



COLORADO WING SUPPLEMENT 1

CAP REGULATION 77-1

13 SEPTEMBER 2018

APPROVED/G. SCHNEIDER/CAP/LG

Transportation

OPERATION AND MAINTENANCE OF CAP VEHICLES

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

1-1 e. Added. Vehicle Crew Chief. The member assigned by the unit commander to manage a vehicle assigned to a unit. This may or may not be the unit transportation officer. The member filling this position is listed in the ORMS Vehicle Master Record as the Vehicle Manager.

1-5 b. Added. Members requesting trailer towing approval shall email the wing transportation officer detailing their trailer towing experience and reason for needing trailer towing on their CAP driver's license at the time they submit their request.

1-9. Added. Out of Wing Vehicle Use. When a COV or TUV is needed to travel out of the wing, the member needing the vehicle or the project officer shall submit a request through the chain of command to the Wing Commander. The request must include the following information:

- a. Purpose of travel
- b. Dates vehicle will be out of the wing
- c. Senior member in charge of vehicle for duration of the travel
- d. Number of members traveling in vehicle
- e. Names and CAPIDs of all drivers anticipated to drive vehicle
- f. Approximate route of travel

The requesting member shall also notify the wing transportation officer of their plans. A copy of the approval shall be uploaded to the vehicle's Documentation tab in ORMS.

3-2 g. Added All vehicle maintenance shall be recorded in ORMS. Any documentation, inspection results, and receipts shall be uploaded at the same time as the maintenance work is entered and shall be part of the entry.

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Attachment 1 - COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
COWG/LGT	01	Is Vehicle Crew Chief assigned and current in ORMS?	Verify by checking vehicle master record in ORMS	(A-Discrepancy): Question 1 – Unit failed to assign a Vehicle Crew Chief for their assigned vehicle.	Assign Vehicle Crew Chief in ORMS and attach screen shot showing assignment in the Discrepancy Tracking System. (DTS)
	02	Has vehicle maintenance been entered into the Maintenance tab in ORMS and/or maintenance records uploaded?	Verify by checking Maintenance tab on ORMS and comparing to records in vehicle binder	(B-Discrepancy): Question 2 – Vehicle Crew Chief failed to enter maintenance and/or upload maintenance records into ORMS	Update vehicle record in ORMS with all maintenance and upload documentation. Note in DTS when completed.
	03	Has vehicle been taken out of state by unit since last unit inspection?	Verify by checking vehicle documentation in ORMS.	(A-Discrepancy): Vehicle was taken out of state without authorization.	Upload copy of approval to ORMS and DTS.