



OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAPR 77-1, dated 9 April 2012 is supplemented as follows:

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 following documents required for inclusion in the vehicle records folder:

- a. Copy of registration maintained in accordance with local state law.
- b. Completed CAPF 73, *CAP Vehicle Inspection Guide and Usage Data* forms.
- c. Records of repair and maintenance expenses to include copies of all maintenance invoices and inspections by maintenance facilities.
- d. Copy of insurance card maintained in accordance with state law (not required for golf cart type utility vehicles).
- e. Annual color photographs of all four aspects of the vehicle (front, back, left side and right side) and a photo documenting any radios installed in the vehicle.

Existing paper copies of these documents will be scanned and uploaded. Once uploaded, the document can be destroyed.

The following file naming convention shall be used:

- yymmdd LG short description vehicleID.ext
- yymmdd – yy – last two digits of year; mm – Month number 01-12; dd – day of the month. This date code will be the date of the document
- LG - two character text field identifying that the file is a logistics document
- short description – very short text description such a “CAPF73”, “Maint Invoice”, etc.
- vehicleID - CAP vehicle ID for the vehicle.
- .ext – appropriate file extension for the file such as “.pdf” or “.jpg”

## **Attachment 6 - Oregon Wing Transportation Management Program**

### **1 Introduction**

After aircraft, Corporate vehicles (COV) represent significant investment by both the United State Air Force and CAP. The protection of these assets both for their cost and value to the organization is of significant importance and takes ongoing attention by vehicle managers, unit commanders and members.

This directive describes the Oregon Wing Vehicle Maintenance Program which has been developed to facilitate the stewardship of these important CAP assets.

### **2 Routine Maintenance**

#### **2-1 Definition**

Routine maintenance includes scheduled oil and filter changes, replenishment of fluids (water/antifreeze solution, windshield washer fluid, brake fluid, etc.), replacement of wiper blades, tire rotations, maintenance inspections IAW manufacturer recommended inspection schedule, replacement of expired or depleted first aid supplies, inspection and recharging of fire extinguisher(s), replacement of batteries in flashlights or other items provided with the COV that require batteries, replacement of bulbs including headlights, .

#### **2-2 Financial Responsibility**

Routine maintenance of COV(s) may be reimbursed by National Headquarters. The procedure is described in section 3.2 below.

Units with COVs will be responsible for fuel costs resulting from use for unit activities. ORWG will be responsible for the fuel costs for COVs used by wing for wing activities at the direction of the Wing Commander. Operators of COVs used for reimbursed missions (USAF or others under MOUs) will be able to have their fuel costs reimbursed IAW CAPR 60-3 and related regulations and ORWG policies.

#### **2-3 Maintenance Oversight**

The ORWG Transportation Officer will review the maintenance records of each COV on a quarterly basis to insure that all routine maintenance is being performed IAW the manufacturer's instructions for the COV. The ORWG Transportation Officer maintains a spreadsheet for this purpose which tracks when routine maintenance is due based on both mileage and time.

### **3 Repairs**

Repairs differ from routine maintenance in that a repair is due to the failure of a component of the COV or when a part, such as brake pads, wear out. Tire replacement and vehicle battery replacement are also considered a repair.

#### **3-1 Financial Responsibility**

Generally, repairs and routine maintenance will be reimbursed by National Headquarters in accordance with CAPR 77-1 paragraph 3-2. Vehicle Maintenance/reimbursement Procedures. Reimbursement is not automatic and a request may be disapproved by National Headquarters. Denial could be due to many reasons including lack of available funds, or a determination that the repair has been necessitated by negligence. Should a request be disapproved, it will be reviewed by the ORWG LG and ORWG CC and a determination of financial responsibility will be made. All maintenance on utility, glider and travel trailers is the responsibility of the unit to which they are assigned.

#### **3-2 Non-Emergency Repairs and Routine Maintenance**

The owner's manual for each vehicle contains specific recommendations for the inspection and replacement of these items based on usage in addition to visible damage or failure. Vehicle managers must insure that the inspections and component replacements are performed in accordance with the vehicle manufacturer's recommendations. Only having oil changes performed by an oil change only vendor will not insure that these inspections and maintenance activities are performed. For that reason, vehicle managers should use vendors that

will perform both the routine oil changes and inspections such as chains like Firestone, Goodyear and Les Schwab or a full service auto repair facility or dealer. In addition, there are limits to the amount of reimbursement authorized by National Headquarters. Those limits are: tire replacement reimbursement is limited to \$150.00 per tire including balance and mounting. Batteries are limited to \$90.00. Windshield chip repair or replacement will be reimbursed at 100%. National Headquarters prefers that Wings use Maaco Collision Repair and Auto Painting ([www.maaco.com](http://www.maaco.com)). Maaco has locations in Portland, Eugene, Gresham and Clackamas.

The following procedure will be followed (taken from CAPR 77-1)

1. The unit submits to the Wing Transportation Officer (LGT), a completed CAPF 70, Vehicle Reimbursement Request. This completed form, along with a clearly written estimate from the vendor or vendors, with descriptions of repairs to be accomplished. Estimates are to be on letterhead or official estimate form from the vendor. Only one estimate is required for vehicle maintenance or repairs. Painting requires two estimates and photos. Neither repairs nor maintenance should not be initiated until full approval has been received. Each approval will be given a suspense date by National Headquarters. That suspense date will be included when the unit is notified of the approval.
2. The Wing Transportation Officer will review the submitted form and estimate. If there is a concern over the estimate, the submitter may be asked to obtain a second estimate from another vendor. Wing Transportation Officer will then obtain concurrence from the Wing LG, sign the CAPF 70 and then submit the completed and signed form, along with the vendor estimate to NHQ CAP/LGT. The Wing Transportation Officer will also scan the completed CAPF 70 and upload it into the COV's master record in ORMS.
3. In the event that the request is denied by Wing, a statement explaining the denial will be provided to the requestor. Reasons for denial at the Wing level include excessive cost, obviously non-authorized changes, or a concern over the cause of the repair need.
4. The request for reimbursement, along with the maintenance history of the COV, is reviewed by NHQ CAP/LGT, to determine whether or not the estimate is reasonable or if the COV itself is beyond reasonable repair. NHQ CAP/LGT may approve full reimbursement, partial reimbursement or may recommend the COV be retired in lieu of repairs. When approved, a control number will be issued, authorizing the repair and approving the reimbursement amount. This control number will be used to match up records in ORMS.
5. The Wing Transportation Officer will notify the requestor when disposition of the request is received from NHQ CAP/LGT. A copy of the approval will be uploaded by the Wing Transportation Officer into the master record for the COV in ORMS.
6. When COV repairs have been completed, the vehicle manager will complete a maintenance record in ORMS documenting the repair. The vehicle manager will also upload a copy of the paid invoice/receipt into the master record of the COV and fax or e-mail a legible copy of the paid invoice/receipt to NHQ LGT, no later than 45 days from the issue date of the control number. If unable to meet the 45-day deadline, contact NHQ CAP/LGT for an extension. The control number for the repair is to be included in the file name for the uploaded the paid invoice/receipt and the ORMS maintenance records. The paid invoice must be clearly marked "PAID."

### 3-3 Emergency Repairs

Emergency repairs are those that result from a breakdown on the road, after hours, on weekends or during holidays. Under these circumstances the following procedure will be followed:

1. Members will contact the ORWG Transportation Officer for authorization to complete emergency actions (repair, tow, etc.). If the ORWG Transportation Officer is not available, then the member may contact the ORWG LG, Chief of Staff or Wing Commander. A list with contact information will be included in the Vehicle Information Notebook. If no one on the list can be contacted, the member should contact NHQ CAP/LGT as described in step 2 in order to obtain approval. Then the member must follow up with the ORWG Transportation Officer as soon as possible.

2. The ORWG Transportation Officer will, in turn, contact NHQ CAP/LGT via e-mail or leave a voice mail message with the following information:
  - a. Name and unit of assignment.
  - b. Vehicle ID Number.
  - c. Description of damage or required repair and estimate of cost to repair.
  - d. Telephone number for a point of contact.
3. The vehicle manager will complete a CAPF 70, Vehicle Reimbursement Request. This completed form, along with the paid invoice/receipt must be faxed or e-mailed to NHQ/LGT within 24 hours.
4. The vehicle manager will complete a maintenance record in ORMS documenting the repair. The vehicle manager will also upload a copy of the completed CAPF 70 and the paid invoice/receipt into the master record of the COV

### **3-4 Member/Unit Reimbursement for Repairs and Maintenance**

National Headquarters reimburses only to the Wing. Units or members that pay for reimbursable repairs or maintenance are to follow the following procedure to receive reimbursement from ORWG.

1. Unit or member will prepare a Wing Check Request (ORWGF33) found on the ORWG website. Include the control number in the Comments field
2. Submit by email (to [orwghq@yahoo.com](mailto:orwghq@yahoo.com)) the check request form along with a scan of the paid invoice and the control number sheet provided by National Headquarters approving the maintenance/repair. Incomplete submittals will be returned and will delay payment.
3. The request will be processed and reimbursement provided to the unit/member typically within 14 days.

### **4 COV Equipment**

Units with COVs are responsible for the purchase and maintenance of additional items they assign to their COV. This equipment may include: a first aid kit, flashlight, ABC fire extinguisher, snow chains and safety triangles. Installation of radio equipment is to be approved, in advance, by the Wing DC. Reimbursement for expenses for the installation of CAP radios will be considered on a case by case basis.

When a COV is transferred out of a unit, the losing unit should remove all equipment and other items that belong to their unit, including any equipment purchased by the unit for the COV. Units may arrange between themselves for the transfer of any or all of these items including any financial reimbursement. Units are responsible to install and maintain any equipment items they provide for their COV in accordance with CAPF 77-1.

### **5 Vehicle Information Notebook and Vehicle ID Markings**

A vehicle information notebook will also be prepared specifically for each COV by the ORWG Transportation Officer and provided with the vehicle when it is assigned to a vehicle manager. This notebook will contain a set of CAPF 73s for the calendar year, current insurance information card and other information pertinent to the operation and maintenance of the COV. Wing will acquire and apply the vehicle ID and tire pressure stickers as required by CAPR 77-1.

### **6 Modifications and Changes to COVs**

COVs may not be modified without the approval of the Wing LG. Modification includes but is not limited to repainting, installation of auxiliary or warning lighting equipment, permanent installation or removal of radio equipment and antennas, and permanent installation of equipment on or inside the COV. In addition, installation or removal of radio equipment and antennas must also be approved by the Wing DC.

### **7 Reporting and Documentation**

#### **7-1 Overview**

All paperwork associated with each COV, to include but not limited to repair invoices, equipment invoices,

inspection reports, CAPF 73s, correspondence and other maintenance records will be uploaded to the master record of the COV using the document upload feature of ORMS.

## 7-2 Monthly Reporting

CAPF 73 must be properly filled out each time a COV is used to record both the daily inspection and the usage. Each day a COV is used there must be a corresponding daily inspection signature by the first operator of the day. In the event of more than one usage during a day, only one line in the usage portion of the form is to be used in order to maintain a one to one relationship between the record of a daily use and the daily inspection. Note that the inspection record is entered on the day of the month it occurred, while the usage record is done in order of use and not matching the date of use.

Each month the vehicle manager will review and complete the CAPF 73 for their assigned COV(s) and also enter the data into the Vehicle Usage Entry feature of ORMS. The vehicle manager is to insure that all inspections have been accomplished (recorded), the usage summary is completed and the inspections match the usage. The vehicle manager will also scan and email the CAPF 73 to the ORWG Transportation Officer. The ORWG Transportation Officer will review the CAPF73 and will return those to the cognizant vehicle manager for correction as necessary. Correct and approved CAPF73s will then be uploaded by the ORWG Transportation Officer into the ORMS master record for the COV. Vehicle usage entry and emailing of the completed CAPF73 forms must be accomplished by the 5<sup>th</sup> of the month for compliance to regulations.

The file name format to be used will be:

- CAPF73\_vehicleID\_MMMYY.ext
- vehicleID - CAP vehicle ID for the COV.
- MMMYY – MMM month abbreviation, YY last two digits of year.
- .ext – appropriate file extension for the file such as “.pdf” or “.jpg”

As an example, the CAPF73 (PDF version) for 36004 for the month of October 2011 and submitted on 1 November 2011 would be: CAPF73\_36004\_OCT11.pdf

## 7-3 Maintenance and Repair Documentation

All maintenance and repair documentation will be scanned and uploaded into the ORMS master record for the COV. The file naming convention to use for these documents is:

- vehicleID-short description.ext
- vehicleID - CAP vehicle ID for the COV.
- short description – very short text description such “Maint Invoice OCT12”, etc.
- .ext – appropriate file extension for the file such as “.pdf” or “.jpg”

All maintenance and maintenance inspections will be documented using the maintenance feature of ORMS which is accessed through the Maintenance option found at the top of the COV master record screen. All fields should be filled out. In the Remarks field, include the COV mileage and the filename(s) of the documents associated with the maintenance entry that have been uploaded to the COV’s master record. This will make locating the paperwork associated with the maintenance action easier.

The CAPF73's should be maintained for the last twelve months running. Delete CAPF73's older than twelve months and old photos when new photos are uploaded each year.

## 7-4 Annual Photos

Each calendar year in January, during the annual physical inventory, the vehicle manager will take a set of four digital photos of their COV and then upload those photos into the COV’s ORMS master record. The photos will be of the front, left, right and rear of the COV and should be of high quality. Using the same file naming convention described in 7-3 above, an example of the file name is: “36024 Left Photo 2012.jpg”

## **8 Assigning Equipment to COVs**

Any non-expendable CAP equipment (has an assigned property tag and is listed in ORMS) that is associated with a COV will be transferred to the unit to which the COV is assigned to and will be assigned to the COV using the assign feature or ORMS. Other expendable items will be listed in the Remarks field of the ORMS COV master record.

## **9 Radio Equipment**

### **9-1 Installation/Removal**

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 DC. 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.

### **9-2 Repair**

All repair of radio equipment installed in a COV will be approved by and coordinated in advance with the Wing DC.

## **10 COV Management**

### **10-1 Requesting COVs**

IAW CAPR 77-1, units requesting a COV will complete a CAPF 175 and submit it to the Wing LG for review and recommendation.

### **10-2 Transferring COVs Between Units**

Transfers of COVs between units are initiated by the Wing LG when needed or requested. Units that no longer want to keep a COV are to contact the Wing LG to coordinate the transfer. All non-expendable equipment assigned to COV and all expendable equipment with the COV will be transferred with the COV unless other arrangements are made in advance. This equipment will be first unassigned, then transferred and then must be reassigned to the COV after the COV has been transferred to the gaining unit.

### **10-3 Loaning COVs Between Units**

There are occasions where one unit will loan a COV to another unit. This may be between units in ORWG or with units in other wings. The unit to whom the COV is assigned should prepare a CAPF 37 to account for the exchange between the units, temporarily transferring the responsibility for the COV to the borrowing unit. The CAPF37 should be scanned and uploaded to the ORMS master record of the COV. In addition, the location field in the master record in ORMS should be updated with the temporary loan location of the COV. Also include the unit ID of the borrowing unit so that a permanent transaction will be created in ORMS documenting the loan. When the COV is returned, the CAPF37 may be deleted. If this procedure is not followed and something happens to the COV or the equipment therein while it is on loan, the unit to whom the COV is assigned will be held responsible, not the borrowing unit.

### **10-4 Processing Surplus COVs**

COVs older than ten (10) years, requiring expensive repairs, or are no longer needed will be retired. Prior to initiating the retirement of the COV in ORMS, the COV will be transferred to OR-001. All expendable and non-expendable equipment will be removed and properly documented in ORMS. The Wing LG will initiate the COV's retirement in ORMS and arrange for disposal of the vehicle as directed. Subordinate units in ORWG are not, under any circumstances, to dispose of a COV without express written direction from the Wing LG.

## 11 Vehicle Operator Requirements

### 11-1 Operation of COVs

In accordance with CAPR 77-1, a CAP member must have a CAP driver's license which is issued through the eServices *Ops Quals* driver's license module and is shown on the members CAPF 101 document printed from eServices. ORWG further requires that ORWG members complete and sign the upper section of the ORWG CAP Driver's License and POV Agreement. When applying for a new or renewing a CAP Drivers License, a signed copy of this agreement will scanned and included in the file containing the member's DMV report so that it can be reviewed as part of the approval process. In addition, it will be uploaded by the member into their eServices record. Unit commanders are responsible to insure compliance with this requirement by their unit members that have been issued a CAP driver's license. Current CAP Drivers License holders will scan and upload a copy to their eServices record. Unit commanders will be asked to certify that all members of their units holding CAP Drivers Licenses have completed and signed this form.

### 11-2 Operation of POVs for Official CAP Business

Under certain conditions, CAP members may use their personally owned vehicle (POV) for official CAP business. 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.

In accordance with this regulation, a CAP member desiring to use their personally owned vehicle (POV) for official CAP business, must have written approval from their unit commander. ORWG further requires that ORWG members desiring to use their POV for official CAP business must possess a CAP driver's license as described in paragraph 11-1 above. Further, the member must also complete the lower section of the ORWG CAP Driver's License and POV Agreement. The member's unit commander will review the form and the registration(s) and proof(s) of insurance for the listed vehicles and, if the commander approves, then sign and date the form. Then the signed document (both sections) along with scans of registration(s) and proof(s) of insurance for each vehicle listed is to be uploaded by the member into their eServices record. Members that do not desire to have neither a CAP driver's license nor approval of the POV for use in support of official CAP business need take no action.

Unit commanders are responsible to insure compliance with this requirement by their unit members and should periodically review members approved for POV use to insure ongoing compliance and continued need for such approval. CAP members are responsible to keep their POV in good working order, properly registered with the DMV and have current state required insurance. Members are not to use their POV for official CAP business if that vehicle is not in good working order when it is to be used.

POV use by CAP members to travel to/from meetings, special activities, Emergency Services exercises and actual missions, encampments, etc. is not considered official CAP business. The following POV uses are examples of official CAP business:

- Transporting CAP members or property during encampments or special event around the activity venue or from/to the venue to an official off-site activity (like a museum field trip during an AE conference);
- Performing an assigned sortie during an Emergency Services exercise or actual missions including support sorties (food or supply runs, transporting air crews or staff between the ICP and a staging area, etc.

JOHN LONGLEY  
Colonel, CAP  
Commander  
Oregon Wing CAP



## CAPF73 Monthly Review Checklist

### Page 1

- End of the month odometer reading recorded in the proper field and legible.
- Review that the vehicle manager has conducted the monthly inspection and tire pressure check and has placed his/her signature in the *Signature Block* and date performed in the *Date Performed* block.

### Page 2

- Review any discrepancies noted. All discrepancies are to be resolved and documented that they have been resolved and how. The *Item Number* column relates back to the item numbers of the inspection checklist on page 1. For example, a problem with the brakes would be item number 14. Any repairs performed as a result of noted discrepancies are to be reported in ORMS as instructed and cross referenced back to the CAPF73 month and item number of the discrepancy so creating an audit trail to confirm clearing of the discrepancy. In addition, the resolution of the discrepancy is to be noted in the *Additional Comments* block of the CAPF73 within which the clearance action was taken. This note is also to be cross referenced back to the noted discrepancy (CAPF73 month and item number). Insure that all entries are legible.

### Page 3

- Insure that for every day that the COV was used there is a corresponding operator signature that the vehicle was inspected before the first use of the day. For example, if there were three days of use, there should be at least three separate days when the operator inspection occurred and was documented.
- Additional Comments -. The resolution of any discrepancies that occurred (the resolution) during the month are to be noted in this block of the CAPF73. These notes are also to be cross referenced back to the noted discrepancy (CAPF73 month and item number). Insure that all entries are legible.

### Page 4

- Review that there is a line entry of the number of hours for each time the COV was used. For each day of use there should be a line entry and a corresponding entry on page 2 for the daily inspection. If the COV was used continuously for more than one day (24 hrs), such as during a search operation, there is no need to stop and re-inspect the vehicle. However, if the vehicle is at an activity and parked, unused, overnight (for example), each day is to be counted as a separate use and each day there is to be an inspection by the first operator of the day.
- Review that all columns have been totaled at the bottom of the page to include the number of times used in the upper left half and the corresponding hours in the lower right half. Insure that all entries are legible.

Appendix 2 – ORWG CAP Driver’s License and POV Agreement

**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