



OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

**NOTE:** This supplement has been changed significantly from prior revisions. Please review in its entirety.

CAP Regulation 77-1, dated 26 DEC 2012, is supplemented as follows:

**1-3. Added.** 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. Added.** 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(j). Added:** Fire extinguishers are only to be maintained in CAP vehicles when required by law. Oregon Wing transportation officers will review their local requirements and indicate whether or not this is required for the vehicles assigned to their unit. See Attachment 1.

**2-2(k). Added:** 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. See Attachment 1.

**7-1. Added.** As a condition of COV assignment, units will publish an operating instruction consistent with Attachment 1 of this supplement. Before it is effective, the operating instruction shall be approved by the ORWG/HQ via the ORWG/LGT. When a change of command occurs within any unit, the operating instruction shall be reissued by the new commander within thirty (30) days of the change of command.

JOHN R. LONGLEY JR., Colonel, CAP  
Commander

## Attachment 1 – Sample Unit Operating Instruction (OI)



[SQUADRON NAME] OPERATING INSTRUCTION 77-1

DD MONTH YEAR

Transportation

## PROCEDURES FOR UNIT VEHICLE MANAGEMENT

This instruction prescribes procedures for managing vehicles assigned to [Squadron Name].

**1. Responsibility for COV.** 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. The unit transportation officer will manage the vehicle(s) assigned to the unit.

**NOTE:** The unit commander may wish to consider assigning an assistant transportation officer to each vehicle, in cases where multiple vehicles are assigned of the same unit.

**2. Documentation Requirements.** The Transportation Officer for the unit assigned the vehicle will assure all documents are uploaded into the eServices ORMS module on a timely basis.

- a. Technical assistance may be requested from the ORWG Transportation Officer.
- b. 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.
- c. 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.

**3. Oil Changes.** Every six months, the unit Transportation Officer will assure an oil change and general vehicle inspection for each vehicle assigned to the unit with the following conditions:

- a. This period may be longer if documented in ORMS with a copy of the manufacturer's recommendation.
- b. Documentation will be uploaded to the ORMS maintenance module for each vehicle.
- c. 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.
- d. 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.

**4. Other Scheduled Maintenance.** 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.

Supersedes: [Squadron Name] OI 77-1, [Prev Date]

Distribution: ORWG/LGT, Unit File Copy

OPR:LGT

Pages: 2

**Attachment 1– Sample Unit Operating Instruction (OI) Continued****[SQUADRON NAME] OPERATING INSTRUCTION 77-1**

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**5. Reimbursement.** The Transportation Officer will ensure a claim is filed with the Oregon Wing Administrator for the cost of the oil change and other maintenance to the vehicle.

**a.** For paying for oil changes and other vehicle maintenance, the primary procedure is to use the WEX card that is assigned to each vehicle. The limit on use of the card is any maintenance expense up to \$500 is authorized (with a limit of \$1000 per billing cycle).

**b.** Oil changes of \$50 and less do not require prior approval.

**c.** All other maintenance to the vehicle does require prior approval, and authorization shall be obtained by the unit Transportation Officer coordinating through the ORWG Transportation Officer.

**6. Fire Extinguishers.** Per CAPR 77-1, fire extinguishers will only be kept in a corporate owned vehicle assigned to the unit if required by law in the unit's local jurisdiction.

**a.** The squadron transportation officer has determined that fire extinguishers [ARE/ARE NOT] not to be kept in this unit's corporate vehicle(s).

**b.** In cases where fire extinguishers are kept in a unit vehicle, they 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.

**7. First Aid Kits.** Per ORWG Sup 1 CAPR 77-1, first aid kits may be assigned to and carried in the vehicle.

**a.** First aid kits [ARE/ARE NOT] carried in this unit's corporate vehicle.

**b.** If carried in the COV, first aid kits 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.

**c.** If there is no first aid kit it shall be annotated on the January CAPF 73.

FIRSTNAME MI LASTNAME, Grade, CAP  
Commander

APPROVED 16 NOV 15, Maj Christopher Wade, ORWG/LGT

Note 1, Each OI must be certified annually (See CAPR 5-4, para 4b, dated 1 APR 2015).

Note 2: Each OI must be reissued within 90 days after a change of command (See para 7-1 of this supplement).

Note 3: Each OI must be updated and/or certified within 6 months of an update to the CAPR 77-1 (See CAPR 5-4, para 4a(1), dated 1 APR 2015).