



**HEADQUARTERS TEXAS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
553 TERRY CRAWFORD DR
NACOGDOCHES TX 75964-2468**



MEMORADUM FOR: ALL VEHICLE CUSTODIANS

FROM: Texas Wing Commander, Civil Air Patrol

SUBJECT: Vehicle Maintenance Procedure

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 CAP NHQ.

Maintenance Process:

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

1. Complete maintenance and pay using Vehicle Maintenance Credit Card.
2. Submit Receipt to Wing LGT via Wing Maintenance Request Form on Website 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 on website).
3. Wing LGT will give approval to proceed with maintenance.
4. Complete maintenance and pay using Vehicle Maintenance Credit Card. (IF WEX Card is not accepted, contact Wing LGT)
5. Submit Receipt to Wing LGT via Wing Maintenance Request Form on Website within 10 days of charge.
6. Once work is complete, Wing LGT will upload invoice to ORMS for tracking.

STEPHEN A HUDSON Col, CAP
Commander

cc: SWR

All Unit Commanders
All Group Commanders
All Wing Staff