D-8 TRANSPORTATION

Staffing

Position - Transportation Officer (LGT) held position: 0 Year(s) 0 Month(s)
Logistics Specialty Track:

List LGT name, CAP ID, Phone number and email address

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	02	Does the vehicle binder contain all required documentation? 1-Current CAPF 132 2-Copy of state registration 3-Copy of CAP insurance 4-State inspection if required)	Compliance is determined through on-site. Note: If state does not require registration, Wing/Region should have documentation from the state documenting no registration is required.	(Discrepancy): [xx] (D8 Question 02) Wing/Region failed to ensure vehicle binder contained all required documentation IAW CAPR 132-1 para 5.1.2 NOTE: list vehicle(s) and missing item(s).	Provide all required documentation for each vehicle binder. Attach a photo showing corrective action has been completed to DTS.
CI	03	Are vehicle titles kept in a secure location at the Wing/ Region headquarters?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 03) Wing/Region failed to ensure vehicle titles were retained in a secure location IAW CAPR 132-1 para 5.1.1.1	Obtain and secure vehicle titles for all assigned vehicles. Attach a plan of action to prevent recurrence, approved by Wing/Region/CC, to the discrepancy in the DTS.

Export Import

CI	06	Are CAPFs 132 completed on all COVs in accordance with CAP regulations?	Compliance is determined through on-site inspection and eServices. Complete an inspection of the COV using the most current CAPF 132 and the previous 12-months CAPFs 132 maintained in eServices. Verify completeness, accuracy, and actual condition of the vehicle.	(Discrepancy): [xx] (D8 Question 06) Wing/Region failed to ensure all operators completed the CAPF 132 on COVs prior to first use of the day IAW CAPR 132-1 para 8.3. NOTE: list vehicles.	Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

CI	08	a) Are vehicle identification numbers affixed properly?	Compliance is determined through on-site vehicle inspection of identification numbers.	Discrepancy): xx D8 Question 8a) Wing/Region failed to ensure COV vehicle numbers were properly affixed IAW CAPR 132-1 para 12.1. and Wing/ Region supplement if published) NOTE: list vehicles.	Properly mark all vehicles with identification numbers. Attach a photo showing corrective action has been completed to DTS.

CI	08	b) Are only approved decals properly located on COVs?	Compliance is determined through on-site vehicle inspection of decal emblem and banner placements.	Discrepancy): xx D8 Question 8b) Wing/Region failed to ensure all decals emblems and/or banners were properly affixed IAW CAPR 132-1 para 12.2. NOTE: list vehicles.	Properly place all decals emblems and banners. Remove any unauthori ed decals. Attach a photo showing corrective action has been completed to DTS.
CI	08	c) If light bars are installed on COVs has the Wing/Region CC approved in writing?	c) Compliance is determined through on-site vehicle inspection of the light bar.	(Discrepancy): [xx] (D8 Question 08c) Wing/Region COV XXXXX failed to ensure the correct light bar was affixed properly or light bar and/or was not approved by Wing/Region Commander IAW CAPR 132-1 para 13.5.1. NOTE: list vehicles.	Use the correct color light bar on vehicle. Attach a photo showing corrective action has been completed to DTS.

CI	09 a)	Is maintenance being accomplished IAW manufacturer's maintenance schedule? Note: When one doesn't exist follow Attachment 6	Compliance is determined through on-site inspection.	Discrepancy): xx D8 Question 9a) Wing/Region failed to complete routine maintenance IAW vehicle owner's manual or CAPR 132-1 para 13.1. NOTE: list vehicles and the maintenance item s) not completed.	Complete all required maintenance IAW vehicle owner s manual or CAPR 132-1 para 13.1. and upload in the eServices ORMS vehicle folder. Attach a plan of action to prevent recurrence approved by Wing/Region/CC to the discrepancy in the DTS.
CI	09	b) Are vehicle tires in a safe working order? 1-free from excessive tread wear, rust, dry rot, objects, etc. 2-no older than six years 3-filled at appropriate tire pressure level	Review general condition of tires (tread, dry rot, etc.), check date, and check tire pressure. 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 pressure, then have the tire pressure corrected on the spot.	(Discrepancy): [xx] (D8 Question 9b) Wing/Region failed to maintain tires per manufacturer's specifications IAW CAPR 132-1 para 11.4. NOTE: list vehicles.	If required, replace the unsafe tire and attach the invoice to the discrepancy in DTS. Ensure vehicle tires are in safe working order by putting air in the tires or replacing them. Attach a plan of action to prevent recurrence approved by Wing/Region/CC to the discrepancy in the DTS.

CI	09	c) If required, are fire extinguishers installed in CAP vehicles?	Compliance is determined through on-site inspection of Fire Extinguisher. - Wing/Region must determine if a fire extinguisher is required by state law.	Discrepancy): xx D8 Question 9c) Wing/Region failed to ensure compliance with CAP policy for fire extinguishers in vehicles IAW CAPR 132-1 para 11.8. NOTE: Wing/Region failed to determine if state laws required fire extinguishers.	Place fire extinguisher in each vehicle IAW state law. If in vehicle ensure it is secure. Attach a photo showing corrective action has been completed to the discrepancy in the DTS.
CI	09	d) If required, are first aid kits installed in CAP vehicles?	d) Compliance is determined through on-site inspection of first aid kit. - Wing/Region must determine if a first aid kit is required by state law.	Discrepancy): xx D8 Question 9d) Wing/Region failed to ensure compliance with CAP policy for first aid kits in vehicle(s) IAW CAPR 132-1 para 11.8. NOTE: Wing/Region failed to determine if state laws required first aid kits.	Place first aid kits in each vehicle IAW state law. If in vehicle ensure it is secure. Attach a photo showing corrective action has been completed to the discrepancy in the DTS

CI	09	e) If fire extinguishers and/or first aid kits are installed or required in CAP vehicles, is a Wing supplement published?	- Compliance is determined through on-site and/or eServices. If required or if the wing has chosen to carry fire extinguishers and/or first aid kits in vehicle, then: - Supplement must address schedule and inspection of fire extinguishers and/or first aid kits. - Fire extinguishers and/or first aid kits must be secured.	(Discrepancy): [xx] (D8 Question 9e) Wing/Region failed to publish supplement to CAPR 132-1 when fire extinguishers and/or first aid kits are required. NOTE: list vehicles.	Publish a supplement and attach to the discrepancy in the DTS.

CI	11	Do the vehicle files contain all required documentation in ORMS? 1 Copy of title 2 Copy of registration 3 Completed CAPF 132 for the past 12 months 4 Maintenance receipts/ invoices	Compliance is determined through on-site and eServices. Note: If state does not require registration, Wing/Region should have documentation from the state documenting no registration is required. The entire completed CAPF 132 will be scanned into ORMS. Updating only ORMS utilization data does not meet the requirement.	(Discrepancy): [xx] (D8 Question 11) Wing/Region failed to maintain vehicle files IAW CAPR 132-1 para 5.1.1 NOTE: list vehicle(s) and missing item(s).	Provide all required documentation for each vehicle file. If missing CAPF 132s, attach a plan of action to prevent recurrence, approved by Wing/Region/CC, to the discrepancy in the Discrepancy Tracking System (DTS).

CI	12	Are all appropriate/required COVs equipped with backup alarms?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D8 Question 12) Wing/Region COV(s) did not have a backup alarm IAW CAPR 132-1 para 11.10. NOTE: list vehicles.	Correct installation of backup alarm. Attach invoice to the discrepancy in the DTS.
CI	13	Was the rear seat removed from 15- passenger vans IAW CAP regulations?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D8 Question 13) Wing/Region failed to remove rear seat IAW CAPR 132-1 para 11.16. NOTE: list vehicles.	Remove the rear seat in 15-passenger vans. Attach a photo showing corrective action has been completed to the discrepancy in DTS.
CI	14	Are spare tires/spare tire kits securely attached IAW the vehicles owner's manual?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D8 Question 14) Wing/Region failed to ensure spare tires are securely attached to COVs IAW CAPR 132-1 para 11.17. NOTE: list vehicles.	Securely attach the spare tire/spare tire kits according to the vehicles owner's manual. Attach a photo showing corrective action has been completed to the discrepancy in the DTS.

CI	15	Are trailers being maintained IAW CAP regulations?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 15) Wing/Region failed to ensure COV trailer received an annual inspection by a qualified/licensed trailer maintenance facility IAW CAPR 132-1 para 13.2.1. NOTE: List trailer number.	Perform annual inspection on trailer by a qualified/licensed trailer maintenance facility. Upload the inspection documentation to the discrepancy in the DTS.
CI	16	Have all CAP drivers completed Driver's Orientation Training (DOT) within the last three years?	Wing/Region will provide a list of all CAP drivers and a report that shows all drivers have completed DOT within the last three years	(Discrepancy): [xx] (D8 Question 16) Wing/Region failed to ensure all COV operators complete the DOT in LMS IAW CAPR 132-1 para 6.1.	Show that members operating COVs have completed training and upload the documentation to the discrepancy in the DTS.

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
This discrepancy was verified corrected - discrepancy closed, no further action required.