required on inside page to verify inspection)

1.	REGISTRATION / PROOF OF INSURANCE
2.	FIRE EXTINGUISHER / FIRST AID KIT
3.	DAMAGE *(exterior and interior, missing parts)*
4.	TIRES *(visually check for damage / abnormalities)*
5.	CHECK FLUID LEVELS *(oil, transmission, brake, power steering and coolant) (check according to manufacturers instructions.*
6.	BATTERY CONDITION
7.	LEAKS *(visually check fuel / oil / coolant)*
8.	DRIVE BELTS / HOSES *(visually check for fraying or cracking)*
9.	LIGHTS *(visually check for proper operation)*
10.	BACK UP ALARM / EMERGENCY FLASHERS *(functionally check proper operation)*
11.	SAFETY DEVICES *(seatbelts / harness, headrests, etc.)*
12.	INSTRUMENTS / HORN *(functionally check proper operation)*
13.	WINDSHIELD WIPERS / WASHER *(functionally check for proper operation / condition)*
14.	BRAKES / STEERING *(functionally check responsive / effective / smooth)*
15.	MIRRORS *(rearview / side)*
16.	EXHAUST SYSTEM
17.	WINDOWS *(functionally check proper oper*
18.	RADIO MOUNTS *(CAP added equipment)*
19.	CURRENT STATE INSPECTION STICKER *(if applicable)*
20.	TIRE PRESSURE *(checked monthly – requires signature and date below)*
	Signature:	*Date Performed:*

This inspection must be done each month. Sign and date.

CAP FORM 73, SEP 03 PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 NOV 03

OPR/ROUTING: LGT

CAPF 73 Monthly Report

VEHICLE OPERATOR DISCREPANCY REPORT

ITEM NO.	DISCREPANCY	DATE FOUND

If there are issues with the COV, use this page to report the discrepancy

OPERATOR'S SIGNATURE

(SIGNATURE SIGNIFIES ACCOMPLISHMENT OF INSPECTION)

DAY	SIGNATURE	DAY	SIGNATURE
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

Every day the COV is used, it must be inspected and the operator signs indicating the inspection was done. There must be a corresponding inspection for each day of use shown on the other side of the form.

ADDITIONAL COMMENTS

Maintenance Records

- See ORWG Supplement to CAPR 77-1
- The key points of the ORWG program are:
  - Electronic vehicle file using the document feature of ORMS
  - Quarterly review of maintenance records by the LGT. Vehicle managers and their commanders will be notified if incomplete or improperly completed forms are found.
  - Maintenance record entry into ORMS of all vehicle routine maintenance and repairs
  - Annual photos (Jan of each year) of all vehicles uploaded into ORMS

Maint. Management Spreadsheet

36024

2011 4X4 SUV/Pickup Ford EXPEDITION

Vehicle Manager David Rudawitz

In Service Date 1/11/11

Years In service	0.5	1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10.0
Miles(x1,000)*	7.5	15	22.5	30	37.5	45	52.5	60	67.5	75	82.5	90	97.5	105	112.5	120	127.5	135	142.5	150
Months*	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
Scheduled	7/10/11	1/6/12	7/4/12	12/31/12	6/29/13	12/26/13	6/24/14	12/21/14	6/19/15	12/16/15	6/13/16	12/10/16	6/8/17	12/5/17	6/3/18	11/30/18	5/29/19	11/25/19	5/23/20	11/19/20
Completed	9/13/11																			
Mileage	11/4/10																			
Change engine oil and filter	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Rotate tires, inspect tire wear and measure tread depth. Vehicles with dual rear wheels should only rotate if unusual wear is observed.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Inspect wheels and related components for abnormal noise, wear, looseness or drag	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Perform multi-point inspection (recommended)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Inspect automatic transmission fluid level (if equipped with dipstick); consult dealer for requirements.		•		•		•		•		•		•		•		•		•		•
Inspect brake pads, shoes, rotors, drums, brake linings, hoses and parking brake		•		•		•		•		•		•		•		•		•		•
Inspect engine cooling system concentration and hoses		•		•		•		•		•		•		•		•		•		•
Inspect exhaust system and heat shields		•		•		•		•		•		•		•		•		•		•
Inspect front axle and U-joints; lubricate if equipped with grease fittings (4WD vehicles)		•		•		•		•		•		•		•		•		•		•
Inspect half-shaft boots (if equipped)		•		•		•		•		•		•		•		•		•		•
Inspect steering linkage, ball joints, suspension, tie-rod ends, driveshaft and U-joints; lubricate if equipped with grease fittings		•		•		•		•		•		•		•		•		•		•
Torque rear U-bolts (Transit Connect)		•		•		•		•		•		•		•		•		•		•
Inspect cabin air filter (if equipped)	•		•		•		•		•		•		•		•		•		•	
Change Cabin Air Filter		•		•		•		•		•		•		•		•		•		•
Replace engine air filter				•				•				•				•				
Change automatic transmission fluid and filter on 5–speed TorqShift transmission; consult dealer for requirements.								•								•				
Change engine coolant														•						
Replace spark plugs														•						
Inspect accessory drive belt(s)														•						
Change front axle fluid (4WD vehicles)																				•
Change automatic transmission fluid and filter (except 5–speed TorqShift transmission) (filter not required on 6F35, 6F50, DPS6 and AWF-21 transmissions); consult dealer for requirements.																				•
Change transfer case fluid (4WD vehicles)																				•
Replace accessory drive belt(s) if not replaced within the last 100,000 miles (160,000 km)																				•

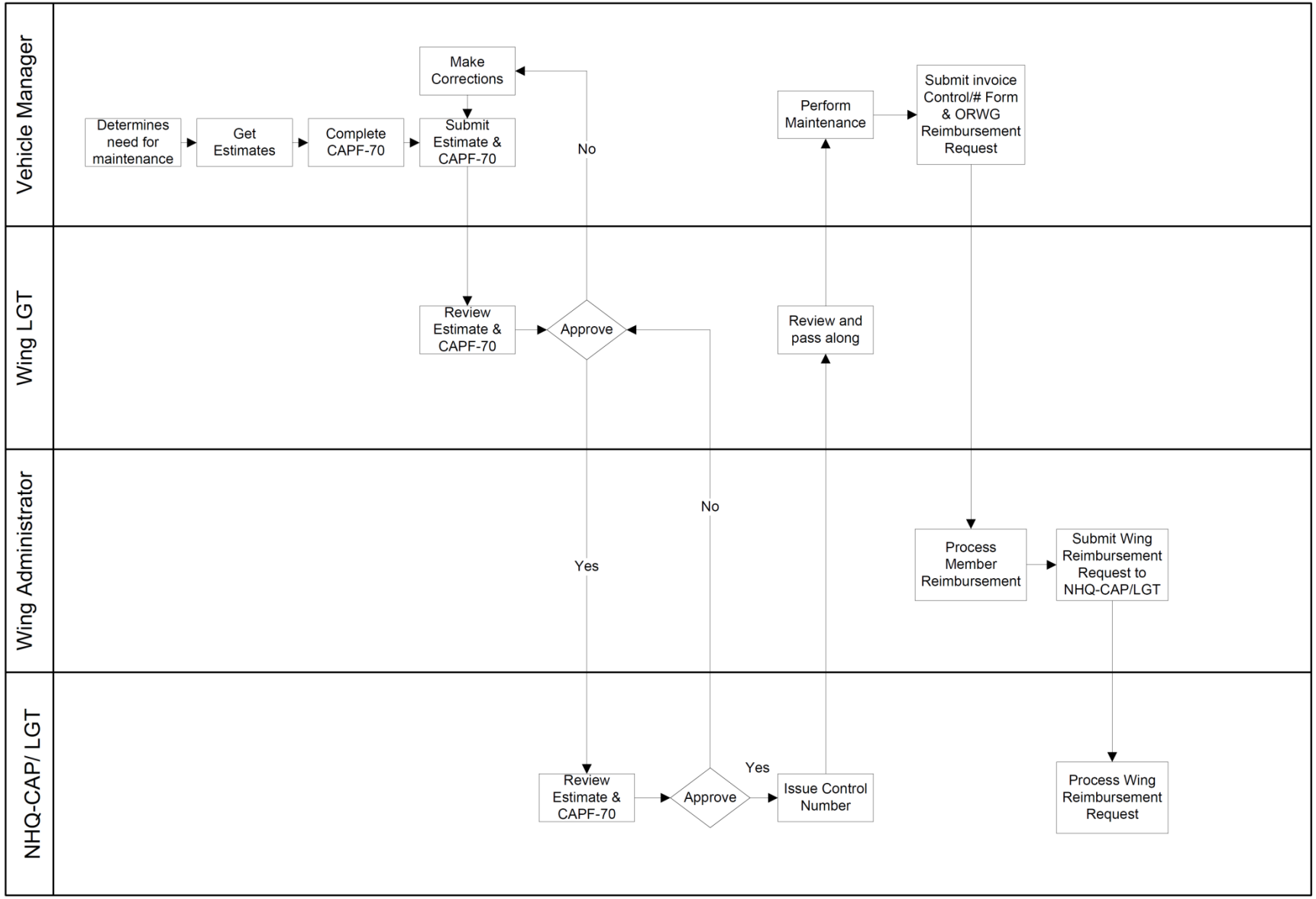
Daily Actions and Reporting

- Record daily usage and inspections on the CAPF 73 in each vehicle
- Operators are to inspect their vehicles, this includes members using their POVs for official CAP activities
  - Record inspection on CAPF 73 for COV
- Use these daily inspections to note missing items or damage
  - Otherwise, you or the last user will be held responsible!

Maintenance

- All maintenance is reimbursed by NHQ-CAP
- Process is outlined in the ORWG Supplement to CAPR 77-1
- You must have PRIOR approval from National for ALL maintenance except emergency maintenance
- Approval is requested using a CAPF-70 and you need an estimate

ORWG Vehicle Maintenance Reimbursement Request Process



Maintenance Records

- Vehicle Maintenance program in supplement
- The key points of the program are:
  - Electronic vehicle file using the document feature of ORMS
  - Quarterly review of maintenance records by the LGT. Vehicle managers and their commanders will be notified if incomplete or improperly completed forms are found.
  - Maintenance record entry into ORMS of all vehicle routine maintenance and repairs
  - Annual photos of all vehicles uploaded into ORMS

Compliance and Oversight

Compliance

- At least one wing audit each year (SA, SAV or CI)
  - This year we get all three!
- Compliance to regulations is neither optional nor can it be haphazard
- Consequences of non-compliance
  - Inspection findings and resultant paperwork to resolve
  - ORWG being put on logistics freeze
- Wing's tools to manage compliance by units:
  - Freeze (logistics or all activities)
  - Reassignment of CAP assets and property

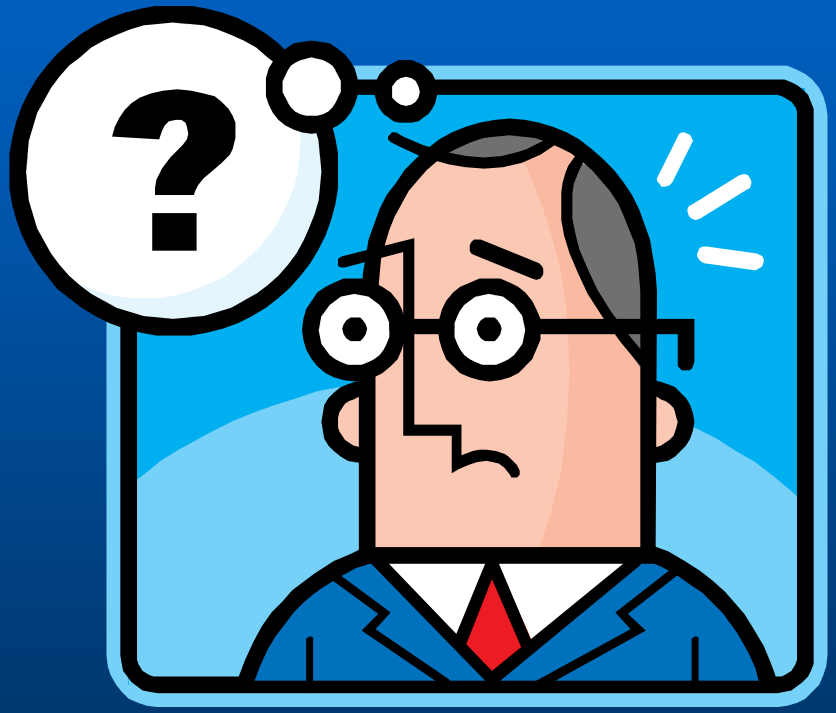
Wing Oversight Tools

- Scorecards
  - Logistics
  - Transportation Management
- Will be updated and published monthly for all to see
- Units showing low points on the Logistics Scorecard will be offered additional assistance by the Vice Commander
- Inadequate compliance by a unit can put the entire wing on logistics freeze.

Logistics Scorecard

Unit	Unit Name	Unit Commander	DRMO Uniform Inventory and Marking	Real Property File	2013 Real Property Suvey	2013 Annual Physical Inventory Logistics	2013 Annual Physical Inventory Comm	2013 Annual Vehicle/Aircraft Inventory	2013 Annual Inventory Commander Acknowledgment
		Due Date	1/31/12	9/30/12	1/31/13	1/31/13	1/31/13	1/31/13	3/31/13
OR001	OREGON WING	Col John Longley	DONE	DONE	DONE	DONE	DONE	DONE	DONE
OR007	MEDFORD COMPOSITE SQDN	Capt Herman Dennington herman@medeg.com	MISSING	LATE	LATE	DONE	DONE	DONE	DONE
OR016	KLAMATH FALLS COMPOSITE SQDN	Capt Andrew Lucas andrew.j.lucas@gmail.com	MISSING	LATE	LATE	LATE	LATE	LATE	DONE
OR034	WASHINGTON COUNTY COMPOSITE SQDN	Capt Ted Parish pdx_pilot@yahoo.com	DONE	DONE	LATE	LATE	LATE	LATE	LATE
OR037	GRANTS PASS COMPOSITE SQDN	Captain Daniel Ash camocougar@hotmail.com	LATE	LATE	DONE	LATE	LATE	LATE	MISSING
OR042	SALEM COMPOSITE SQDN	Maj Dennis Wyza dennywyza@aol.com	DONE	DONE	DONE	DONE	DONE	DONE	DONE
OR050	HIGH DESERT COMPOSITE SQDN	Capt Dan Lake gts.lake@gmail.com	MISSING	LATE	LATE	LATE	LATE	LATE	LATE
OR055	MAHLON SWEET COMPOSITE SQDN	Capt Roxanne Cole roxcole@comcast.net	LATE	DONE	LATE	DONE	DONE	DONE	DONE
OR065	AURORA CADET SQDN	Capt Michael Schrock papaschrock@gmail.com	MISSING	DONE	LATE	DONE	LATE	LATE	LATE
OR073	COLUMBIA COMPOSITE SQDN	Maj Margaret Martin margaret.martin@evergreenps.o	LATE	DONE	DONE	DONE	DONE	DONE	DONE
OR085	METROPOLITAN SENIOR SQUADRON	Maj Billy Jackson billy_w_jackson@yahoo.com	DONE	DONE	LATE	LATE	LATE	DONE	MISSING
OR099	MCMINNVILLE COMPOSITE SQDN	Maj Scott Hall scotthallcap@gmail.com	LATE	DONE	DONE	DONE	DONE	DONE	DONE
OR114	NORTHWEST COASTAL FLIGHT	Maj Michael Walsh mwalsh@centurylink.net	LATE	DONE	LATE	DONE	DONE	DONE	LATE

Transportation Management Scorecard

Unit	Unit Name	Vehicle Manager	CAP VehID	Submission of CAPF 73 and Data Entry Into ORMS (Due by 10th of the Month)												Last Oil Change	Maintenace Up to date				FY2013 Photos uploaded	FY2013 Insurance Card in Vehicle	Maint Records Up to Date	Safety Placards
	Due Date			DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV		1Q13	2Q13	3Q13	4Q13				
OR-073	COLUMBIA COMPOSITE SQDN		36001	DONE	DONE	DONE	DONE									10/16/12	YES				DONE	DONE	Incomplete	DONE
OR-001	ORWG Headquarters	Maj Paul Gilman speedbird780@live.com	36012	Retire	DONE	DONE	DONE														MISSING		MISSING	
OR-007	MEDFORD COMPOSITE SQDN	Maj. Clay Silsby claysilsby"@mac.com	36016	DONE	DONE	DONE	DONE									2/18/13	YES				DONE	LATE	Incomplete	
OR-016	KLAMATH FALLS COMPOSITE SQDN	1st Lt Michael W. Mattson cap_mattson@msn.com	36017	DONE	DONE	DONE	DONE									2/20/13	YES				MISSING	LATE	Incomplete	
OR-065	AURORA CADET SQDN	Marc Minato marc_minato@mentor.com	36018	DONE	LATE	DONE	DONE									1/5/13	YES				DONE	DONE	LATE	
OR-042	SALEM COMPOSITE SQDN	Maj Paul Gilman speedbird780@live.com	36019	Retire	DONE	DONE	DONE														MISSING		MISSING	
OR-007	MEDFORD COMPOSITE SQDN	Maj. Clay Silsby claysilsby"@mac.com	36020	DONE	DONE	DONE	DONE									2/25/13	YES				DONE	LATE	Incomplete	
OR-034	WASHINGTON COUNTY COMPOSITE SQDN	John Cage Jr. greyhound13@gmail.com	36022	DONE	DONE	DONE	DONE									6/9/12	NO				LATE	LATE	Incomplete	
OR-050	HIGH DESERT COMPOSITE SQDN	Maj Brad H. Andre andre@bendcable.com	36023	DONE	DONE	DONE	DONE									1/17/13	YES				DONE	LATE	DONE	
OR-001	ORWG Headquarters	David Rudawitz rudawitzd@acm.org	36024	DONE	DONE	DONE	DONE									12/22/12	YES				DONE	DONE	DONE	DONE
OR-001	ORWG Headquarters	Richard G. Ouellette rouellette@msn.com	36025	DONE	DONE	DONE	DONE									2/26/13	YES				DONE	DONE	DONE	DONE
OR-042	SALEM COMPOSITE SQDN	Maj Paul Gilman speedbird780@live.com	36026	DONE	DONE	DONE	DONE									11/18/12	YES				DONE	DONE	DONE	DONE
OR-055	MAHLON SWEET COMPOSITE SQDN	Capt Donald R. Cole drcole49@comcast.net	36027	DONE	DONE	DONE	DONE									8/9/12	NO				LATE	LATE	DONE	DONE
OR-001	ORWG Headquarters	Col John Longley jlongley@aol.com	36028	DONE	DONE	DONE	DONE									NEW 11/30/20	YES				MISSING	DONE	NEW	
OR-085	Metropolitan Senior Squadron		36029																		MISSING			
OR-114	NORTHWEST COASTAL FLIGHT	Michael Walsh mwalsh@centurylink.net	36046	DONE	DONE	DONE	DONE									1/5/13	YES				DONE	LATE	DONE	
OR-099	MCMINNVILLE COMPOSITE SQDN	Major William Ray w-g-ray@hotmail.com	36845	DONE	DONE	DONE	DONE									10/1/12	YES				DONE	DONE	DONE	

Questions