

## Transportation Officer Guide – Updated 1 November 2016

### Monthly Vehicle Reports

- 1) Inspection for the vehicle should be completed monthly at the beginning of each month.
- 2) CAPF 73 (2 pages) should be UPLOADED to the ORMS by the 5<sup>th</sup> of each month. (The TXWG Form 77 is no longer used)

### Maintenance Procedures

All maintenance performed on a vehicle (whether funded or unfunded) will be submitted to Wing LGT for tracking. All maintenance records will be uploaded into ORMS by Wing LGT to allow for review by NHQ.

#### Maintenance Process:

##### Minor Maintenance (Oil Change, Windshield Wipers, Inspection, Tire Rotation, etc)

1. Complete maintenance and pay using SHELL Vehicle Maintenance Credit Card.
2. Submit Receipt to Wing LGT via Wing Maintenance Request Form <http://www.txwgcap.org/?p=1887> within 10 days of charge.
3. Once work is complete, Wing LGT will upload invoice to ORMS for tracking.

##### Other than Minor Maintenance (Estimate is required)

1. Obtain Estimate for Work to be performed (Paint requires two estimates).
2. Submit Estimate(s) to Wing LGT (via Maintenance Request Form <http://www.txwgcap.org/?p=1887>).
3. Wing LGT will obtain PO and give approval to proceed with maintenance.
4. Complete maintenance and pay using SHELL Vehicle Maintenance Credit Card.
5. Submit Receipt to Wing LGT via Wing Maintenance Request Form <http://www.txwgcap.org/?p=1887> within 10 days of charge.
6. Once work is complete, Wing LGT will upload invoice to ORMS for tracking.

#### Contact Texas Wing Logistics Staff for Emergency MX Authorization

##### Transportation Officer (LGT) - Primary

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