OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAPR 77-1, 26 Dec 2012, including Change 1, 13 March 2013, is supplemented as follows:

SUMMARY OF CHANGES

This supplement has changed significantly due to the move from the WEX card program to the Shell Navigator Ground Fleet MasterCard (Shell Card) program and should be reviewed in its entirety. **Note: Shaded areas identify new or revised material.**

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) Added. Copy of Vehicle Title

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

(3) Added. Current MOWGF 73A *Vehicle Trip Log*

(4) Added. Current Vehicle Insurance Card

(5) Added. Current Missouri Vehicle Safety Inspection

(6) Added. Missouri Sales and Use Tax Exemption Certificate

(7) Added. Shell Navigator Ground MasterCard Guidelines (See Attachment 5)

1-3.f. Added. The CAPF 73, *CAP Vehicle Inspection Guide and Usage Data,* and MOWGF 73A, *Vehicle Trip Log*, will be completed for each trip. 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 in the first quarter of each calendar year. The inspection sticker will be placed on the windshield in the normal manner. If the state inspection station does not accept the Shell Card, forward a copy of the inspection report and legible receipt to MOWG/HQ with a MOWGF 173-W, MO Wing Civil Air Patrol Check Request for Wing Level, for reimbursement.

1-5.c. By approving vehicle operator license requests in eServices, unit commanders are certifying that the operator is at least 21 years of age and is qualified in the specified vehicles listed in the request.

Commanders will verify valid proof of insurance prior to approving license applications.**1-7.d.** Vehicle 23009, Communications truck requires additional endorsement by a qualified member. Endorsement in the form of a memo or email will be included with license request. The vehicle will be annotated as a special purpose vehicle.

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 of corporate property.

2-4. Added. Fuel purchase. Shell cards are to be used only to purchase fuel for NHQ REIMBURSABLE Air Force Assigned Missions. 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 draft back 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 Shell card program. Under the Shell card program, pre-approvals and control numbers are not required for routine maintenance. The requirements of paragraph 3-2.a. below still apply for major maintenance. 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. Ensure vendors are provided the Missouri Sales and Use Tax Exemption Certificate, so tax is deducted from the final cost. Units with donated vehicles agree to pay all vehicle maintenance costs solely from their unit funds if NHQ chooses not to pay these costs. 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 Shell MasterCard credit card to be used for routine minor maintenance. Do not use a COV's specific card with any other COV and keep the card in the vehicle log book.

3-1.b.(3) Added. Allowable maintenance expenditures will include routine oil changes, wiper blades, batteries, etc.

3-1.b.(4) Added. Major vehicle maintenance is not authorized and must be preapproved by LGT using procedures currently in place as outlined in paragraph 3-2.a and CAPR 77-1.

3-1.b.(5) Added. Monthly expenditures will be limited to $1,000 per card and individual transactions will be limited to $500 except for tires.

3-1.b.(6) Added. You may use the Shell card to pay for tires up to $200 each including balancing, mounting, etc., without preapproval or a control number. If the tires will cost more than $200, please contact Wing LGT for a control number. NHQ requires tires to be replaced at the service life of five years, including spares.

3-1.b.(7) Added. Unit should submit **legible, itemized invoices** by email (preferred) or fax to the Wing Administrator at MOWG HQ as soon as possible, but not later than 72 hours after payment.

3-2.a. For major maintenance exceeded by the limits in paragraph 3-1.b. above, units must contact MOWG/LGT and provide written tax-exempt estimates for approval prior to having work performed. Ensure vendors are provided the Missouri Sales and Use Tax Exemption Certificate when requesting an estimate. MOWG/LGT will coordinate with HQ/LGT to request a one-time limit increase approval when required to use the Shell card.   Once units receive the NHQ CAP/LGT control number from MOWG/LGT, they may authorize the vendor to begin work.   Unauthorized repairs will be at the unit's risk. Upon completion of the authorized repairs, submit **legible, itemized invoices** to the Wing Administrator at MOWG HQ as soon as possible, but not later than 72 hours after payment. If payment was made with unit or member funds instead of the Shell card, the unit will send legible, itemized receipts with a completed MOWGF 173-W to MOWG/HQ for reimbursement.

3-5.a. The vehicle identification is located on the vehicle license plate.

5-1.b.(1). Units should upload the CAPF 73 in PDF format and enter the vehicle time and usage data from the CAPF 73 online in eServices through the ORMS "Vehicle Usage Entry" module by the 5th of the month following the reported month (See Attachment 4).
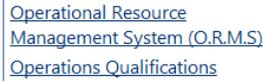
JOHN R. O'NEILL, Colonel, CAP
Commander

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).

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

- 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

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

- Select Maintenance from top menu

- 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.

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:					
No. Hours Used:					

*Odometer Reading: 0

Description:

Form 73 Upload (PDF or Word):
[_____] Browse...

Submit

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 O
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 – Shell Navigator Ground MasterCard Guidelines

<u>SHELL NAVIGATOR COV GROUND FLEET CREDIT CARDS</u>

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 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 the current COV odometer reading.
4. **If the Merchant asks for a zip code**, it is <u>**36112.**</u>
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 hq@mowgcap.org)