ORMS TRAINING MANUAL

August 2012

This publication was developed to assist region, wing and unit logistics/supply officers, communication officers, transportation officers, and commanders in performing their duties. It was developed by the staff at Civil Air Patrol National Headquarters.

Go to the eServices section of the NHQ web page to access the ORMS database and this guide.

In this manual the word "units" refers to regions, wings, groups, squadrons and flights.

Wherever possible, member names and CAPIDs have been redacted.

Any comments or suggestions should be directed to orms@capnhq.gov or through the "Feedback" section of ORMS.

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GENERAL INFORMATION

The Operational Resource Management System (ORMS) was developed to assist Civil Air Patrol (CAP) in improving the public's trust through accountability and transparency. In order to assist members and employees at all levels in managing and accounting for all CAP non-expendable property, the ORMS on-line database was established. CAP obtains property through both public and private sources. Any public property received from Federal sources or purchased with Federal funds must be held in trust for U.S. taxpayers. Any private property received by CAP, such as through donations, may have restrictions placed on its use. Managing all these different parameters with a paper-based system was quite difficult. ORMS allows members and employees to quickly and easily locate inventory that may be necessary to perform missions; allows the auditors, Wing Financial Analysts (WFAs), and inspection teams to review records and verify property existence and location; and allows CAP to continue to be eligible to receive Federal property and funds. ORMS is a standardized management tool that permits commanders to allocate property to best meet their training and mission requirements and easily locate resources when necessary.

Commanders are especially important to the property management process. They must ensure all CAP property under their control is obtained, maintained and disposed of properly. The commander must ensure that members appointed to property management positions within their unit(s) are knowledgeable about CAP regulations and processes and will be good stewards of CAP property. Failure to maintain an adequate program may result in a property freeze, inspection or audit findings, or monetary assessments. ORMS eases the paperwork and recordkeeping burden and allows the unit to spend more time performing missions.

The ability to locate and dispatch the right equipment for a required mission is an advantage provided with ORMS. With a paper-based system it was difficult to obtain information on resources, such as availability and readiness. With ORMS, this information is instantly obtained. If a four-wheel drive vehicle is needed by a ground team for a search, its location and availability will be easily determined with a simple search of the database. All inventory records are located in one place instead of in file folders spread around the meeting location or at member's homes.

Meeting reporting requirements is much easier with ORMS. Annual and changeover property inventory verification processes may be completed entirely in ORMS. Reports of survey are

now automated with progress and notifications logged entirely in ORMS. Commanders and property management officers will see lists of members who have property assigned to them and have failed to renew their membership. This feature simplifies property location and recovery from members.

ORMS allows members to participate in property management processes. Members use ORMS to acknowledge receipt of non-expendable property items. They also participate in the annual validation of property which allows property managers to determine whether resources are functioning, damaged or missing. Members also have access to current values of issued equipment which reminds them of their responsibility to maintain equipment that is in their possession and the potential cost that may be assessed if the equipment is lost or misused. In addition, allowing members to access and view a unit's inventory items may lessen errors and help ensure that the information in ORMS is correct.

ORMS is helping CAP ensure that the assets we are entrusted with are available, accounted for, and maintained to the highest standards. By demonstrating that we are good stewards of our resources we elevate our public trust which may lead to more opportunities in the future.

DUTIES & RESPONSIBILITIES

CAP NHQ

NHQ/LG is the Director of Logistics and Missions Resources and is responsible for:

- Procedures governing acquisition, control & disposal of all CAP property
- Operates and maintains ORMS
- Processes assessments for lost or damaged property
- Approves acquisition of all non-communications Federal or DoD-excess property

NHQ/LGS is the Chief of Supply Management and Plans and is responsible for:

- Administering the Table of Allowances (TA) for aircraft, vehicles, supplies & equipment
- Coordinates acquisition of all non-communications Federal or DoD-excess property
- Administers the aircraft, vehicle, supplies and equipment modules in ORMS
- Distributes uniforms under the Cadet Uniform Program
- Distributes additional property tags as needed

NHQ/DO is the Director of Operations and is the approval authority for all Federal or DoD-excess communications property.

CAP National Technology Center (NTC), under the direction of NHQ/DO:

- Administers the Communications Equipment Table of Allowances (TA)
- Coordinates acquisition of all Federal or DoD-excess communications supplies & equipment
- Administers the communications equipment module of ORMS
- Distributes property tags for communications equipment

CAP/NC is the CAP National Controller and advises the National Commander on property management.

CAP/CS is the CAP National Chief of Staff. The CAP/CS serves as the chief Property Management Officer for equipment assigned to NHQ accounts and may be responsible for Reports of Survey at any level where a conflict of interest may be present or an incident involves more than one region.

CAP REGIONS

Region commanders are responsible for proper management of CAP property within their region. They must:

- Appoint a DCS-DC (Deputy Chief of Staff – Communications)
- Appoint a DCS-LG (Deputy Chief of Staff – Logistics)
- Appoint additional staff as necessary to assist
- Perform all property management functions when no property management officer has been appointed
- Assign property with applicable Tables of Allowance (TA) in mind
- Ensure property is not assigned to a wing on property freeze
- Make staff, records & property available for audits & inspections
- Advise wings on corrective actions for SAV, audit & inspections reports; ensure findings are corrected timely
- Appoint investigating officers to conduct reports of survey
- Assess units and/or individuals for lost or damaged property from negligence, abuse or misconduct after reviewing reports of survey and wing commander recommendations
- Ensure all property management reporting requirements are met
- Approve property transfers outside of region

- Request approval for one region Defense Logistics Disposition Services (DLA-DS) screener from CAP-USAF LR/LG; re-accomplish annually or when addition or deletion necessary
- Freeze subordinate units for inadequate control over its resources
- Ensure proper use & security of all assigned property
- The Region Commander may appoint investigating officers to conduct reports of survey of subordinate units and assess units and/or individuals for lost or damaged property from negligence, abuse or misconduct after reviewing reports of survey

The DCS-DC and DCS-LG will:

- Assist and advise the commander regarding status of subordinate unit management programs
- Provide training & oversight for subordinate unit property managers
- Use ORMS to manage & account for property assigned to the region headquarters
- Ensure proper use and security of all assigned property
- Maintain all property management files within their area
- Scan & upload signed DRMO screener authorization letter into ORMS (DSC-LG)
- Ensure all wings complete their reporting requirements

The Deputy Chief of Staff-Operations and the Director of Emergency Services may search and view all property and reports in ORMS at or below their duty position level.

CAP WINGS

Wing commanders are responsible for proper management of CAP property within their wings. They must:

- Appoint a Director of Communications (DC)
- Appoint a Director of Logistics (LG)
- Appoint additional staff as necessary to assist
- Perform all property management functions when no property management officer has been appointed
- Assign property with applicable Tables of Allowance (TA) in mind
- Make staff, records & property available for SAVs, audits & inspections
- Appoint investigating officers to conduct reports of survey

- Make assessment recommendations to the region CC when property is lost or damaged due to negligence, abuse or misconduct
- Approve disposal of property donated or purchased with non-Federal funds
- Approve transfers of property to units outside their wing but within their region
- Request approval for wing DLA-DS screeners (up to four) from CAP-USAF Liaison Region; re-accomplish annually and when addition or deletion necessary
- Ensure proper use & security of all assigned property
- Freeze subordinate units for inadequate control over its resources
- Approve retirements & additions to inventory at the group or units below group level
- Reclaim all property from deactivating subordinate units

Wing DC & LG will:

- Advise the CC on the status of their respective property management programs
- Account for wing-assigned property
- Use ORMS proficiently
- Train & oversee subordinate unit property management officers
- Ensure wing & subordinate unit audit & inspection findings are corrected timely
- Ensure all property reporting requirements are met
- Transfer or turn-in property not required to support the wing's mission
- Scan & upload signed DLA-DS screener authorization letters into ORMS (LG)
- Approve retirements & additions to inventory at the group or units below group level, if authorized
- Record and reissue property from deactivated subordinate units

The Wing Director of Operations and the Director of Emergency Services may search and view all property and reports in ORMS at or below their duty position level.

Members under the age of 18 are not permitted to hold property manager duty positions that include ORMS permissions to issue, transfer or assign property.

CAP GROUPS & UNITS BELOW GROUP LEVEL

Commanders of groups and units below group level will:

- Manage property within their command
- Appoint supply & communication officers
- Perform all property management functions when no property management officer has been appointed

- Assign property with applicable Tables of Allowance (TA) in mind
- Make staff, records & property available for SAVs, audits & inspections
- Ensure audit & inspections findings are corrected timely
- Recommend disposal of property donated or purchased with non-Federal funds
- Use ORMS to document efforts to reclaim CAP property from deactivated units & inactive members
- Complete all property reporting requirements
- Retrieve uniforms from cadets leaving the program during the first year
- Transfer or turn-in excess property or property not required to support the wing's mission

Group & unit communications and supply officers will:

- Assist commanders with property accountability within their unit
- Maintain regular & frequent contact with counterpart
- Record & manage receipts, issue, storage and proper disposal of property
- Train and evaluate subordinate unit property management functions
- Use ORMS to document efforts to reclaim CAP property from deactivated units & inactive/departing members
- Complete all property reporting requirements
- Transfer or turn-in excess property or property not required to support the wing's mission
- Verify receipt of cadet uniforms received through the Cadet Uniform Program

ACCESSING ORMS

COMMANDERS AND PROPERTY MANAGERS

Commanders, vice commanders, and property management officers (logistics, supply or communication officers at any level) may access ORMS for their unit and any subordinate units through either the Restricted section of eServices or the ORMS application on the left side under Utilities. The Restricted Section is located on the right-hand side when you are logged into eServices. Permissions to access ORMS are automatically assigned based on your duty position in the membership database. Once you select ORMS the following page appears:

MEMBERS

All members are automatically assigned read-only access to ORMS. Members access ORMS from the left-hand side under Utilities in eServices. Members may accept issued property and see all the property assigned to their unit. Members may not make changes to ORMS. The member page in ORMS looks like this:

EXPENDABLE AND NON-EXPENDABLE PROPERTY

EXPENDABLE PROPERTY

Expendable property includes items such as office supplies (paper, staples, etc.). Expendable items are low-cost, easily replaced and consumed over a short period of time. Expendable property is not recorded in the ORMS database. However, expendable items such as uniforms, sleeping bags, and other individual use items may be issued to members and are tracked to ensure the items are properly used. Issuance of expendable property must be recorded using the online CAP Form 111A.

CAP may receive certain Federal-excess property through the DLA-DS or the General Services Administration (GSA) as long as it is properly screened and authorized on the Table of Allowances. Expendable property acquired from Federal sources must be indelibly marked with the letters "DLA-DS."

All DoD or Federal-excess property and FoB (Found-on-Base) property that is unserviceable or no longer needed, must be returned to DLA-DS and may not be sold, donated, bartered or scrapped without specific approval from CAP-USAF.

NON-EXPENDABLE PROPERTY

Non-expendable property has an initial unit acquisition cost of more than $500, is of a durable nature with an expected service life of one or more years, has a continuing use, is not consumed in use, is complete in itself and does not become a fixture or lose its identity as a component of other equipment. Examples include computers, televisions, vehicles, radios and aircraft. An item that is necessary for a system to operate is not a separate item. An example would be a computer monitor required for a computer system to operate. **Supplies** are defined as any item with an acquisition cost of more than $500 but less than $5,000 and a useful life of one year. **Equipment** is defined as any item with an acquisition cost of more than $5,000 and a useful life of more than one year. Non-expendable property may also include equipment that is mission-critical or that requires specific disposal instructions or demilitarization. All non-expendable property must have a CAP property tag affixed and will be assigned a unique property tag number. In addition, all entries into ORMS are assigned a unique Property Control

Number (PCN). The PCN allows an item's transaction history to be traced, cannot be changed by any user and remains with the item for its entire lifespan. PCNs do not need to be recorded on property unless the number is also the property tag number. All non-expendable property must be entered in ORMS and assigned to a specific unit or member. Acquisition cost must be entered in ORMS when non-expendable property is acquired. Acquisition cost includes the net invoice price plus the cost of any modifications, attachments, accessories, or auxiliary apparatuses necessary to make the property usable for the purpose for which it was acquired. Cost of installation, transportation, taxes, duty or protective in-transit insurance will also be included in the acquisition cost.

ACQUIRING PROPERTY

All property acquired by any unit becomes the property of the Corporation. Property purchased with Federal appropriations and all DOD-excess property transferred to CAP will be titled in the Corporation's name. Acquired property must be entered into ORMS upon receipt.

TABLE OF ALLOWANCES

The Table of Allowances (TA) prescribes basic unit property allowances. This table lists property and quantities that each CAP unit may acquire, as needed. Units are not required to obtain the entire list. Units must ensure they do not stockpile inventory. The TA is reviewed biennially by NHQ. The TA may be accessed through ORMS.

PURCHASING PROPERTY

Property purchased with appropriated funds will always be entered by NHQ into ORMS. Units may purchase property with funds acquired from state or local governments or with corporate funds. Corporate funds include dues, donations and fundraising. The *CAP Acquisition Regulation* (CAPR 70-1), must be followed when purchasing property.

DONATED PROPERTY

Units may accept and sell donated property as long as CAPR 173-1, *Financial Procedures and Accounting*, and CAPR 173-4, *Fund Raising/Donations*, are followed. Units must consult a legal officer before accepting donations of property. All property valued at more than **$250** by the donor must be entered into ORMS. The word "Donated" must be selected in the source field in ORMS for all donated non-expendable property and a copy of the donation receipt must be uploaded. Any donor stipulations concerning the property must be entered in the Donated property and funds will be treated the same as corporate property and funds.

FOUND-ON-BASE PROPERTY

Found-on-base (FoB) will be used as the source code in ORMS for any non-expendable property whose original funding source is unknown. Units must make a reasonable effort to determine the source and acquisition cost of the property before this code is used. FoB property will be managed the same as DoD-excess property acquired from DLA-DS.

STATE & LOCAL GOVERNMENT-FUNDED/OWNED PROPERTY

All state and/or local government-funded/owned property will be tracked in ORMS regardless of value. Use "state-funded," "state-owned," "local government-funded," or "local government-owned" as the source code. Disposal of this type of property will be based on state or local government instructions.

FEDERAL-EXCESS PROPERTY

CAP may screen property from DLA-DS and GSA. Screened property must be returned to DLA-DS when it is no longer needed. Units must describe their requirements in writing to the wing LG or DC with the TA item number (if available) and justification for each item requested. Units must describe any special circumstances that justify the unit's requirement for any item not listed on the TA. NHQ CAP/LGS must approve the acquisition of all non-TA items from Federal sources and any requests for property from non-DoD Federal government sources. Once non-expendable property has been obtained, the CAP property tag number must be recorded on the DD Form 1348-1A and a scanned copy of the form must be uploaded into the master record for each item in ORMS.

Region commanders are authorized to appoint one screener who must be approved by the CAP-USAF LR/LG. The region DCS-LG will scan and upload a copy of the approval letter into the documents section of ORMS. Wing commanders are authorized to appoint up to four screeners who must be approved by the CAP-USAF Liaison Region. The wing LG will scan and upload a copy of the approval letter into the documents section of ORMS. All screeners must be reappointed annually or when changes are required.

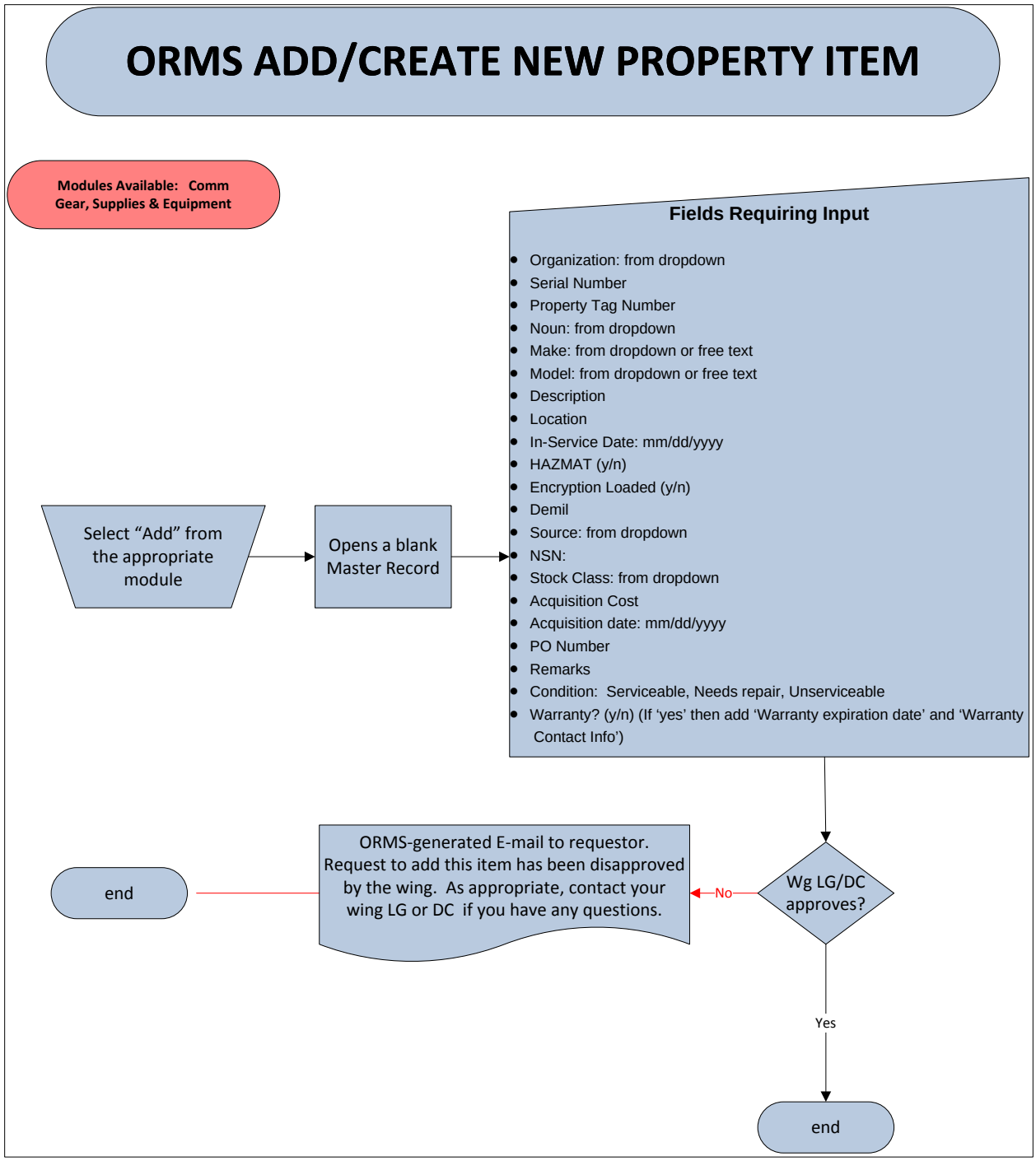
Screeners are authorized to screen in person, but the preferred method is on-line. Screeners must obtain written "approval to remove" authorization from the CAP-USAF LR/LG before visiting DLA-DS. Screeners must carry their CAP membership card and wear a CAP uniform when picking up items from DLA-DS. Use the CAP unit-specific DoD Activity Address Code (DODAAC) to withdraw property from DLA-DS. Uniform items authorized in CAPM 39-1, *CAP Uniform Manual*, and the TA, are pre-approved for withdrawal by CAP-USAF.

HAZMAT

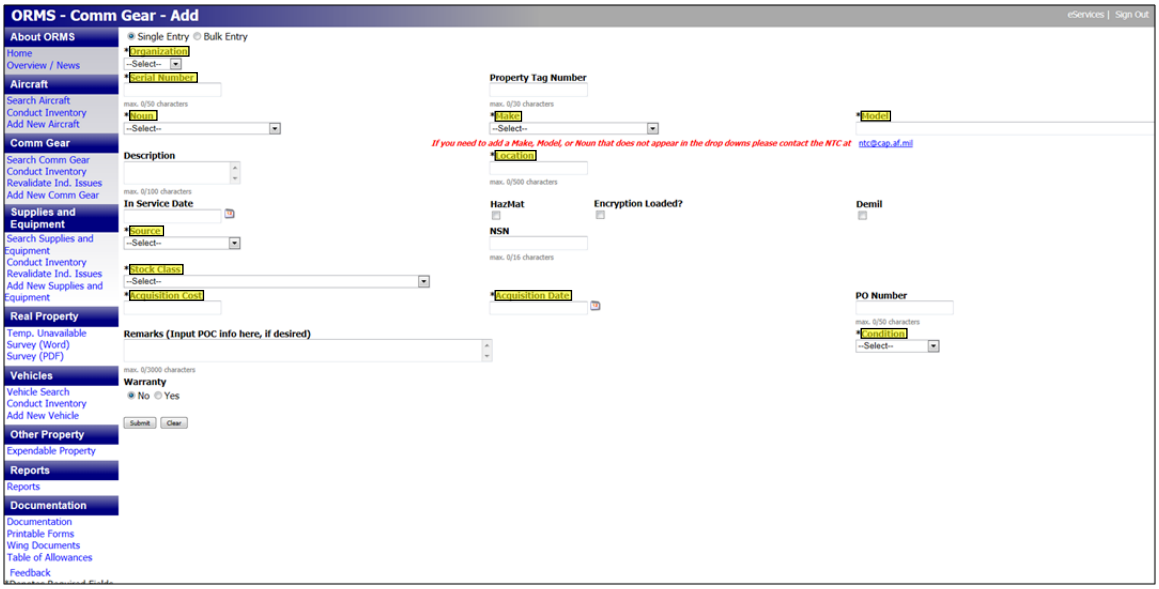
HAZMAT materials may be necessary to mission accomplishment but may not be obtained without prior approval from NHQ/LGS. Material Safety Data Sheets (MSDS) must accompany and be retained with any HAZMAT, especially if obtained from DLA-DS.

ADDING PROPERTY IN ORMS

Once property is acquired for the first time it must be entered into ORMS, unless the item was acquired with appropriated funds and entered by NHQ. Authorized commanders and property managers will use the "Add/Create" function in the appropriate module. The following flowchart details the steps necessary to add an item in the Comm Gear and Supplies and Equipment modules.

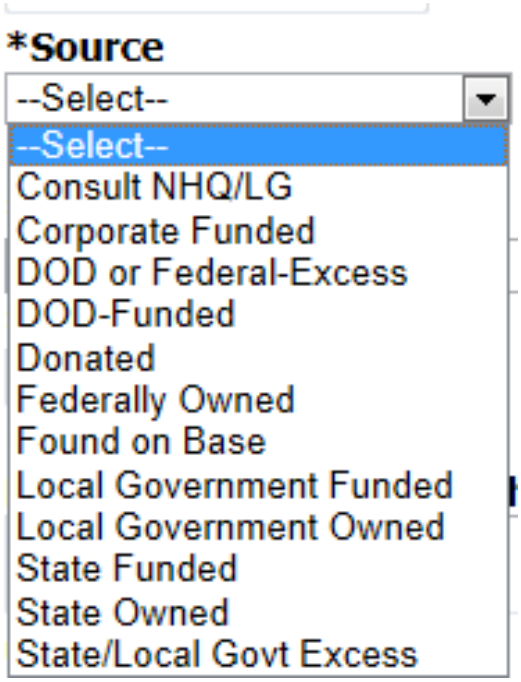


To add an item of Comm Gear, select Add New Comm Gear from the ORMS window. The following will appear on your screen. All your entries will be single entry. Only NHQ can make bulk entries. All required fields are marked with an asterisk (*).



You may also add supplies and equipment depending on your level of ORMS access.

The following are source codes available when adding property in ORMS:



To assist in deciding which source code to use when adding property in ORMS, a brief description of each source code is listed below:

Consult NHQ/LG – Use this code if you have no idea what to enter. Call or e-mail the NHQ/LG office to get assistance in determining which code should be used.

Corporate Funded – Use this code if the funds were derived from member dues, contributions, donations, bequests or fundraising

DoD or Federal Excess – Use this code if property was received (not purchased) from any Federal government source, DLA-DS or any military service including National Guard and Reserve units

DoD-Funded – Use this code if property was funded using federally appropriated money from Congress, including funds obtained under an MOU, grant or cooperative agreement with any Federal agency, or counter-drug or Drug Demand Reduction program funds

Donated – Use this code if the property was a gift or donation from a person, business, foundation, or state or local government

Federally Owned – Use this code if the property's title remains vested in the Federal Government. This is non-expendable property owned by or leased to the U.S. Government and furnished to CAP or property furnished to CAP for use in connection with the performance of CAP's Congressionally-mandated missions.

Found on Base – Use this code if the original funding source is not known

Local Government Funded – Use this code if property was funded using local government funds or appropriations

Local Government Owned – Use this code if the property's title remains vested with the local government entity

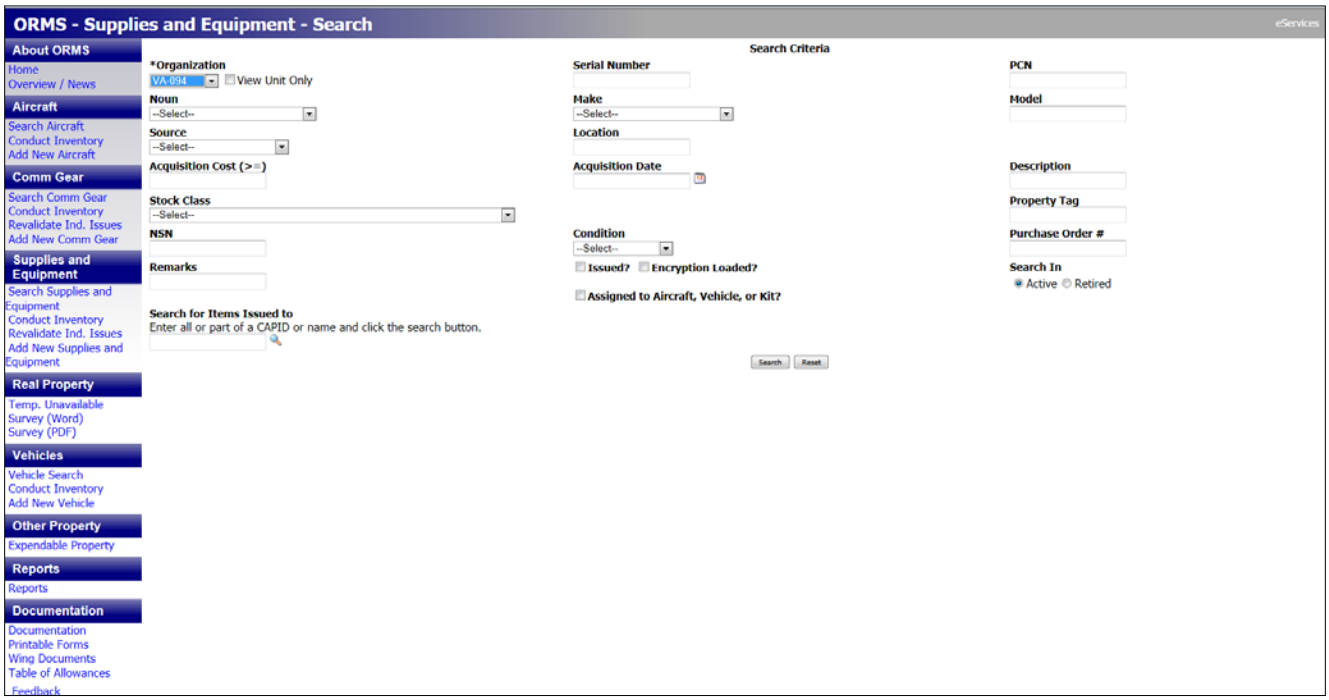
State Funded – Use this code if property was funded using state government funds or appropriations

State Owned – Use this code if the property's title remains vested with the state government

State/Local Gov't Excess – Use this code if the property was obtained from state or local government surplus

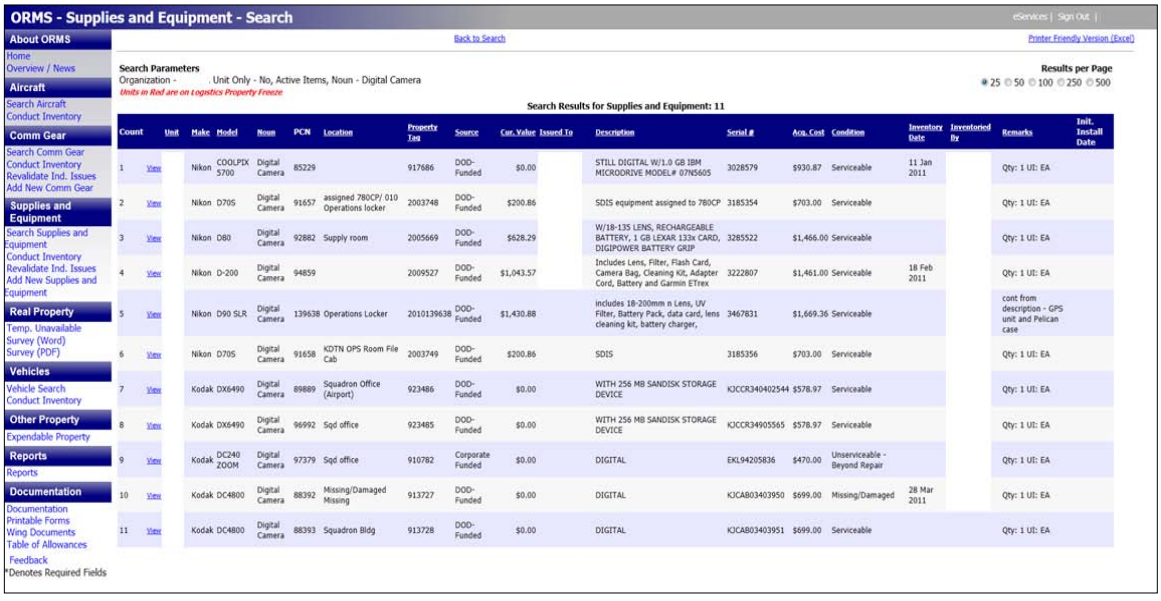
SEARCHING FOR PROPERTY IN ORMS

All members may search ORMS for property in their unit. Commanders and property managers may search for property in their unit and also any subordinate units. Searches may be conducted to find an individual item or for items of a particular type, such as all 4x4s. First select the module where you would like to search and then select the search function. Property managers will have the opportunity to select the unit under "Organization." The following screen appears.

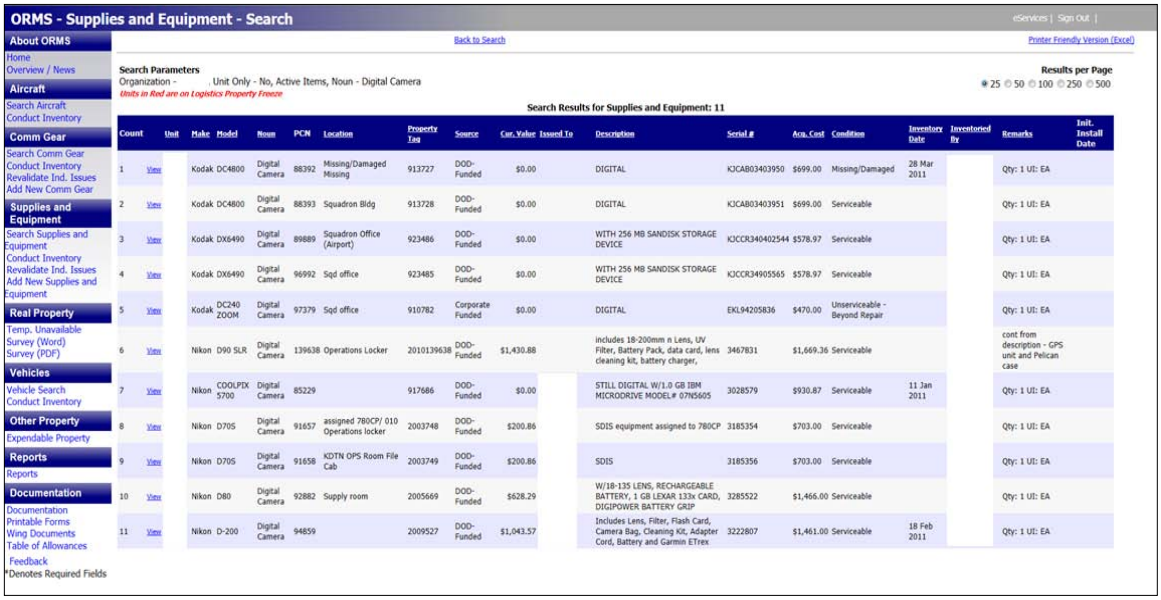


If you do not select any search parameters the entire unit's inventory for that module will be displayed. Once you have selected all your fields hit the "Search" button at the bottom of the screen. A list of all items matching your search criteria will be displayed. The following shows the search results for one unit.

The following example shows a list of digital cameras for one wing.

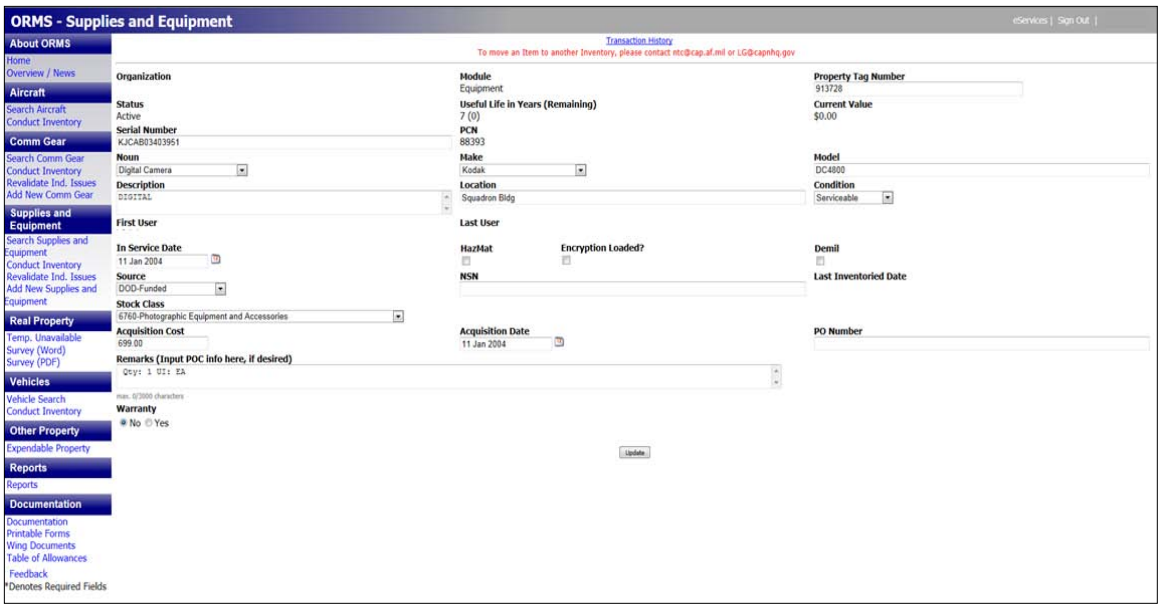


You may sort the retrieved list by clicking on the appropriate column header. Sorting will group items by unit, source, location, etc. If you select the "Make" column the list will sort alphabetically.



You may also select "Printer Friendly Version (Excel)" to obtain a complete list in Microsoft Excel which you can then manipulate and print your list.

If you wish to view the Master Record for a particular item, click on the "View" tab to the left of an item in your list. If you select the second item in the list and then select "View," the following record appears.

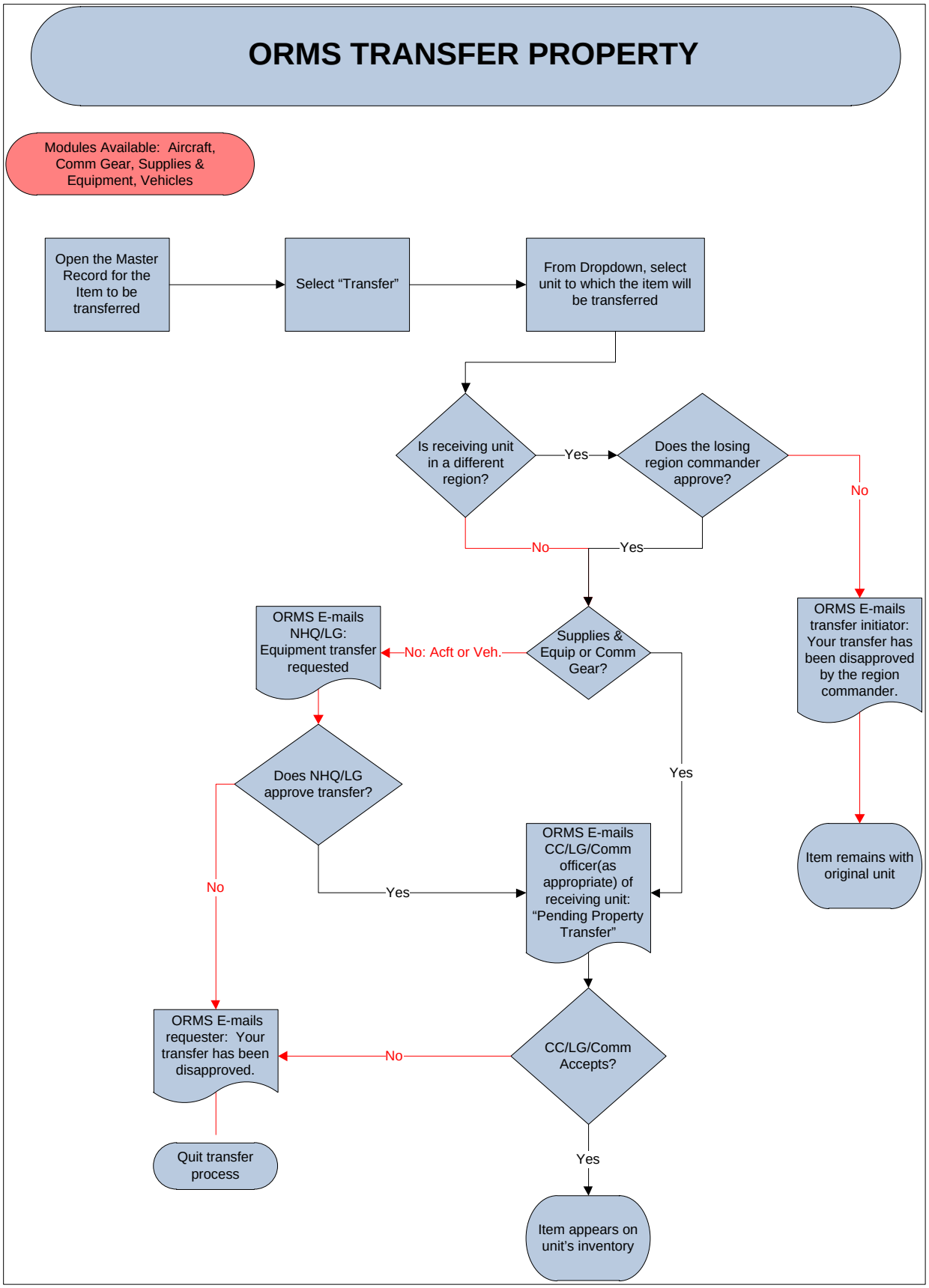


TRANSFERRING PROPERTY IN ORMS

Property **transfers occur between units** and may only be initiated by a commander or property manager at a superior-level to both units. Group-level commanders or property managers must initiate transfers between squadrons within their group. Wing-level commanders or property managers must initiate transfers between squadrons in different groups. Region-level commanders or property managers must initiate transfers between units in different wings.

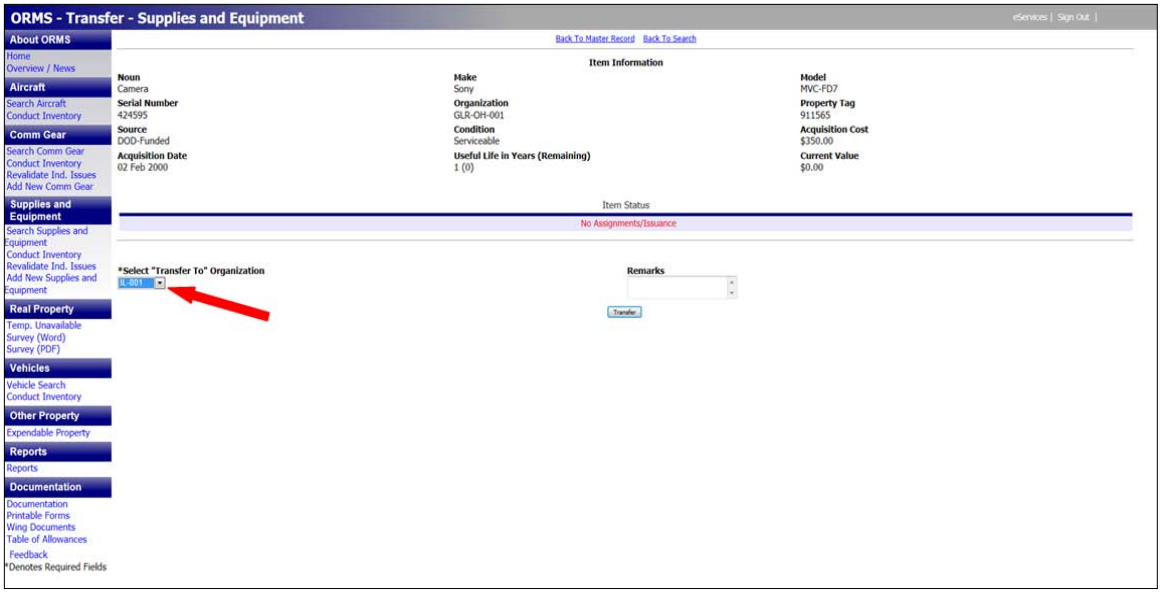
The following flowchart illustrates the transfer of non-expendable property in ORMS.

ORMS TRANSFER PROPERTY



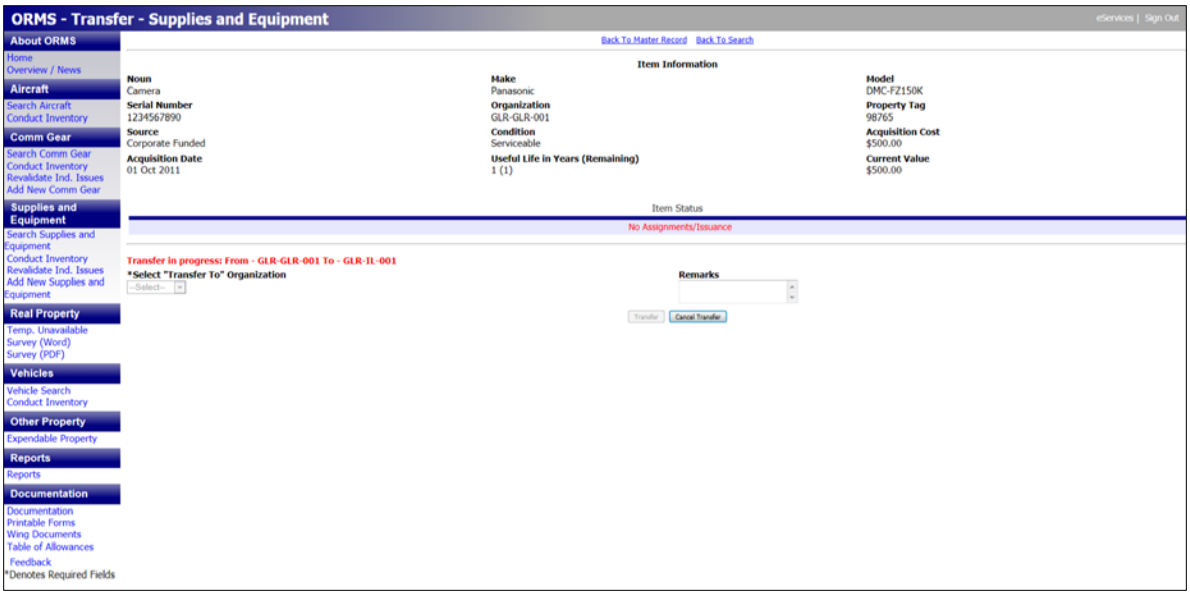
To perform a transfer of non-expendable property:

- Search for the item in the appropriate ORMS module, making sure the losing unit is selected under “Organization”
- Select “View” to open the Master Record for the desired item
- At the top of the screen select “Transfer”
- Select the gaining unit from the dropdown list – Select “Transfer To” (Property cannot be transferred to any “000” unit)
- Enter any instructions or comments to the receiving unit under “Remarks”
- Click “Transfer” at the bottom of the screen
- Item will now show as “Transfer Pending” until the item is accepted or refused



To cancel a transfer (must be done before item is accepted and by either the commander or transfer initiator):

- Search for the item in the appropriate ORMS module, making sure the losing unit is selected under “Organization”
- Select “View” to open the Master Record
- At the top of the screen select “Transfer”
- Select “Cancel Transfer”
- A pop-up message will ask if you are sure you want to cancel the transfer
- Select “OK”

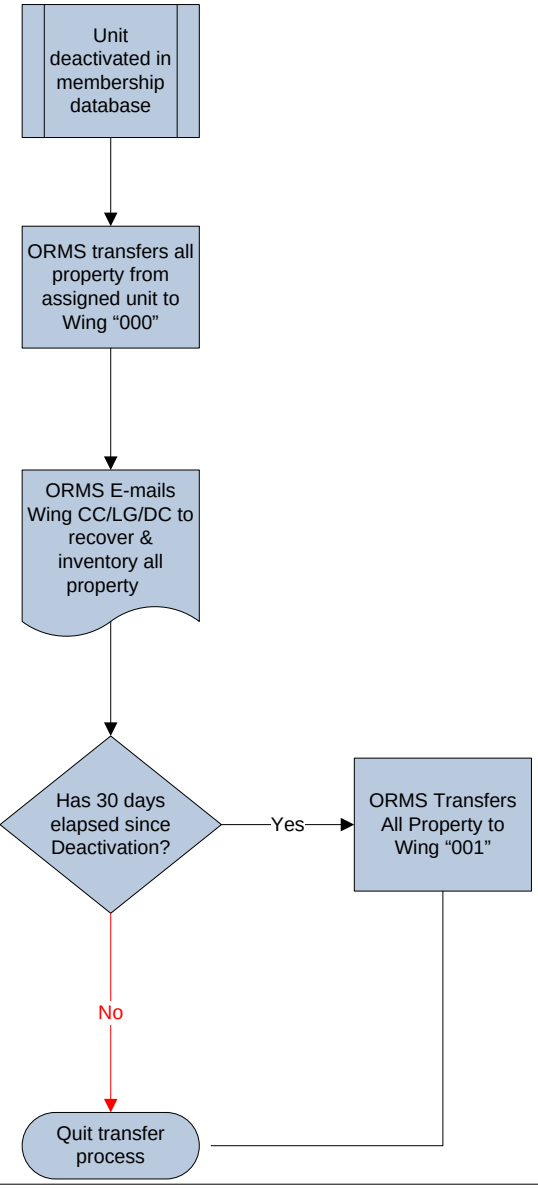


If an item is issued to an individual or is assigned to another piece of property or kit you must return the item to inventory before it can be transferred. Permanent equipment in aircraft does not need to be unassigned and then reassigned. You are not permitted to transfer an item if retirement has been initiated.

If a unit is deactivated its property automatically transfers to the Wing Unit 000 where it remains for 30 days. At the end of 30 days the property is automatically transferred to Wing Unit 001. Commanders and property managers are encouraged to transfer the items in 000 to other units before the 30 day transition period ends. The following is a flowchart showing the property transfer process for a unit deactivation.

ORMS TRANSFER PROPERTY UPON UNIT DEACTIVATION

Modules Available: Aircraft, Comm Gear, Supplies & Equipment, Vehicles



Transfers must be accepted within 10 working days or the item returns to the losing unit's inventory. The gaining commander and respective property management officer will receive an e-mail from ORMS notifying them when they need to accept a transfer. The e-mail message looks like this:

Please DO NOT reply to this Email message.

CAP Property Tag: 2002739 PCN: 91038 has been transferred to your unit in ORMS. From Organization: GLR-IL-001 To Organization: GLR-GLR-001

Noun: Copier
Description: Canon Copy Machine
Asset Remarks: Qty: 1 UI: EA

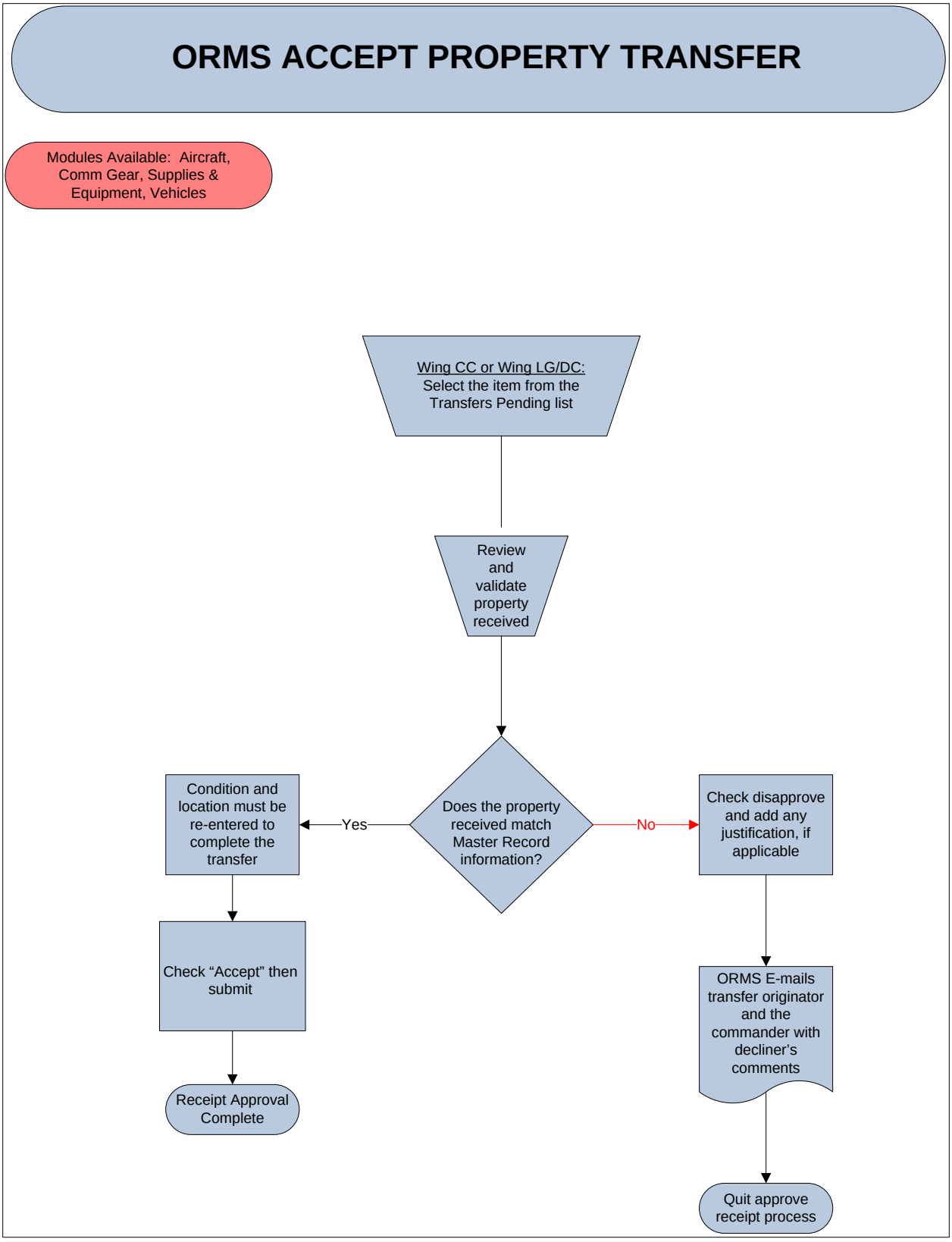
Please accept or reject this transfer in ORMS as soon as possible. You will see a link labeled Accept/Approve Transferred Items on your ORMS home page.

Link to ORMS: (Actual link will be here)

When you select the link in the e-mail it will take you to the page in ORMS where you can either accept or refuse the transfer.

The following flowchart illustrates the steps necessary to accept a property transfer.

ORMS ACCEPT PROPERTY TRANSFER



To accept the transfer:

- From the ORMS home page, click “Accept/Approve Transferred Items” under “Items Awaiting Your Input” to complete the transfer
- Enter the location and condition of the item
- Select “Accept”
- Select “Submit”

To decline a transfer:

- From the ORMS home page, click “Accept/Approve Transferred Items” under “Items Awaiting Your Input”
- Select “Refuse”
- You are required to enter remarks about why the item is being refused
- Select “Submit”
- Once an item is refused it returns to the losing unit’s inventory

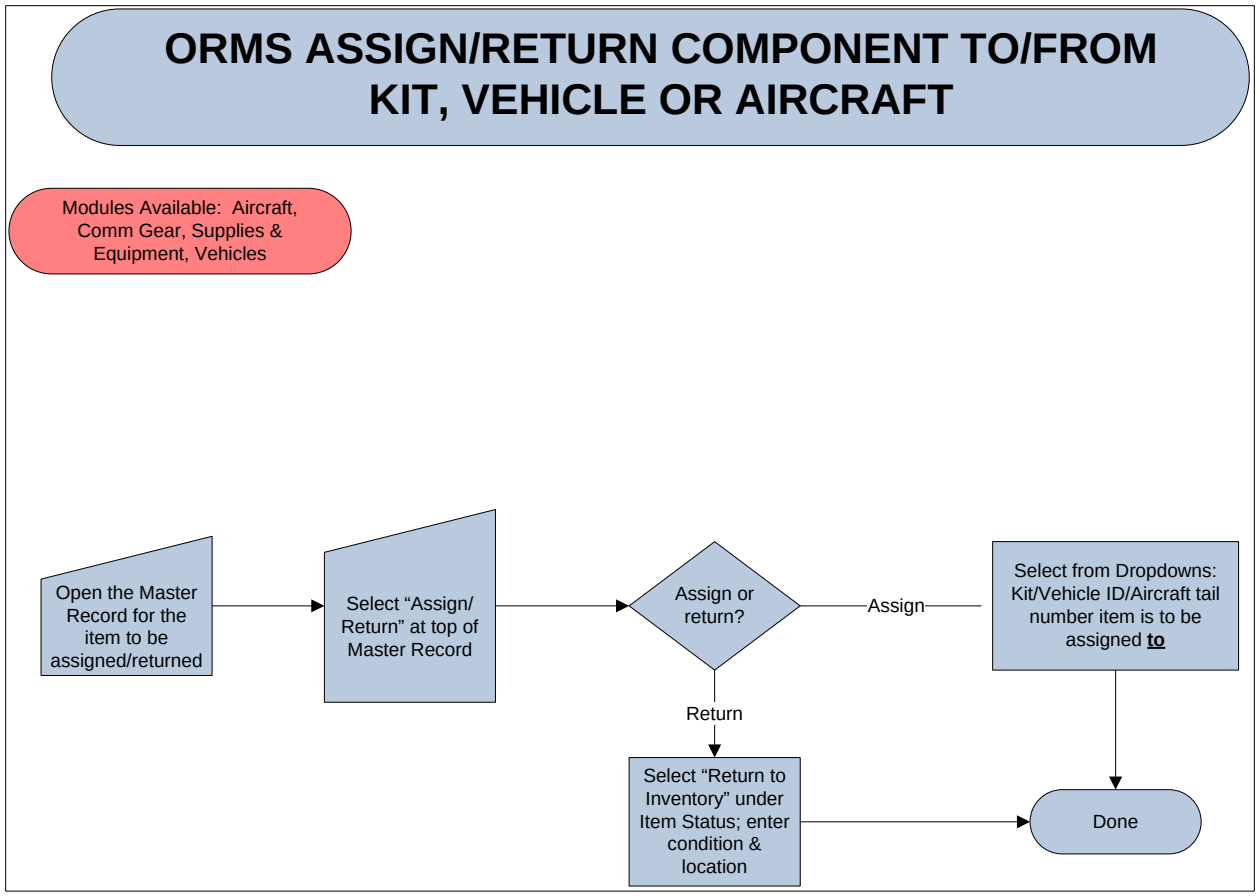
If property is going to be used temporarily at an activity at other than the assigned location, such as encampment, mission training, etc., it is not necessary to transfer the property in ORMS.

TRANSFER PERMISSIONS

	Module	NHQ	Region	Wing	Group	Squadron
Initiate Transfers	**Comm**	NTC	DCS-C & Comm Asst	CC, CV, DC & Comm Asst	CC, CD, Comm & Comm Asst	X
	A/C	LG, LGM	DCS-L, LGS & LGS Asst	CC, CV, LG, LGS & LGS Asst	CC, CD, LGS & LGS Asst	X
	Veh	LG, LGT	DCS-L, LGT, LGS & LGS Asst	CC, CV, LG, LGT, LGS & LGS Asst	CC, CD, LGT, LGS & Asst LGS	X
	S&E	LG, LGS	DCS-L, LGS & LGS Asst	CC, CV, LG, LGS & LGS Asst	CC, CD, LGS & LGS Asst	X
Approve Transfers	**Comm**	NTC	CC, DCS-C	CC, DC	CC	X
	A/C	LG, LGM	CC, DCS-L	CC, LG	CC, LGS	X
	Veh	LG, LGT	CC, DCS-L	CC, LG	CC, LGS	X
	S&E	LG, LGS	CC, DCS-L	CC, LG	CC, LGS	X
Accept Transfers	**Comm**	NTC	DCS-C & Comm Asst	CC, CV, DC & Comm Asst	CC, CD, Comm & Comm Asst	CC, CD, Comm & Comm Asst
	A/C	LG, LGM	DCS-L, LGS & LGS Asst	CC, CV, LG, LGS & LGS Asst	CC, CD, LGS & LGS Asst	CC, CD, LGS & LGS Asst
	Veh	LG, LGT	DCS-L, LGT, LGS & LGS Asst	CC, CV, LG, LGT, LGS & LGS Asst	CC, CD, LGT, LGS & Asst LGS	CC, CD, LGT, LGS & LGS Asst
	S&E	LG, LGS	DCS-L, LGS & LGS Asst	CC, CV, LG, LGS & LGS Asst	CC, CD, LGS & LGS Asst	CC, CD, LGS & LGS Asst

ASSIGNING PROPERTY IN ORMS

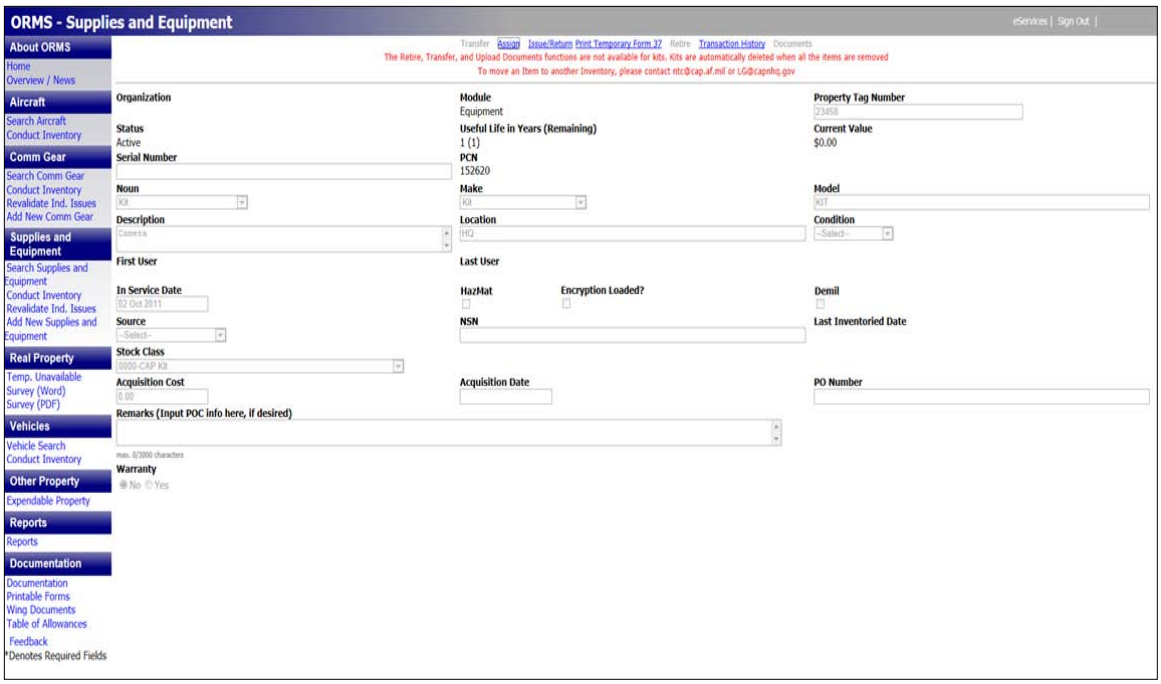
Property **assignments are made when one or more items are assigned as a component of another item**. As an example, radios may be assigned to aircraft, vehicles, communications kits and repeater sites. Assignments are permitted across inventories, and equipment and communication items may be assigned to the same kit. You can build a mobile communications kit for use on missions with different types of radios, laptop computers, printers, etc., in ORMS. Commanders, vice/deputy commanders and all other property managers may assign items to other items. Kits and items with components assigned to them may be issued to individuals. Kits may be assigned to aircraft or vehicles. Aircraft kits may include life rafts and life vests. Kits and items with other property assigned to them must be returned to inventory before they can be transferred, assigned to other items or retired. When an item is assigned it remains on the source inventory and the master record will show the item with which it is associated. Assigned components will also be listed on the master record of the item to which they are assigned. Kits do not appear on the annual or changeover inventory, but their components appear as normal in their appropriate inventory category. Kits are automatically retired when the last component is removed from the kit. The following flowchart documents the steps necessary to create a kit.



To assign items to a kit:

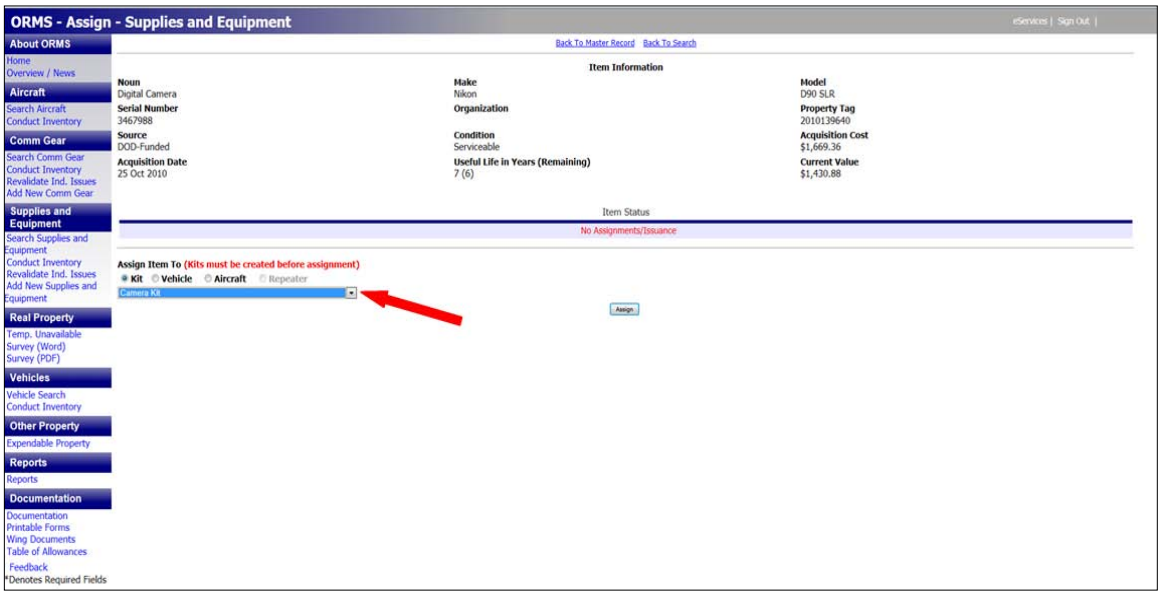
- Enter the Supplies & Equipment or Comm Gear module in ORMS
- Select "Add"
- Select "Kit" from the drop-down noun list
- Either record the property tag number created by ORMS or enter your own number
- Enter a description or name for the kit in the "Description" field
- Enter the "Location"
- Enter the "In Service Date"
- Select "Submit"

The following screenshot illustrates a kit that has been created before items are assigned.

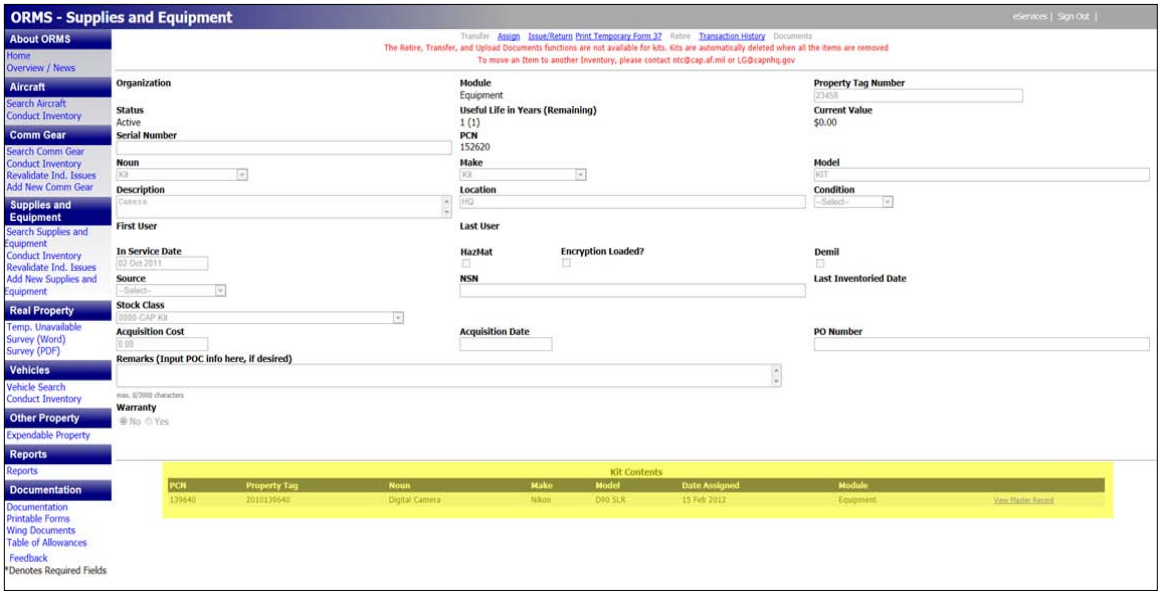


To assign items to a kit:

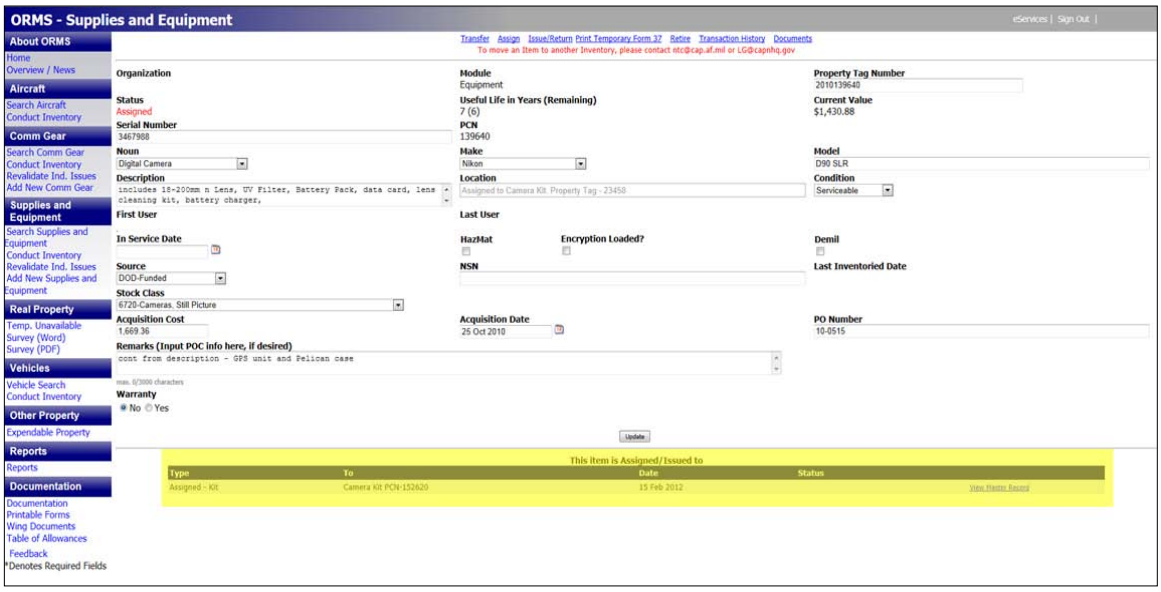
- Locate the Master Record of the item(s) you wish to assign to the kit
- Select “Assign” from the bar across the top
- At the bottom of the screen select “Kit” and then the name of the kit you created earlier from the drop down list
- Select “Assign”



The next screen shows the kit with one item assigned. You can return to the search mode to select more items to assign to the kit. Each assigned item will be listed as part of that kit when you view the kit in ORMS.

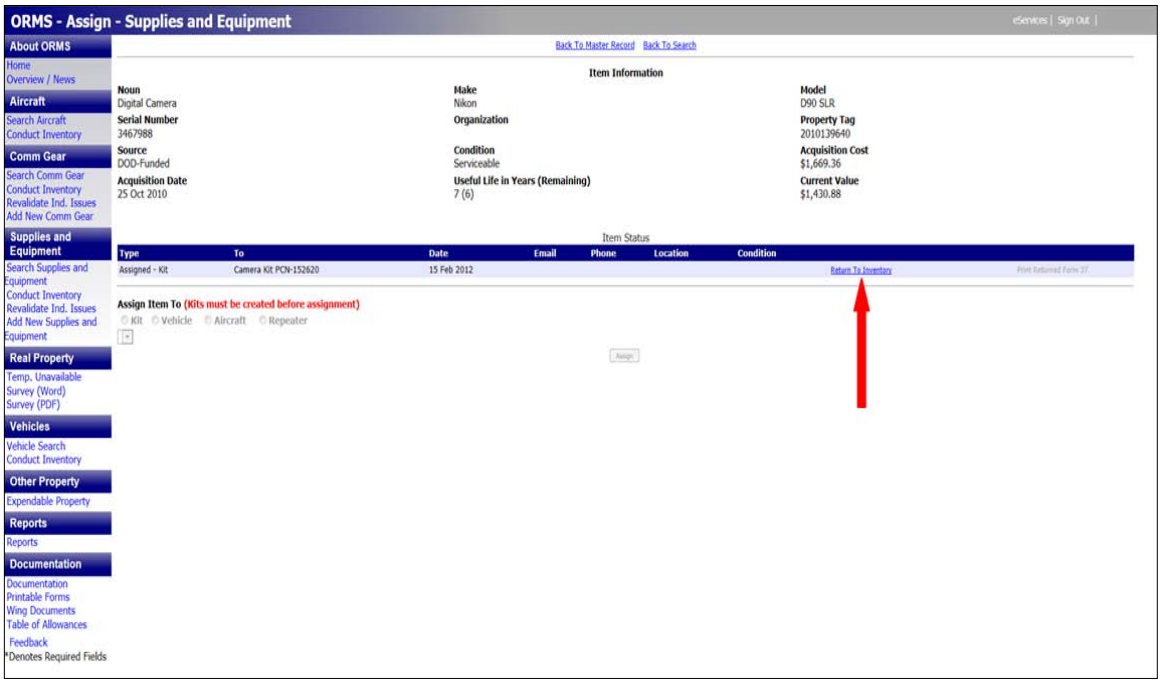


The master record for any item in a kit will also show that it is assigned to a specific kit.

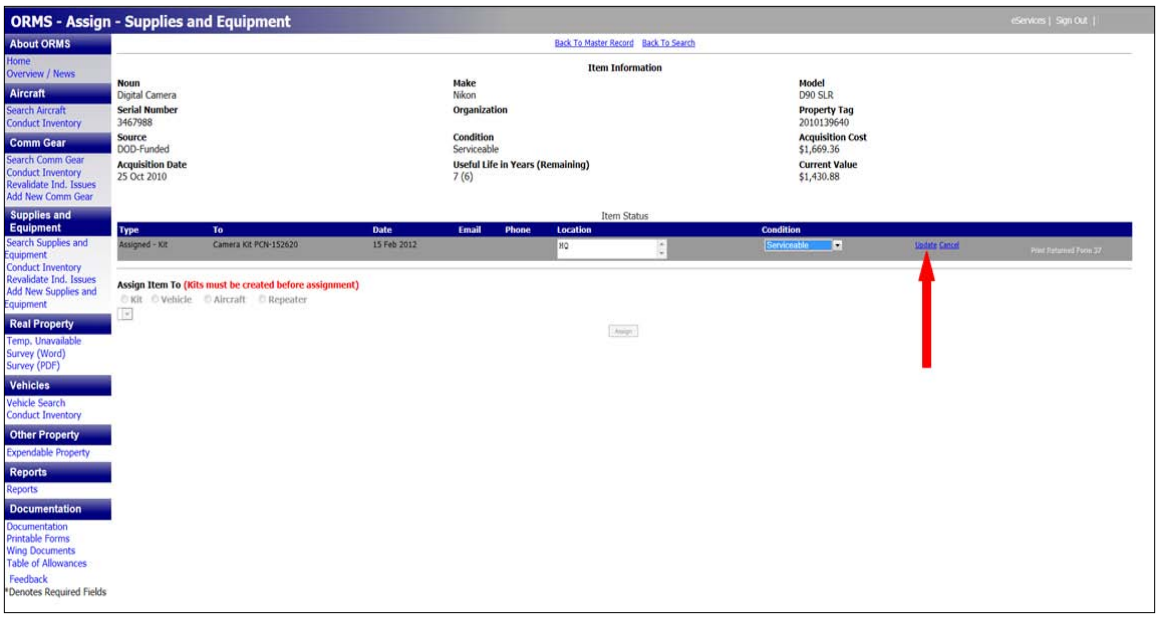


To un-assign an item from a kit:

- Locate the Master Record
- Select “Assign” at the top of the record
- Select “Return to Inventory” under Item Status



- ORMS will ask if you are certain you want to return the item to inventory
- Select “OK”
- Enter a condition and location
- Select “Update”
- ORMS will ask if you are certain you want to return the item to inventory
- Select “OK”
- If there are no more items in the kit ORMS will ask if you wish to delete the kit
- If you create a kit by mistake you cannot delete it from ORMS. You must first assign an item to the kit and then return that item to inventory.

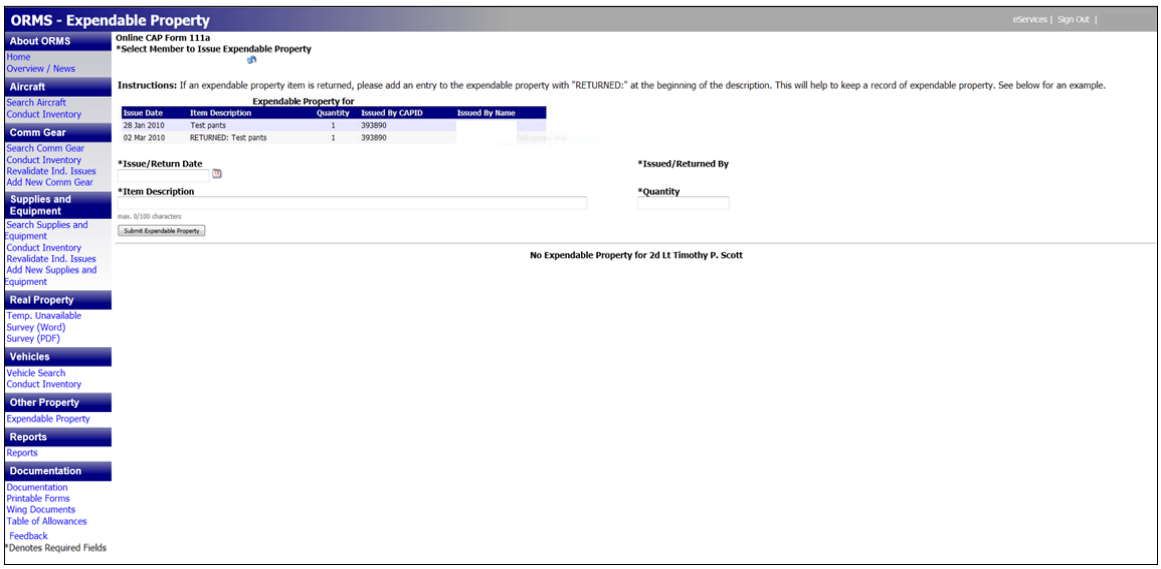


ISSUING PROPERTY IN ORMS

Expendable and non-expendable property may be **issued to individuals** in ORMS. Commanders and property managers may issue items in ORMS.

To issue expendable property using the online CAPF 111a in ORMS:

- Select “Other Property”
- Select “Expendable Property”
- In the “Select Member to Issue Expendable Property” box enter the member’s CAPID
- Either click on the magnifying glass or select “Enter”



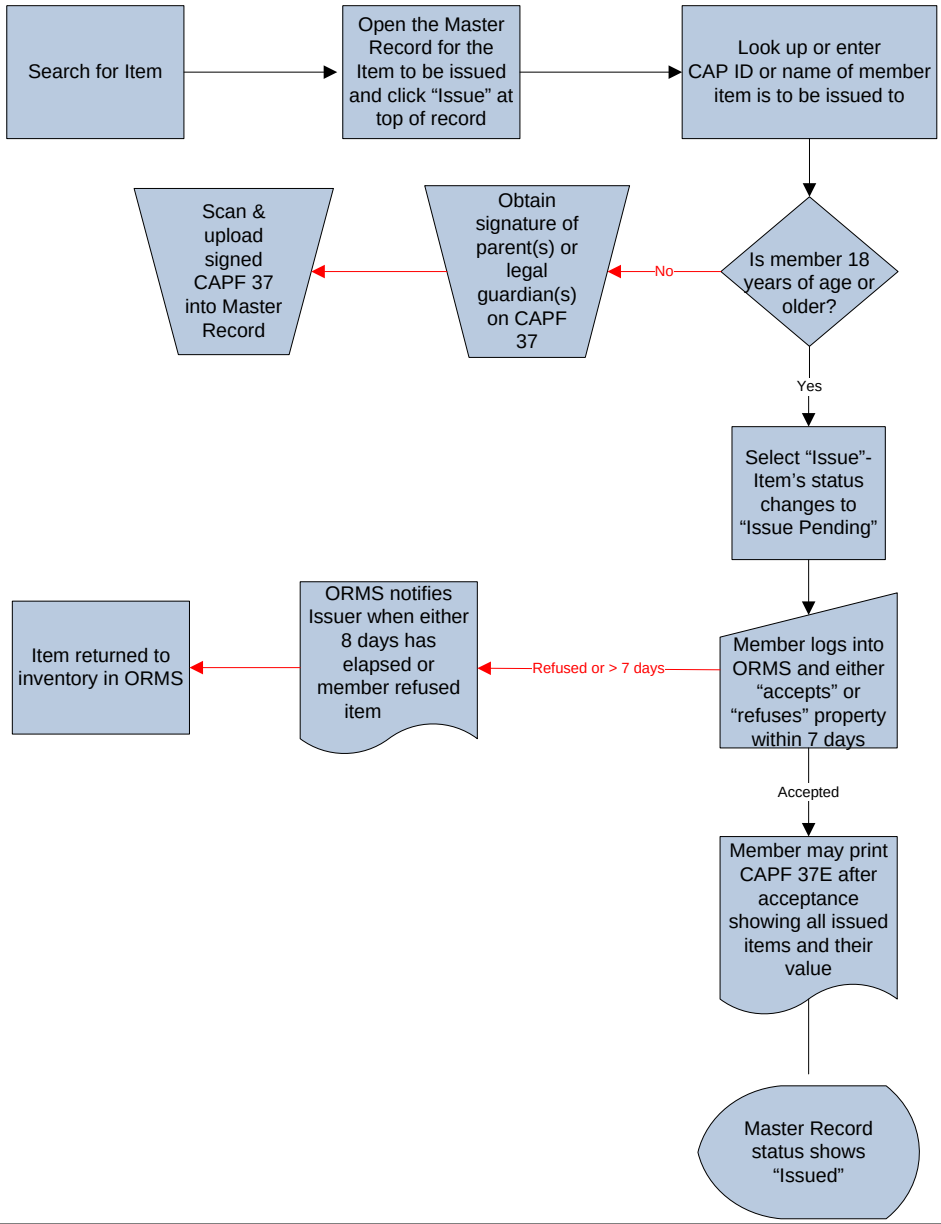
- Record a description of the item and quantity issued
- Select “Submit Expendable Property” for each description you enter
- Either select another module or close ORMS

Expendable property issues are maintained in ORMS for up to three years. Items will automatically drop off a member’s Expendable Property Issued list at the end of three years or when the item is turned in. Members may view their expendable property list by selecting “Expendable Property” under the “Informational Items” section on the front page of ORMS.

The following flowchart illustrates the steps necessary to issue non-expendable property to individuals.

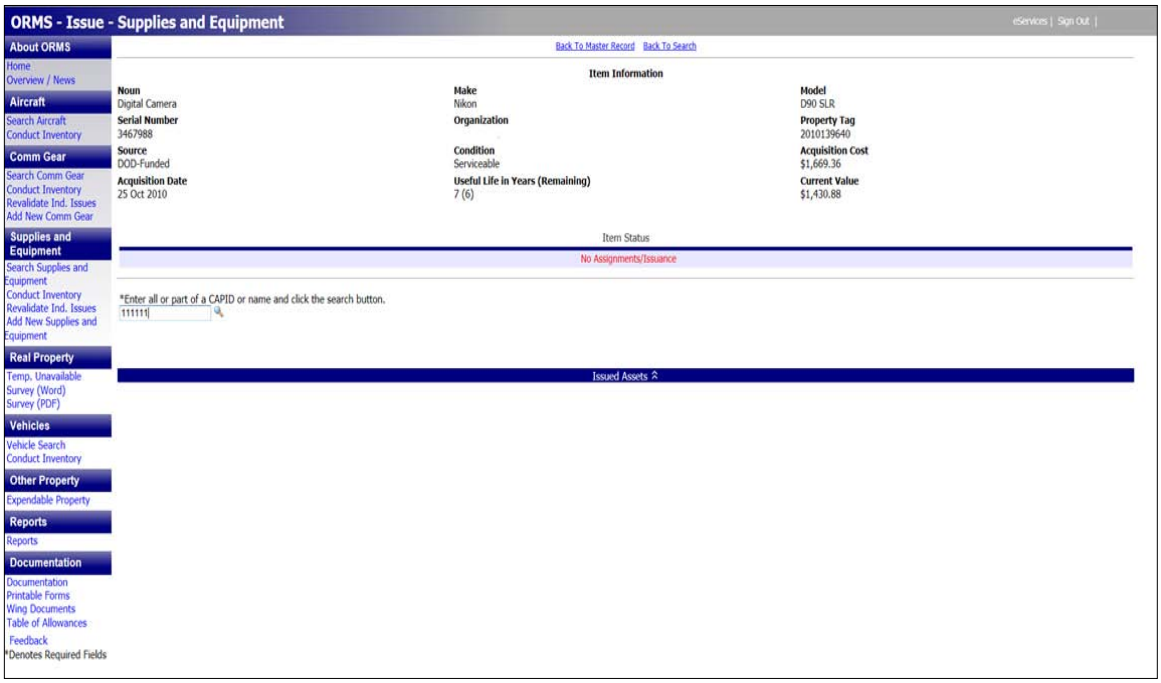
ORMS ISSUE PROPERTY ITEM TO INDIVIDUALS

Modules Available: Comm Gear, Supplies & Equipment

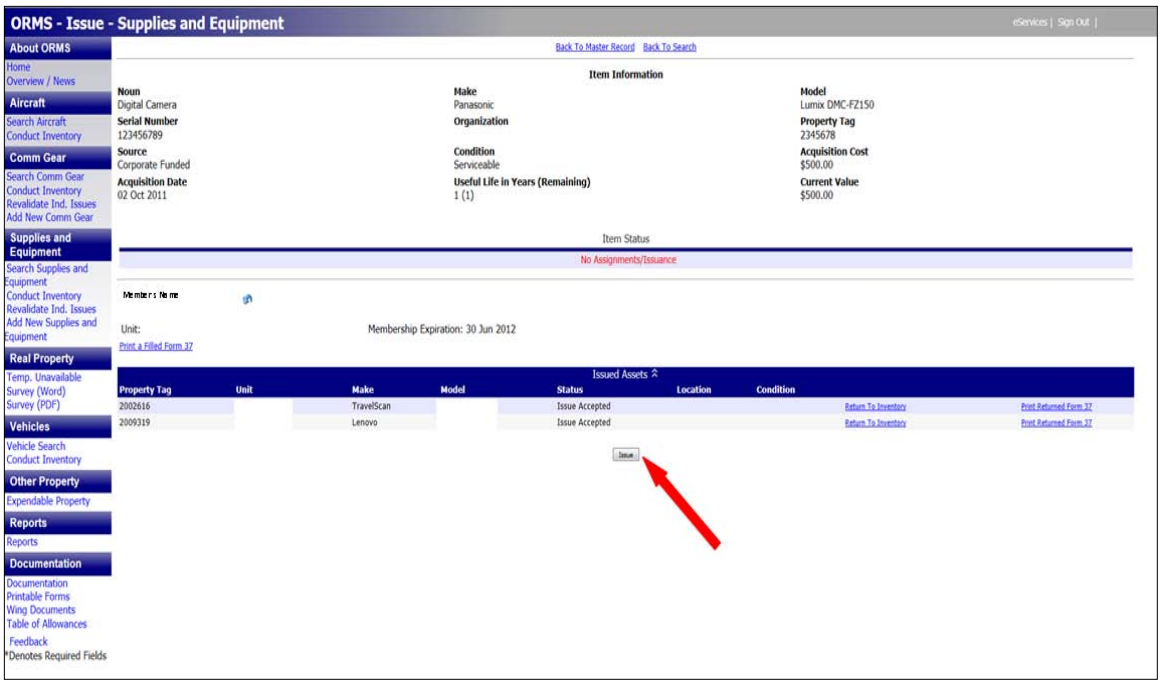


To issue non-expendable property in ORMS:

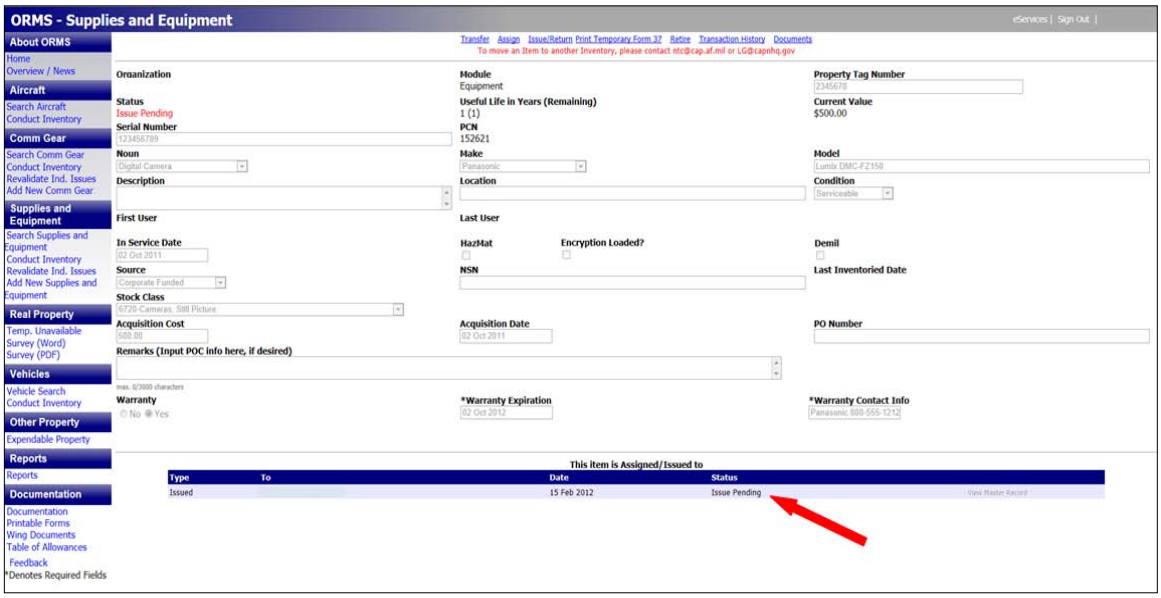
- Locate the Master Record of the item you will be issuing
- Select “Issue” at the top of the record
- Enter either the CAPID or the name of the member and the search icon



- A list of all the items previously issued to the member plus their membership expiration date will automatically populate the screen
- Select “Issue” at the bottom of the screen



- Item's status changes to "Issue Pending"

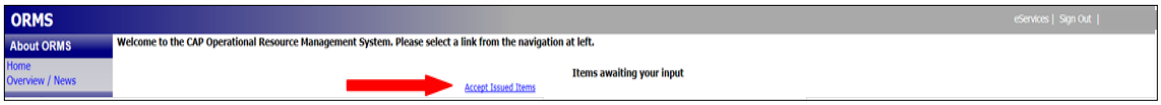


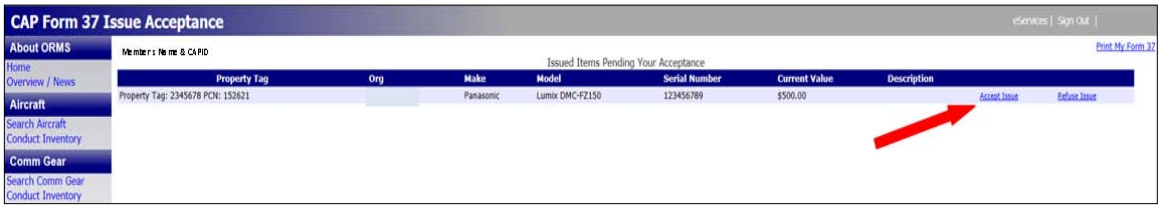
Members must accept issuance of items within 7 days. They will receive an e-mail from ORMS asking them to click on the link to enter ORMS and accept the item.

> Please DO NOT reply to this Email message.
>
> An item has been Issued to you in ORMS.
>
> To accept issue of the item - Property Tag: 2345678 PCN: 152621 - go to the ORMS application. You will see a link labeled Accept Issued Items on your ORMS home page.
>
> Link to ORMS:

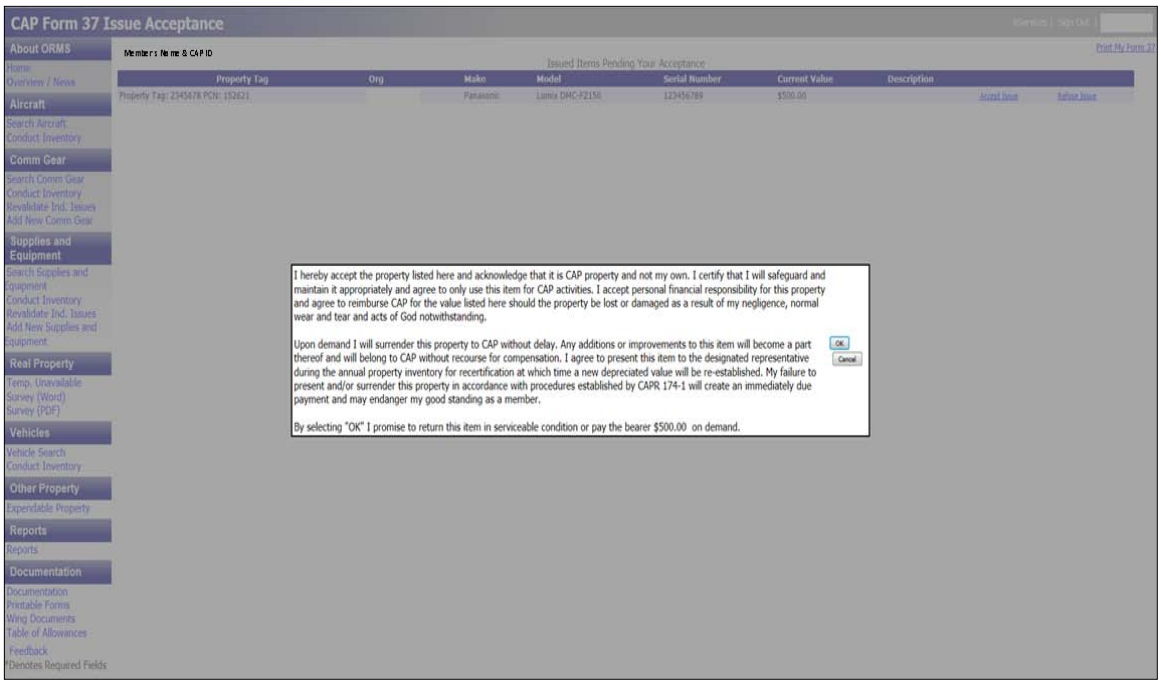
To accept an issued item:

- Log into eServices
- Select ORMS from the Utilities section on the left side of the page
- Select "Accept Issued Items" under the "Items Awaiting Your Input" section
- A list of pending issues will populate the page
- Select "Accept"





- An advisory message will be displayed containing the conditions that apply to the issued property, including the member's agreement to reimburse CAP for the depreciated value of the item and any costs of collection, including reasonable attorney fees for loss or damage through negligence, abuse or willful misconduct
- Select "OK"



- Master Record will show item is issued

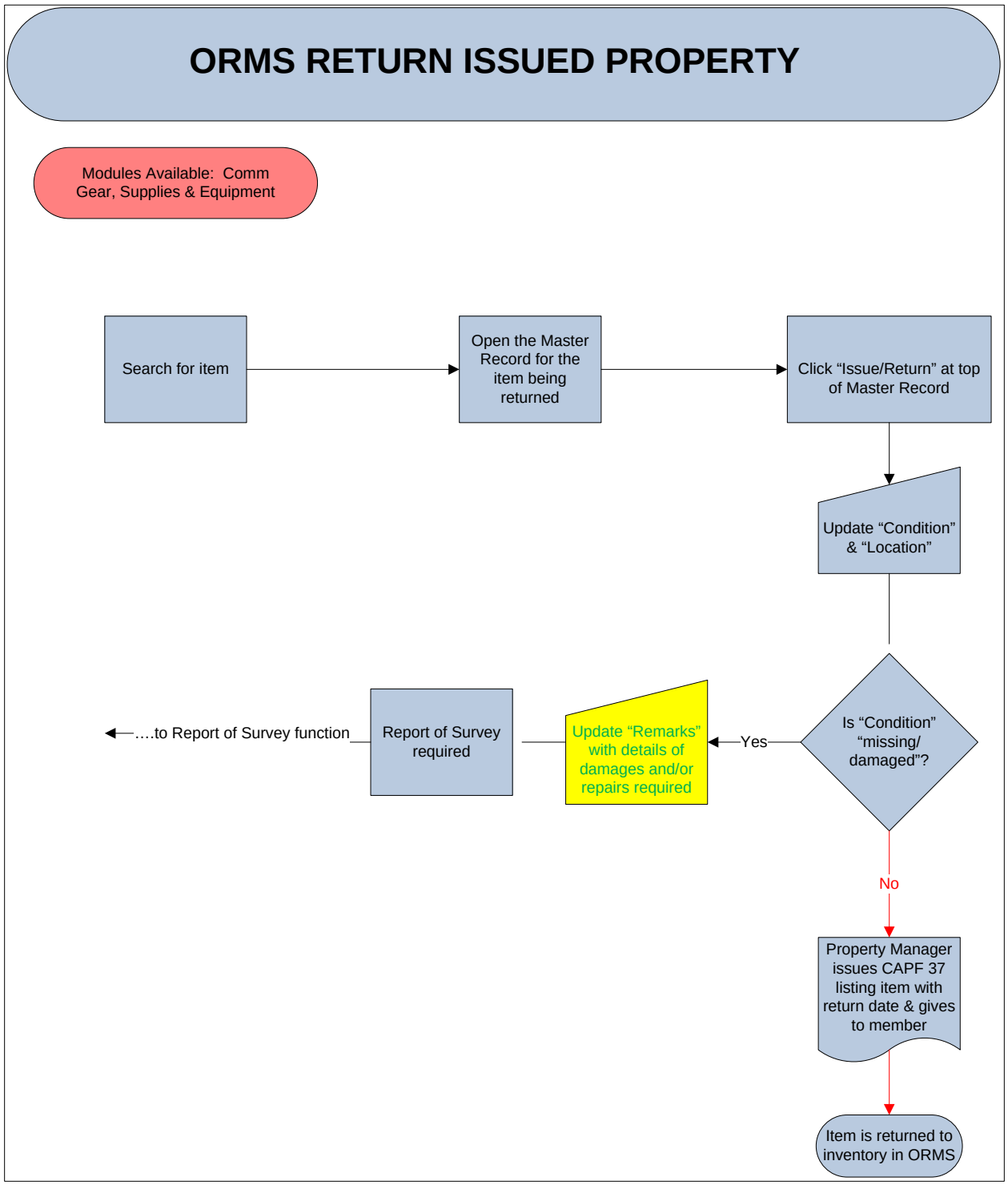
A member may refuse to accept an issued. If this happens, the issuer will be notified and the item will be returned to inventory.

If access to ORMS is not available, the issuer should complete a CAPF 37. CAPF 37s may be pre-printed using the link at the top of the item's Master Record. The person accepting the item must sign the form to indicate they accept responsibility for the item, including any conditions and the member's agreement to reimburse CAP for the depreciated value if it is lost or damaged. Once the item is accepted by the member in ORMS the CAPF 37 may be destroyed. If the member does not accept receipt of the item in ORMS within 7 days, upload the CAPF 37 into the item's Master Record. The uploaded copy of the CAPF 37 may be deleted once the member accepts the issued property.

Individuals under the age of 18 cannot legally accept issuance of non-expendable property. ORMS will generate a property receipt that must be co-signed by the individual's parent(s) or legal guardian(s). When the signed receipt is received, scan and upload into the Master Record for the issued item and the property issue transaction will be complete.

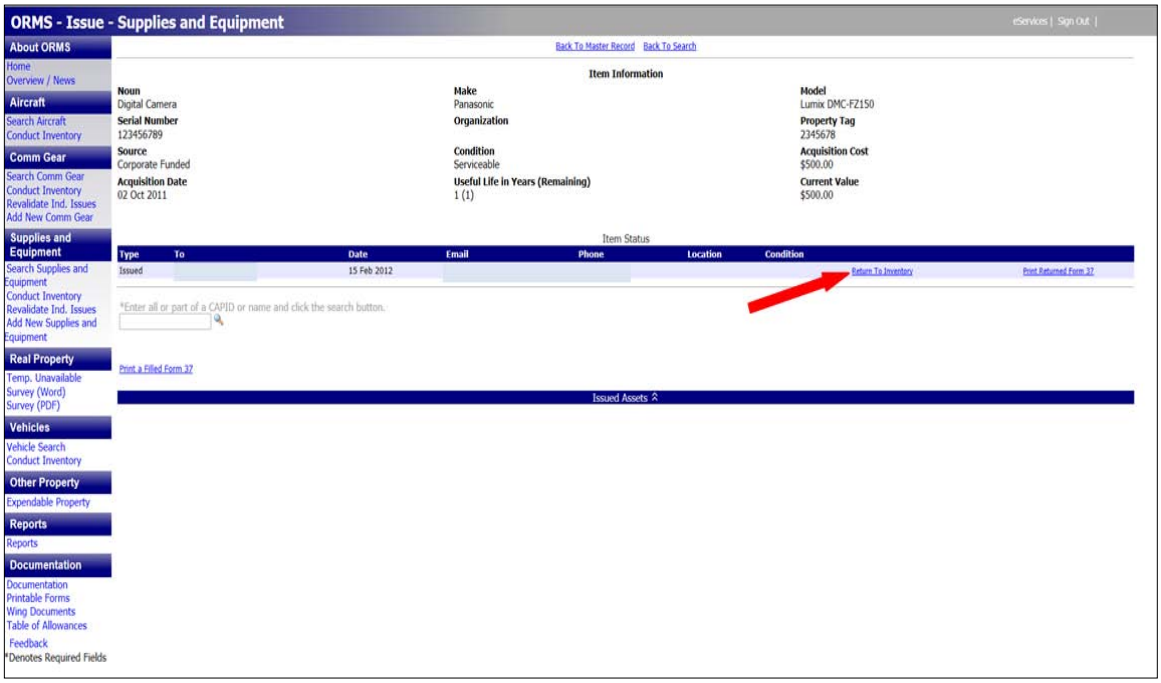
If a member wishes to turn-in an item, they need to contact their unit's commander, logistics or communications officer to arrange a face-to-face turnover of property. The property manager must issue a CAPF 37 listing the item being returned and the date. Members should keep a copy of the signed CAPF 37 until the turn-in is shown in the "Turn-In Items" section of ORMS.

The following flowchart illustrates the steps necessary to return issued property.

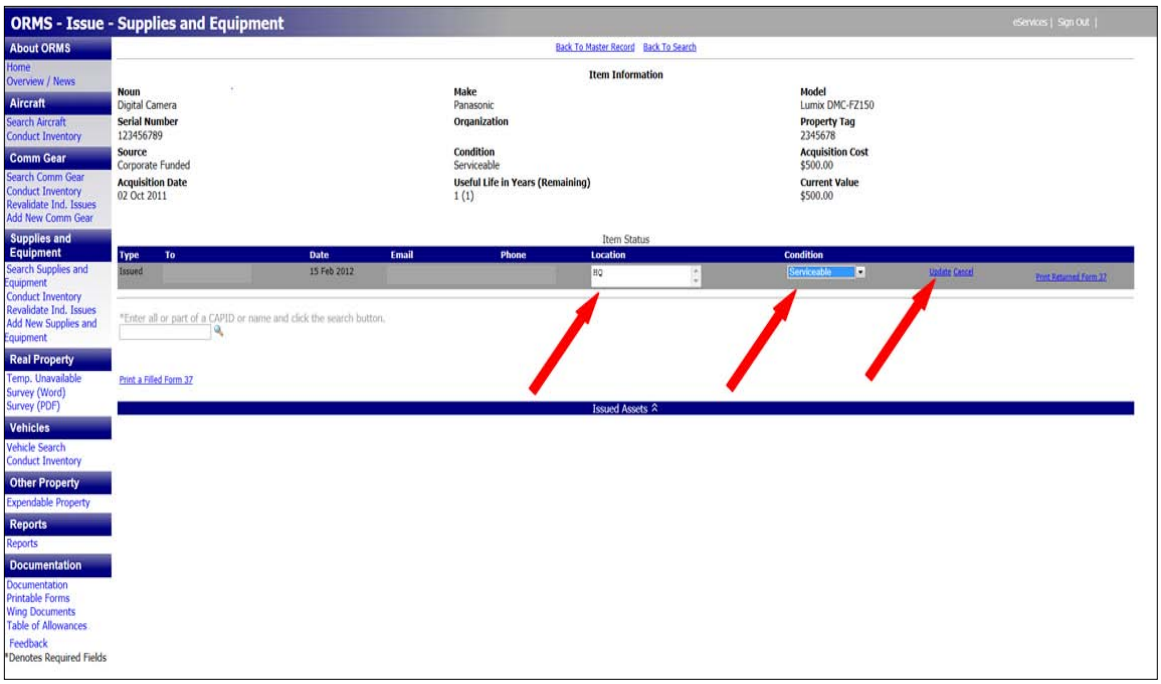


To record an item turn-in and return it to inventory:

- Locate the item's Master Record
- Select "Issue/Return" at the top of the page
- Select "Return to Inventory" next to the member's name in Item Status



- Enter the item's condition and location to complete the transaction
- Select "Update"



The item has now been returned to the unit's inventory.

OTHER PROPERTY TRANSACTIONS AND SITUATIONS

All property must be stored securely, in a neat and organized manner. Units must not stockpile property. Items must be issued, transferred or turned-in to prevent stockpiling.

Property managers must ensure that all relevant documents are uploaded into an item's Master Record. Scan and upload DD Forms 1348-1A, reports of survey, bills of sale, vehicle titles, donation receipts, purchase receipts and any other acquisition and disposal records that relate to an item's history. Acquisition documentation for NHQ-funded procurements will be handled by NHQ CAP/LGS and the NTC.

If property, such as generators or repeaters, is permanently installed off-site, use ORMS to record the location. If the location is a secure facility, describe the location in general terms and ensure the detailed location is listed somewhere besides ORMS.

Property on-loan to outside agencies will be documented with a CAPF 37. A signed copy of the CAPF 37 must be uploaded into the item's Master Record. On-loan property must be revalidated every 60 days and must be physically checked during the annual inventory. In the

remarks section of the item's Master Record include the name of the organization, street address, name of contact person, phone number and expected property return date.

If property is shipped out for repair, use ORMS to update the item's condition and to record the repair facility's name, street address, name of contact person, phone number, date sent for repair, tracking number and expected return date in the remarks section of the item's Master Record. When the item is returned, update the location and condition.

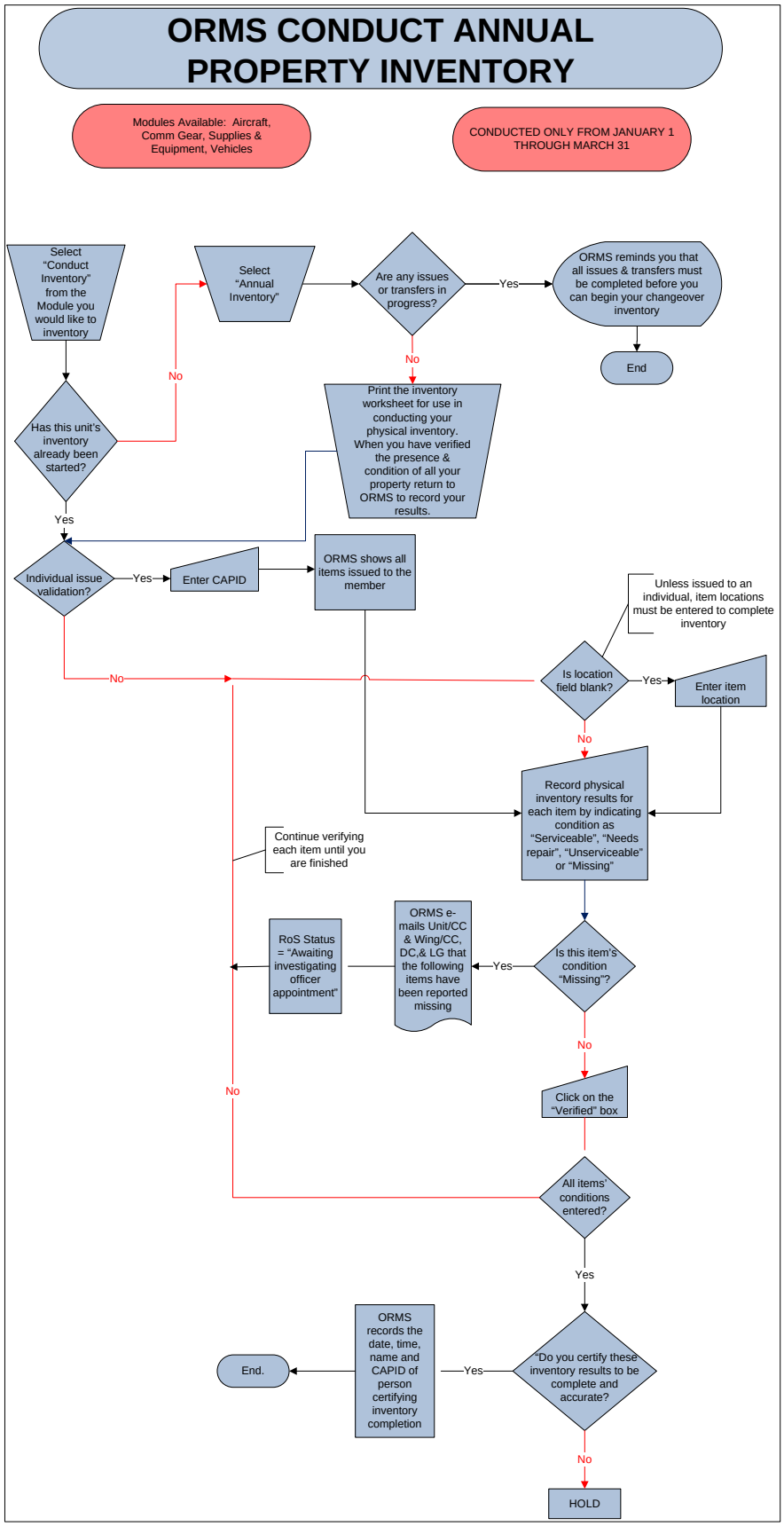
If an item is going to be sent to the NTC for repair, the NTC must initiate the transfer. Include the shipper's name and tracking number in the remarks section of the item's Master Record.

If a member terminates their membership or transfers to another unit, commanders must make a reasonable effort to recover issued property. All recovery efforts must be documented in writing. Memoranda of Record documenting phone calls, demand letters and delivery receipts must be scanned and upload into the item's Master Record in ORMS. Before demand letters are sent via certified mail, contact your wing LG or legal officer for assistance. Commanders unable to recover CAP property must document recovery attempts with a report of survey.

ANNUAL PHYSICAL INVENTORY

To ensure property is safeguarded and managed effectively all units must perform an annual physical inventory between January 1 and March 31. An annual inventory is also a requirement of our DoD grant. Units must use ORMS to certify their inventory. A unit's inventory will be considered complete when all individual issues in each ORMS module have been revalidated and conditions and locations of all unissued items have been verified. If a unit has zero items in an inventory module on January 1, inventory will be recorded as complete in that module on the next business day after January 1. Commanders and property managers must verify the condition, location and requirement for retention of all property in ORMS. Off-site and on-loan property must be physically checked. Remote functional checks may be used to verify the condition and presence of off-site equipment, such as repeaters. All non-expendable property issued to members must be presented to the commander, deputy/vice commander or property manager for validation of possession and condition. If items cannot be transported and presented for validation, then the commander is responsible for determining appropriate verification procedures.

All issue and transfer acceptances in ORMS must be completed before you can begin inventory. Property managers may need to contact receiving parties to ask them to complete their acceptance in ORMS. Property managers should use the Reports function in each ORMS module to review "Items with a Pending Status" or "Pending Transfers" reports to ensure all problems have been resolved. Items in the Wing 000 account will need to be transferred to Wing 001 or other subordinate units before beginning inventory. In-progress reports of survey do not prevent completion of inventory. However, if the retirement process has been started on an item, it will need to be counted during inventory. The following is a flowchart that illustrates the steps required to conduct the annual physical inventory.

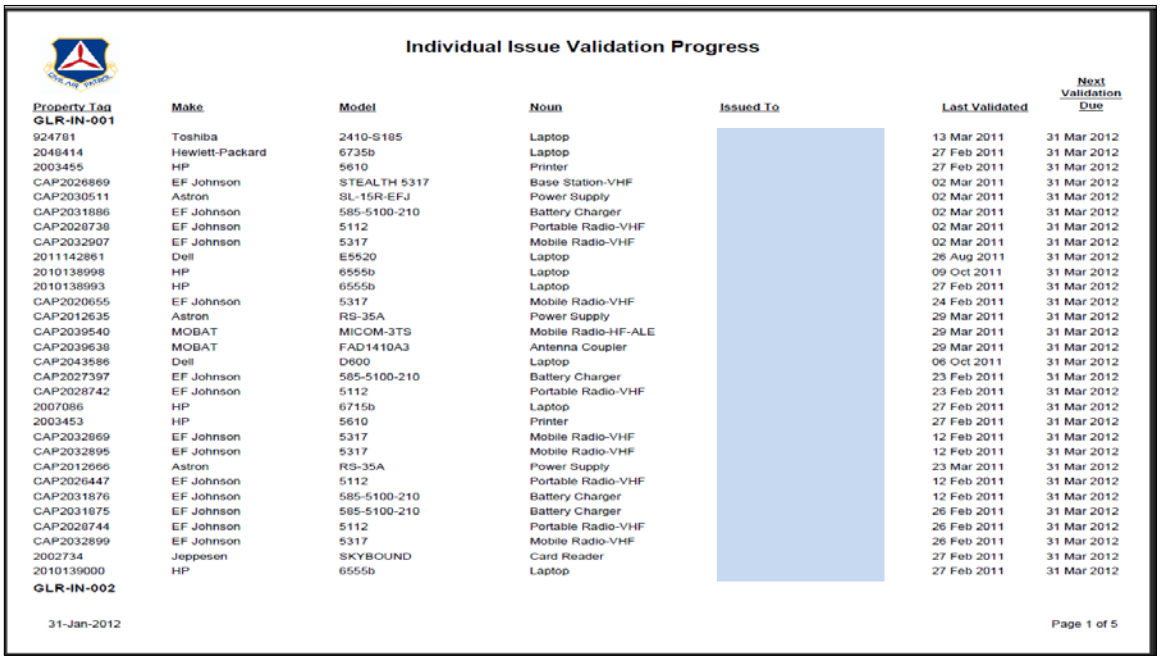

ORMS CONDUCT ANNUAL PROPERTY INVENTORY
Modules Available: Aircraft, Comm Gear, Supplies & Equipment, Vehicles
CONDUCTED ONLY FROM JANUARY 1 THROUGH MARCH 31
Select "Conduct Inventory" from the Module you would like to inventory
Select "Annual Inventory"
Are any issues or transfers in progress?
Yes
ORMS reminds you that all issues & transfers must be completed before you can begin your changeover inventory
End
No
Print the inventory worksheet for use in conducting your physical inventory. When you have verified the presence & condition of all your property return to ORMS to record your results.
Has this unit's inventory already been started?
No
Yes
Individual issue validation?
Yes
Enter CAPID
ORMS shows all items issued to the member
Unless issued to an individual, item locations must be entered to complete inventory
Is location field blank?
Yes
Enter item location
No
No
Record physical inventory results for each item by indicating condition as "Serviceable", "Needs repair", "Unserviceable" or "Missing"
Continue verifying each item until you are finished
Is this item's condition "Missing"?
Yes
ORMS e-mails Unit/CC & Wing/CC, DC,& LG that the following items have been reported missing
RoS Status = "Awaiting investigating officer appointment"
No
Click on the "Verified" box
No
All items' conditions entered?
Yes
"Do you certify these inventory results to be complete and accurate?
Yes
ORMS records the date, time, name and CAPID of person certifying inventory completion
End.
No
HOLD

To ensure all items are counted and not missed in a pending transaction, the physical count and all validations must be completed before “Conduct Inventory” is selected in a property module. If you “Conduct Inventory” before you are ready to complete this function in ORMS you will be unable to enter any transactions in that module until you have successfully finished updating inventory.

Depreciated values of inventory update upon completion of the annual physical inventory.

VALIDATE INDIVIDUAL ISSUES OF PROPERTY TO MEMBERS

Print the “Individual Issue & Validations Progress by Member’s Organization” report from the Reports module or obtain a list of all issued property using the search function. To create a report using the search function select a module, select the unit, place a check mark in the “View Unit Only” box, place a check mark in the “Issued” box and select “Submit.” Use either report to determine which members you need to contact to arrange for their property validation.



Individual Issue Validation Progress

Property Tag	Make	Model	Noun	Issued To	Last Validated	Next Validation Due
GLR-IN-001						
924781	Toshiba	2410-S185	Laptop		13 Mar 2011	31 Mar 2012
2048414	Hewlett-Packard	6735b	Laptop		27 Feb 2011	31 Mar 2012
2003455	HP	5610	Printer		27 Feb 2011	31 Mar 2012
CAP2026869	EF Johnson	STEALTH 5317	Base Station-VHF		02 Mar 2011	31 Mar 2012
CAP2030511	Astron	SL-15R-EFJ	Power Supply		02 Mar 2011	31 Mar 2012
CAP2031886	EF Johnson	585-5100-210	Battery Charger		02 Mar 2011	31 Mar 2012
CAP2028738	EF Johnson	5112	Portable Radio-VHF		02 Mar 2011	31 Mar 2012
CAP2032907	EF Johnson	5317	Mobile Radio-VHF		02 Mar 2011	31 Mar 2012
2011142861	Dell	E5520	Laptop		26 Aug 2011	31 Mar 2012
2010138998	HP	6555b	Laptop		09 Oct 2011	31 Mar 2012
2010138993	HP	6555b	Laptop		27 Feb 2011	31 Mar 2012
CAP2020655	EF Johnson	5317	Mobile Radio-VHF		24 Feb 2011	31 Mar 2012
CAP2012635	Astron	RS-35A	Power Supply		29 Mar 2011	31 Mar 2012
CAP2039540	MOBAT	MICOM-3TS	Mobile Radio-HF-ALE		29 Mar 2011	31 Mar 2012
CAP2039638	MOBAT	FAD1410A3	Antenna Coupler		29 Mar 2011	31 Mar 2012
CAP2043586	Dell	D600	Laptop		06 Oct 2011	31 Mar 2012
CAP2027397	EF Johnson	585-5100-210	Battery Charger		23 Feb 2011	31 Mar 2012
CAP2028742	EF Johnson	5112	Portable Radio-VHF		23 Feb 2011	31 Mar 2012
2007086	HP	6715b	Laptop		27 Feb 2011	31 Mar 2012
2003453	HP	5610	Printer		27 Feb 2011	31 Mar 2012
CAP2032869	EF Johnson	5317	Mobile Radio-VHF		12 Feb 2011	31 Mar 2012
CAP2032895	EF Johnson	5317	Mobile Radio-VHF		12 Feb 2011	31 Mar 2012
CAP2012666	Astron	RS-35A	Power Supply		23 Mar 2011	31 Mar 2012
CAP2026447	EF Johnson	5112	Portable Radio-VHF		12 Feb 2011	31 Mar 2012
CAP2031876	EF Johnson	585-5100-210	Battery Charger		12 Feb 2011	31 Mar 2012
CAP2031875	EF Johnson	585-5100-210	Battery Charger		26 Feb 2011	31 Mar 2012
CAP2028744	EF Johnson	5112	Portable Radio-VHF		26 Feb 2011	31 Mar 2012
CAP2032899	EF Johnson	5317	Mobile Radio-VHF		26 Feb 2011	31 Mar 2012
2002734	Jeppesen	SKYBOUND	Card Reader		27 Feb 2011	31 Mar 2012
2010139000	HP	6555b	Laptop		27 Feb 2011	31 Mar 2012
GLR-IN-002						

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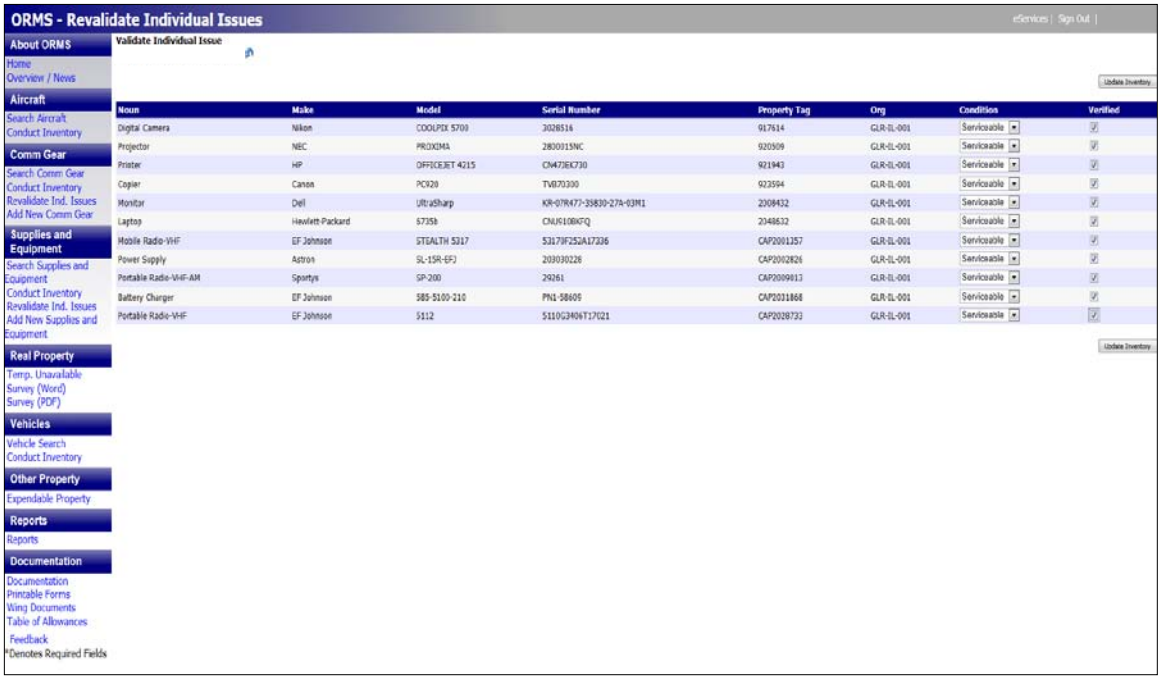
Each member with assigned non-expendable property must present that property for visual inspection and validation. Commanders, deputy/vice commanders and any property manager may perform the validation. Property managers may validate all items issued to a member at one time regardless of the inventory module in which the property is listed. Each item must be visually inspected to check its condition and to verify it has a property tag affixed. Also, check to make sure the information in ORMS is accurate. If items cannot be transported and

presented for validation, then the commander is responsible for determining appropriate verification procedures. Once all items are validated record the validations in ORMS.

To validate individual issues in ORMS (cannot perform before January 1):

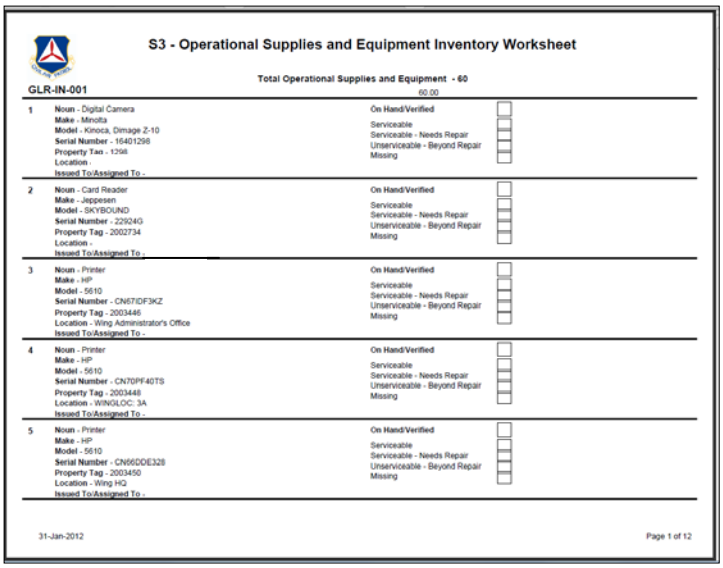
- Select the appropriate module
- Select “Revalidate Ind. Issues”
- Enter the member’s CAPID or name and select the search icon
- When the list appears enter the condition for each item
- Click on the “Verified” box
- Select “Update Inventory”

Selection “missing/damaged” as a condition will automatically initiate a report of survey for that item.



CONDUCT PHYSICAL COUNT OF PROPERTY ASSIGNED TO UNIT

Print an “Inventory Worksheet” for each module from the Reports module to record physical counts of property located at the unit. You must visually inspect each item to verify its existence, condition, location and the accuracy of the data in ORMS. Ensure all items are properly tagged, replacing missing property tags as necessary. Update ORMS if new property tag numbers are assigned. If new un-expendable property is discovered, conduct research to verify that it is CAP property and the item’s acquisition source before entering it in ORMS.



S3 - Operational Supplies and Equipment Inventory Worksheet

Total Operational Supplies and Equipment - 60

GLR-IN-001 60.00

1	Noun - Digital Camera Make - Minolta Model - Kinoca, Dimage Z-10 Serial Number - 16401298 Property Tag - 1298 Location - Issued To/Assigned To -	On Hand/Verified Serviceable Serviceable - Needs Repair Unserviceable - Beyond Repair Missing
2	Noun - Card Reader Make - Jeppesen Model - SKYBOUND Serial Number - 229240 Property Tag - 2002734 Location - Issued To/Assigned To -	On Hand/Verified Serviceable Serviceable - Needs Repair Unserviceable - Beyond Repair Missing
3	Noun - Printer Make - HP Model - 5610 Serial Number - CN67IDF3KZ Property Tag - 2003446 Location - Wing Administrator's Office Issued To/Assigned To -	On Hand/Verified Serviceable Serviceable - Needs Repair Unserviceable - Beyond Repair Missing
4	Noun - Printer Make - HP Model - 5610 Serial Number - CN70PF40TS Property Tag - 2003448 Location - WINGLOC: 3A Issued To/Assigned To -	On Hand/Verified Serviceable Serviceable - Needs Repair Unserviceable - Beyond Repair Missing
5	Noun - Printer Make - HP Model - 5610 Serial Number - CN66DDE328 Property Tag - 2003450 Location - Wing HQ Issued To/Assigned To -	On Hand/Verified Serviceable Serviceable - Needs Repair Unserviceable - Beyond Repair Missing

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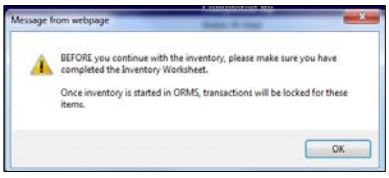
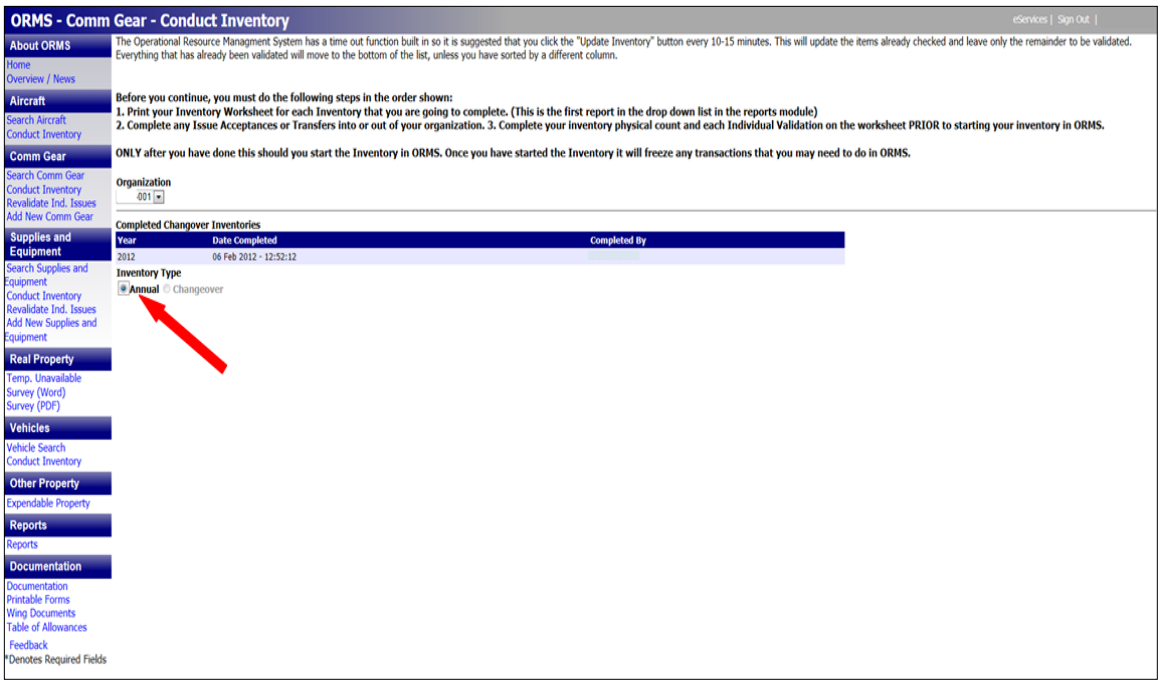
To record physical count results in ORMS:

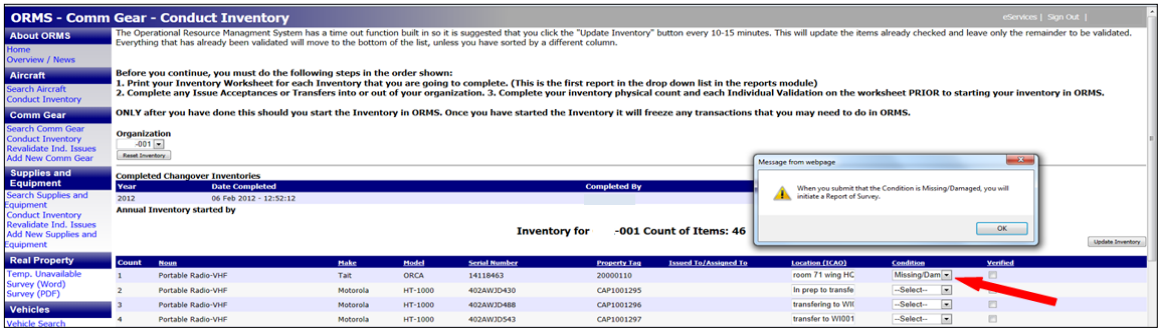
- Select “Conduct Inventory” in the first module
- Select your unit from the dropdown list
- Any pending transactions will prevent you from proceeding. A list of pending items will be displayed which must be resolved before you may continue.
- A reminder that you will not be able to perform any transactions in the current module in ORMS until inventory results have been recorded and submitted will appear on the screen. Select “OK.”



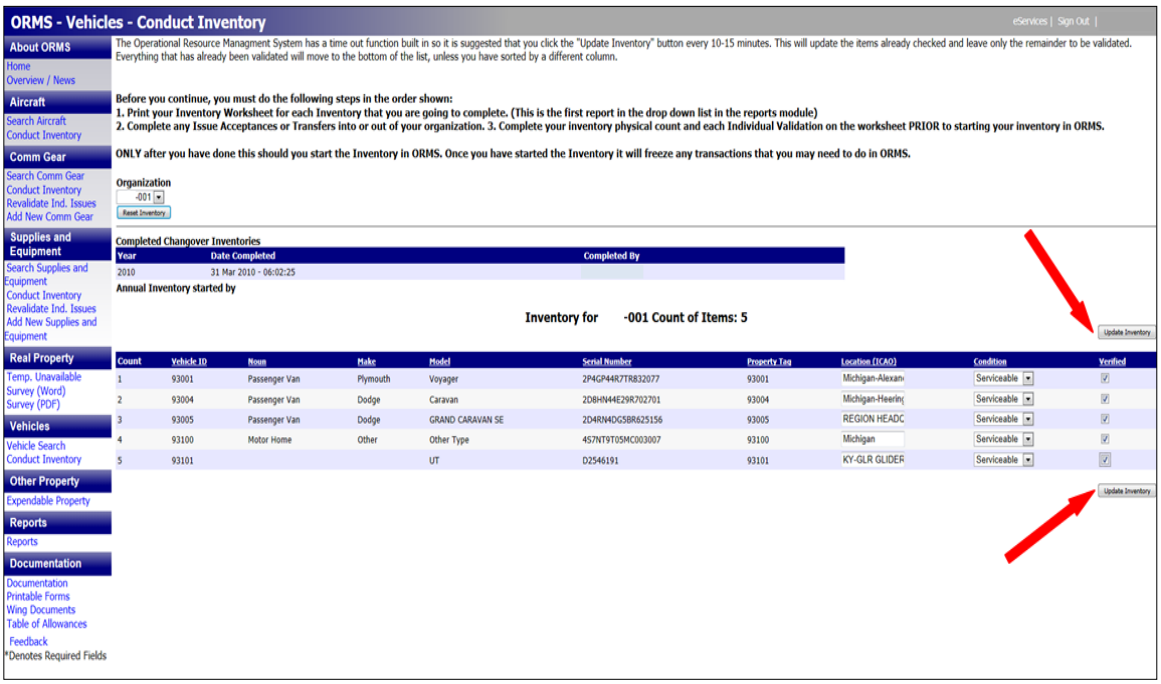
- Select “Annual” under Inventory Type



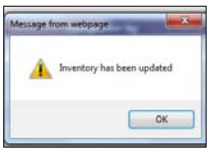
- For each item, update the location field if it differs from your worksheet
- For each item, select a condition from the dropdown list. Selection of "missing/damaged" will automatically initiate a report of survey for that item.



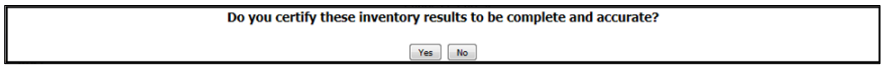
- Click on the "Verified" box next to the entry; depreciated value automatically adjusts
- Repeat the above steps for all items
- When you are finished, select either "Update Inventory" on the right-hand side.



- ORMS will show you a message stating that inventory has been updated.



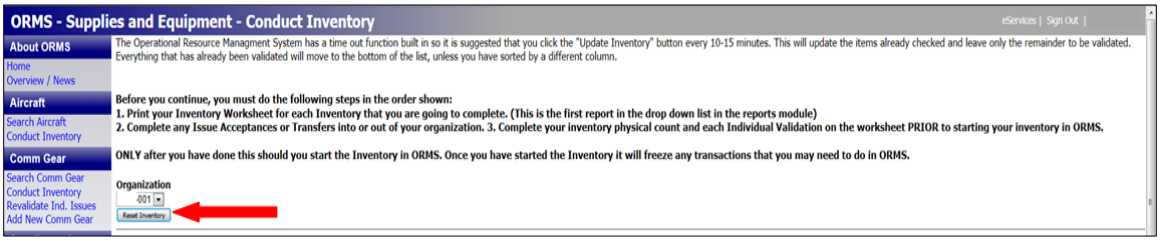
- After you click OK you will get a new message that will ask whether you certify the results are complete and accurate. Click on OK if they are.



- If you select “Update Inventory” before all conditions are selected or items verified ORMS will show a message reminding you that all fields have not been entered. ORMS will notate in red which fields are not complete. When you have finished these entries select “Update Inventory” again.
- Repeat these steps for each module

If you cannot finish recording all the inventory items at one time, selecting “Update Inventory” will save and hold all the items you have completed. You must also select “Update Inventory” every 10-15 minutes to prevent ORMS from timing out. If you have not completed the inventory in that module, all the verified or validated items you saved will be moved to the bottom of the list and will be grayed out to show that no further entry is required. Items reported as missing or damaged will be grayed out to show that the report of survey process has started.

If you make a mistake and need to re-start the inventory verification process or you must record a transaction, select “Reset Inventory.” This will erase all your previous entries and allow you to record new transactions for that module.



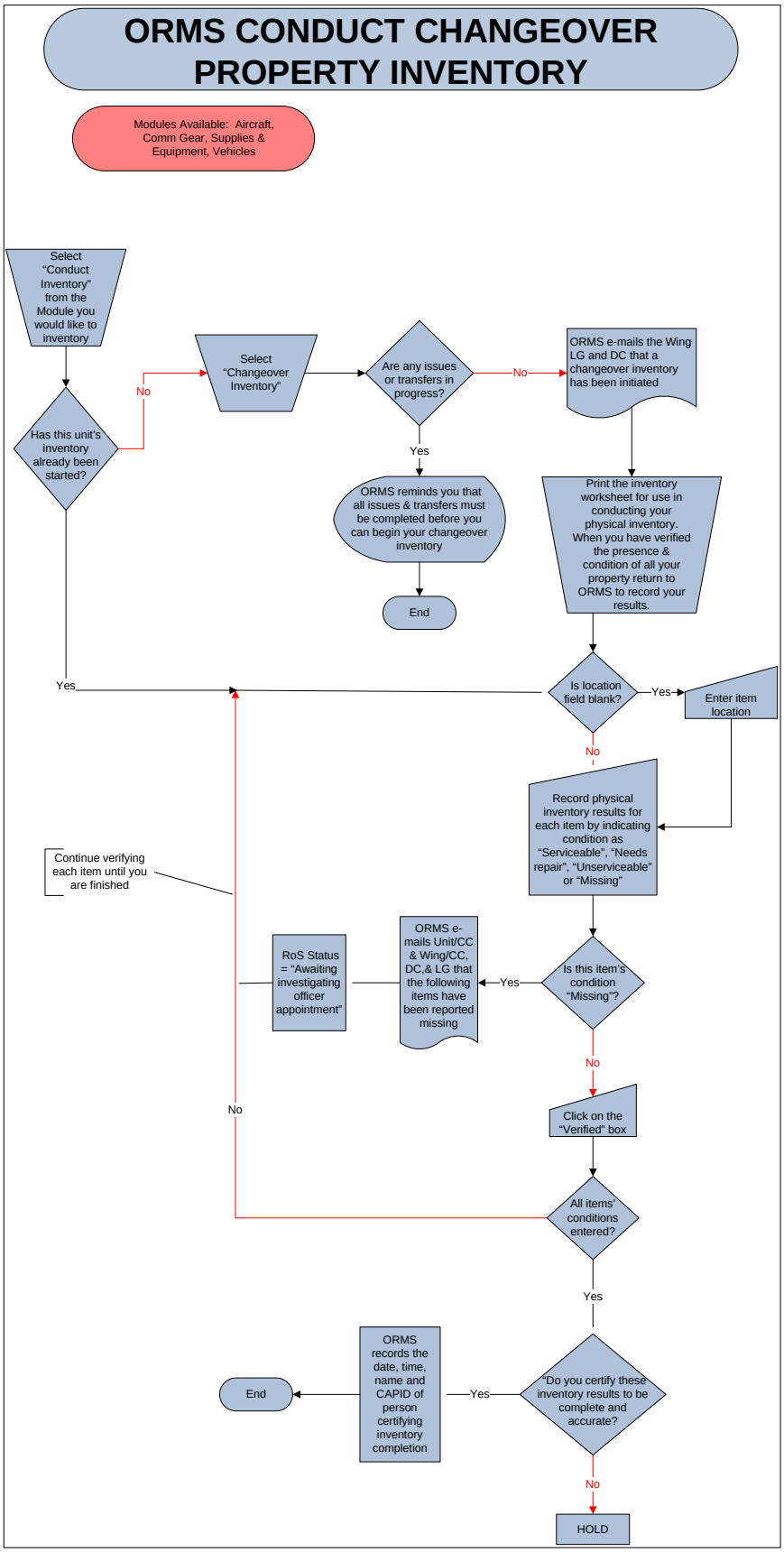
When the last entry has been made, select "Update Inventory." ORMS knows when all items in a module have been verified. The system will display a message asking you to certify your inventory results. If all your entries were complete and accurate select "Yes." ORMS will record the date, time and identity of the person submitting the inventory. Commanders must also acknowledge completion of their unit's annual inventory after it is certified by a property manager.

The Annual Inventory Status report will show the date and time your unit's annual inventory was completed. All annual inventories must be completed between January 1 and March 31. If your unit does not complete its annual inventory by March 31 it will be placed on Property Freeze. If a significant number of a wing's subordinate units are late with their annual inventory, the entire wing may be placed on Property Freeze.

CHANGEOVER INVENTORY

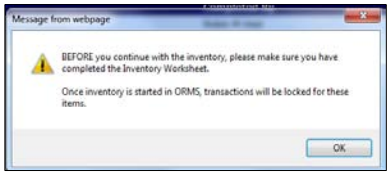
When a commander or property management officer changes, the unit must conduct a Changeover Inventory. Units without property are exempt from this requirement. Individual issues to members do not need to be validated. Only property under that officer's control is inventoried in a Changeover Inventory. If a new wing commander is appointed, only those inventory items in unit 001 require a Changeover Inventory. If a changeover takes place during the period January 1 to March 31, the annual inventory is used as the Changeover Inventory.

Print an "Inventory Worksheet" for each module from the Reports module to record physical counts of property located at the unit. You must visually inspect each item to verify its existence, condition, location and the accuracy of the data in ORMS. Ensure all items are properly tagged, replacing missing property tags as necessary. Update ORMS if new property tag numbers are assigned. If new un-expendable property is discovered, conduct research to verify that it is CAP property and the item's acquisition source before entering it in ORMS. The following flowchart illustrates the steps required to conduct a changeover inventory.

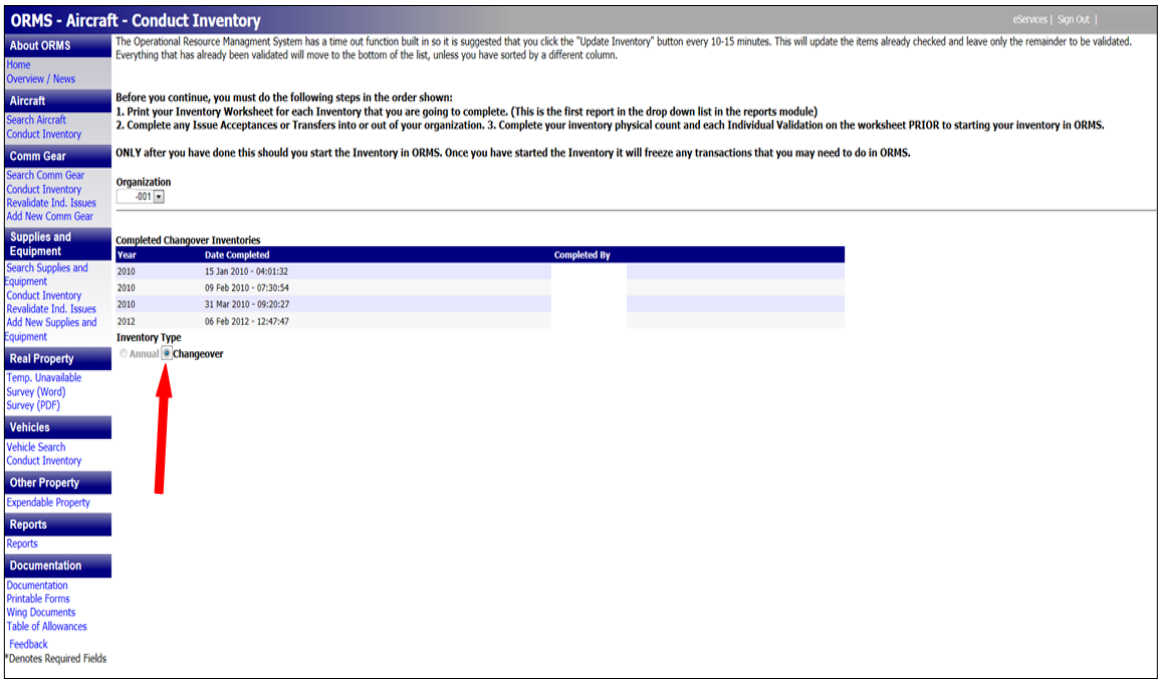

ORMS CONDUCT CHANGEOVER PROPERTY INVENTORY
Modules Available: Aircraft, Comm Gear, Supplies & Equipment, Vehicles
Select "Conduct Inventory" from the Module you would like to inventory
Has this unit's inventory already been started?
No
Select "Changeover Inventory"
Are any issues or transfers in progress?
No
Yes
ORMS e-mails the Wing LG and DC that a changeover inventory has been initiated
ORMS reminds you that all issues & transfers must be completed before you can begin your changeover inventory
End
Print the inventory worksheet for use in conducting your physical inventory. When you have verified the presence & condition of all your property return to ORMS to record your results.
Yes
Is location field blank?
Yes
Enter item location
No
Record physical inventory results for each item by indicating condition as "Serviceable", "Needs repair", "Unserviceable" or "Missing"
Continue verifying each item until you are finished
Is this item's condition "Missing"?
Yes
ORMS e-mails Unit/CC & Wing/CC, DC,& LG that the following items have been reported missing
RoS Status = "Awaiting investigating officer appointment"
No
Click on the "Verified" box
No
All items' conditions entered?
Yes
"Do you certify these inventory results to be complete and accurate?
Yes
ORMS records the date, time, name and CAPID of person certifying inventory completion
End
No
HOLD

To conduct a Changeover Inventory in ORMS:

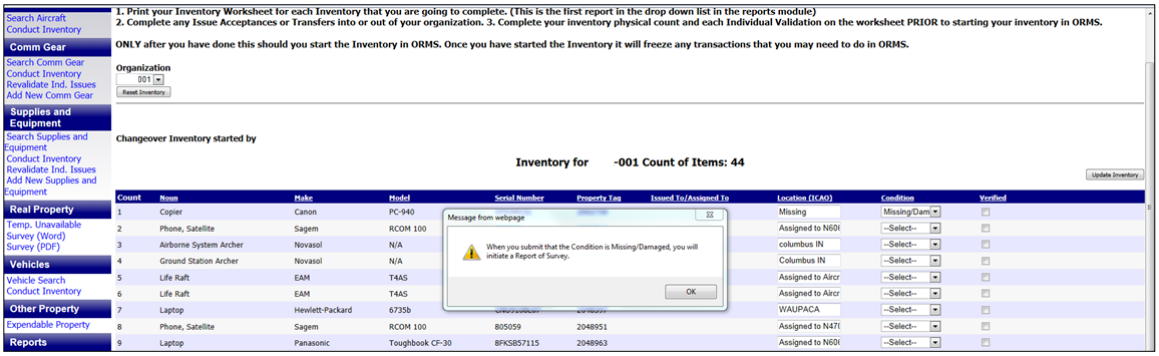
- Select “Conduct Inventory” in the first module
- Select your unit from the dropdown list
- Any pending transactions will prevent you from proceeding. A list of pending items will be displayed which much be resolved before you may continue.
- A reminder that you will not be able to perform any transactions in the current module in ORMS until inventory results have been recorded and submitted will appear on the screen. Select “OK.”



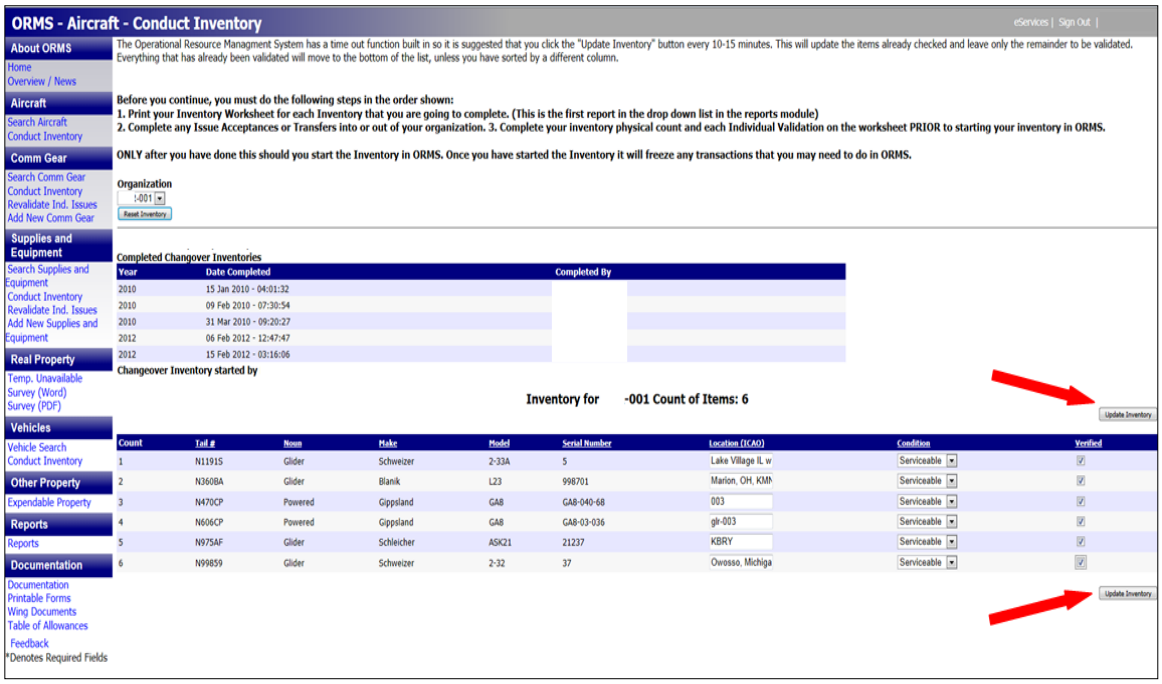
- Select “Changeover” under Inventory Type



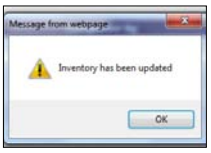
- For each item, update the location field if it differs from your worksheet
- For each item, select a condition from the dropdown list. Selection of "missing/damaged" will automatically initiate a report of survey for that item.



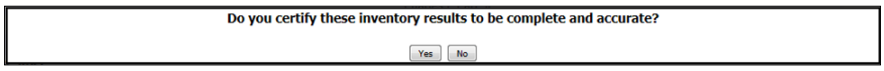
- Click on the "Verified" box next to the entry
- Repeat the above steps for all items
- When you are finished, select either "Update Inventory" box on the right-hand side.



- ORMS will show you a message stating that inventory has been updated.



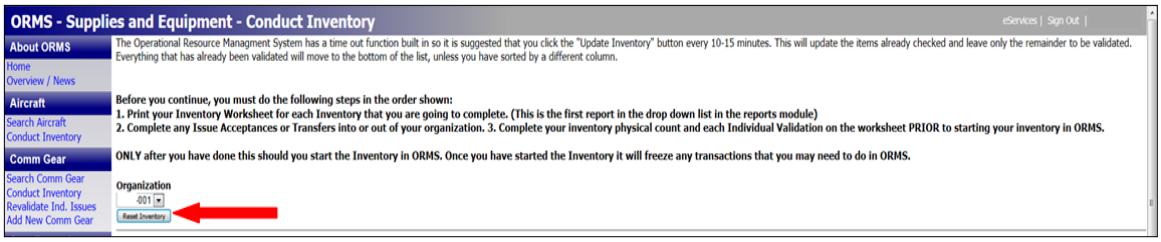
- After you click OK you will get a new message that will ask whether you certify the results are complete and accurate. Click on OK if they are.



- If you select "Update Inventory" before all conditions are selected or items verified ORMS will show a message reminding you that all fields have not been entered. ORMS will notate in red which fields are not complete. When you have finished these entries select "Update Inventory" again.
- Repeat these steps for each module

If you cannot finish recording all the inventory items at one time, selecting "Update Inventory" will save and hold all the items you have completed. You must also select "Update Inventory" every 10-15 minutes to prevent ORMS from timing out. If you have not completed the inventory in that module, all the verified or validated items you saved will be moved to the bottom of the list and will be grayed out to show that no further entry is required. Items reported as missing or damaged will be grayed out to show that the report of survey process has started.

If you make a mistake and need to re-start the inventory verification process or you must record a transaction, select “Reset Inventory.” This will erase all your previous entries and allow you to record new transactions for that module.



When the last entry has been made, select “Update Inventory.” ORMS knows when all items in a module have been verified. The system will display a message asking you to certify your inventory results. If all your entries were complete and accurate select “Yes.” ORMS will record the date, time and identity of the person submitting the inventory.

PROPERTY LOSS OR DAMAGE

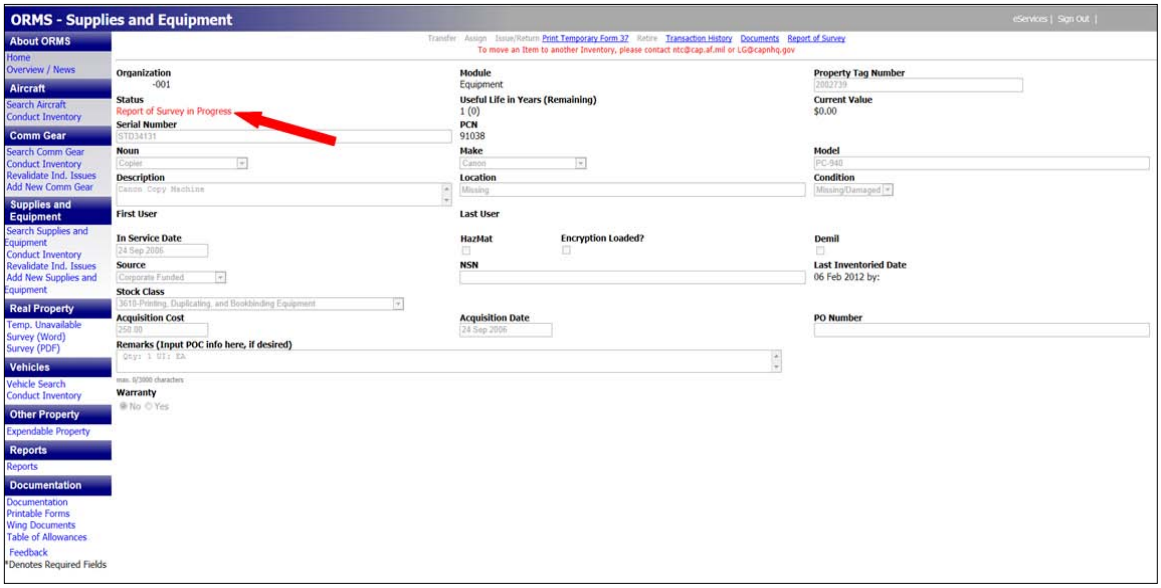
REPORTING PROPERTY LOSS OR DAMAGE

Any lost or damaged property, including member issued property, must be reported within 7 days of discovery to the unit’s commander or property manager. Once notified, an item’s condition must be changed in ORMS to “missing/damaged.” When the condition is changed, the commander and appropriate property manager will be notified and the report of survey process will be initiated. Once the region or wing commander has received notification in ORMS, they must use ORMS to appoint an investigating officer. Any encrypted comm gear that is lost or stolen must be reported to the NTC immediately.

REPORTS OF SURVEY

Reports of Survey (RoS) are the official investigative record of the circumstances resulting in property loss or damage. The DOD grant requires CAP to investigate any lost, damaged or stolen Federally-owned or Federally-sourced property. Any loss or damage of DoD-excess

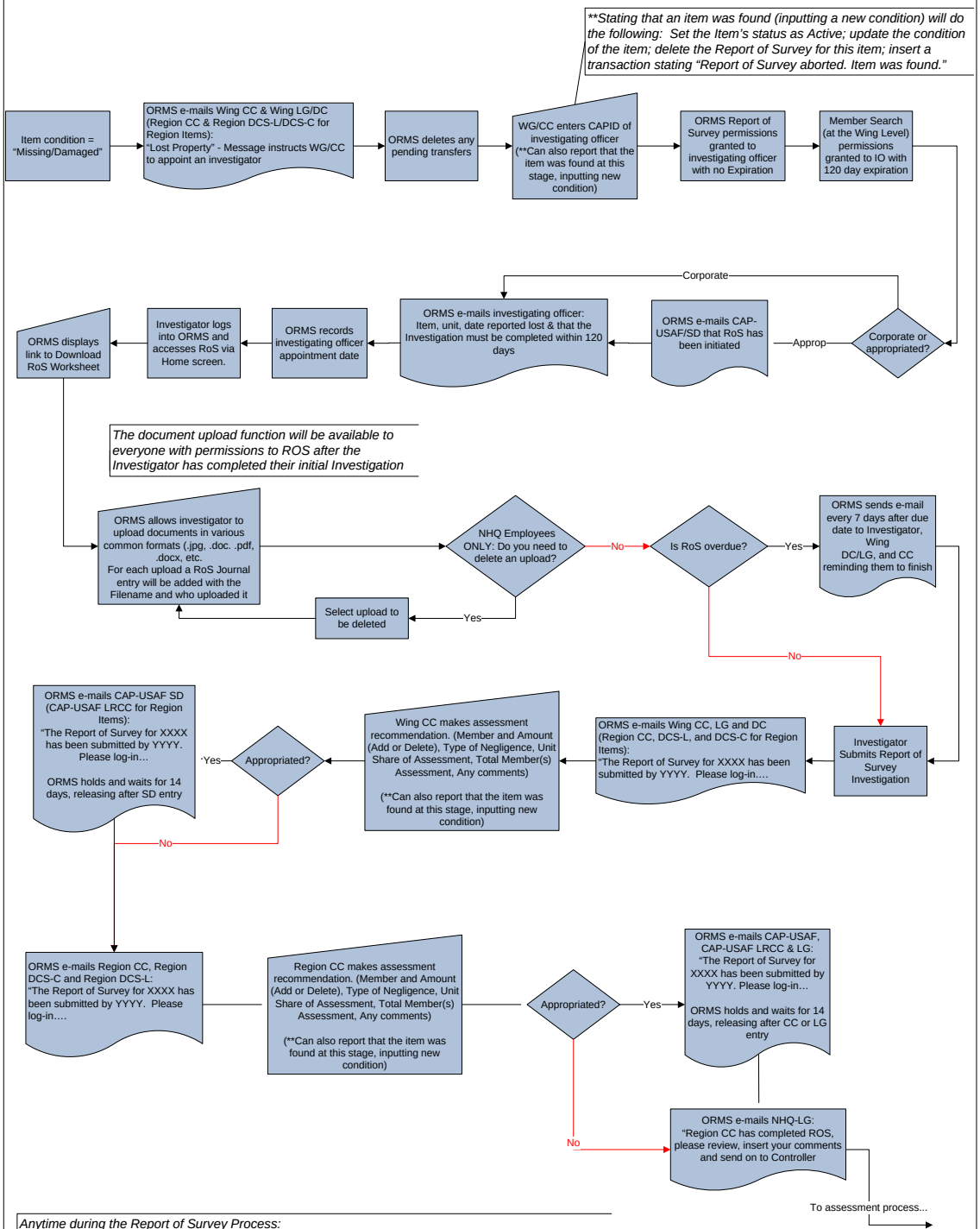
property or any non-expendable property requires a report of survey. Reports of survey must be accurate, complete and clearly state when and how the property was lost or damaged so that any liability may be determined and assessment values are accurately established. Reports of survey become part of the item's Master Record. Wing/Region Commanders may change the investigating officer in ORMS by selecting the Master Record of the item, selecting the RoS at the top, select a new investigator and select "Submit Investigator." The following screenshot illustrates a master record showing a RoS in Progress.



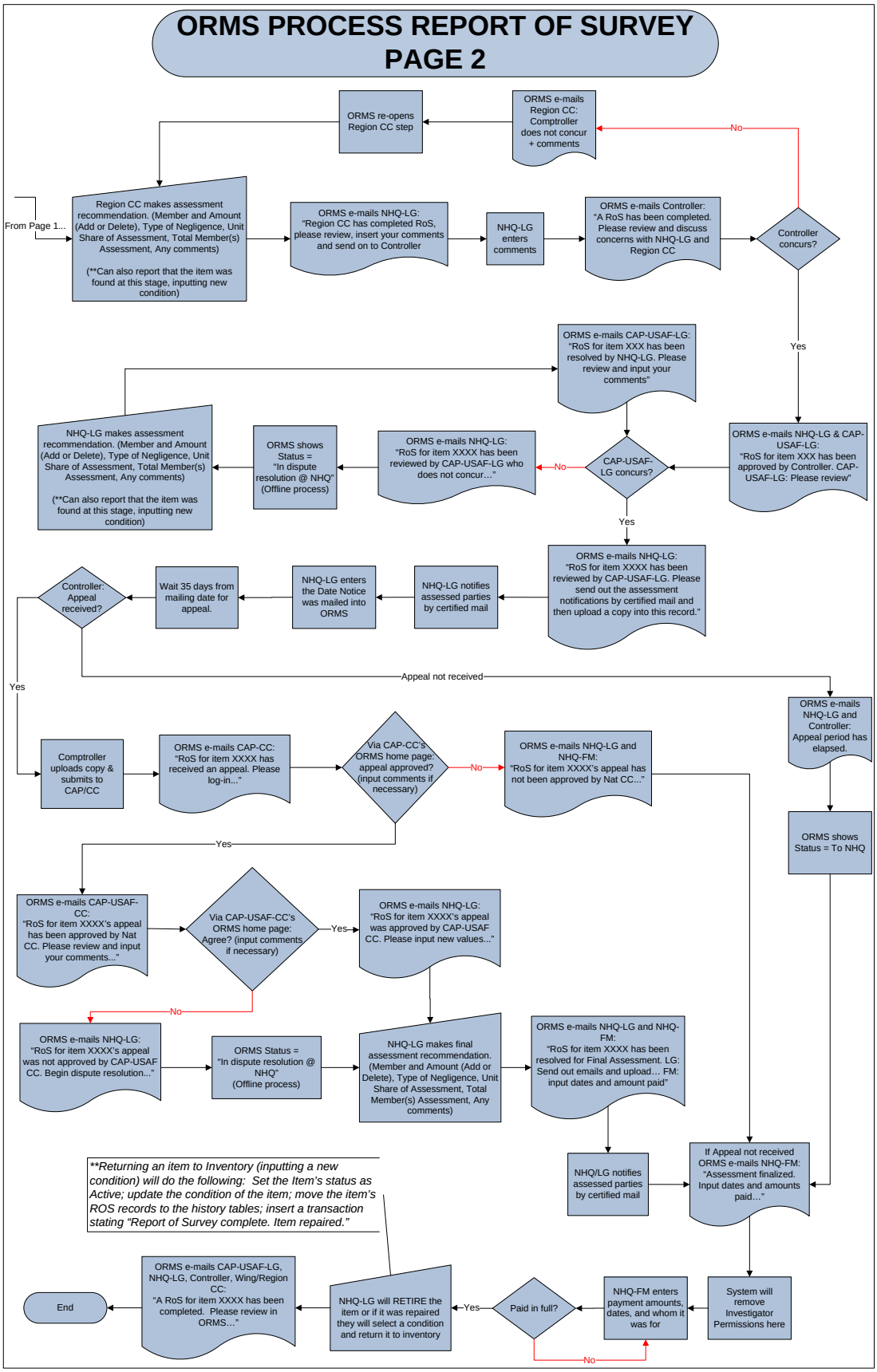
The following flowcharts illustrate the steps required to conduct a report of survey.

ORMS PROCESS REPORT OF SURVEY PAGE 1

Reports of Survey are the record of the investigation of the loss or damage to an item of property. Reports are used to assess damages and recoup funds for lost usage. The Report of Survey function is initiated by selecting Condition = "Missing//damaged" on the master record. Special permissions to enter investigation results are given to the investigating officer when appointed in ORMS. "Read" and "Comment"" permissions are granted to the CAP-USAF State Director, LR/CC, LR/LG and CAP-USAF/LG.



Anytime during the Report of Survey Process:
1. NHQ Employees can input: Current Value (Blue Book value for Aircraft or Vehicles), Estimated Repair Cost, and Replacement Cost.
2. CAP-USAF SD (Wing), CAP-USAF LG (National), CAP-USAF CC (National), CAP-USAF LRCC (Region), and CAP-USAF LRLG can input: Any comments about the ROS.
3. CAP National Commander can input: Any comments about the ROS


ORMS PROCESS REPORT OF SURVEY
PAGE 2
From Page 1...
Region CC makes assessment recommendation. (Member and Amount (Add or Delete), Type of Negligence, Unit Share of Assessment, Total Member(s) Assessment, Any comments)
(**Can also report that the item was found at this stage, inputting new condition)
ORMS e-mails NHQ-LG: "Region CC has completed RoS, please review, insert your comments and send on to Controller
NHQ-LG enters comments
ORMS e-mails Controller: "A RoS has been completed. Please review and discuss concerns with NHQ-LG and Region CC
Controller concurs?
No
ORMS e-mails Region CC: Comptroller does not concur + comments
ORMS re-opens Region CC step
Yes
ORMS e-mails NHQ-LG & CAP-USAF-LG: "RoS for item XXX has been approved by Controller. CAP-USAF-LG: Please review"
CAP-USAF-LG concurs?
No
ORMS e-mails NHQ-LG: "RoS for item XXXX has been reviewed by CAP-USAF-LG who does not concur…"
ORMS shows Status = "In dispute resolution @ NHQ" (Offline process)
NHQ-LG makes assessment recommendation. (Member and Amount (Add or Delete), Type of Negligence, Unit Share of Assessment, Total Member(s) Assessment, Any comments)
(**Can also report that the item was found at this stage, inputting new condition)
ORMS e-mails CAP-USAF-LG: "RoS for item XXX has been resolved by NHQ-LG. Please review and input your comments"
Yes
ORMS e-mails NHQ-LG: "RoS for item XXXX has been reviewed by CAP-USAF-LG. Please send out the assessment notifications by certified mail and then upload a copy into this record."
NHQ-LG notifies assessed parties by certified mail
NHQ-LG enters the Date Notice was mailed into ORMS
Wait 35 days from mailing date for appeal.
Controller: Appeal received?
Appeal not received
Yes
ORMS e-mails NHQ-LG and Controller: Appeal period has elapsed.
ORMS shows Status = To NHQ
Comptroller uploads copy & submits to CAP/CC
ORMS e-mails CAP-CC: "RoS for item XXXX has received an appeal. Please log-in..."
Via CAP-CC's ORMS home page: appeal approved? (input comments if necessary)
No
ORMS e-mails NHQ-LG and NHQ-FM: "RoS for item XXXX's appeal has not been approved by Nat CC..."
Yes
ORMS e-mails CAP-USAF-CC: "RoS for item XXXX's appeal has been approved by Nat CC. Please review and input your comments..."
Via CAP-USAF-CC's ORMS home page: Agree? (input comments if necessary)
Yes
ORMS e-mails NHQ-LG: "RoS for item XXXX's appeal was approved by CAP-USAF CC. Please input new values..."
No
ORMS e-mails NHQ-LG: "RoS for item XXXX's appeal was not approved by CAP-USAF CC. Begin dispute resolution..."
ORMS Status = "In dispute resolution @ NHQ" (Offline process)
NHQ-LG makes final assessment recommendation. (Member and Amount (Add or Delete), Type of Negligence, Unit Share of Assessment, Total Member(s) Assessment, Any comments)
ORMS e-mails NHQ-LG and NHQ-FM: "RoS for item XXXX has been resolved for Final Assessment. LG: Send out emails and upload… FM: input dates and amount paid"
NHQ/LG notifies assessed parties by certified mail
If Appeal not received ORMS e-mails NHQ-FM: "Assessment finalized. Input dates and amounts paid…"
System will remove Investigator Permissions here
NHQ-FM enters payment amounts, dates, and whom it was for
Paid in full?
Yes
No
NHQ-LG will RETIRE the item or if it was repaired they will select a condition and return it to inventory
ORMS e-mails CAP-USAF-LG, NHQ-LG, Controller, Wing/Region CC: "A RoS for item XXXX has been completed. Please review in ORMS…"
End
**Returning an item to Inventory (inputting a new condition) will do the following: Set the Item's status as Active; update the condition of the item; move the item's ROS records to the history tables; insert a transaction stating "Report of Survey complete. Item repaired."

To conduct a Report of Survey:

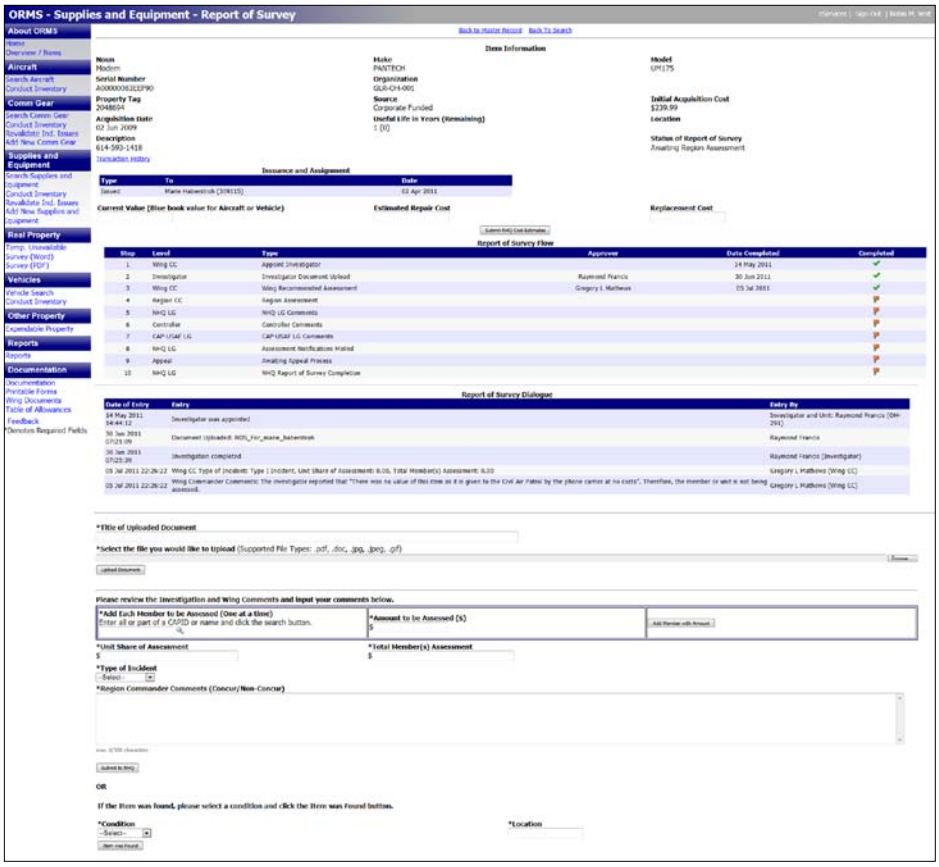
- Wing/Region commander appoints an impartial investigator from within their command (additional individuals may be appointed to assist the investigator; appropriate wing/region property manager may gather records & upload documents into ORMS)
- Enter the investigator's name in ORMS
- Investigator must record their results in the RoS function in ORMS
- If appropriate, the wing commander recommends an assessment and the region commander makes the assessment

REPORT OF SURVEY CHECKLIST

(Available under Printable Forms in ORMS)

- ❒ Date item was discovered missing:_____
- ❒ Date loss was reported:_____
- ❒ Name & contact data of individual who reported the loss:_____
- ❒ Description of how the loss was discovered & reported:_____
- ❒ Date item inventoried last:_____
- ❒ Was the loss discovered during the annual inventory? _____
- ❒ How was the item lost or damaged? _____
- ❒ Report of facts revealed in each interview with names & contact info of those interviewed. Upload into ORMS.
- ❒ Upload copies of police or fire reports applicable to the loss/damage into ORMS
- ❒ Where appropriate, upload one to four photos relevant to the investigation
- ❒ Circumstances or conditions contributing or causing the loss, theft or damage
- ❒ Statement by the investigator as to whether or not negligence by an individual or a unit procedural deficiency led to the loss. Investigating officer should clearly state facts useful to commands for determining whether an individual's negligence is responsible for the loss or damage.
- ❒ Copies of documents showing attempts to recover property from current or former members
- ❒ Documentation of an approved directive or procedure change that will prevent similar losses from recurring

The following screenshot illustrates a partially completed RoS.



ASSESSMENTS

In order to reduce property losses and damage by members, CAP developed an assessment policy that applies to all property owned or assigned to CAP, including aircraft, vehicles, comm gear and other property. This policy will help ensure that members and/or units are held accountable for their actions. Acts of God or other unforeseen events over which the member and/or unit had no control will not result in an assessment.

Commander's may financially assess CAP members and/or units for all CAP property lost, damaged or destroyed due to a Type I, Type II or Type III incident.

TYPE I INCIDENT

A member's and/or unit's failure to use care that a reasonably prudent and careful person would use under similar circumstances is classified as a Type I Incident. Region commanders may assess the lesser of the cost to repair or $500 for damage or loss due to a Type I Incident.

TYPE II INCIDENT

A member's and/or unit's act or omission of an aggravated character as distinguished from a mere failure to exercise ordinary care is classified as a Type II Incident. This type of incident is characterized by conduct that represents an unreasonably high degree of risk to others or their property or conscious and willful indifference to others or their property. Intentional violation of CAP and/or Federal or local government regulations is classified as a Type II Incident if the violation contributes to causing the loss or damage to property. Region commanders may assess the lesser of the cost to repair or $5,000 for damage or loss due to a Type II Incident.

TYPE III INCIDENT

A member's and/or unit's willful or intentional misconduct or conduct in which there is a reckless disregard of the probably consequences is classified as a Type III Incident. Members and/or units will be permitted to make a statement and present evident to mitigate the assessment. Region commanders may assess the lesser of the cost to repair or $5,000 for damage or loss due to a Type III Incident. The National Commander may increase a member's and/or unit's assessment beyond $5,000 up to the full repair or replacement cost for damage or loss due to a Type III Incident.

ASSESSMENT REPORTING, APPEALS AND PAYMENTS

Wing commanders must submit written assessment recommendations, which must include specific statements regarding culpability and proposed assessment amounts, for lost or damaged property by their members and/or units to their region commander. Wing commanders are not permitted to discuss their recommendations with anyone other than higher command. Region commanders will determine assessments based on information from On-Line CAPF 79s, *Safety Mishap Report of Investigation*, Report of Survey investigation, other documentation and wing commander recommendations. Do not include assessment determinations in the On-Line CAPF 79. These must be submitted in a separate memorandum. If unable to make an assessment determination because loss or damage reports are incomplete or inadequate, region commanders may require further investigation into an incident.

Commanders must consider all the facts, applicable directives and any written statements the member or unit commander provides when determining whether a member's and/or unit's actions constitute a Type I, Type II or Type III Incident. Assessments will be made against any CAP member and/or unit that contributed to causing the loss or damage in proportion to their culpability. If two members are found equally culpable in an incident, then each would be responsible for 50% of the assessment, not to exceed the total limit for the incident type.

The National Controller (CAP/NC) monitors the assessment program for fairness and consistency. Once the region commander makes an assessment decision, all assessment documentation will be forwarded to the CAP/NC, who will perform a review and notify the region commander of the results of the review. NHQ/LG, on behalf of the region commander, notifies the member and/or unit of the assessment decision and instructions for payment.

Members and/or units may appeal assessments to the National Commander through the NHQ CAP/LG within 30 days of the date on the formal assessment notification letter. The National Commander's decision is final.

Assessment payments must be sent to NHQ CAP/LG, 105 South Hansell St, Maxwell AFB, AL, 36112. The first payment is due within 60 days of the date on the formal assessment notification letter. Checks must be made out to "Civil Air Patrol." If a member or unit cannot pay the entire assessment they must contact CAP NHQ/LG to make payment arrangements. Units may make payment via bank draft through NHQ/FM. Installment plans are authorized but must be paid in full within 1 year. CAP/LG, CAP/NC and CAP/FM must approve any installment plans for more than 1 year. If a member is late making a payment or does not fulfill the requirements of the installment plan their membership will be flagged in the NHQ CAP

database and they will not be allowed to renew their membership. Proof of payment in full will be retained in ORMS. The assessed property remains in ORMS until paid in full.

Region commanders must forward a copy of final assessment packages to NHQ CAP/LG for internal review, coordination, processing and reporting. The NHQ CAP/LG staff will report finalized assessment to CAP-USAF.

DISPOSING OF PROPERTY IN ORMS

Units must use ORMS to remove non-expendable property from inventory by retirement. Items with a useful life and current value of zero should not be retired if the item is still serviceable and useful to support missions. Wing commanders will determine if items are economically repairable or would be of use to another unit in the wing or region. If the region LG is contacted scan and upload copies of the correspondence into the item's Master Record in ORMS. If property is not required for use by another unit, use ORMS to request retirement.

When retirement is initiated, ORMS automatically notifies all individuals responsible for approvals. The property's source determines which approvals are required. The wing commander must approve all retirement requests before additional approvals are requested in ORMS. Approvals from NHQ CAP and/or CAP-USAF will be coordinated and tracked in ORMS for DLA-DS-sourced property, federally-funded equipment and non-expendable operational supplies that have not reached the end of their useful life.

If the property was purchased with corporate or donated funds, the wing commander is the final approval authority. Wing commanders must comply with any disposal restrictions that may have accompanied the funds or property when it was originally donated. Refer to CAPR 173-4 for additional legal and tax-related requirements. Contact the lending agency in writing for disposal instructions for state or local government funded/owned property.

Before disposal all CAP markings, property tags and organizational decals must be removed from all property. Computer hard drives will be wiped clean using DoD approved software or removed and destroyed prior to disposal. If the property is communications gear, it must be demilitarized before disposal to prevent unauthorized access to frequencies, encryption keys, access codes and other sensitive CAP and supported agency information. To demilitarize comm gear:

- Deprogram all programmable equipment by removing all CAP frequencies, access codes, designators, etc., from the program list and writing the empty program list back to the radio. If all channels cannot be removed program public channels, such as the Weather Channel, into the radio.
- Remove all non-programmable frequency and access-determining elements, including channel crystals, PROMs, diode matrix boards, PL/PDL/DCS elements, etc.
- Erase all encryption keys and remove and destroy encryption modules, main controller boards or chips on the board
- Mark all equipment with the statement "All CAP frequency information and/or frequency-determining elements removed" along with the date, printed name and signature of the technician who performed the work
- Contact NHQ/NTC with questions

SOURCE-RELATED DISPOSAL

Sources of CAP property determine their method of disposal. Approved disposal methods include turn-in to DLA-DS, handover to another government agency, donation to another non-profit, sell or scrap.

- Property received from GSA, DLA-DS, or any other DoD or Federal government agency, including National Guard or Reserves, is Federal excess property and is disposed through a DLA-DS
- FoB (Found on Base) property is disposed through a DLA-DS
- Federally-funded equipment is disposed in accordance with CAP-USAF instructions
- Non-expendable supplies not obtained from DoD-excess that have exceeded their useful life do not need to be returned to DLA-DS when they become unserviceable or are no longer needed, but may be retained as long as they are needed to perform missions; wing commander approval needed for disposal; may not be donated or sold; must be destroyed in accordance with local environmental requirements
- Property received from non-governmental donations or purchased with corporate funds may be donated to other non-profit organizations; contact NHQ CAP/GC to re-donate these items; upload approval documentation into ORMS

To obtain turn-in instructions to DLA-DS from CAP-USAF, initiate retirement in ORMS. When instructions and document numbers are obtained enter the document number on DLA-DS's Electronic Turn-In Document (ETID). ETID is the preferred method for property turn-in. Property must be turned-in within 30 days of receipt of document numbers from CAP-USAF or 15 days if using receipt-in-place process with the service DLA-DS. Write the CAP property tag

number on turn-in documents and then scan and upload signed turn-in documentation into ORMS. An e-mail is sent automatically from ORMS to NHQ notifying them to retire the property.

SALE OF FEDERALLY-SOURCED PROPERTY

Refer to CAPR 70-1 for procedures if CAP-USAF directs the sale of an item. Upload sale records, which must include sale price, date and name, address, phone number and e-mail address of the successful bidder, into ORMS and then retire the item. The following organizations and individuals are prohibited from bidding on CAP property:

- CAP corporate officers
- CAP NHQ directors and deputy directors
- CAP employees or volunteer members who are directly involved in the sales process
- Immediate family, partners or organizations which employ (or are about to employ) any of the above indicated parties

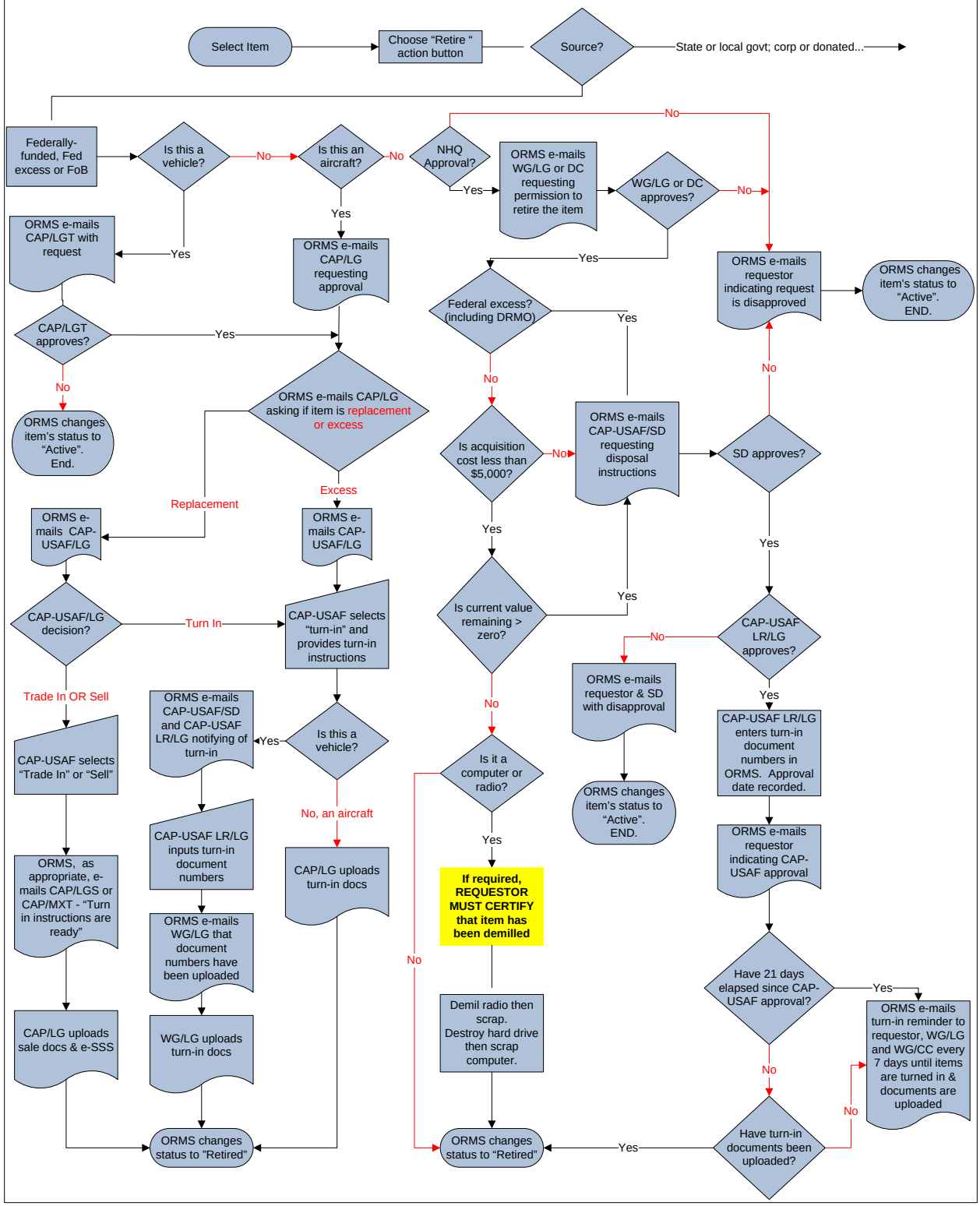
Sales proceeds must be sent to NHQ CAP/LG for deposit by NHQ CAP/FM. To ensure proper sales procedures were followed, the following documents must accompany the funds:

- Disposition instructions authorizing the sale
- Copy of advertisement along with page header
- Record of offer
- Bill of sale
- Justification for accepting other than highest offer, if applicable

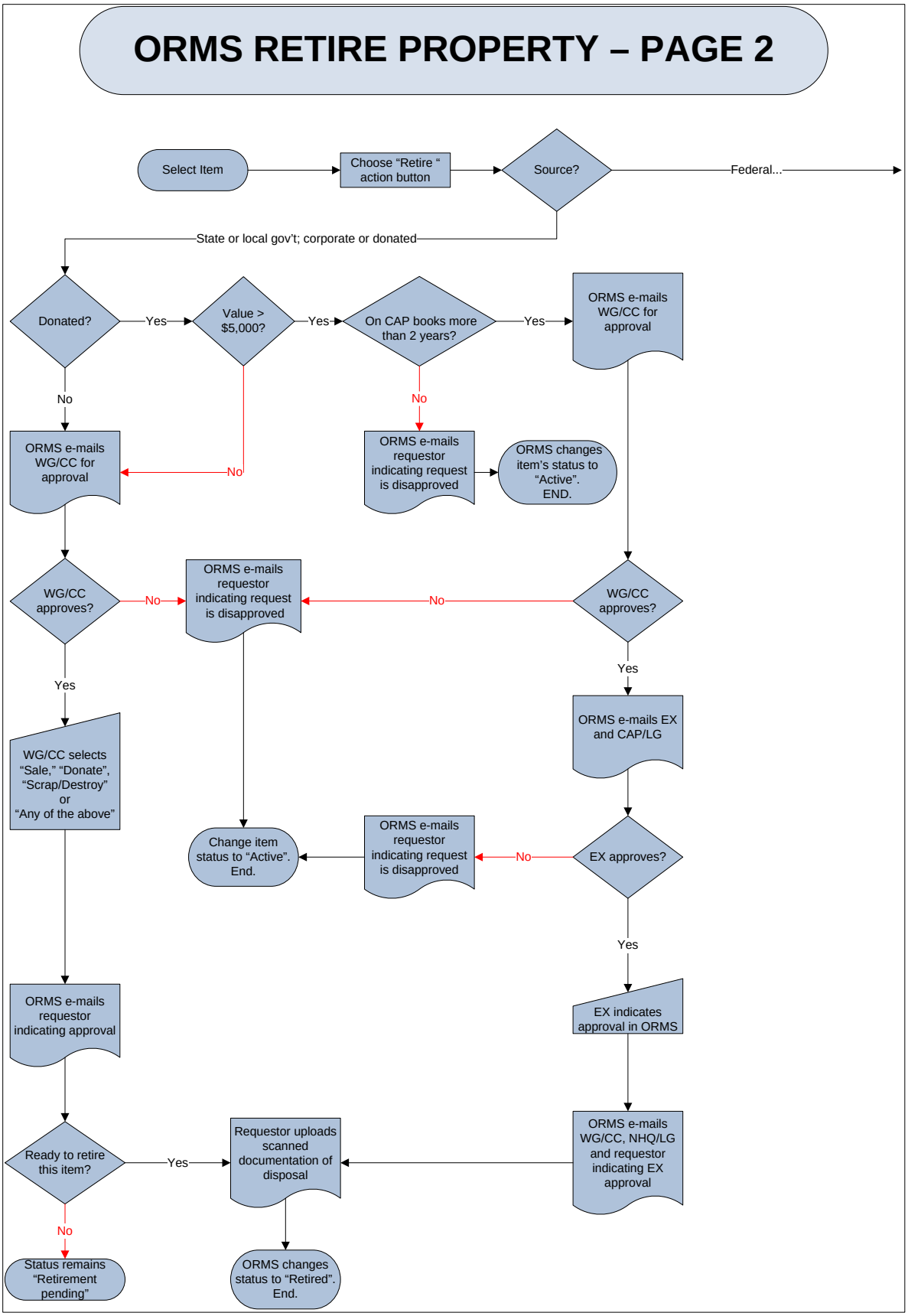
ORMS RETIREMENT INSTRUCTIONS

If an item is issued, in the process of being transferred, assigned or has items assigned to it, it cannot be retired. If an item is damaged or destroyed and is undergoing a Report of Survey, it cannot be retired. Do not request retirement of any item that has a remaining useful life unless it is obsolete or unserviceable and cannot be repaired. The following flowcharts illustrate the steps required to retire property.

ORMS RETIRE PROPERTY – PAGE 1

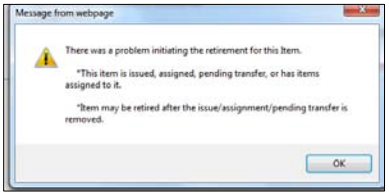


ORMS RETIRE PROPERTY – PAGE 2

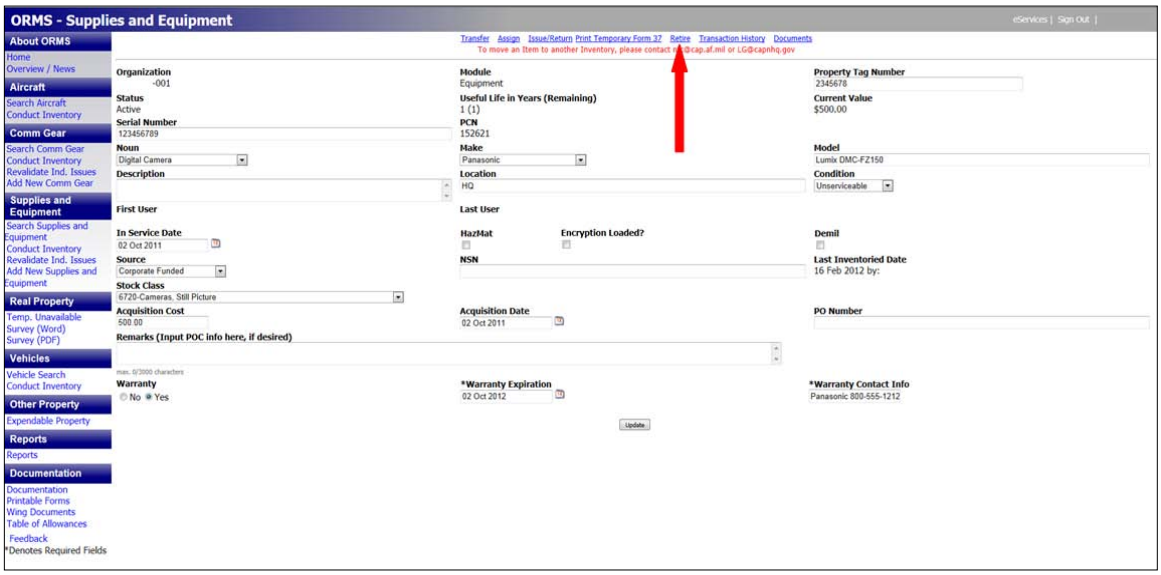


To retire an item in ORMS:

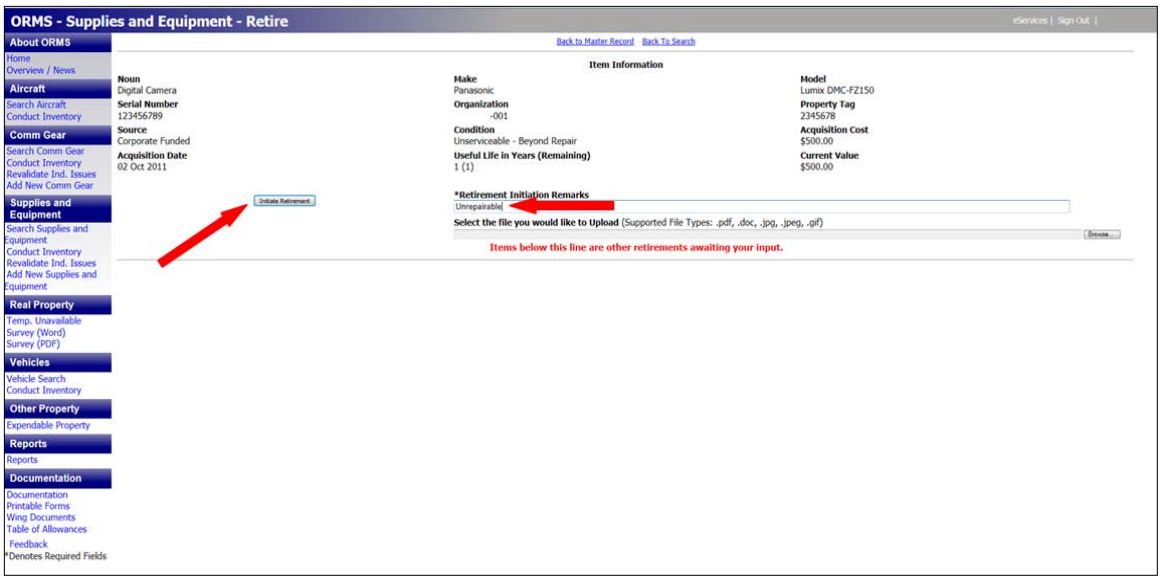
- Return the item to inventory, un-assign the item or return to inventory any items assigned to it. ORMS will display the following message if an item has not been returned to inventory.



- Select “Retire” in the item’s Master Record

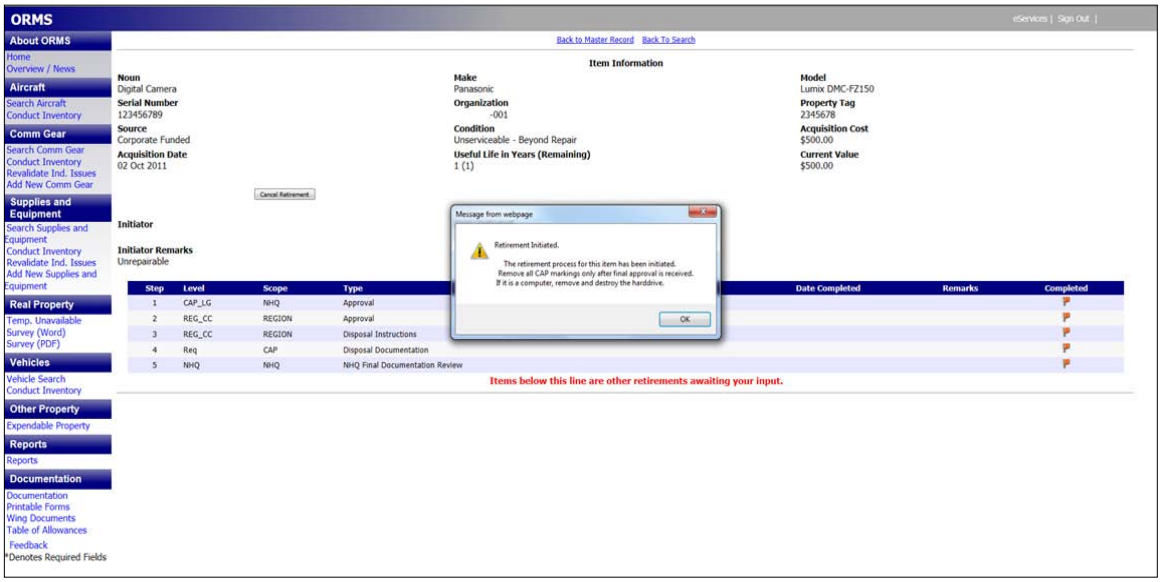


- Include remarks with the reason the item is being retired



- Upload any required documentation
- Select “Initiate Retirement”
- ORMS will ask whether you are sure you want to initiate retirement. Select “OK”

ORMS will automatically send an e-mail to each person required to approve or provide information during the retirement process.



***NOTE:** Documents that are not loaded at the “Disposal Document” step will not notify NHQ/LG to review/approve the retirement. Ensure upload is accomplished at the proper step.

PROPERTY FREEZE

Property freezes are determined by CAP-USAF or CAP leadership if units have inadequate control over their resources. Commanders may restrict or freeze their subordinate units from receiving DoD-excess property or any property purchased with Federally-appropriated funds. The CAP National Commander may also freeze units from acquiring property purchased with corporate funds. A property freeze applies to the entire unit and to all facets of property management, including supply, transportation and communications.

Some examples of inadequate controls include:

- Improper or inadequate recordkeeping
- Inadequate or disorderly storage facilities and/or serious deterioration of property in storage
- Abandonment of property
- A pattern of misuse of property
- Noncompliance with CAP property management directives
- Unauthorized sale or disposal of corporate, DoD-excess or FoB property or property purchased with Federally-appropriated funds
- Failure to submit property inventory or utilization reports on time
- Unsatisfactory annual or changeover inventory results
- Failure to complete annual inventory by March 31

FREEZE LEVELS

The three levels of property freeze become progressively more restrictive. Waivers of any or all freeze restrictions may be obtained for critical mission requirements if both the CAP-USAF Commander and the CAP National Commander agree. Waiver requests must be coordinated through the CAP region commander and the CAP-USAF liaison region commander. The three levels of property freeze are:

LEVEL I

- Acquisition of all equipment and supplies from DLA-DS, GSA, and state and local government surplus programs cease
- Property transfers cease
- Units on a Level I freeze of more than 6 months will be automatically elevated to Level II

LEVEL II

- Includes all Level I restrictions
- Acquisition of vehicles, aircraft and comm gear or CAP NHQ-purchased property cease
- Acquisition of DDR items cease
- Units that fail to correct Level I problems within 6 months are elevated to Level II freeze automatically
- Region commanders will not transfer new vehicles or aircraft to a wing on Level II freeze
- Aircraft equipment upgrades are permitted
- If a unit needs new computers to assist them in correcting problems associated with the freeze, the region commander may decide to transfer these items
- Units on a Level II freeze or more than 1 year will be automatically elevated to Level III

LEVEL III

- Includes all Level II restrictions
- Total freeze on acquisition of all computers, comm gear, aircraft and vehicles
- Reimbursements for vehicle and aircraft repairs cease
- Comm gear and computer maintenance support and reimbursement cease
- Wings will be grounded from Air Force and Corporate missions
- Units that fail to correct Level II problems with 1 year are elevated to Level III freeze automatically

Units receiving “Marginally Successful” or “Unsatisfactory” ratings in supply or communications on an inspection or audit will be placed on freeze by their wing commander. Units may be placed on freeze by CAP-USAF, the region commander or the wing commander if they are chronically late reporting, commit malfeasance or misappropriate property, etc. Freeze levels are selected based upon the severity of the findings or magnitude of the problem. Commanders may select whichever level they deem appropriate and do not need to follow the

levels sequentially. As an example, units may be placed on Level II or Level III freeze without having been placed on Level I freeze.

CAP region or wing commanders may place any of their subordinate units on freeze and will immediately notify NHQ CAP/LG via e-mail with the date the freeze is established, clear indications of the problem leading to the freeze and steps required for the unit to be removed from freeze. NHQ CAP/LG will make the appropriate entry in ORMS and notify CAP-USAF, the CAP/NC and NHQ CAP/NTC, the appropriate region and wing commander and the appropriate region and wing property manager. The region commander, with concurrence from the National Commander, will notify CAP NHQ/LG and NHQ CAP/DO when a wing within their region is removed from freeze.

CORPORATE AIRCRAFT

CAP NHQ is the authority for acquiring and disposing of corporate aircraft.

AIRCRAFT ACQUISITION

The four primary modes of aircraft acquisition are:

- Aircraft purchased and titled in the name of CAP using Federally-appropriated funds or funds received from the sale of corporate-owned aircraft
- Aircraft purchased and titled in the name of CAP using funds from CAP regions or their subordinate units
- Aircraft donated and titled to CAP by a state, organization or individual. CAP will only accept donations that give CAP free and clear title to the aircraft. Follow CAPR 173-4 for rules on acceptance and disposal of donated aircraft.
- Aircraft obtained from DoD-excess or other Federal agency excess inventory. These aircraft, which may only be acquired by NHQ, must be safe, airworthy and of a type useful in support of CAP's missions.

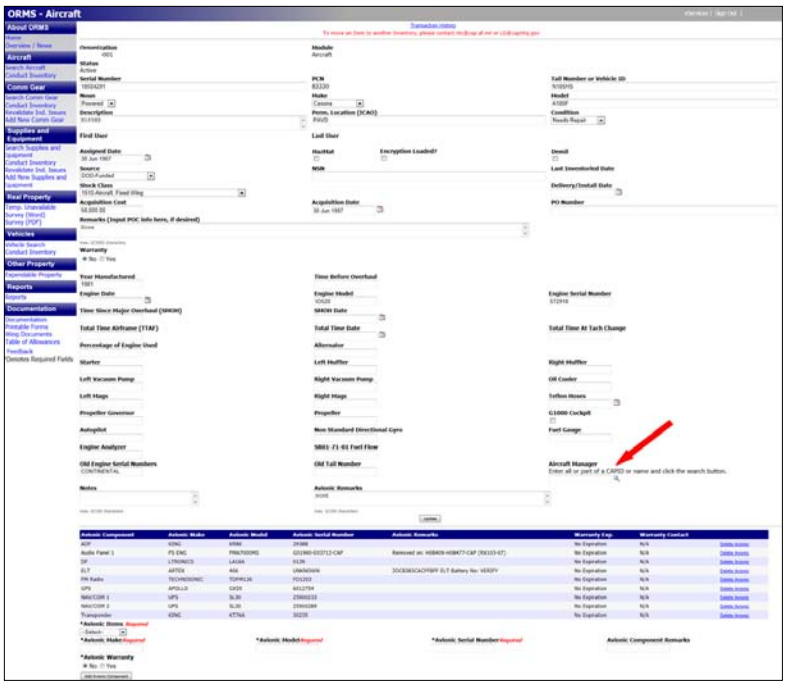
AIRCRAFT DISTRIBUTION

CAP corporate aircraft are allocated to regions and wing based on mission requirements. Region and wing commanders must coordinate with NHQ on initial distribution or aircraft and any subsequent transfers to other wings or regions. NHQ may reallocate aircraft based on national mission requirements. Aircraft awaiting initial allocation or disposal must be transferred to NHQ in ORMS until the allocation/disposal action is completed.

Regions commanders will allocate their aircraft resources based on national mission requirements and region and wing-specific needs. Wings will notify their region commander if they need to increase, decrease or modernize their aircraft fleet. Use ORMS for aircraft initial allocation and subsequent transfers. All transfer actions must be complete in ORMS before gaining units may schedule aircraft in WMIRS.

AIRCRAFT MANAGEMENT

The wing LGS will use ORMS to designate Aircraft Managers in the unit where the aircraft is assigned, if your wing decides to use this function. The Aircraft Manager is responsible for maintaining aircraft maintenance information in ORMS. The following screenshot illustrates where to designate Aircraft Managers in ORMS.



AIRCRAFT DISPOSAL

NHQ CAP/LG coordinates all aircraft disposal actions, including method, with CAP-USAF. To be considered for disposal, an aircraft must be economically unrepairable, crashed or excess to need. Aircraft may be disposed by trade in, sale by broker, sealed bid or turn-in. Refer to CAPR 70-1 for sale procedures.

Aircraft selected for disposal must be transferred to NHQ in ORMS and cannot be flown on CAP missions. Aircraft may be flown for demonstrations of 1 hour or less to evaluate condition and handling and to verify satisfactory completion of maintenance actions with NHQ/LG approval.

NHQ CAP/LG may direct that an aircraft identified for sale be repositioned. Wings must identify a point of contact that is knowledgeable about the aircraft, its location and condition, and is available to show the aircraft and answer questions from prospective buyers. Wings will forward the name and contact information of this person to NHQ/LGM.

All CAP-specific avionics components must be removed from any aircraft identified for sale. No other parts or components may be removed or exchanged on aircraft without prior approval of CAP NHQ/LG.

NHQ will use sales proceeds received from the sale of aircraft or aircraft components originally purchased with Federally-appropriated funds to procure replacement aircraft. Sales of aircraft

or aircraft components originally purchased using unit funds or donations from states, organizations or individuals will be transferred to the aircraft's wing of assignment. Any deviations must be approved by NHQ CAP/EX.

CORPORATE VEHICLES

CAP NHQ is the authority for acquiring and disposing of corporate vehicles.

VEHICLE ACQUISITION

The four primary modes of vehicle acquisition are:

- Vehicles purchased and titled in the name of CAP using Federally-appropriated funds or funds received from the sale of corporate-owned vehicles
- Vehicles purchased and titled in the name of CAP using funds from CAP regions or their subordinate units
- Vehicles donated and titled to CAP by a state, organization or individual. CAP will only accept donations that give CAP free and clear title to the vehicle. Follow CAPR 173-4 for rules on acceptance and disposal of donated vehicles.
- Vehicles obtained from DoD-excess or other Federal agency excess inventory. These vehicles, which may only be acquired by NHQ, must be safe, roadworthy, of a type useful in support of CAP's missions and conform to TA standards.

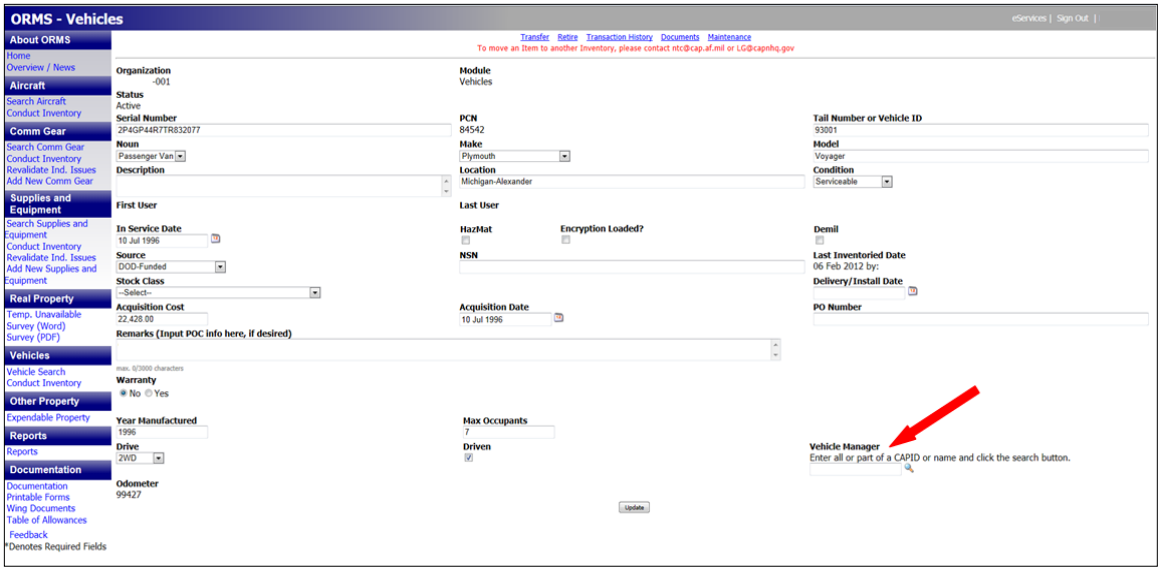
VEHICLE REPLACEMENT JUSTIFICATION

During the first quarter of each fiscal year, wing commanders must submit a CAPF 175, *Vehicle Justification*, to their region commander to request new or replacement vehicles purchased with Federally-appropriated funds. Region commanders must use CAPF 175 to request region vehicles. Any special vehicle requests (motorized vehicles only) must be justified and submitted at the same time using CAPF 77-1 as a reference. List vehicle requests by priority and type. Give highest priority to mission critical needs and replacing aging, wrecked and damaged vehicles. Review the vehicle inventory report yearly to identify vehicles nearing the end of their useful life. NHQ will create a list of the 100 oldest vehicles and use it to identify vehicles for replacement during the annual vehicle buy. Vehicles on this list will be evaluated on age,

mileage, condition and the last five years of major maintenance costs. Region commanders will coordinate with NHQ/LGT in developing the national vehicle buy. The national vehicle buy must be coordinated and approved by the National Commander and then CAP-USAF/LG.

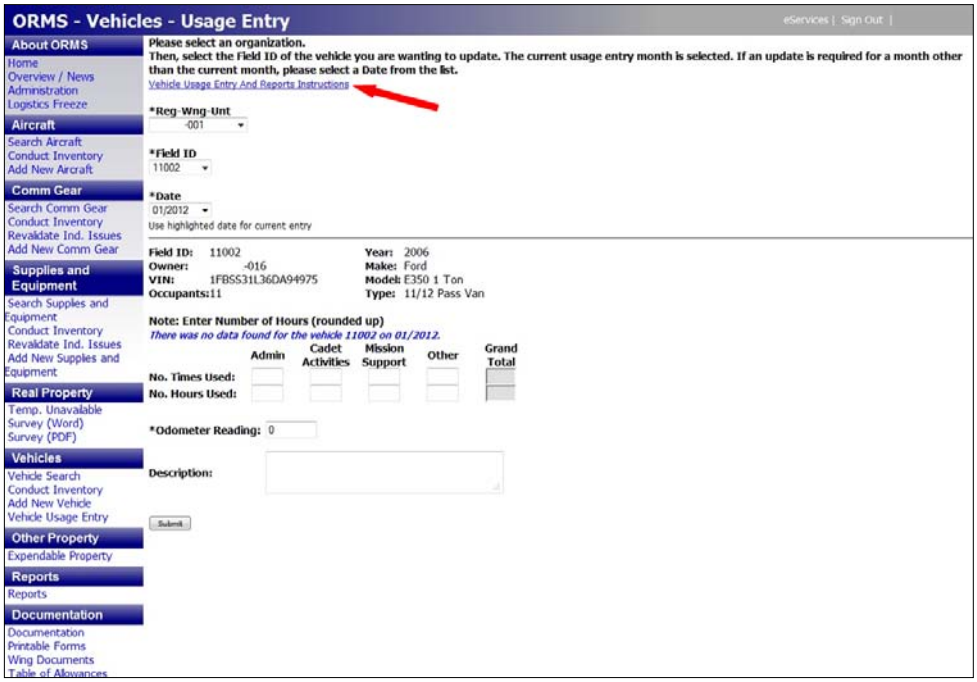
VEHICLE MANAGEMENT

The wing LGT will use ORMS to designate Vehicle Managers if the wing decides to use this function. The Vehicle Manager is responsible for entering monthly vehicle usage data for vehicles assigned to their unit. The following screenshot illustrates where to designate Vehicle Managers in ORMS.



To access the Vehicle Usage Entry portion of ORMS select it under Vehicles on the left-hand side of the main ORMS screen.

The next screenshot illustrates the Vehicle Usage Entry page in ORMS. If you need to access to instructions for entering data in this module you may click on the highlighted link.



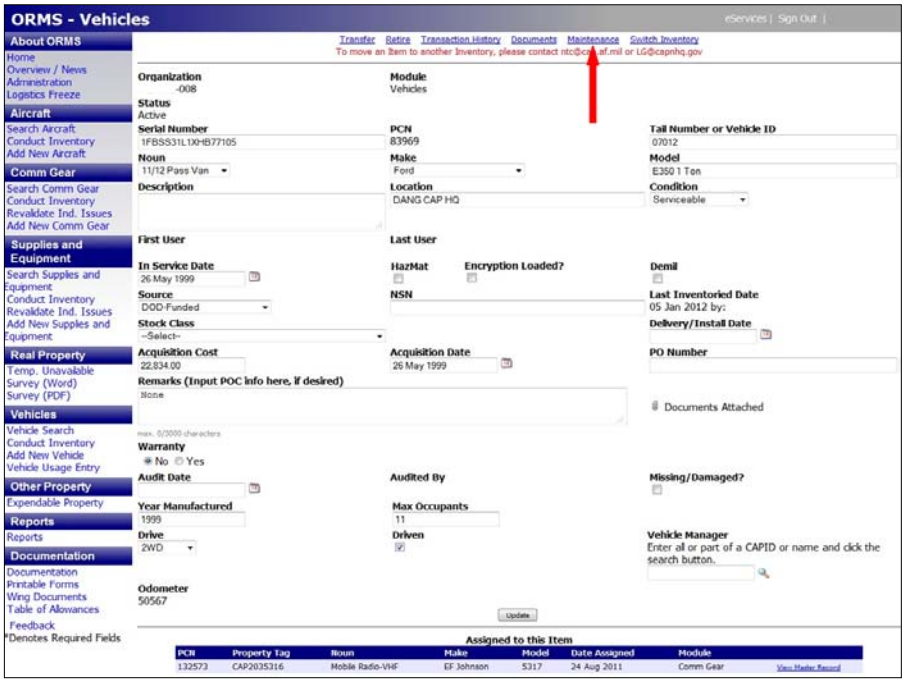
The correct method for calculating usage is illustrated in the following example:

- Vehicle is used for weekend cadet encampment
  - Vehicle departs Friday afternoon at 4:00 pm
  - Vehicle returns Sunday afternoon at 4:00 pm
- Record utilization in ORMS as follows:
  - Times used = 1
    - Not how many times vehicles is used during the encampment
  - Hours used = 48
    - Time from beginning to end of mission
  - Mission = Cadet Activities

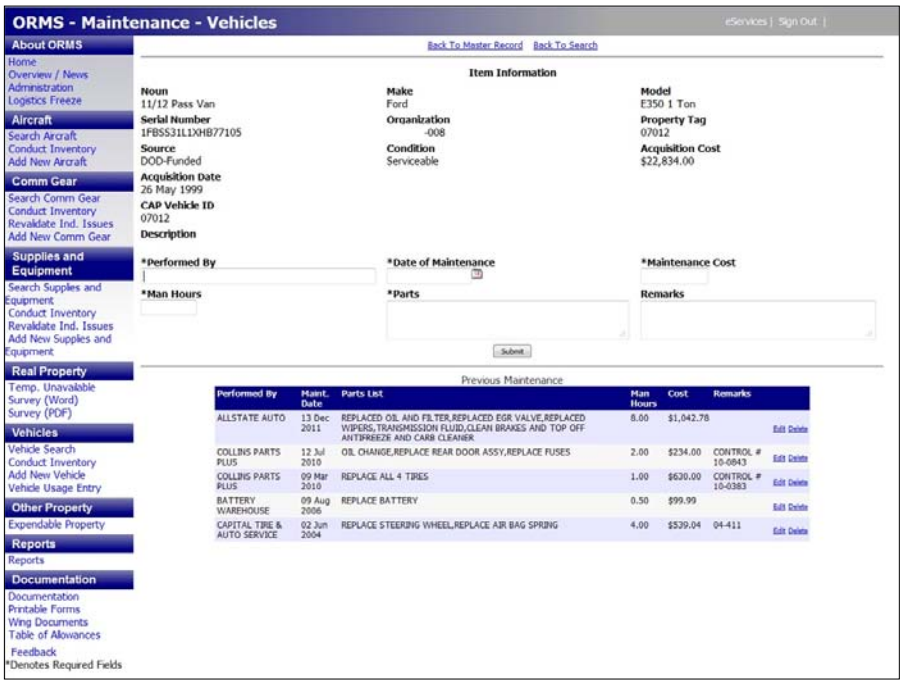
VEHICLE MAINTENANCE

The following steps illustrate how to enter vehicle maintenance data in ORMS.

- Search for the vehicle using the Vehicle Search Function
- Once the vehicle's master record appears select "Maintenance" at the top of the screen



When the next screen appears you may enter who performed the maintenance, the date the maintenance was performed, the cost, man hours and which parts were replaced. If NHQ will reimburse for any of the maintenance enter the control number in the remarks section.



VEHICLE DISPOSAL

NHQ CAP/LG coordinates all Federally-appropriated or DLA-DS-sourced vehicle disposal actions, including method, with CAP-USAF, who will issue disposal instructions. To be considered for disposal, a vehicle must be economically unrepairable, crashed or excess to need. Vehicles may be disposed by trade in, sale or turn-in. Refer to CAPR 70-1 and CAPR 173-4 for sale procedures of donated vehicles. Final disposal documentation must be uploaded in ORMS. NHQ/LGT will retire all vehicles in ORMS.

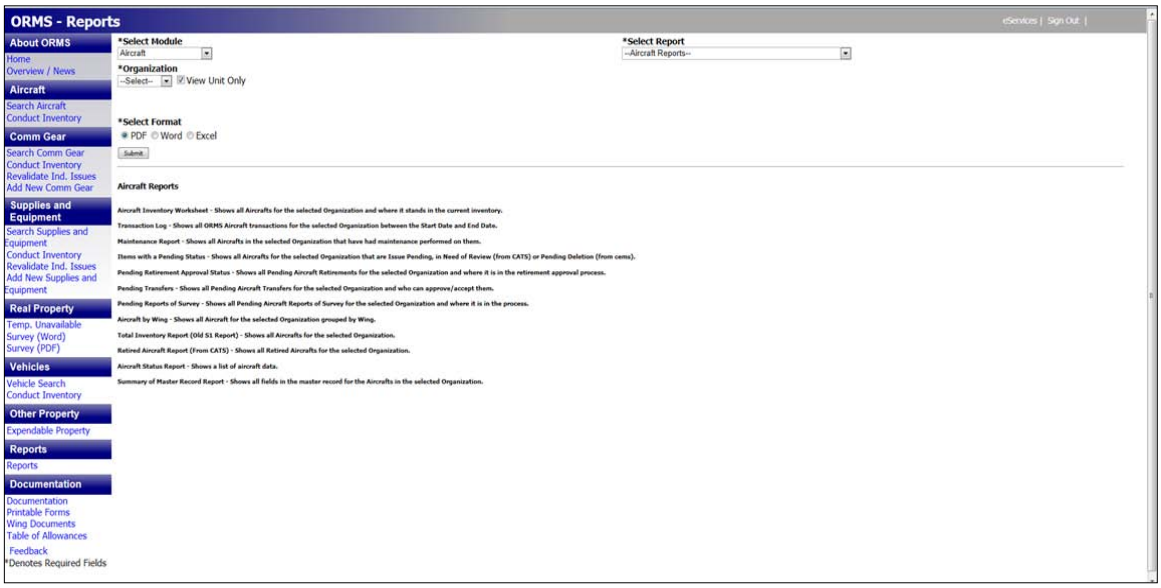
NHQ will use sales proceeds received from the sale vehicles originally purchased with Federally-appropriated funds to procure replacement vehicles. Sales of vehicles originally purchased using unit funds or donations from states, organizations or individuals will be transferred to the vehicle's wing of assignment. Any deviations must be approved by NHQ CAP/EX.

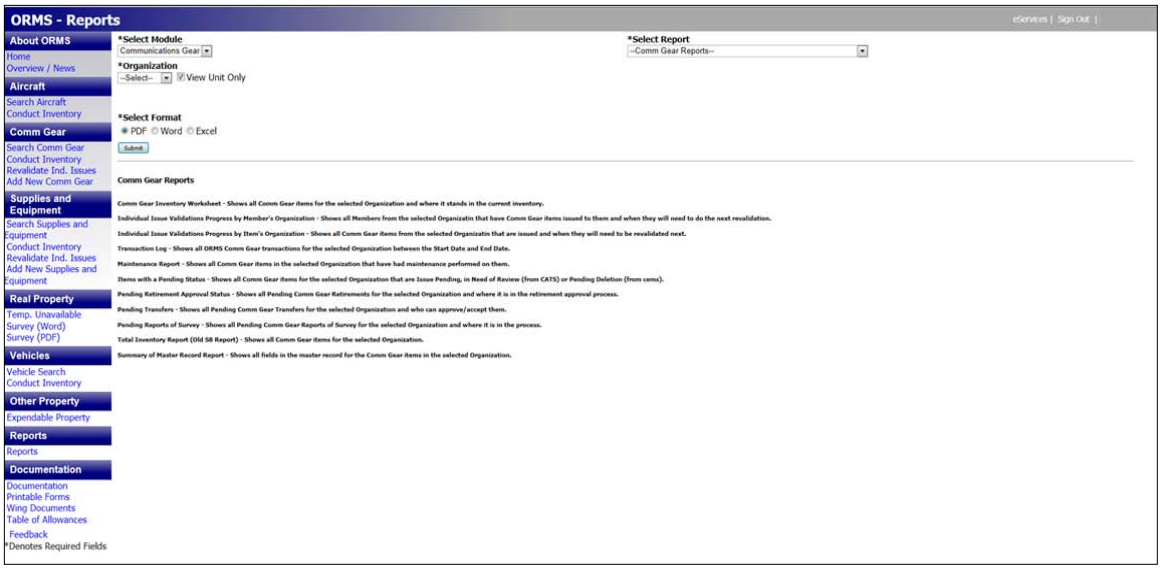
REAL PROPERTY RECORDS

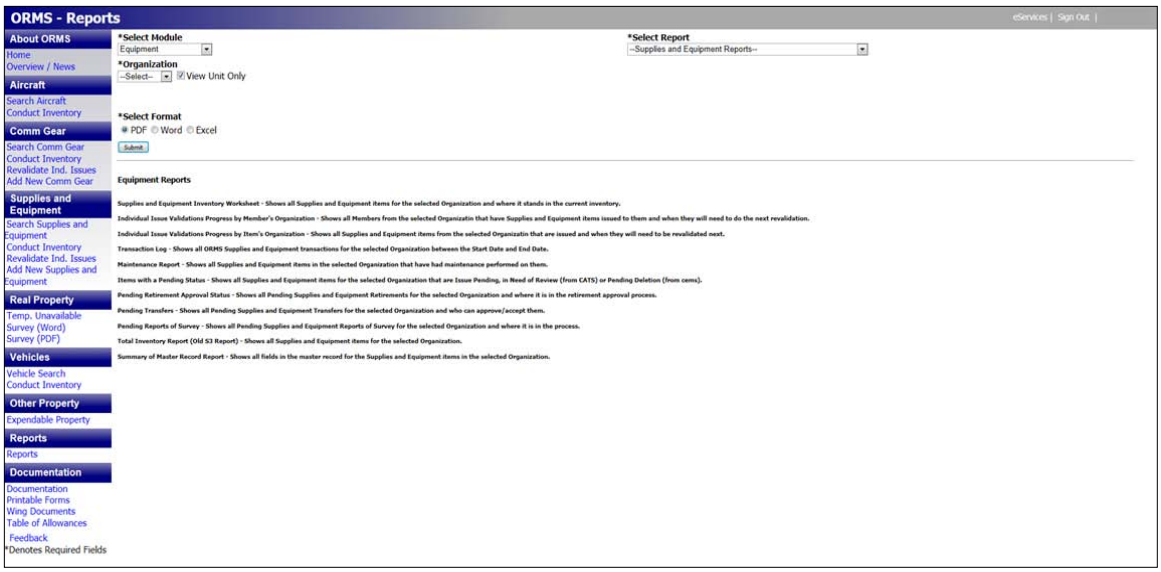
Units must conduct real property inventory concurrently with the annual physical inventory. All units with real property must complete a Real Property Survey which may be obtained from ORMS under the Real Property module on the left-hand side of the main page. The form only needs to be updated when something changes, but it should be reviewed annually. In addition, all leases, licenses, deeds, rental agreements and any other documents related to the real property will be retained in a file. All real property records will be made available for review by higher headquarters for inspections or audits. Real property information will also need to be made available during the annual audit. Real Property records may be scanned and uploaded into ORMS under the Documentation section.

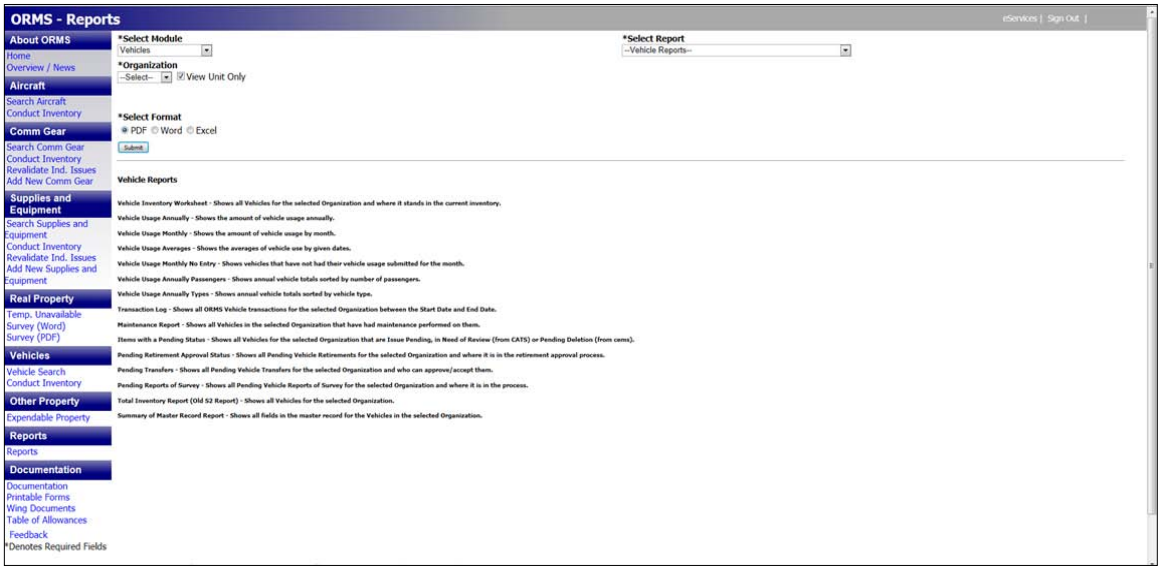
REPORTS

The following screenshots illustrate which reports are available for each module in ORMS. They may be accessed under Reports.

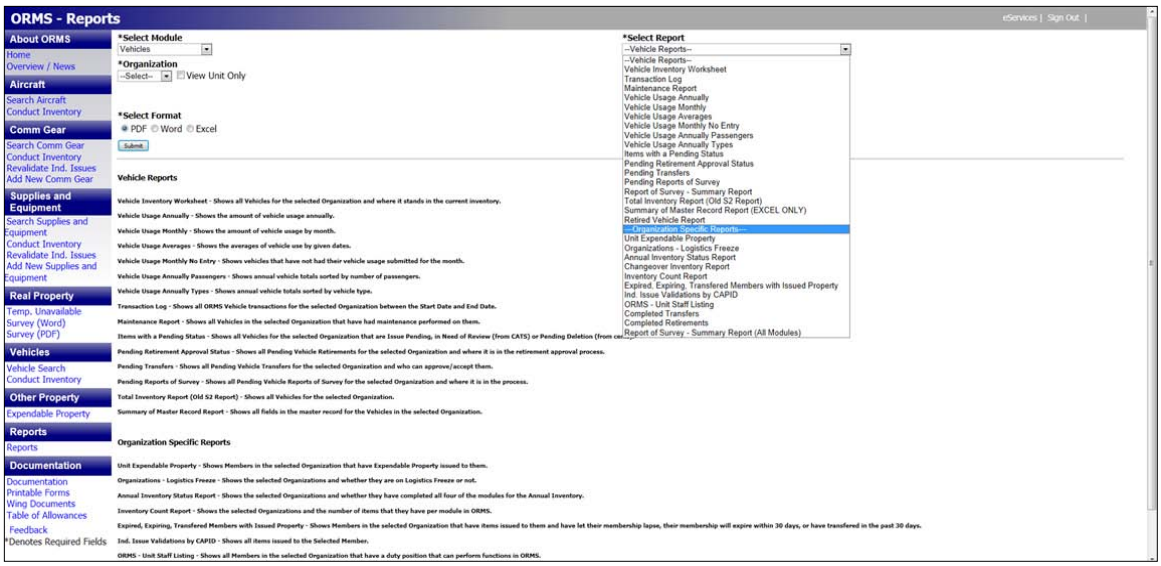








In addition to reports for specific modules in ORMS, there are also reports that are organization-specific. These reports may be accessed from any module in the Reports section.


ORMS - Reports
eServices | Sign Out |
About ORMS
Home
Overview / News
Aircraft
Search Aircraft
Conduct Inventory
Comm Gear
Search Comm Gear
Conduct Inventory
Revalidate Ind. Issues
Add New Comm Gear
Supplies and Equipment
Search Supplies and Equipment
Conduct Inventory
Revalidate Ind. Issues
Add New Supplies and Equipment
Real Property
Temp. Unavailable
Survey (Word)
Survey (PDF)
Vehicles
Vehicle Search
Conduct Inventory
Other Property
Expendable Property
Reports
Reports
Documentation
Documentation
Printable Forms
Wing Documents
Table of Allowances
Feedback
*Denotes Required Fields
*Select Module
Vehicles
*Organization
--Select--
View Unit Only
*Select Format
PDF Word Excel
Submit
*Select Report
--Vehicle Reports--
--Vehicle Reports--
Vehicle Inventory Worksheet
Transaction Log
Maintenance Report
Vehicle Usage Annually
Vehicle Usage Monthly
Vehicle Usage Averages
Vehicle Usage Monthly No Entry
Vehicle Usage Annually Passengers
Vehicle Usage Annually Types
Items with a Pending Status
Pending Retirement Approval Status
Pending Transfers
Pending Reports of Survey
Report of Survey - Summary Report
Total Inventory Report (Old S2 Report)
Summary of Master Record Report (EXCEL ONLY)
Retired Vehicle Report
---Organization Specific Reports---
Unit Expendable Property
Organizations - Logistics Freeze
Annual Inventory Status Report
Changeover Inventory Report
Inventory Count Report
Expired, Expiring, Transfered Members with Issued Property
Ind. Issue Validations by CAPID
ORMS - Unit Staff Listing
Completed Transfers
Completed Retirements
Report of Survey - Summary Report (All Modules)
Vehicle Reports
Vehicle Inventory Worksheet - Shows all Vehicles for the selected Organization and where it stands in the current inventory.
Vehicle Usage Annually - Shows the amount of vehicle usage annually.
Vehicle Usage Monthly - Shows the amount of vehicle usage by month.
Vehicle Usage Averages - Shows the averages of vehicle use by given dates.
Vehicle Usage Monthly No Entry - Shows vehicles that have not had their vehicle usage submitted for the month.
Vehicle Usage Annually Passengers - Shows annual vehicle totals sorted by number of passengers.
Vehicle Usage Annually Types - Shows annual vehicle totals sorted by vehicle type.
Transaction Log - Shows all ORMS Vehicle transactions for the selected Organization between the Start Date and End Date.
Maintenance Report - Shows all Vehicles in the selected Organization that have had maintenance performed on them.
Items with a Pending Status - Shows all Vehicles for the selected Organization that are Issue Pending, in Need of Review (from CATS) or Pending Deletion (from ca
Pending Retirement Approval Status - Shows all Pending Vehicle Retirements for the selected Organization and where it is in the retirement approval process.
Pending Transfers - Shows all Pending Vehicle Transfers for the selected Organization and who can approve/accept them.
Pending Reports of Survey - Shows all Pending Vehicle Reports of Survey for the selected Organization and where it is in the process.
Total Inventory Report (Old S2 Report) - Shows all Vehicles for the selected Organization.
Summary of Master Record Report - Shows all fields in the master record for the Vehicles in the selected Organization.
Organization Specific Reports
Unit Expendable Property - Shows Members in the selected Organization that have Expendable Property issued to them.
Organizations - Logistics Freeze - Shows the selected Organizations and whether they are on Logistics Freeze or not.
Annual Inventory Status Report - Shows the selected Organizations and whether they have completed all four of the modules for the Annual Inventory.
Inventory Count Report - Shows the selected Organizations and the number of items that they have per module in ORMS.
Expired, Expiring, Transfered Members with Issued Property - Shows Members in the selected Organization that have items issued to them and have let their membership lapse, their membership will expire within 30 days, or have transfered in the past 30 days.
Ind. Issue Validations by CAPID - Shows all items issued to the Selected Member.
ORMS - Unit Staff Listing - Shows all Members in the selected Organization that have a duty position that can perform functions in ORMS.