



NEWING SUPPLEMENT 1

## CAPR 77-1

19 NOVEMBER 2020

APPROVED/ K.JONES/CAP/LG

OPERATION AND MAINTENANCE OF CAP VEHICLES

CAP Regulation 77-1, dated 26 December 2012 and ICL 20-05 to CAPR 77-1 dated 7 August 2020 is supplemented as follows:

**1-3.e Added.** On an annual basis, custodial units of a COV will take photos of all four sides of the vehicle. Additional photos will be taken to note damage to the vehicle if required to clearly show the damage. Photos will also be taken of each tire that clearly show the date of manufacture. Photos of tires only need to be retaken when tires are replaced. Photos will be uploaded to Documents for the COV's file in ORMS. Old photos of the four vehicle sides may be removed when new photos are taken. Do not remove photos intended to show damage. Old photos of tires may be removed when replaced with photos of new tires.

**2-2.k.** The wing purchased trauma kits will be inspected annually for expired or damaged items. Units will coordinate with the wing medical officer for replacement items. The trauma kits will be stored in doors to avoid temperature extremes in the vehicles (the trauma kits may be left in the vehicle during multi day CAP activities). Trauma kits must be placed in the vehicle during any exercise or actual mission. It is recommended that the kits be in the vehicle any other time the vehicle is used.

**3-1.d Added.** After the completion of routine Maintenance, the custodial unit is responsible for updating the maintenance records in ORMS. To access the ORMS maintenance records, lookup the COV in ORMS and select the Maintenance link at the top of the page. Transportation Officers, Logistics Officers and Commanders will have access. Receipts should be uploaded as part of the maintenance record. Receipts must also be sent to the Wing Administrator and NEWG Transportation Officer within one week of the date on the receipt.

**3-2.g Added.** After the completion of other Maintenance, the custodial unit is responsible for updating the maintenance records in ORMS. Receipts must be sent to the Wing Administrator and NEWG Transportation Officer within one week of the date on the receipt.

**3-5.c.** Magnetic mount light bars or strobe lights are authorized provided the light bar only flashes the color amber IAW Nebraska Statute 60-6,232.

**3-5.f Added.** All Nebraska COVs will be washed regularly to maintain a professional appearance. COVs will be washed when sufficiently dirty to warrant washing or at a minimum of two-month intervals. Exceptions to the minimum wash interval may be made at the discretion of the unit commander for vehicles parked outside when temperatures may cause doors to freeze shut after washing. Antennas for CAP radios must be removed prior to

utilizing automatic car washes. Each COV will be waxed at a minimum of once per year. Unit commanders, at their discretion, may omit waxing the roof for safety reasons. Washes and waxes will be the responsibility of the custodial unit at which the COV is normally located. Wash and wax occasions will be annotated on the CAPF 73 in Remarks.

**5-1.b(l).** Vehicle usage data is to be entered into the online vehicle reporting program by the 5<sup>th</sup> of each month by the custodial unit. Any vehicle not utilized during the reported month must still enter vehicle usage along with the CAPF 73 showing no usage for the month.

Leonard Cassell, LtCol,  
CAP Commander

## Attachment 1

## COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
Unit LGT	1	Are updated photos uploaded to ORMS annually?	Review vehicle record in ORMS	Updated vehicle photos not uploaded to the vehicle record in <b>ORMS</b> .	Upload new photos of vehicle to ORMS
Unit LGT	2	Are maintenance receipts uploaded to <b>ORMS</b> ?	Review vehicle record in ORMS	Vehicle maintenance records not uploaded in <b>ORMS</b> .	Upload maintenance records, including receipts, into ORMS
Unit LGT	3	Are assigned vehicles washed and waxed regularly?	Inspect vehicle and notations in remarks of CAPF 73	Vehicle not washed and waxed regularly	Wash and wax the vehicle. Annotate CAPF 73 remarks.