



**OREGON WING SUPPLEMENT 1**  
**CAP REGULATION 77-1**

**13 June 2022**

**APPROVED/K. JONES/CAP/LG**

**TRANSPORTATION**

**OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES**

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

1.2.d. (Added). Unit Transportation Officer Responsibilities.

1.2.d.(1) (Added). Unit LGT's are responsible for adherence to the provisions of CAPR 77-1, Operation and Maintenance of CAP Vehicles, for all operations of assigned vehicles. Additionally, they are tasked with promoting compliance with the following wing policies:

- (a) After each use, operators should ensure that fuel tanks are at least  $\frac{3}{4}$  full.
- (b) Vehicles assigned to the units are wing assets. If a vehicle is not in use, it should be made available to other units.
- (c) All estimates for vehicle service or repair over \$200 shall be submitted to the wing LGT for approval before maintenance is performed.
- (d) Unit LGT's will ensure that vehicle data is uploaded into ORMS by the 5th of each month.
- (e) If required, unit LGT's can contact the wing LGT for assistance with vehicle data entry, image uploading to the ORMS vehicle record folder, or for any other issue relating to vehicles.

1.3. Vehicle Records Folder.

1.3.e. (Added). Manufacturing dates for all tires, including spare(s), will be annotated in the "Remarks" section of the vehicle records folder in ORMS.

1.3.f. (Added). Each calendar year, color photographs of all four aspects (front, rear, left, and right) shall be taken of all CAP corporate vehicles (COV's) assigned to the wing. Additionally, photographs shall be taken of all installed communications equipment. The photographs will be uploaded to the vehicle records folder in ORMS no later than 31 January of each year. Individual photos shall be no larger than two Megabytes (MB) per image.

1.3.f.(1). (Added). The following file-naming convention should be used in ORMS:

- (a) YYYY\_
- (b) CAPID number for the vehicle\_
- (c) Aspect of the photograph (front, rear, left, right)
- (d) Appropriate file extension such as '.pdf' or '.jpg.'

For example, "2022\_36002\_front.jpg"

1.3.f.(2). (Added). The wing transportation officer (LGT) will perform an audit of ORMS entries between 1 December and 15 February each year to ensure vehicle photos are current. The LGT will contact the commanders of units below the wing level, as well as individual headquarters' personnel assigned a COV, no later than (NLT) 1 March to request the unit upload the photos as soon as practical.

1.3.g. (Added). The following forms and publications are required in each vehicle records folder. The vehicle records folder will be kept inside of each vehicle:

- (1) Safety Mishap Reporting Pacific Region Supplement 1 to CAPR 160-2 dated 19 March 2020.
- (2) CAPR 77-1, Operation and Maintenance of CAP Vehicles w/change 01 dated 26 December 2012.
- (3) CAPR 77-1 ORWG Supplement 1 dated 28 February 2022.
- (4) Vehicle fuel and service card enclosed in a protective sleeve.

2.1.d. (Added) All corporate vehicles assigned within the wing should have a placard or sign on the dashboard or radio mount that indicates the vehicle clearance height.

2.1.e. (Added) Radio callsigns will not be displayed inside of the vehicle.

2.2.k.1. (Added) Vehicle first aid kits are not required by Oregon state law and should not be carried in any corporate vehicle without the approval of the wing commander. Those units who are approved to equip their assigned vehicles with vehicle first aid kits shall provide a written schedule of first aid kit inspections to the wing LGT, wing health services officer, and the wing director of administration for inclusion into this supplement.

2.2.k.2. (Added) First aid kits used for ground team operations may be temporarily carried in corporate vehicles only during operational and training events. These kits will not be stored in the vehicle. Ground Team Leaders should review CAPR 60-3, para 1-17, 1-22, and 1-24f.

3.5.c.1. (Added) Radio Equipment and Amber Warning Beacons.

3.5.c.1.a. (Added). Installation, modification, repair, or removal of radio equipment or external light bars should be authorized by the wing LGT, the wing director of communications (DC) and the wing commander. This requirement applies to radios and mounting adapters, microphones, antennas, power and coaxial cables, and other associated equipment. Written authorization, by e-mail or memorandum, is required before any work is started regardless of whether it is accomplished by qualified CAP personnel, by commercial equipment installer, or by a commercial radio service vendor.

3.5.c.1.c. (Added). Corporate vehicles may be equipped with amber beacons or lightbars. No other colors are authorized. In accordance with Oregon Revised Statutes 816.350 and 816.360, these devices are only to be activated or utilized when the vehicle is conducting emergency services missions or training under the following conditions:

- (1) When the vehicle is parked alongside a road or highway.
- (2) When the vehicle is operating off-road.
- (3) When the vehicle is working with an aircraft overhead and while that vehicle is not on a road or highway.
- (4) When the vehicle is operating on airport properties around hangars, runways, taxiways, and landing pads.

(5) When the vehicle is located at a scene that is deemed to be dangerous to local road traffic (i.e., traffic accident, flooded roadway, damaged bridge, etc.)

William N. Ham, Colonel, CAP  
Commander

**Attachment 1**  
Compliance Elements

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
ORWG/LGT	4a	Are tire manufacture dates uploaded into ORMS?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 4a) Unit failed to ensure tire manufacture dates are uploaded into ORMS IAW ORWG Supplement 1 to CAPR 77-1 para 1.3.e.	Attach a copy of the updated ORMS master record to the discrepancy in the Discrepancy Tracking System (DTS).
ORWG/LGT	4b	Are updated vehicle photos uploaded into ORMS?	Compliance is determined through on-site inspection and/or eServices	(Discrepancy): [xx] (D8 Question 4b) Unit failed to ensure that uploaded photographs of corporate vehicles are uploaded into ORMS IAW ORWG Supplement 1 to CAPR 77-1 para 1.3.f.	Attach a copy of the updated ORMS master record to the discrepancy in the Discrepancy Tracking System (DTS).