

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

This supplement to Civil Air Patrol Regulation 77-1 (8 October 2010, including change 1, 1 March 2011) details vehicle management procedures that are specific to Oregon Wing.

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. 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”

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