



CAP REGULATION 77-1

6 February 2023

APPROVED/K. JONES/CAP/LG

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAPR 77-1, 26 Dec 2012, including Change 1, 13 March 2013 and ICL 20-05, 7 August 2020, is supplemented as follows:

SUMMARY OF CHANGES

This supplement has changed significantly and should be reviewed in its entirety.

1-3. Record folder will be maintained electronically in the eServices Operational Resource Management System (ORMS). (See Attachment 2).

1-3.c. Load records of repair and maintenance expenses through the ORMS Maintenance module. (See Attachment 3).

1-3.e. Added. Maintain a vehicle log book in the vehicle. It is the operator's responsibility to ensure all required documents are current prior to operation. The log book will contain the following documents:

1-3.e. (1) Added. Copy of Vehicle Title

1-3.e. (2) Added. Current CAPF 73, *CAP Vehicle Inspection Guide and Usage Data*

1-3.e. (3) Added. Current MOWGF 73a, *Vehicle Trip Log*

1-3.e. (4) Added. Current Vehicle Insurance Card

1-3.e. (5) Added. Current Missouri Vehicle Safety Inspect (for vehicles requiring it)

1-3.e. (6) Added. Missouri Sales and Use Tax Exemption Certificate

1-3.e. (7) Added. WEX EFS Card Guidelines (See Attachment 5)

1-3.f. Added. Complete the CAPF 73, *CAP Vehicle Inspection Guide and Usage Data*, prior to the first daily use. It is the responsibility of the vehicle operator to ensure that the CAPF 73 is completed prior to operating the vehicle. Complete the MOWGF 73a, *Vehicle Trip Log*, for each trip the vehicle takes. A trip is defined as engine start to engine stop.

1-3.g. Added. The current Missouri Vehicle Safety Inspection will be maintained in the vehicle log book. All COVs over five years from the model year of manufacture will undergo a valid state inspection conducted by an authorized state inspection station. Inspections will be completed in the first quarter of each calendar year. The inspection sticker will be placed on the windshield in the normal manner. COVs are not required to have emissions testing completed. State safety inspections are preventive maintenance approved on the WEX EFS Card. If the state inspection station does not accept the WEX EFS Card, a copy of the inspection report and a legible itemized receipt should be forwarded to the MOWG/WA with a MOWGF 173-1, MO Wing Civil Air Patrol Payment or Advance Request, for reimbursement.

1-5.b. Driver's records check must be obtained from the state in which the member's license is issued. For Missouri drivers, records checks must be obtained from the Missouri Department of Revenue. This can be completed in a local license office or online through the Department's website. Records checks through systems like the Missouri Uniformed Law Enforcement System (MULES), the National Crime Information Center (NCIC), or the National Law Enforcement Telecommunications System (NLETS) are not approved forms of driver's record checks in accordance with Missouri State Law and Federal law. For members who have moved to Missouri within the last two years and have not held a Missouri driver's license for the full two-year time frame, then a driver's record check from the Missouri Department of Revenue and the member's previous state must be submitted. Driver's record checks that have been obtained within the previous 30 days of their CAP driver's license request will be considered. Driver's record checks greater than 30 days from the CAP driver's license request will be rejected and a new records check will need to be uploaded.

1-5.c. By approving vehicle operator license requests in eServices, commanders or their designee are certifying that the operator is at least 21 years of age and is qualified in the specific vehicles listed in the request. It is the responsibility of the commander or designee to review the license request in its entirety, ensuring that the request has been completed properly and all required documentation is submitted. Prior to approving license applications, commanders or their designee will verify valid proof of vehicle insurance.

1-5.h. A new driver's record check meeting the requirements in paragraph 1-5.b. of this supplement must be submitted for renewals in addition to any requests for change to the member's CAP driver's license. More frequent driver's records check can be requested by the Wing Commander or Wing Transportation Officer based on the following circumstances: operator involved in a motor vehicle accident, member is issued a summons while operating a corporate vehicle, report of inappropriate driving, or report of member being charged with disqualifying charge.

1-7.a. Corporate vehicles assigned to Missouri Wing will not be operated by members under the age of 18. Driver's license requests for members aged 18–20 will not be approved.

1.7.d. License requests including requests for towing trailers require an additional endorsement from a qualified member or the member requesting the license to hold a Commercial Driver's License. Qualified members able to endorse towing endorsement include: member's commander, Wing Transportation Officer, Wing Logistics Officer, Wing Chief of Staff, Wing Vice Commander, or Wing Commander. For local commanders endorsing towing, commander or designee should ensure that the member requesting towing endorsement has experience in towing trailers for the designated weight class behind vehicles of extended length (such as passenger vans). Endorsement should be in the form of a memo and sent through the license approval chain via email. Endorsements for Special Purpose Vehicle (SPV) will not be authorized in Missouri Wing due to no SPV's being in the fleet.

2-2.h. Vehicles may have a backup alarm, back up camera, or both. For vehicles not equipped with a backup alarm but is equipped with a backup camera will be considered in compliance with this paragraph of the parent regulation. Units choosing to install a backup alarm may do so with their own unit funds. The issued EFS Card may not be used for this instillation.

2-2.k. First aid kits will not be installed in COV's assigned to Missouri Wing.

2.3. Added. Insurance. No COV shall be operated at any time by members who do not have motor vehicle insurance. Members operating in violation of CAPR 77-1 or this supplement shall be held financially responsible for any damage or loss to corporate property. Commanders may perform spot checks for vehicle insurance to ensure members operating COVs keep motor vehicle insurance.

2.4. Added. Fuel Purchase. Use WEX EFS Cards to purchase fuel for NHQ REIMBURSEABLE Air Force Assigned Missions ONLY. Cards are never to be used to purchase fuel for "C" Missions, MO-Misc Missions, or unit-funded activities. For additional guidance, see Attachment 5. Wing will back draft any unauthorized fuel purchases from the unit's wing banker unit funds account.

3.1.b. The Unit Commander will ensure that all assigned vehicles undergo proper routine maintenance by using the NHQ-instituted EFS Card program. Under the EFS Card program, pre-approvals and control numbers are not required for routine maintenance that remains under the \$500 transaction limit. The requirements of paragraph 3-2.a. below still apply for major maintenance or routine maintenance over the \$500 transaction limit. Routine maintenance includes but is not limited to: oil changes (including filter change at proper intervals), under vehicle lubrication to include rear ends, ball joints, etc., safety inspection of tires, exhaust system, brakes, all lights, windshield wipers and windshield repairs meeting individual transaction limits. Commanders or Transportation Officers will ensure vendors are provided the Missouri Sales and Use Tax Exemption Certificate, so tax is deducted from the final cost. Paragraphs 3-1.b.(1) through (7) added include specific program requirements.

3-1.b.(1). Added. Pre-approvals and control numbers are no longer required for routine maintenance under \$500.

3-1.b.(2). Added. Each vehicle within the Wing will be provided a unique EFS Card to be used for maintenance. Do not use a COV's specific card with any other COV. WEX EFS Cards must stay with the vehicle at all times inside the vehicle logbook.

3-1.b.(3). Added. Major vehicle maintenance is not authorized without prior approval through MOWG/LGT using procedures currently in place as outlined in CAPR 77-1.

3-1.b.(4). Added. Monthly expenditures will be limited to \$1,000 per card and individual transactions will be limited to \$500. Expenditures that will exceed the above listed transaction limits require prior authorization.

3-1.b.(5). Added. The EFS Card may be used to pay for tires up to \$200 per tire (to include mounting, balancing, etc.) without pre-approval or a control number. If the total cost of tire replacement will exceed the \$500 transaction limit, prior authorization will be required through MOWG/LGT.

3-1.b.(6). Added. The unit will submit legible, itemized invoices by email to MOWG/WA and MOWG/LGT as soon as possible, but no later than 72 hours after payment. In addition, the legible, itemized invoice will be uploaded into the vehicle's ORMS Maintenance Module within the same 72-hour time frame.

3.2.a. For major maintenance, or routine maintenance exceeding the limits in paragraph 3.1.b. above, units must contact MOWG/LGT and provide written tax-exempt estimate for approval prior to having work performed. Vendors must be provided the Missouri Sales and Use Tax Exemption Certificate when requesting an estimate. The estimate must be tax free. MOWG/LGT will coordinate with HQ/LGT to request a one-time limit increase approval when required to use the EFS Card. Units should not contact NHQ/LGT for approval directly; units must coordinate with MOWG/LGT. Once units receive the NHQ/LGT approval through the MOWG/LGT, the unit may authorize work to begin. Unauthorized repairs will be at the unit's risk. Unauthorized repairs placed on the EFS Card may be back drafted through the unit's Wing Banker funds at the discretion of the Wing and National Headquarters. Upon completion of the authorized repairs, units will submit a legible, itemized invoice in addition to the EFS Card authorization slip to MOWG/WA and MOWG/LGT via email as soon as possible, but no later than 72 hours after payment. Legible, itemized receipt and card authorization slip must also be uploaded into the vehicle's ORMS Maintenance log within the same 72-hour time frame. If payment was made with unit or member funds instead of the EFS Card, the unit will send legible, itemized receipts with a completed MOWGF 173-1 to the MOWG/WA for reimbursement.

3-5.a. The vehicle identification number will be located on the issued Missouri State License Plate in addition to other locations required by CAPR 77-1.

4.2. Windshield repair for cracks and other damage are authorized under the EFS Card program if repair remains under the \$500 transaction limit. For chip repair, commanders and transportation officers should coordinate with Safelite for the repair of the chip through the already established NHQ contract. Full windshield replacements must be coordinated as a major maintenance item and follow the approval process through MOWG/LGT and NHQ/LGT prior to work being completed.

5-1.a. Units who fail to report vehicle usage for three consecutive months may have vehicle removed from unit at the discretion of the Wing Commander. Annually, the Wing Transportation Officer will review vehicle usage for all COVs assigned to the wing and make any needed recommendations to the Wing Commander for COV movement.

5-1.b.(1). Units will upload the CAPF 73 in PDF format and enter the vehicle time and usage data from the CAPF 73 online in eServices. This will be completed in the ORMS "Vehicle Usage Entry" module and must be completed by the 5th of each month following the reported month (see attachment 4).

THOMAS J. MARTIN, Jr., Col, CAP
Commander

**Attachment 1
COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
MO Unit CC	1	Are record folders maintained electronically in ORMS?	Compliance is determined through eServices	(A-Discrepancy): [xx] (Question 1) Unit failed to maintain record folder electronically in ORMS IAW MOWG Supplement 1 to CAPR 77-1, para 1.3.	Attach a copy of the corrected ORMS record screen print to the discrepancy in the Discrepancy Tracking System (DTS).
MO Unit CC	2	Has the vehicle had annual state safety inspection completed within first quarter of each calendar year?	Compliance is determined through physical inspection of state safety inspection.	(A-Discrepancy): [xx] (Question 2) Unit failed to have vehicle inspected annually IAW MOWG Supplement 1 to CAPR 77-1, para 1.3.g.	Attach a copy of memo by commander describing how unit will complete inspection to the discrepancy in the Discrepancy Tracking System (DTS).
MO Unit CC	3	Are all vehicle maintenance receipts uploaded to the Vehicle Maintenance folder in ORMS?	Compliance is determined through eServices and physical inspection of vehicle folders.	(A-Discrepancy) [xx] (Question 3) All vehicle maintenance receipts are not uploaded into the vehicle's maintenance folder in ORMS IAW MOWG Supplement 1 to CAPR 77-1, para 3-1.b.(6). Added.	Attach a copy of screen shot from vehicle's maintenance folder in ORMS showing all vehicle maintenance to the discrepancy in the Discrepancy Tracking System (DTS).
MO Unit CC	4	Is vehicle usage entered into the "Vehicle Usage Entry" module in ORMS monthly?	Compliance is determined through eServices.	(A-Discrepancy) [xx] (Question 4) Vehicle entry is not uploaded monthly into Vehicle Usage Entry module in ORMS IAW MOWG Supplement 1 to CAPR 77-1, para 5-1.b.(1).	Attach a copy of vehicle usage entry report from ORMS showing completed entry to the discrepancy in the Discrepancy Tracking System (DTS).

Attachment 2 – ORMS Record File Upload Instructions

- Log into e-Services and select Operational Resource Management System (O.R.M.S)

[Operational Resource Management System \(O.R.M.S\)](#)
[Operations Qualifications](#)

- Select Vehicle Search from the left menu

Vehicles
[Vehicle Search](#)
[Conduct Inventory](#)
[Vehicle Usage Entry](#)

- Select Unit or enter CAP Veh ID

- Select Documents from top menu

[Transfer](#) [Retire](#) [Transaction History](#) [Documents](#) [Maintenance](#)
 To move an Item to another Inventory, please contact ntc@capnhq.gov or LG@capnhq.gov

Organization NCR-MO-001	Module Vehicles
Status Active	
Serial Number 2FMDA51U1TBA81893	PCN 84274
	Tail Number or Vehicle ID 23000

- Do not upload CAPFs 73 in this Documents section. See attachment 4 for procedures to upload CAPFs 73 using the Vehicle Usage Entry module
- Select scanned document from computer using browse option
- Submit Document

Current Files Uploaded

File	Date Added
23000_Cert-of-Title-19990727.pdf View File Delete File	04 Dec 2012 04:16:56

To save a file to your computer, right click (Ctrl + Click) the View File link and choose Save Target As.
 If you are having trouble opening files in Internet Explorer: Go to Tools --> Internet Options, Click the Advanced Tab, Scroll down to the Security section, and make sure that the Do not save encrypted pages to disk is CHECKED

Document Uploads

***Title of Uploaded Document**

This photo should be used for the thumbnail for this item on the master page
***Select the file you would like to Upload** (Supported File Types: .pdf, .doc, .jpg, .jpeg, .gif, .rtf, .docx, .xls, .xlsx)

Attachment 3 – ORMS Maintenance Record Upload

- Log into e-Services and select Operational Resource Management System (O.R.M.S)

[Operational Resource Management System \(O.R.M.S\)](#)
[Operations Qualifications](#)

- Select Vehicle Search from the left menu

Vehicles
[Vehicle Search](#)
[Conduct Inventory](#)
[Vehicle Usage Entry](#)

- Select Unit or enter CAP Veh ID

<p>*Organization MO-001 <input type="checkbox"/> View Unit Only</p> <p>Noun (Vehicle Type) --Select--</p> <p>Source --Select--</p> <p>Acquisition Cost (>=) _____</p> <p>Stock Class --Select--</p> <p>NSN _____</p> <p>Remarks _____</p> <p>Status --Select--</p> <p>CAP Veh ID 23000</p> <p>Driven --Select--</p>	<p>Search Criteria</p> <p>Serial Number (VIN) _____</p> <p>Make --Select--</p> <p>Location _____</p> <p>Acquisition Date _____</p> <p>Condition --Select--</p> <p>Year Manufactured (>=) _____</p> <p>Drive Train --Select--</p> <p style="text-align: center;"><input type="button" value="Search"/> <input type="button" value="Reset"/></p>	<p>PCN _____</p> <p>Model _____</p> <p>Description _____</p> <p>Property Tag _____</p> <p>Search In <input checked="" type="radio"/> Active <input type="radio"/> Retired</p> <p>Max Occupants (>=) _____</p>
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- Select Maintenance from top menu

[Transfer](#) [Retire](#) [Transaction History](#) [Documents](#) [Maintenance](#)
 To move an Item to another Inventory, please contact ntc@capnhq.gov or LG@capnhq.gov

Organization NCR-MO-001	Module Vehicles
Status Active	
Serial Number 2FMDA51U1TBA81893	PCN 84274
	Tail Number or Vehicle ID 23000

- Enter maintenance information following example below. For minor maintenance performed by member enter CAPID in Performed By
- Upload all documentation associated with repair; receipt, warranty etc.

*Performed By / Invoice Number Quality Ford / Q-112233	*Date of Maintenance 21 Nov 2013	*Maintenance Cost 39.99
*Man Hours / Labor Cost 1	*Parts Filter/Oil 6 Qts	Remarks / Next Maintenance Due Oil Change / March 2014
Document to Upload (Supported File Types: .pdf, .doc, .jpg, .jpeg, .gif, .rtf, .docx, .xls, .xlsx)		
<input type="button" value="Submit"/>		<input type="button" value="Browse...."/>

Attachment 4 – ORMS Vehicle Usage Entry and CAPF 73 Upload Procedures

- Log into e-Services and select Operational Resource Management System (O.R.M.S)

[Operational Resource Management System \(O.R.M.S\)](#)
[Operations Qualifications](#)

- Select Vehicle Usage Entry from the left menu

Vehicles
[Vehicle Search](#)
[Conduct Inventory](#)
[Vehicle Usage Entry](#)

- Select Unit, CAP Veh ID and applicable date. The current usage entry month is selected. If an update is required for a month other than the current month, please select a Date from the list. You can only upload one set of data and one document to a selected date. If you try to upload multiple documents without selecting the proper date, ORMS will just overwrite the previous document and data uploaded.

*Reg-Wng-Unt
 NCR-MO-001

*Field ID
 23226

*Date
 06/2016

Use highlighted date for current entry

Field ID: 23226 Year: 2012
 Owner: NCR-MO-001 Make: Dodge
 VIN: 2C4RDGBG2CR203657 Model: GRAND CARAVAN SE
 Occupants:7 Type: 7 Pass Van

Note: Enter Number of Hours (rounded up)
 There was no data found for the vehicle 23226 on 06/2016.

	Admin	Cadet Activities	Mission Support	Other	Grand Total
No. Times Used:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. Hours Used:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Odometer Reading:

Description:

Form 73 Upload (PDF or Word):
 Browse...

Form 73 Uploaded for the selected vehicle (One Year)

File	Date Added
Form73_2016-05-01.pdf	View File 02 Jun 2016 15:21:58
Form73_2016-04-01.pdf	View File 02 May 2016 15:49:04
Form73_2016-03-01.pdf	View File 01 Apr 2016 14:36:03
Form73_2016-02-01.pdf	View File 01 Mar 2016 12:49:34
Form73_2016-01-01.pdf	View File 01 Feb 2016 13:31:32
Form73_2015-12-01.pdf	View File 04 Jan 2016 13:42:39
Form73_2015-11-01.pdf	View File 02 Dec 2015 13:42:20
Form73_2015-10-01.pdf	View File 02 Nov 2015 13:10:19
Form73_2015-09-01.pdf	View File 01 Oct 2015 13:35:28
Form73_2015-08-01.pdf	View File 01 Sep 2015 16:54:18
Form73_2015-07-01.pdf	View File 03 Aug 2015 14:35:46
Form73_2015-06-01.pdf	View File 01 Jul 2015 12:08:40
Form73_2014-08-01.pdf	View File 14 Jul 2015 10:54:29

To save a file to your computer, right click (Ctrl + Click) the View File link and choose If you are having trouble opening files in Internet Explorer: Go to Tools --> Internet C make sure that the Do not save encrypted pages to disk is CHECKED

- Enter the number of hours, times used and odometer reading from the CAPF 73.
- Select scanned CAPF 73 document in PDF format from computer using browse option (There should be one year of forms uploaded)
- Filenaming convention is not required as ORMS will name the file automatically
- Submit Document

Attachment 5 – WEX EFS/Shell Navigator Ground MasterCard Guidelines

EFS/SHELL NAVIGATOR COV GROUND FLEET CREDIT CARDS**Highlights:**

- This card is for **COV maintenance and AFAM fuel only**. No other uses are currently permitted.
- Each MasterCard credit card is issued to a specific COV and ***MUST stay with that COV AT ALL TIMES*** (even if the vehicle is transferred to a new Wing). **Do not use a COV's specific card with any other COV.**
- Credit Cards will remain in the Log Books.
- Credit Cards are to be used only for **NHQ REIMBURSABLE Missions**:
 - All "A" Mission Symbols (ex: SAR, MX Flight, Proficiency, Cadet O-Rides)
 - Some "B" Mission Symbols (B10, B11, B13 – FEMA, NOAA & NWS/other Federal Agencies)
 - Oil may be purchased with the fuel from the Fuel Vendor at the time of fill-up.
 - Oil is not claimed in WMIRS on the sortie, but sent to wing like other maintenance costs.
- **Cards are never to be used for "C" Missions, MO-Misc Missions, or unit-funded activities.**
- This card will work at any fuel vendor. It is not limited to EFS/Shell stations.
- Should a vendor not accept MasterCard, notify the wing administrator at wing HQ.
- Vehicle maintenance receipts must be turned in to wing monthly and uploaded to ORMS as usual. This includes oil purchased for NHQ reimbursable missions. Do not claim oil costs in WMIRS.

Payment Procedures:

1. Cards are COV specific and not to be used with any COV other than the one specified on the card.
2. Pin Numbers (could be called "Driver ID") will be the first four digits of the COV ID. *
 - Ex: 23226 = 2322 pin
 - Ex: 23223 = 2322 pin
 - Ex: 23101 = 2310 pin
 - Some vehicles will have the same PIN
 - *Some stations may not require a pin/driver ID
3. If prompted for "odometer" while using the card, enter your CAPID.
4. **If the Merchant asks for a zip code, it is 36112.**
5. If a hand written receipt is provided by the fuel vendor, please write "NHQ Card" on the fuel receipt to indicate that this was the form of payment.
6. WMIRS sorties should be completed within 24 hours, but NLT 72 hours, to include scanning/uploading ALL documentation/receipts
 - On your Ground Sortie Page, **please check the "NHQ Card Paid" Box** next to the Reimburse To: field to ensure proper payment and documentation.
 - Do not claim oil costs in WMIRS. Send these to wing HQ just like any other maintenance receipt.
7. Follow current CAP and Wing regulations for vehicle maintenance procedures and remember to notify the vendor about CAP's tax exempt status and ensure the final invoice is sales tax-free.
8. ANY Questions – Please call or email WG HQ (660-687-3847 or tkirkendall@capnhq.gov)