



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

**1.3. Vehicle Records Folder.**

**1.3.e. Added.** Annual color photographs of all four aspects (front, rear, left, and right) shall be taken of all CAP corporate vehicles (COV). Additionally, a photograph shall be taken of all vehicle-installed radios. These photographs shall be uploaded to the vehicle records folder in ORMS no later than 31 January each year. Individual photos must be no larger than two megabytes per image.

**1.3.f. Added.** The following file-naming convention shall be used:

- (1) YYYY.
- (2) CAPID number for the vehicle.
- (3) Aspect of the photograph (front, rear, left, right).
- (4) Appropriate file extension such as 'pdf' or 'jpg.'

**1.3.g. Added.** Unit commanders shall ensure compliance with provisions of paragraphs 1.3.e for assigned COVs, and primary staff officers shall ensure compliance for vehicles assigned to their directorates or staff sections. The wing transportation officer (LGT) will perform an audit prior to 15 February each year to ensure that vehicle photos are current.

**1.3.h. Added.** Date of manufacture for all tires, including the spare, will be annotated in the remarks section of the vehicle records folder in ORMS.

**1.3.i. Added. Vehicle Usage and Inspection Binder.** Unit LGTs will maintain a Vehicle Usage and Inspection Binder in each assigned vehicle. The binder will be supplied by the wing LGT. Binders must be kept in serviceable condition and replaced when no longer usable. The following forms and publications are required in each binder and no other papers are authorized.

- (1) CAPF 73, *CAP Vehicle Inspection Guide and Usage Data*, 12 each.
- (2) Current CAP insurance form. (Supplied by wing LGT)
- (3) ORWG Mishap Reporting Card.
- (4) CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, w/change 1, dated 26 December 2012.

- (5) ORWG Supplement 1 to CAPR 77-1.
- (6) Vehicle fuel and service card in protective sleeve.
- (7) Current DMV registration.

### **2.3. Unit Transportation Officer Responsibilities.**

**2.3.a. Added.** Unit LGTs are accountable for adherence to provisions of paragraph 1.2, CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, for all operation of assigned vehicles. Additionally, they will ensure adherence to the following wing policies.

- (1) After each use, operators will confirm that fuel tanks are at least  $\frac{3}{4}$  full.
- (2) Vehicles assigned to units are wing assets and, if not in use, will be made available at any time by other units within the wing.
- (3) Submit all estimates for vehicle service or repair over \$100 to the wing LGT before proceeding with maintenance.
- (4) Unit LGTs will ensure that vehicle data is uploaded to ORMS by the 5<sup>th</sup> of the month.
- (5) Contact the wing LGT for assistance with vehicle data entry, image uploading to the ORMS vehicle record folder, or other issue

### **3.6. Radio Equipment and Amber Warning Beacons**

**3.6.a. Added.** Installation, modification, repair, or removal of radio equipment or amber light bars in a COV must be authorized either by e-mail, or memorandum, in advance by the wing LGT. The wing LGT will consult with the wing director of communications (DC) prior to authorization. This requirement applies to the radio set and mounting adapter, microphone, antennae, power and coaxial cables, and other associated equipment.

**3.6.b. Added.** Prior written authorization, either by e-mail, or memorandum, is required whether the work is accomplished by qualified CAP personnel, commercial equipment installer, or by a commercial radio service vendor.

**3.6.c. Added.** Oregon Wing vehicles may be equipped with removable rooftop amber beacons or amber lightbars to be used in accordance with the Oregon State Vehicle Code when the vehicles are conducting emergency services missions or training under the following conditions:

- 1. parked alongside a road or highway.
- 2. operating off road,

3. operating with aircraft while the vehicle not on a road or highway,
4. operating on airports around hangars, runways and taxiways,
5. at the scene of a situation that is dangerous to local road traffic.

William G. Ray, Colonel, CAP  
Commander

**Attachment 1**  
**COMPLIANCE ELEMENTS**

There are no compliance elements associated with this supplement.