D-8 TRANSPORTATION

Staffing

Position - Transportation Officer (LGT) Logistics Year(s) Month(s)
Specialty Track:

List Name	Date Appointed	CAP ID	Phone Number	E-Mail
Notes				

Y/N/P/NA,OB	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
	01 Does the vehicle binder contain all required documentation? a) Current CAPF 132 b) copy of registration c) copy of insurance card d) state inspection, if required	Compliance is determined through on-site. Note: If state does not require registration, the Unit should have documentation from the Wing documenting no registration is required	(Discrepancy): [xx] (D8 Question 01) Unit failed to ensure vehicle binder contained all required documentation IAW CAPR 132-1 para 5.1.2. NOTE: list vehicle(s) and missing item(s).	Provide all required documentation for each vehicle binder. Attach a photo showing corrective action has been completed to DTS.
	02 Are CAPFs 132 completed on all COVs in accordance with CAP regulations?	Compliance is determined through on-site inspection and eServices. Complete an inspection of the COV using the most current CAPF 132 and the previous 12-months CAPFs 132 maintained in eServices. Verify completeness, accuracy, and actual condition of the vehicle.	(Discrepancy): [xx] (D8 Question 02) Unit failed to ensure all operators completed the CAPF 132 on COVs prior to first use of the day IAW CAPR 132-1 para 8.3. NOTE: list vehicles.	Attach a plan of action to prevent recurrence, approved by Unit/CC, to the discrepancy in DTS.

	03 a) Are vehicle identification numbers affixed properly?	a) Compliance is determined through on-site vehicle inspection of identification numbers.	(Discrepancy): [xx] (D8 Question 03a) Unit failed to ensure COV vehicle numbers were properly affixed IAW CAPR 132-1 para 12.1. and Wing supplement (if published) NOTE: list vehicles.	a) Properly mark all vehicles with identification numbers. Attach a photo showing corrective action has been completed to the discrepancy in DTS.
	03 b) Are only approved decals properly located on COVs?	b) Compliance is determined through on-site vehicle inspection of decal, emblem, and banner placements.	(Discrepancy): [xx] (D8 Question 3b) Unit failed to ensure all decals, emblems, and/or banners were properly affixed IAW CAPR 132-1 para 12.6.2. NOTE: list vehicles.	b) Properly place all decals, emblems, and banners. Remove any unauthorized decals. Attach a photo showing corrective action has been completed to the discrepancy in DTS.
	03 c) If light bars are installed on COVs has the Wing/Region CC approved in writing?	c) Compliance is determined through on-site vehicle inspection of the light bar.	(Discrepancy): [xx] (D8 Question 3c) Wing/Region COV XXXXX failed to ensure the correct light bar was affixed properly and or light bar was not approved by Wing/Region Commander IAW CAPR 132-1 para 13.5.1.	c) Use the correct color light bar on vehicle. Attach a photo showing corrective action has been completed to the discrepancy in DTS.

	04 a) Is maintenance being accomplished IAW manufacturer's maintenance schedule? Note: When one doesn't exist follow Attachment 6.	a) Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D8 Question 04a) Unit failed to complete routine maintenance IAW vehicle owner's manual or CAPR 132-1 para 13.1. NOTE: list vehicles and the maintenance item(s) not completed.	a) Complete all required maintenance IAW vehicle owner's manual or CAPR 132-1 para 13.1. and upload in the eServices ORMS vehicle folder. Attach a plan of action to prevent recurrence, approved by Unit/CC, to the discrepancy in the DTS.
	04 b) Are vehicle tires in a safe working order?	b) Review general condition of tires (tread, dry rot, etc.), check tire pressure, and check date. Note: There are no regulatory tire pressure tolerances. If during the inspection a vehicle tire is found not to be in safe working order, it will be listed as a discrepancy. However, if the tire is not at manufacturer's recommended pressure, then have the tire pressure corrected on the spot.	(Discrepancy): [xx] (D8 Question 4b) Unit failed to maintain tires IAW manufacturer's specifications IAW CAPR 132-1 para 11.4. NOTE: list vehicles.	B) If required, replace the unsafe tire and attach the invoice to the discrepancy in DTS. Ensure vehicle tires are in safe working order by putting air in the tires or replacing them. Attach a plan of action to prevent recurrence, approved by Unit/CC, to the discrepancy in the DTS.

	04 c) If required, are fire extinguishers installed in CAP vehicles?	c) Compliance is determined through on-site inspection of Fire Extinguishers.	(Discrepancy): [xx] (D8 Question 4c) Unit failed to ensure compliance with CAP policy for fire extinguishers in vehicle(s) IAW CAPR 132-1 para 11.8. and the Wing supplement to CAPR 132-1.	c) Place fire extinguisher in each vehicle IAW the Wing supplement to CAPR 132-1. If in vehicle, ensure it is secure. Attach a photo showing corrective action has been completed to the discrepancy in DTS.
	d) If required, are first aid kits installed in CAP vehicles?	d) Compliance is determined through on-site inspection of first aid kit.	(Discrepancy): [xx] (D8 Question 4d) Unit failed to ensure compliance with CAP policy for first aid kits in vehicle(s) IAW CAPR 132-1 para 11.8. and the Wing supplement to CAPR 132-1.	d) Place first aid kits in each vehicle IAW the Wing supplement to CAPR 132-1. If in vehicle, ensure it is secure. Attach a photo showing corrective action has been completed to the discrepancy in DTS.
	05 Do the vehicle files contain all required documentation in ORMS? a) completed CAPF 132 for the past 12 months b) maintenance receipts/invoices	Compliance is determined through on-site and eServices. The entire completed CAPF 132 will be scanned into ORMS. Updating only ORMS utilization data does not meet the requirement.	(Discrepancy): [xx] (D8 Question 05) Unit failed to maintain vehicle files IAW CAPR 132-1 para 5.1.1 NOTE: list vehicle(s) and missing item(s).	Provide all required documentation for each vehicle file. If missing CAPF 132s, attach a plan of action to prevent recurrence, approved by Unit/ CC, to the discrepancy in the Discrepancy Tracking System (DTS).

	06 Are all appropriate/required COVs equipped with backup alarms?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D8 Question 06) Unit COV(s) did not have a backup alarm IAW CAPR 132-1 para 11.10. NOTE: list vehicles.	Correct installation of backup alarm. Attach invoice to the discrepancy in the DTS.
	07 Was the rear seat removed from 15- passenger vans IAW CAP regulations?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D8 Question 07) Unit failed to remove rear seat IAW CAPR 132-1 para 11.16. NOTE: list vehicles.	Remove the rear seat in 15-passenger vans. Attach a photo showing corrective action has been completed to the discrepancy in DTS.
	08 Are spare tires/spare tire kits securely attached IAW the vehicles owner's manual?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D8 Question 08) Unit failed to ensure spare tires are securely attached to COVs IAW CAPR 132-1 para 11.17. NOTE: list vehicles.	Securely attach the spare tires/spare tire kits according to the vehicles owner's manual. Attach a photo showing corrective action has been completed to the discrepancy in DTS.

	09 Are trailers being maintained IAW CAP regulations?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 09) Unit failed to ensure COV trailer received an annual inspection by a qualified/licensed trailer maintenance facility IAW CAPR 132-1 para 13.2.1. NOTE: List trailer number.	Perform annual inspection on trailer by a qualified/licensed trailer maintenance facility. Upload the inspection documentation to the discrepancy in the DTS.
	10 Have all CAP drivers completed Driver's Orientation Training (DOT) within the last three years?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 10) Unit failed to ensure all COV operators complete the DOT in LMS IAW CAPR 132-1 para 6.1. NOTE: List Members	Show that members operating COVs have completed training and upload the documentation to the discrepancy in DTS.

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable must:
   a. Apply directly to one or more of the already vetted mission-critical worksheet questions
   b. Be process oriented i.e. based on a fully implemented continuous improvement-type cycle (ex: PDCA)
   c. Include results over time from designated process points (ex: input-output; before-after) that are measurable and quantifiable (i.e. performance metrics)
   d. Clearly substantiate the improvements made by instituting the process in terms of money, manpower/man-hours saved and present benefits to members and/or mission

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point
   This discrepancy was verified corrected - discrepancy closed, no further action required.