

# D-8 TRANSPORTATION

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## Summary

Discrepancies      Repeats

## Staffing

Position - Transportation Officer (LGT) held position:  
Logistics Specialty Track:

Year(s)

Month(s)

## Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
01	Are vehicle folders established for each vehicle?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 01) Wing/Region does not maintain vehicle folders for its assigned vehicles IAW CAPR 77-1 para 1-3.	

<p>02 Do the vehicle folders contain all required documentation?</p> <p>a) original copy of registration</p> <p>b) completed CAPF 73, CAP Vehicle Inspection Guide and Usage Data</p> <p>c) records of repair and maintenance expenses</p> <p>d) copy of insurance card</p>	<p>Compliance is determined through on-site inspection and/or eServices.</p> <p>NOTE: If state does not require registration, wing/region should have documentation from the state documenting no registration is required.</p> <p>NOTE: When the CAPF 73 is retained for more than 36 months, refer to D-4 Question 7. The entire CAPF 73 will either be scanned into ORMS or kept on file as required. Updating only ORMS utilization data does not meet the requirement.</p> <p>NOTE: When the CAPF 73 was not retained, see D-4 Question 6.</p>	<p>all) (Discrepancy): [xx] (D8 Question 02) Vehicle folders for vehicle(s) assigned to the wing/region do not include _____ IAW CAPR 77-1 para 1-3a,b,c, or d.</p> <p>NOTE: List Vehicle# and items and CAPR sub-paragraph to 1-3 reference for each item.</p>
<p>03 Are original vehicle titles kept in a secure location at the region or wing headquarters?</p>	<p>Compliance is determined through on-site inspection and/or eServices.</p>	<p>(Discrepancy): [xx] (D8 Question 03) Wing/Region failed to ensure vehicle titles were retained in a secure location IAW CAPR 77-1 para 1-4.</p>
<p>04 Are copies of the original vehicle titles uploaded to ORMS?</p>	<p>Compliance is determined through on-site inspection and/or eServices.</p>	<p>(Discrepancy): [xx] (D8 Question 04) Wing/Region failed to ensure original titles for all vehicles were uploaded into ORMS IAW CAPR 77-1 para 1-4.</p>
<p>05 Are vehicle driving privileges approved/revalidated and uploaded into Ops Quals as required?</p>	<p>Compliance is determined through both on-site inspection sampling and a review of data in the Ops Quals. NOTE: Current license (CAPF 75) holders are grandfathered until their next state driver's license renewal date.</p>	<p>(Discrepancy): [xx] (D8 Question 05) Driving privileges for vehicle operators assigned to the wing/region are not properly approved/revalidated IAW CAPR 77-1 para 1-5b &amp; 5d.</p>

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06 Are CAPFs 73 completed on all COVs in accordance with CAP regulations?

Compliance is determined through on-site inspection. Complete an inspection of the COV using the most current CAPF 73 and compare with historic CAPFs 73 maintained on file. Verify, completeness accuracy and actual condition of the vehicle. NOTE: Does not include trailers

NOTE: Only use for trends(Discrepancy): [xx] (D8 Question 06) Wing/Region failed to ensure all operators completed the CAPF 73 on COVs prior to the first use of the day in vehicle(s) xxx,xxx,xxx IAW CAPR 77-1 para 2-1a.

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08 Are all COVs appearance, identification, and markings maintained IAW with CAP regulation?

Compliance is determined through on-site inspection.

(Discrepancy): [xx] (D8 Question 08a) Wing/Region COV(s) xxxxx, xxxxx did not have vehicle identification numbers properly affixed IAW CAPR 77-1 para 3-5a.

a) Are vehicle identification numbers affixed properly?

(Discrepancy): [xx] (D8 Question 08b) Decals on vehicle xxxxx are not properly located IAW CAPR 77-1 para 3-5b.

b) Are only approved decals properly located on COVs?

c) If light bars are installed on COVs has the Wing/Region CC approved in writing?

(Discrepancy): [xx] (D8 Question 08c) Light bars installed on vehicles(s) xxxxx, xxxxx, did not have written approval of the Wing/Region CC IAW CAPR 77-1 para 3.5c

d) Is manufacturer's recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire?

(Discrepancy): [xx] (D8 Question 08d) Wing/Region COV(s) xxxxx, xxxxx, did not have manufacturer's recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire IAW CAPR 77-1 para 2-1b.

09 Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?

a) Is preventative maintenance being accomplished?

b) Are vehicle tires in a safe working order?

c) Are fire extinguisher installed in CAP vehicles?

d) Are first aid kits installed in CAP vehicles?

a) Compliance review on-site  
b) Review general condition of tires (tread, dry rot, etc.)  
NOTE: There are no regulatory tire pressure tolerances. If during the inspection a vehicle tire is found not to be in safe working order, it will be listed as a Discrepancy. HOWEVER, if the tire is not at manufacturer's recommended pressure then have the tire pressure corrected on the spot.

c) Fire Extinguisher.  
- Wing/Region must determine if a fire extinguisher is required by state law.  
- If not, then it must be removed. If required then: - wing/region supplement to CAPR 77-1 is required.  
- Schedule for fire extinguisher inspections.  
- Fire extinguisher must be secured.

d) First Aid Kit.  
- Wing/Region must determine if a first aid kit is required by state law.  
- If not, then it must be removed. If required or if the wing/region has chosen to carry first aid kits in vehicles then:  
- Wing/Region supplement to CAPR 77-1 is required.  
- Schedule for first aid kit

(Discrepancy): [xx] (D8 Question 09a) Vehicle XXXXX's routine maintenance is not being accomplished IAW vehicle owner's manual or CAPR 77-1 para 3-1.b.

(Discrepancy): [xx] (D8 Question 09b) Vehicle XXXX's tires were found not to be in safe working order IAW manufacturer's recommended pressure and IAW CAPR 77-1 para 2-1 a.

(Discrepancy): [xx] (D8 Question 09c) Wing/Region failed to ensure compliance with CAP policy for fire extinguishers in vehicle(s) IAW CAPR 77-1 para 2-2j NOTE: List issues  
-Wing/Region failed to determine if state laws required fire extinguishers.  
-Wing/Region failed to publish a supplement to CAPR 77-1 when fire extinguishers are required.  
-Wing/Region failed to remove fire extinguishers from vehicles XXXXX's.

-Wing/Region failed to inspect fire extinguishers.  
-Wing/Region failed to secure fire extinguishers in vehicle# XXXXX's

(Discrepancy): [xx] (D8 Question 09d) Wing/Region failed to ensure compliance CAP policy for first aid kits in vehicle(s) IAW

inspections.  
- First aid kits must be secured.

CAPR 77-1 para 2-2k  
NOTE: List issues  
- Wing/Region failed to determine if state laws required first aid kits.  
- Wing/Region failed to publish CAPR 77-1 when first aid kits are required.  
- Wing/Region failed to remove first aid kits from vehicles XXXXX's.  
- Wing/Region failed to inspect first aid kits.  
- Wing/Region failed to secure first aid kits in vehicle# XXXXX's.

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10 When a corporate owned vehicle is involved in a mishap does the wing/region submit the required items to NHQ/LGT immediately upon completion of the mishap investigation?

Compliance is determined through on-site inspection.

(Discrepancy): [xx] (D8 Question 10) A mishap involving vehicle XXXXX was not reported IAW CAPR 77-1 para 4-1b & c.

