







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 <u>orms@capnhq.gov</u> 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 DoDexcess 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:

ORMS	ešenvices Sign Out
About ORMS	Welcome to the CAP Operational Resource Management System. Please select a link from the navigation at left.
Home Overview / News	Informational Items
Aircraft	ASSAULT THE FILL OF A CONTRACT OF
Search Aircraft	
Comm Gear Search Comm Gear	
Supplies and Equipment	
Search Supplies and Equipment	
Real Property	
Temp. Unavailable Survey (Word) Survey (PDF)	
Vehicles	
Other Preparty	
Documentation	
Documentation	
Table of Allowances	
Feedback *Denotes Required Fields	

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 nonexpendable 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 (*).

ORMS - Comm	Gear - Add				eServices Sign Out
About ORMS Home Overview / News Aircraft Search Aircraft Conduct Inventory Add New Aircraft	Single Entry © Bulk Entry Translation Solution Solution		Property Tag Number		-11062
Comm Gear Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	Description	If you need to	Select o add a Make, Model, or No. * Location max. 0/500 characters	un that does not appear in the drop downs please contact the NTC at	e etc@cap.af.mi
Supplies and Equipment Search Supplies and Equipment Conduct Inventory	In Service Date		HazMat NSN max. 0/16 characters	Encryption Loaded?	Denil
Revalidate Ind. Issues Add New Supplies and Equipment Real Property Temp. Upavailable	Select- Requisition Cost Remarks (Input DC info here, if desired)		 Acquisition Date 		PO Number
Survey (Word) Survey (PDF) Vehicles Vehicle Search	max, 0/000 characters Warranty ₩ No © Yes		*		Salect-
Conduct Inventory Add New Vehicle Other Property Expendable Property	Salent Care				
Reports Reports Documentation Distribution					
Wing Documents Table of Allowances Feedback					

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.

ORMS - Supplie	es and Equipment - Search			eServices
About ORMS Home	*Organization	Search Criteria	PCN	
Aircraft Search Aircraft Conduct Inventory	Noun -Select- v Source -Salect- v	-Select 💌	Model	
Add New Aircraft Comm Gear	Acquisition Cost (>=)	Acquisition Date	Description	
Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	Stock Class -Select- NSN	Condition	Property Tag Purchase Order #	
Supplies and Equipment Search Supplies and	Remarks	-Select	Search In Active Retired	
Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment	Search for Items Issued to Enter all or part of a CAPID or name and click the search button.	Search Reat		
Real Property Temp. Unavailable Survey (Word) Survey (PDF)				
Vehicles Vehicle Search Conduct Inventory Add New Vehicle				
Other Property Expendable Property				
Reports Reports				
Documentation Documentation Printable Forms Wing Documents Table of Allowances Feedback				

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.

Name Control Description Desc	ORMS - Supplie	es al	nd Equ	iipme	nt - Sea	rch										
Set PLATE	bout ORMS									Bac	ik to Search			Printer Friendly Version (Ex		
Opend Common Coar Opend Team Mark Hold Mode Processor Opend Coar Opend Coar Straid & Aux Coll Constrained Straid & Aux Coll Constrained Instrained Constrained Description archit Comm Goar 1 Yame Teshba 1410-5173 Laptop 97575 912832 Proceeder 9000 SYSTEM INCLUDES LAPTON/OPTICAL MOUSE/CARKTING CARE/OPTICAL FUNCTIONER Y201255201 51,778.00 Serviceable 907;1 U 2 Yame VP 0PTICEET Proteiner 9000 SYSTEM INCLUDES LAPTON/OPTICAL MOUSE/CARKTING CARE/OPTICAL FUNCTION Y201255200 Serviceable 907;1 U 2 Yame VP 0PTICEET Proteiner 57698 91913 20:00 PRINTER, CABLE, 3-YEAR WARRANTY W201205210 Serviceable 90;1 U	me rerview / News Ircraft arch Aircraft	Sear Orga Units	Search Parameters Organization - , Unit Only - No, Active Items Units in Red are on cognitions Property Proces Search Results for Supplies and Equipment: 2													
Numeric System Teshba 1410-5172 Liptop 97575 91702 Otop 50.00 System MinUscle/CARKYING Y2016552PU 151,776.00 Serviceable QP: 1 U: 2 Xim HP OFFECEET Printer 97996 91702 Printer 97996 91712 Printer 97996 91702 Printer 97996 Printer 97996 91702 Printer 97996 91702 Printer 97996 Printer 9799	nduct Inventory	Coun	it <u>Unit</u>	Hake	Hodel	Noun PCN	Location	Property	Source	Cur. Issued Value To	Description	Serial #	Aca. Cost Condition Date	ry Inventoried Bemarks Init. Install		
2 Xxx HP OFFICEET Humber 97098 919113 P00- Puided \$0.00 PRUNTER, CABLE, 3-YEAR WARRANTY HY2ALDDSD1 3559.00 Serviceable Q1.1 Upplies and apprent apprents RSSOUL HP OFFICEET Humber 97098 919113 P00- Puided \$0.00 PRUNTER, CABLE, 3-YEAR WARRANTY HY2ALDDSD1 3559.00 Serviceable Q1.1 Apprent Andreat Exercise Sexual and the service about the service a	arch Comm Gear	1	Yex	Toshib	ba 1410-5173	Laptop 975	75	917823	DOD- Funded	\$0.00	SYSTEM INCLUDES LAPTOP/OPTICAL MOUSE/CARRYING CASE/OFFICE XP LIC/CD AND 3 YEAR NO-FAULT WARRANTY	Y2016552P	U \$1,778.00 Serviceable	Qty: 1 UI: EA		
upples and qub groups and applement watart ind. issues di Property mp. Unavalable revy (Word) belies belies belies belies belies pendable Property eeports pendable Property eeports eports commention escala Forms and commention	nduct Inventory validate Ind. Issues Id New Comm Gear	2	Xim	HP	OFFICEJET KB0XI	Printer 976	98	919113	DOD- Funded	\$0.00	PRINTER, CABLE, 3-YEAR WARRANTY	MY2A1D610	01 \$359.00 Serviceable	Qty: 1 UI: EA		
ing Documents	quipment arch Supplies and apprent and Supplies and apprent del Property mp. Unavailable and Property mp. Unavailable and Property mp. Unavailable and Property and Property exercised and Property mendable Property eports occumentation nucleons ports															

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

ORMS - Suppli	es ai	nd Eq	uipment	- Sear	rch												
bout ORMS								Back to Se	arch							Printer, Frie	ndly Version (Ex
ome rerview / News hi rcraft e earch Aircraft	Sean Orga Units	Search Parameters															
omm Gear	Coun	t <u>Vi</u>	it <u>Make Mode</u>	Nour	PC	N Location	Property Leg	Source	Cur. Value Issued To	Description	Serial #	Acq. Cost	Condition	Inventory Date	Inventoried Bx	Remarks	Init. Install Date
irch Comm Gear iduct Inventory ralidate Ind. Issues	1	Ven	Nikon 5700	PIX Digit Cam	al 853 era	29	917686	DOD- Funded	\$0.00	STILL DIGITAL W/1.0 GB IBM MICRODRIVE MODEL# 07N5605	3028579	\$930.87	Serviceable	11 Jan 2011		Qty: 1 UI: EA	
pplies and	2	View	Nikon D705	Digit Cam	al 910 era 910	57 assigned 780CP/ 010 Operations locker	2003748	DOD- Funded	\$200.86	SDIS equipment assigned to 780CP	3185354	\$703.00	Serviceable			Qty: 1 UI: EA	
rch Supplies and pment	3	View	Nikon D80	Digit Cam	al 921 era 921	82 Supply room	2005669	DOD- Funded	\$628.29	W/18-135 LENS, RECHARGEABLE BATTERY, 1 GB LEXAR 133x CARD, DIGIPOWER BATTERY GRIP	3285522	\$1,466.00) Serviceable			Qty: 1 UI: EA	
duct Inventory alidate Ind. Issues New Supplies and	4	Ver	Nikon D-20	Digit Cam	al 941 era 941	59	2009527	DOD- Funded	\$1,043.57	Includes Lens, Filter, Flash Card, Camera Bag, Cleaning Kit, Adapter Cord, Battery and Garmin ETrex	3222807	\$1,461.00) Serviceable	18 Feb 2011		Qty: 1 UI: EA	
al Property p. Unavailable	5	Xiew	Nikon D90 :	LR Digit Cam	al 13 era 13	638 Operations Locker	2010139638	DOD- Funded	\$1,430.88	includes 18-200mm n Lens, UV Filter, Battery Pack, data card, lens cleaning kit, battery charger,	3467831	\$1,669.30	5 Serviceable			cont from description - GPS unit and Pelican case	
ey (Word) ey (PDF)	6	Max	Nikon D705	Digit Cam	al 910 era 910	58 KDTN OPS Room File Cab	2003749	DOD- Funded	\$200.86	SDIS	3185356	\$703.00	Serviceable			Qty: 1 UI: EA	
cle Search luct Inventory	7	View	Kodak DX64	0 Digit Cam	al 891 era	89 Squadron Office (Airport)	923486	DOD- Funded	\$0.00	WITH 256 MB SANDISK STORAGE DEVICE	KJCCR340402544	4 \$578.97	Serviceable			Qty: 1 UI: EA	
er Property endable Property	8	Xiew	Kodak DX64	0 Digit Cam	al 964 era 964	92 Sqd office	923485	DOD- Funded	\$0.00	WITH 256 MB SANDISK STORAGE DEVICE	KJCCR34905565	\$578.97	Serviceable			Qty: 1 UI: EA	
oorts arts	9	Yen	Kodak DC24 ZOOP	Digit Cam	al 97. era 97.	79 Sqd office	910782	Corporate Funded	\$0.00	DIGITAL	EKL94205836	\$470.00	Unserviceable - Beyond Repair			Qty: 1 UI: EA	
umentation	10	Men	Kodak DC48	0 Digit Cam	al 88: era 88:	92 Missing/Damaged Missing	913727	DOD- Funded	\$0.00	DIGITAL	KJCA803403950	\$699.00	Missing/Damaged	28 Mar 2011		Qty: 1 UI: EA	
able Forms Documents e of Allowances	11	Yex	Kodak DC48	0 Digit Cam	al 88. era 88.	93 Squadron Bldg	913728	DOD- Funded	\$0.00	DIGITAL	KJCAB03403951	\$699.00	Serviceable			Qty: 1 UI: EA	
edback motes Required Fields																	

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.

ORMS - Suppli	es ar	nd Eq	uipm	ent - S	Search	1												
About ORMS									Back to Sea	rich							Printer Frier	ndly Version (E
Home Overview / News Aircraft Search Aircraft	Searc Organ Units	Search Parameters Jopanization Unit Only - No, Active Items, Noun - Digital Camera Inste in Red are on Logistics Property Freee: Search Results for Supplies and Equipment: 11													Results per Page • 25 © 50 © 100 © 250 © 500			
Conduct Inventory Comm Gear	Coun	t Un	ut Make	Hodel	Noun	PCN	Location	Property Tag	Source	Cur. Value Issued To	Description	Serial #	Aca. Cost	Condition	Inventory Date	Inventoried By	Remarks	Init. Install Date
Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	1	View	Koda	k DC4800	Digital Camera	88392	Missing/Damaged Missing	913727	DOD- Funded	\$0.00	DIGITAL	KJCA803403950	\$699.00	Missing/Damaged	28 Mar 2011		QIY: 1 UI: EA	
Supplies and Equipment	2	Yest	Koda	k DC4800	Digital Camera	88393	Squadron Bldg	913728	DOD- Funded	\$0.00	DIGITAL	K3CAB03403951	\$699.00	Serviceable			Qty: 1 UI: EA	
earch Supplies and quipment	3	Max	Koda	k DX6490	Digital Camera	89689	Squadron Office (Airport)	923486	DOD- Funded	\$0.00	WITH 256 MB SANDISK STORAGE DEVICE	KJCCR340402544	\$578.97	Serviceable			Qty: 1 UI: EA	
onduct Inventory evalidate Ind. Issues dd New Supplies and	4	Ver	Koda	k DX6490	Digital Camera	96992	Sqd office	923485	DOD- Funded	\$0.00	WITH 256 MB SANDISK STORAGE DEVICE	KJCCR34905565	\$578.97	Serviceable			Qty: 1 UI: EA	
uipment Real Property	5	Xien	Koda	CC240 ZOOM	Digital Camera	97379	Sqd office	910782	Corporate Funded	\$0.00	DIGITAL	EKL94205836	\$470.00	Unserviceable - Beyond Repair			Qty: 1 UI: EA	
emp. Unavailable urvey (Word) urvey (PDF)	6	View	Nikor	D90 SLR	Digital Camera	139638	Operations Locker	2010139638	DOD- Funded	\$1,430.88	includes 18-200mm n Lens, UV Filter, Battery Pack, data card, lens cleaning kit, battery charger,	3467831	\$1,669.36	Serviceable			cont from description - GPS unit and Pelican case	
Vehicles ehicle Search onduct Inventory	7	View	Nikor	COOLPEX 5700	Digital Camera	85229		917686	DOD- Funded	\$0.00	STILL DIGITAL W/1.0 GB IBM MICRODRIVE MODEL# 07N5605	3028579	\$930.87	Serviceable	11 Jan 2011		Qty: 1 UI: EA	
ther Property pendable Property	8	Men	Nikor	D705	Digital Camera	91657	assigned 780CP/ 010 Operations locker	2003748	DOD- Funded	\$200.86	SDIS equipment assigned to 780CP	3185354	\$703.00	Serviceable			Qty: 1 UI: EA	
Reports	9	Yiew	Nikor	D705	Digital Camera	91658	KDTN OPS Room File Cab	2003749	DOD- Funded	\$200.86	SDIS	3185356	\$703.00	Serviceable			Qty: 1 UI: EA	
Documentation	10	View	Nikor	D80	Digital Camera	92882	Supply room	2005669	DOD- Funded	\$628.29	W/18-135 LENS, RECHARGEABLE BATTERY, 1 GB LEXAR 133x CARD, DIGIPOWER BATTERY GRIP	3285522	\$1,466.00	Serviceable			Qty: 1 UI: EA	
rintable Forms /ing Documents	11	View	Nikor	D-200	Digital Camera	94859		2009527	DOD- Funded	\$1,043.57	Includes Lens, Filter, Flash Card, Camera Bag, Cleaning Kit, Adapter Cord, Battery and Garmin ETrex	3222807	\$1,461.00	Serviceable	18 Feb 2011		Qty: 1 UI: EA	

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.

ORMS - Suppli	es and Equipment		eServices Sign Ou	r (
About ORMS		Transaction History To move an Item to another Inventory, please contact ntc@cap.af.mil or LG@capnhq.gov		
Overview / News	Organization	Module	Property Tag Number	
Search Aircraft Conduct Inventory	Status Active Serial Number	Useful Life in Years (Remaining) 7 (0) PCN	Current Value \$0.00	
Comm Gear Search Comm Gear Conduct Inventory Revalidate Ind. Issues	KJCA803403951 Noun Digital Camera	88393 Make Kodak • Location	Model DC4800 Condition	
Add New Comm Gear Supplies and	Distral	Squadron Bidg	Serviceable	
Equipment Search Supplies and Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and	In Service Date 11 Jan 2004 Source DOO-Funded	HazHat Encryption Loaded?	Demil Demil Last Inventoried Date	
Equipment Real Property	Stock Class 6760-Photographic Equipment and Accessories			
Temp. Unavailable Survey (Word) Survey (PDF)	Acquisition Cost 699 00 Remarks (Input POC info here, if desired)	Acquisition Date 11 Jan 2004	PO Number	
Vehicles	Cty: 1 DI: EA	*		
Vehicle Search Conduct Inventory	max. 0/2000 characters Warranty P No [®] Yes			
Expendable Property Reports Reports		Lipidan.		
Documentation Documentation Printable Forms Wing Documents Table of Allowances	l			
*Denotes Required Fields				

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 squadrons between units in different wings.

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



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

ORMS - Transf	er - Supplies and Equipment	The second second second		eServices Sign Out
About ORMS		Back To, Master Record Back, To Search		
Home Overview / News Alrcraft Search Aircraft Conduct Inventory Comm Gear Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	Noun Canera Serial Number 429595 Source DOD-Funded Arquisition Date 02 Feb 2000	Item Information Hake Sony Organization GRR-OH-001 Condition Serviceable Useful Life in Years (Remaining) 1 (0)	Model MrC-F07 Property Tag 911555 Arquisition Cost \$350.00 Current Value \$0.00	
Supplies and Equipment		Item Status No Assignments/Issuance		
Search Supplies and Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment	*Select *Transfer To* Organization	Remarks	0	
Real Property Temp. Unavailable Survey (Word) Survey (PDF)		(Toude)		
Vehicles Vehicle Search Conduct Inventory				
Other Property Expendable Property				
Reports Reports				
Documentation Documentation Printable Forms Wing Documents Table of Allowances Feedback *Denotes Required Fields				

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"

ORMS - Transfe	er - Supplies and Equipment		eServices Sign Out
About ORMS		Back To Master Record Back To Search	
Home Overview / News Aircraft Search Aircraft Conduct Inventory	Noun Canera Serial Number 1234567890	Item Information Panasconic Organization GR4:GR-001	Model DMC-F2150K Property Tag 98765
Comm Gear Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	Source Corporate Funded Acquisition Date 01 Oct 2011	Condution Serviceable Useful Life in Years (Remaining) 1 (1)	Acquisition Cost \$500.00 Current Value \$500.00
Supplies and Equipment		Item Status	
Search Supplies and		No Assignments/Issuance	
Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment	Transfer in progress: From - GLR-GLR-001 To - GLR-IL-001 "Select "Transfer To" Organization -Select-	Remarks	
Real Property		Transfer	
Temp. Unavailable Survey (Word) Survey (PDF)			
Vehicles			
Vehicle Search Conduct Inventory			
Other Property			
Reports Reports			
Documentation Documentation Printable Forms Wing Documents Table of Allowances Feedback *Denotes Required Fields			

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.



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.

ORMS - Tran	sfer Acceptance/App	roval											
About ORMS	Accept/Refuse Transferre	d Items											
Home	Instructions: Select Accept or Refuse for each	tem (or all). If you a	niect Rafue	e you must prov	vide Ramarka (for each ref	ual). Not Selected mea	ns the termine	n the queue.					
Overview / News	Property Tag	Near	Hake	Hodel	Serial Number	Date Initiated	From ORG	To ORG	Condition	Location	Accept/Reluse	Remarks	
Aircraft	Property Tag: \$11565 PCN: 87897	Camera	Sony	MVC-FD7	424595	15 Feb 2012	GUR-0#+001	GLR-GLR-001	-Select-		O Accept	0	Xmr
Search Aircraft Conduct Inventory											R Not Selected		
Comm Gear	C dant												
Search Comm Gear													

The following flowchart illustrates the steps necessary to accept a 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
	Comm	NTC	DCS-C & Comm Asst	CC, CV, DC & Comm Asst	CC, CD, Comm & Comm Asst	Х
Initiate	A/C	LG, LGM	DCS-L, LGS & LGS Asst	CC, CV, LG, LGS & LGS Asst	CC, CD, LGS & LGS Asst	Х
Transfers	Veh	LG, LGT	DCS-L, LGT, LGS & LGS Asst	CC, CV, LG, LGT, LGS & LGS Asst	CC, CD, LGT, LGS & Asst LGS	х
	S&E	LG, LGS	DCS-L, LGS & LGS Asst	CC, CV, LG, LGS & LGS Asst	CC, CD, LGS & LGS Asst	Х
	Comm	NTC	CC, DCS-C	CC, DC	CC	Х
Approve	A/C	LG, LGM	CC, DCS-L	CC, LG	CC, LGS	Х
Transfers	Veh	LG, LGT	CC, DCS-L	CC, LG	CC, LGS	Х
	S&E	LG, LGS	CC, DCS-L	CC, LG	CC, LGS	Х
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.

ORMS - Suppli	es and Equipment		eServices Sign Out
About ORMS Home	The Rebre, Tra	Transfer Gassar IssuerReturn Print Temporary Form 37 Retire Transaction History Doc refer, and Upload Documents functions are not available for kits. Kits are automatically deleted wh To move an Item to another Inventory, please contact ntc@cap.af.mil or LG@capnlq.gr	uments en all the Rems are removed ov
Aircraft Aircraft Sench 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	Organization Status Active Serial Number Noun File Description File FileSUSer In Service Date Eig One 2011	Module Equipment Useful Life in Years (Remaining) 1 (1) PCN 152620 Make Ka Last User HazHat Encryption Loaded?	Property Tag Number
Add New Supplies and Equipment Real Property Temp. Unavailable Survey (Word) Survey (PDF)	Source Solution Solution Solution Stock Class Stock Cl	NSN Acquisition Date	Last Inventoried Date PO Number
Vehicles Vehicle Search Conduct Inventory Other Property Expendable Property Reports Documentation Documentation Printable Forms Wing Documents Table of Allowances Freedback	Remarks (Input POC info here, if desired) me. (2000 duades Warranty ⊕ No © Yes	2	

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"

ORMS - Assign - Supplies and Equipment derives Spr. 0.4											
About ORMS		Back To Master Record Back To Search									
Home Overview / News	Rem Information										
Aircraft	Noun Digital Camera	Model D90 SLR									
Search Aircraft Conduct Inventory	Serial Number 3467988	Organization	Property Tag 2010139640								
Comm Gear	Source DOD-Funded	Condition	Acquisition Cost \$1,669.36								
Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	Acquisition Date 25 Oct 2010	Useful Life in Years (Remaining) 7 (6)	Current Value \$1,430.88								
Supplies and		Item Status									
Search Supplies and		No Assignments/Issuance									
Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment	Assign Item To (Kits must be created before assignment) Kit © Vehicle © Aircraft © Repeater Centers No.										
Real Property		Asign									
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											

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.

ORMS - Suppli	es and E	quipmen	t								eServices Sign Out	
About ORMS Home Overview / News	Trender Assign JusselBann hind Temporar/Smark Tohr Temporar/Smark Tohr Tematon Hong Documents The Reter, Transfer, and Upland Documents functions are not available for Itals. Sits are wainable Assist Assist To move an Item to another Inventory, please contact stcDicapationi or LOBcopho.gov.											
Overview / News Aircraft Search Aircraft Conduct Inventory Comm Gear Search Comm Gear Conduct Inventory Revindate Ind. Issues Add New Comm Gear Equipment Conduct Inventory Revindate Ind. Issues Add New Supples and Add New Supples and	Organization Status Active Social Number Social Number Social Number Social Number Social Number In Service Date Status Social Number Social N			Hodue: Equipment: 1 (1) 5/520 Nake Contion Con			Property Ta 23658 Current Val \$0.00 Model rol Condition - Select- Demil Last Invent	Property Tag Number				
Real Property Temp, Unavailable Survey (Word) Survey (PDF) Vehicles	Stock Class D000 CAP K Acquisition 0.00 Remarks (In	Acquisition Cost		Acquisition Date			PO Number	PO Number				
Vehicle Search Conduct Inventory Other Property Expendable Property Reports	max. 6/2000 char Warranty ⊕ No © Yes	achers i										
Reports					Kit Contents							
Documentation Documentation Printable Forms Wing Documents Table of Allowances Feedback Denotes Required Fields		139540	Property Tag. 2010139546	Noun Digital Camera	H. NJ	ske s kao C	IODEL	Date Assigned 15 Feb 2012	Modu Equips	le	You Halter Record	

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

ORMS - Suppli	es and Equipment		
About ORMS		5	
Overview / News	Organization	Module Equipment	Property Tag Number 2010139640
Search Aircraft Conduct Inventory	Status Assigned	Useful Life in Years (Remaining) 7 (6) Brow	Current Value \$1,430.88
Comm Gear	3467968	139640 Make	Hodel
Conduct Inventory Revalidate Ind. Issues	Digital Camera	Nikon .	D90 SLR Condition
Add New Comm Gear	includes 18-200mm n Lens, UV Filter, Battery Pack, data card, lens - cleaning kit, battery charger, -	Assigned to Camera Kit. Property Tag - 23458	Serviceable
Equipment	First User	Last User	
Equipment Conduct Inventory Revalidate Ind. Issues	In Service Date	HazMat Encryption Loaded? NSN	Demil Last Inventoried Date
Add New Supplies and Equipment	Stock Class		
Real Property Temp. Unavailable Survey (Word)	F720-Cameras, Still Picture Acquisition Cost 1.66936 Remarks (Junut DOC Info here, If desired)	Acquisition Date 25 Oct 2010	PO Number 10-0515
Vehicles	cont from description - GPS unit and Pelican case	2	
Vehicle Search Conduct Inventory Other Property	mas. 6/3000 characters Warranty ● No © Yes		
Expendable Property		Lipdate	
Reports Reports		This item is Assigned/Issued to	
Documentation Documentation	To To Assigned - for Camera Kit PCN-152620	Date St 15 Feb 2012	Yies Hatte Bases
Ving Documents Table of Allowances Feedback *Denotes Required Fields			

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 - Assign	- Supplies an	d Equipment	and the second se				eServices Sign Out				
About ORMS				Back To Master Record Back To Search							
Home Overview / News	Item Information										
Aircraft	Noun Digital Camara		Make		Model	P					
Search Aircraft	Serial Number		Organization		Propert	ty Tag					
Conduct Inventory	3467988		Condition		201013 Acquisi	9640 tion Cost					
Comm Gear	DOD-Funded		Serviceable		\$1,669.	36					
Conduct Inventory	Acquisition Date 25 Oct 2010		Useful Life in Years 7 (6)	(Remaining)	Curren \$1,430.	t Value 88					
Revalidate Ind. Issues Add New Comm Gear											
Supplies and			70.118.0 N	Item Status	100100000						
Equipment Search Supplies and	Type Assigned - Kit	Camera Kit PCN-152620	Date E	mail Phone Location	Condition	Return To Inventory	Dist Estimat Form 17				
Equipment	nangina na		10110 1011								
Revalidate Ind. Issues	Assign Item To (Kits	must be created before assignment)									
Add New Supplies and Equipment	Kit O Vehicle	O Aircratt O Repeater									
Real Property				Autop							
Temp. Unavailable											
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											
Documentation Documentation Printable Forms Wing Documents Table of Allowances Feedback *Denotes Required Fields											

- 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.

ORMS - Assign	- Supplies a	nd Equipment								eServices Sign Out
About ORMS					Back To Master Record	Back To Search				
Home Overview / News Aircraft Search Aircraft Conduct Inventory Comm Gear Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	Noun Digital Camera Serial Number 3467988 Source DOD-Funded Acquisition Date 25 Oct 2010			Make Nikon Organization Condition Serviceable Useful Life in Years (Re 7 (6)	Item Infor emaining)	nation	Model D90 S Prope 20101 Acqui \$1,665 Currer \$1,430	LR rty Tag 39640 sition Cost 9.36 nt Value 0.88		
Supplies and Equipment	Trees	Te	Date	Email Dhone	Item Sta	tus	Condition			
Search Supplies and Equipment	Assigned - Kit	Camera Kit PCN-152620	15 Feb 2012	Email Phone	но	0	Serviceable	•	Lindate Cancel	Print Partnered Form 37
Revalidate Ind. Issues Add New Supplies and Equipment Real Property Temp. Unavailable	Assign Item To (Ki © Kit © Vehicle 	ts must be created before assignn Aircraft © Repeater	ent)		Anip				1	
Survey (VDR) Survey (PDF) Vehicles Vehicle Search Conduct Inventory	l									
Other Property Expendable Property Reports Reports	l									
Documentation Documentation Printable Forms Wing Documents Table of Allowances	l									
*Denotes Required Fields										

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"
| ORMS - Expen | lable Property | | |
|--|--|--|--|
| About ORMS
Home
Overview / News | Online CAP Form 111a
*Select Member to Issue Expendable Property | | |
| Aircraft
Search Aircraft | Instructions: If an expendable property item is returned, please add an entry to the
Expendable Property for | expendable property with "RETURNED:" at the beginning of the description. This will help to keep a | record of expendable property. See below for an example. |
| Conduct Inventory
Comm Gear | Issue Date Item Description Quantity Issued By CAPID Is 28 Jan 2010 Test pants 1 393890 2 2 392890 02 Mar 2010 RETURVED: Test pants 1 393890 3 3 | Jourd By Name | |
| Search Comm Gear
Conduct Inventory
Revalidate Ind. Issues | *Issue/Return Date | *Issued/Returned By | |
| Supplies and
Equipment | *Item Description | *Quantity | |
| Search Supplies and
Equipment
Conduct Inventory | Submit Expendable Property | | |
| Revalidate Ind. Issues
Add New Supplies and
Equipment | | NO EXPERIGABLE Property for 20 Lt Timothy P. Scott | |
| 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 | | | |

- 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.



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

ORMS - Issue -	Supplies and Equipment			eServices Sign Out
About ORMS		Back To Master Record Back To Search		
Home Overview / News		Item Information		
Aircraft	Noun Digital Camera	Make Nikon	Model D90 SLR	
Search Aircraft Conduct Inventory	Serial Number 3467988	Organization	Property Tag 2010139640	
Comm Gear	Source DOD-Funded	Condition	Acquisition Cost	
Search Comm Gear	Acquisition Date	Useful Life in Years (Remaining)	Current Value	
Revalidate Ind. Issues Add New Comm Gear	25 Oct 2010	7 (6)	\$1,430.88	
Supplies and		Item Status		
Search Supplies and		No Assignments/Issuance		
Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment	*Enter all or part of a CAPID or name and click the search button.			
Real Property				
Temp. Unavailable Survey (Word) Survey (PDF)		Issued Assets A		
Vehicles				
Vehicle Search Conduct Inventory				
Other Property Expendable Property				
Reports				
Documentation				
Documentation				
Printable Forms Wing Documents				
Table of Allowances				
Peedback *Denotes Required Fields				

- 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

ORMS - Issue	- Supplies and E	quipment						eServices Sign Out
About ORMS					Back To Master Record	Back To Search		
Home Overview / News Aircraft Search Aircraft Conduct Inventory Comm Gear Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	Noun Digital Camera Serial Number 12456789 Source Corporate Funded Acquisition Date 02 Oct 2011			Make Panasonic Organization Condition Serviceable Useful Life in 1 (1)	Item Informa Years (Remaining)	tion	Model Lumix DMC-F2150 Property Tag 2245678 Acquisition Cost \$550.00 Carrent Value \$500.00	
Supplies and Equipment					Item Statu	5 Feo ranve		
Search Supplies and Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment Real Property	Members Neme Unit: Print a Filled Form 37	Ø	Membershij	o Expiration: 30 Jun 201	2			
Temp, Unavailable					Issued Asset	s â		
Survey (Word) Survey (PDF) Vehicle Search Conduct Inventory Other Property Expendable Property Reports Reports Documentation Documentation Documents Table of Allowances Feedback "Denotes Required Fields	Property Tag 200616 2009319	UniX	Make Travidican Lenovo	Model	Status Isuue Accepted Isuue Accepted	Location	Condition Educa To Investory Educa To Investory	Prot Returned Form 32 Prot Returned Form 32

• Item's status changes to "Issue Pending"

ORMS - Suppli	ies and Equipment		
About ORMS		Transfer Assign Issue/Return Print Temporary Form 32 Retire To move an Item to another Inventory, please contact ntc@c	e Transaction History Documents Brapaf.mil or LG@capnhq.gov
Overview / News	Organization	Module	Property Tag Number
Aircraft		Equipment	2345670
Search Aircraft	Status	Useful Life in Years (Remaining)	Current Value
Conduct Inventory	Issue Pending	1 (1)	\$500.00
Comm Gear	123456789	152621	
Search Comm Gear	Noun	Make	Model
Conduct Inventory	Digital Camora 👻	Panasonic	Lumix DMC-FZ150
Revalidate Ind. Issues	Description	Location	Condition
Add New Commidear			Servicrable *
Equipment	First User	Last User	
Search Supplies and	In Service Date	HazMat Encryption Loaded?	Demil
Conduct Inventory		0 0	
Revalidate Ind. Issues	Source	NSN	Last Inventoried Date
Add New Supplies and	Corporate Funded		
cquipment	500K Class		
Real Property	Acquisition Cost	Acquisition Date	PO Number
Temp. Unavailable	500.00	02 Oct 2011	
Survey (PDF)	Remarks (Input POC info here, if desired)		
Vehicles			
Vehicle Search	maa. 6/3000 characters		
Conduct Inventory	Warranty	*Warranty Expiration	*Warranty Contact Info
Other Property	UND WITCS		L. montholisme data defense versen
Expendable Property			
Reports		This item is Assigned/Issued	d to
Reports	Туре То	Date	Status
Documentation	Issued	15 Feb 2012	Issue Pending
Documentation			
Printable Forms			
Wing Documents Table of Allowances			
Faadback			
*Denotes Required Fields			

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"

ORMS		eServices Sign Out
About ORMS	Welcome to the CAP Operational Resource Management System. Please select a link from the navigation at left.	
Home Overview / News	Items awaiting your input	

CAP Form 37 I	ssue Acceptance							esent	ces Sign Out
About ORMS	Members Name & CAPID			Issued Items Pendin	g Your Acceptance				Print My Form
Overview / News	Property Tag	Org	Make	Model	Serial Number	Current Value	Description		
Aircraft	Property Tag: 2345678 PCN: 152621		Panasonic	Lumbx DMC-FZ150	123456789	\$500.00		Accept Issue	Eafore lases
Search Aircraft Conduct Inventory							-		
Comm Gear									
Search Comm Gear Conduct Inventory									

- 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 preprinted 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.





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

ORMS - Issue	- Supplies and Equipment				
About ORMS			Back To Master Record Back To	Search	
Home Overview / News	Noun	Make	Item Information	Hodal	
Aircraft	Digital Camera	Pana	sonic	Lumix DMC-FZ150	
Search Aircraft Conduct Inventory	Serial Number 123456789	Orga	nization	Property Tag 2345678	
Comm Gear	Source	Cond	ition	Acquisition Cost	
Search Comm Gear	Acquisition Date	Usefu	ul Life in Years (Remaining)	Current Value	
Revalidate Ind. Issues	02 Oct 2011	1 (1)		\$500.00	
Add New Comm Gear			Item Status		
Equipment	Туре То	Date Email	Phone	Location Condition	
Search Supplies and Equipment	Issued	15 Feb 2012		Esturn To Inventory	Print Raturned Form 37
Conduct Inventory	Easter all as part of a CAUID or name and elick t	a sauch hattan			
Add New Supplies and		ne search putton.			
Equipment					
Real Property	Print a Filed Form 37				
Survey (Word)			Iccurd Accests		181
Survey (PDF)	1		ISSUEU ASSEIS		
Vehicles					
Vehicle Search Conduct Inventory					
Other Property					
Expendable Property	5				
Reports					
Reports					
Documentation					
Documentation Printable Forms					
Wing Documents					
Feedback					
Denotes Required Fields					

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

ORMS - Issue	- Supplies and Equipm	nent			eServices Sign Out
About ORMS			Back To Master Record Back To Sear	ch -	
Home Overview / News	New		Item Information	Undal	
Aircraft Search Aircraft Conduct Inventory	Digital Camera Serial Number 123456789		Panasonic Organization	Lumix DMC-FZ150 Property Tag 2345678	
Comm Gear Search Comm Gear Conduct Inventory Revalidate Ind, Issues Add New Comm Gear	Source Corporate Funded Acquisition Date 02 Oct 2011		Condition Serviceable Useful Life in Years (Remaining) 1 (1)	Acquisition Cost \$500.00 Current Value \$500.00	
Supplies and Equipment	Terra To	Date Em	Item Status	Condition	
Search Supplies and Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment	*Enter all or part of a CAPID or pa	15 Feb 2012 ime and click the search button.	RQ	Sandaada uuta	e Ganad Tem 2 Ganned Form 22
Real Property Temp. Unavailable Survey (Word) Survey (PDF)	Print a Filed Form 3Z		issued Assets ☆	1 1	
Vehicles Vehicle Search Conduct Inventory					
Other Property Expendable Property					
Reports Reports					
Documentation Documentation Printable Forms Wing Documents Table of Allowances					
Feedback *Denotes Required Fields					

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 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.



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.

		Individ	ual Issue Validation P	rogress		
Property Tag GLR-IN-001	Make	Model	Noun	Issued To	Last Validated	Next Validation Due
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-VHE		02 Mar 2011	31 Mar 2012
2011142861	Dell	E5520	Laptop		26 Aug 2011	31 Mar 2012
2010138998	HP	85550	Lanton		09 Oct 2011	31 Mar 2012
2010138993	HP	6555b	Laptop		27 Feb 2011	31 Mar 2012
CAP2020655	EE Johnson	5317	Mobile Badio-VHE		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						
31-Jan-2012						Page 1 of 5

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.

RMS - Revali	date Individual Issues	5						
out ORMS e view / News	Validate Individual Issue	4						Lodate Sweet
raft	Noun	Make	Model	Serial Number	Property Tag	Org	Condition	Verified
ch Arcrait.	Digital Camera	Nikon	COOLPIX 5709	3028516	917614	GLR-1L-001	Serviceable .	20
and the second second	Projector	NEC	PROXIMA	2800915NC	920509	GLR-1L-001	Serviceable ·	10
nm Gear	Printer	HP	OFFICEJET 4215	CN473EK730	921943	GLR-1L-001	Serviceable 💌	2
th Comm Gear	Copier	Canon	PC920	Tv870300	923594	GLR-1L-001	Serviceable .	×.
lidate Ind. Issues	Monitar	Dell	UltraSharp	KR-07R477-35830-27A-03M1	2008432	GLR-1L-001	Serviceable 💌	1
New Comm Gear	Laptop	Hewlett-Packard	6735b	CNUSTOBIED	2048632	GLR-0L-001	Serviceable .	Ø
oplies and	Mobile Radio-VHF	EF Johnson	STEALTH 5317	53170F252A17336	CAP2001357	GLR-1L-001	Serviceable	(9)
lipment	Power Supply	Astron	SL-15R-6FJ	203030226	CAP2002826	GLR-1L-001	Serviceable ·	10
ment	Portable Radio-W-IF-AM	Sportys	SP-200	29261	CAP2009013	GLR-1L-001	Serviceable .	Z
luct Inventory	Battery Charger	EF Johnson	585-5100-210	PN1-58609	CAP2031868	GLR-1L-001	Serviceable .	10
lidate Ind. Issues New Supplies and	Portable Radio-VHF	EF Johnson	5112	5110G3406T17021	CAP2028733	GLR-1L-001	Serviceable 🗶	2
Il Property p. Unavailable p. Unavailable p. (Word) s; (POP) icles de Search luct Inventory er Property ndable Property norts cumentation able Forms I Documents of Allowances thack								

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.

GLI	Total Operational Supplies and Equipment - 60 SLR-IN-001 60.00					
1	Noun - Digital Camera Make - Minota Model - Kinota, Oimage 2-10 Serial Number - 16401296 Property Tao - 1208 Location - Issued To-Assigned To -	On Hand/Verified Serviceable Serviceable - Needs Re Unserviceable - Beyond Missing	sair Repair			
2	Noun - Card Reader Make - Jeppesen Model - SKYBOUND Serial Number - 22924G Property Tag - 2002734 Location - Issued To Assigned To ,	On Hand/Verified Serviceable Serviceable - Needs Re Unserviceable - Beyond Mosing	Daar Repair			
3	Noun - Printer Make - HP Model - 5610 Serial Number - CN67/DF3KZ Property Tag - 2003446 Location - Wing Administrator's Office Issued TO-Assigned To -	On Hand/Verified Serviceable Serviceable - Needs Re Unserviceable - Beyond Missing	pair Repair			
4	Noun - Printer Make - HP Model - 5610 Serial Number - CN70PF40TS Property Tag - 2003448 Location - WNGLOC: 3A Issued TGASsigned To -	On Hand/Verified Serviceable Serviceable - Needs Re Unserviceable - Beyond Mosing	sair Repair			
5	Noun - Printer Make - HP Model - 5610 Serial Number - CN66DDE328 Property Tag. 2003450 Location - Wing HQ Jeasurd Focksimmed Tag.	On Hand/Verified Serviceable Serviceable - Needs Re Unserviceable - Beyond Missing	pair Repair			

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."

		State of the	
A	BEFORE you continue with the completed the Inventory Wo	he inventory, please m orksheet.	ake surë you have
	Once inventory is started in items.	ORMS, transactions wi	II be locked for these

• Select "Annual" under Inventory Type

ORMS - Comm	Gear - Conduct Inventory	eServices Sign Out
About ORMS Home	The Operational Resource Managment System has a time out function built in so it is suggested that you click the "Update Inventory" button every 10-15 minutes. This will update the items already checked Everything that has already been validated will move to the bottom of the list, unless you have sorted by a different column.	J and leave only the remainder to be validated.
Aircraft Search Aircraft Conduct Inventory	Before you continue, you must do the following steps in the order shown: 1. Print your Inventory Worksheet for each Inventory that you are going to complete. (This is the first report in the drop down list in the reports module) 2. Complete any Issue Acceptances or Transfers into or out of your organization. 3. Complete your inventory physical count and each Individual Validation on the worksheet PRIOR	to starting your inventory in ORMS.
Comm Gear	ONLY after you have done this should you start the Inventory in ORMS. Once you have started the Inventory it will freeze any transactions that you may need to do in ORMS.	
Search Comm Gear Conduct Inventory Revalidate Ind. Issues	Organization OT I	
Add New Comm Gear	Completed Changover Inventories	
Supplies and Equipment	Year Date Completed Completed By	
Search Supplies and	2012 06 Feb 2012 - 12:52:12	
Equipment Conduct Terrestory	Manual Changeover	
Revalidate Ind. Issues		
Add New Supplies and		
Real Property		
Temp, Upavailable		
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		
venotes requireu Fields		

- 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.

ORMS - Comm	Gear	- Conduct Inventory								Sign Out
About ORMS Home Overview / News	The Ope Everythin	rational Resource Managment System has a ng that has already been validated will move	time out functi to the bottom	ion built in so it is of the list, unless	suggested that you click the "U you have sorted by a different	pdate Inventory" button every 10-15 mi column.	nutes. This will update the items a	already checked and leav	ve only the remai	nder to be validated.
Aircraft Search Aircraft Conduct Inventory	Before 1. Print 2. Com	you continue, you must do the following your Inventory Worksheet for each Inv plete any Issue Acceptances or Transfe	g steps in the ventory that y rs into or out	order shown: you are going to of your organiz	o complete. (This is the first ation. 3. Complete your invo	report in the drop down list in the r ntory physical count and each Indi	eports module) vidual Validation on the works	sheet PRIOR to starti	ng your invento	ory in ORMS.
Comm Gear Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	ONLY a Organiz -001 Reset Inve	fter you have done this should you star ation •	t the Invento	ery in ORMS. On	ce you have started the Inv	entory it will freeze any transaction	s that you may need to do in t	DRMS.		
Supplies and Equipment Search Supplies and Equipment	Complet Year 2012	ted Changover Inventories Date Completed 06 Feb 2012 - 12:52:12				Completed By	When you submit that the initiate a Report of Survey.	Condition is Missing/Damaged	l, you will	
Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment	Annual	inventory started by			Inventory fo	-001 Count of Items: 46		(ок	Update Inventory
Real Property	Count	Noun	Make	Model	Serial Number	Property Tag Issued To/Assigned To	Location (ICAO)	Condition	Verified	
Temp. Unavailable	1	Portable Radio-VHF	Tait	ORCA	14118463	20000110	room 71 wing HC	Missing/Dam 💌		
Survey (Word) Survey (PDF)	2	Portable Radio-VHF	Motorola	HT-1000	402AWJD430	CAP1001295	In prep to transfe	Select		
Vehicles	3	Portable Radio-VHF	Motorola	HT-1000	402AWJD488	CAP1001296	transfering to WIC	Select		
Vehicle Search	4	Portable Radio-VHF	Motorola	HT-1000	402AWJD543	CAP1001297	transfer to WI001	Select		

- 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 - Vehicle	es - Co	nduct Inve	ntorv						eServices Si	gn Out
About ORMS Home Overview / News	The Opera Everything	ational Resource Ma that has already b	anagment System has a been validated will move	time out function but to the bottom of th	uilt in so it is suggested that you e list, unless you have sorted by	u click the "Update Inventory" button every y a different column.	/ 10-15 minutes. This will up	date the items already check	ed and leave only the remainder	to be validated.
Aircraft Search Aircraft Conduct Inventory	Before yo 1. Print y 2. Compl	ou continue, you our Inventory W ete any Issue Ac	must do the followin forksheet for each In ceptances or Transfe	g steps in the orde ventory that you a rs into or out of yo	er shown: re going to complete. (This our organization. 3. Complet	is the first report in the drop down lis te your inventory physical count and e	it in the reports module) each Individual Validatio	n on the worksheet PRIOR	to starting your inventory i	n ORMS.
Comm Gear Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	ONLY aft Organizat -001	er you have done tion *	e this should you sta	rt the Inventory in	ORMS. Once you have start	ted the Inventory it will freeze any tra	insactions that you may	need to do in ORMS.		
Supplies and Equipment Search Supplies and Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment	Complete Year 2010 Annual In	d Changover Inve Date 31 Ma iventory started by	ntories Completed rr 2010 - 06:02:25 Y		Ir	Completed By Compl	tems: 5			Update Inventory
Real Property	Count	Vehicle ID	Noun	Make	Model	Serial Number	Property Tag	Location (ICAO)	Condition	Verified
Temp. Unavailable	1	93001	Passenger Van	Plymouth	Voyager	2P4GP44R7TR832077	93001	Michigan-Alexan	Serviceable 💌	V
Survey (PDF)	2	93004	Passenger Van	Dodge	Caravan	2D8HN44E29R702701	93004	Michigan-Heering	Serviceable	V
Vehicles	3	93005	Passenger Van	Dodge	GRAND CARAVAN SE	2D4RN4DG5BR625156	93005	REGION HEADC	Serviceable 💌	V
Vehicle Search	4	93100	Motor Home	Other	Other Type	4S7NT9T05MC003007	93100	Michigan	Serviceable •	2
Conduct Investory Other Property Expendable Property Reports Documentation Documentation Printable Forms Wing Documents Table of Allowances Feedback 'Denotes Required Fields 'Denotes Required Fields	5	93101			υτ	D2546191	93101	KY-GLY GLIDEH	Servicable	Updat Joertay

• 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.

Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment	Annual	Inventory started by	on 16 Feb 2012		Inventory	for -001 Cou	int of Items: 46				Lipdate Bry	ventory
Real Property	Count	Noun	Make	Model	Serial Number	Property Teg	Issued To/Assigned To	Location (ICAO)	Condition	Veri	led	
Temp. Unavailable	1	Portable Radio-VHF	Motorola	HT-1000	402AWLG916	CAP1001524		issue to WI-001	-Select-			
Survey (Word) Survey (PDF)	2	Battery Charger	Motorola	NTN1177A	CAP1001525	CAP1001525		issue to WI-001	Select-	1 11		
Vehicles	3	Shipping Container, Comm Equip	API	CASE	CAP1001526	CAP1001526		issue to WI-001	Select-	1		
Vehicle Search	4	Mobile Radio-VHF	Tat	T-2020	692910	CAP1003411		issue to WI-001	-Select-	1		
Conduct Inventory	5	Mobile Radio-VHF	Tait	T-2020	692939	CAP2010101		issue to WI-001	Select-			
Other Property	6	Mobile Radio-VHF	Tat	T-2020	692942	CAP2010105		Issue to WI-001	Select			
Expendable Property	7	Mobile Radio-VHF	Tait	T-2020	692940	CAP2010106		issue to WI-001	-Select-	8		
Reports	8	Satellite Phone	Qualcomm	GPS-1600	DEC ESN 11600121363	CAP2010107		to	Select			
Reports	9	Mobile Radio-VHF	EF Johnson	5317	531734806T48610	CAP2034299		issue to Wi-001	Select-	1		
Documentation	10	Mobile Radio-VHF	EF Johnson	5317	531734806T48823	CAP2034304		Assigned to Vehi	Select			
Documentation	11	Mobile Radio-VHF	EF Johnson	5317	531734806T48735	CAP2034305		issue to WI-001	Select			
Printable Forms	12	Mobile Radio-VHF	EF Johnson	5317	531734806T48736	CAP2034307		issue to WI-001	Select			1
Table of Allowances	13	Mobile Radio-VHF	EF Johnson	5317	531734806T48802	CAP2034308		Assigned to Vehi	Select	1 1		
Feedback	14	Power Supply	Astron	RS-35A	98100057	CAP1001701			Serviceable -		on 06 Feb 2012	
*Denotes Required Fields	15	Base Station-HF	Motorola	MICOM-2	85653G5204	CAP1003028			Serviceable +		on 06 Feb 2012	
	16	Base Station-HF	Motorola	MICOM-2	8565318957	CAP2000100			Serviceable •		on 06 Feb 2012	
	17	Base Station-HF	Motorola	MICOM-2	8565318952	CAP2000102			Serviceable		on 06 Feb 2012	
	18	Base Station-HF-ALE	Motorola	MICOM-2E	501SJA4244	CAP2001854			Serviceable .		on 06 Feb 2012	
	19	Phone Patch	JPS	RTU-250	2496	CAP2001867			Serviceable +		on 06 Feb 2012	
	20	Power Supply	Astron	RS-35A	203010121	CAP2001909			Serviceable		on 06 Feb 2012	
	21	Power Supply	Astron	SL-15R-EFJ	203030127	CAP2003107			Serviceable [on 06 Feb 2012	
	22	Base Station-VHF	EF Johnson	5317	53170F492A18765	CAP2003548			Serviceable .		on 06 Feb 2012	

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.



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

ORMS - Aircrat	t - Conduct Inventory		
About ORMS	The Operational Resource Managment System has a time out funct Everything that has already been validated will move to the bottom	ion built in so it is suggested that you click the "Update Inventory" button every 10-15 minutes. This will update the list, unless you have sorted by a different column.	he items already checked and leave only the remainder to be validated.
Overview / News			
Aircraft Search Aircraft Conduct Inventory	Before you continue, you must do the following steps in the 1. Print your Inventory Worksheet for each Inventory that 2. Complete any Issue Acceptances or Transfers into or out	: order shown: you are going to complete. (This is the first report in the drop down list in the reports module) of your organization. 3. Complete your inventory physical count and each Individual Validation on th	he worksheet PRIOR to starting your inventory in ORMS.
Comm Gear	ONLY after you have done this should you start the Invento	ry in ORMS. Once you have started the Inventory it will freeze any transactions that you may need t	to do in ORMS.
Search Comm Gear Conduct Inventory Revalidate Ind. Issues	Organization -001		
Add New Comm Gear			
Supplies and Equipment	Completed Changover Inventories	Consolited Bu	
Search Supplies and	2010 15 Jan 2010 - 04:01:32	Completed By	
Equipment	2010 09 Feb 2010 - 07:30:54		
Revalidate Ind. Issues	2010 31 Mar 2010 - 09:20:27		
Add New Supplies and	2012 06 Feb 2012 - 12:47:47		
Real Property Temp, Unavailable Survey (Word) Survey (Word) Vehicles Vehicles Vehicles Vehicles Conduct Inventory Other Property Reports Documentation Documentation Printable Forms Ving Documents Table of Allowances Freedback	Investory Type ⊘ Annua ∰Changeover		

- 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.

Search Aircraft Conduct Inventory	1. Print 2. Comp	your Inventory Worksheet for plete any Issue Acceptances of	er each Inventory that or Transfers into or o	t you are goin ut of your org	ng to complete. (This is the f anization. 3. Complete your	irst report in the inventory physica	drop down list in th al count and each I	e reports module) ndividual Validation on the wo	rksheet PRIOR to st	arting your inventory	in ORMS.
Comm Gear	ONLY a	fter you have done this shoul	d you start the Inven	tory in ORMS	. Once you have started the	Inventory it will	freeze any transact	ions that you may need to do i	n ORMS.		
Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	Organiz 001 Reset Inve	ation Interv									
Supplies and Equipment											
Search Supplies and Fourinment	Change	over Inventory started by									
Conduct Inventory					Inventor	for -001 (Count of Items:	44			
Add New Supplies and											Update Inventory
Equipment	Count	Noun	Make	Hodel	Serial Number	Property Tag	Issued To/Assigned To	Location (ICAO)	Condition	Verified	
Real Property	1	Copier	Canon	PC-940	Message from webpage	10001100	22	Missing	Missing/Dam		
Temp. Unavailable Suprey (Word)	2	Phone, Satellite	Sagem	RCOM 100				Assigned to N606	Select		
Survey (PDF)	3	Airborne System Archer	Novasol	N/A	When you submit that th	e Condition is Missing/D	amaged, you will	columbus IN	Select		
Vehicles	4	Ground Station Archer	Novasol	N/A	initiate a Report of Survey	r.		Columbus IN	Select		
Vehicle Search	5	Life Raft	EAM	T4AS				Assigned to Aircr	Select		
Conduct Inventory	6	Life Raft	EAM	T4AS			ОК	Assigned to Aircr	Select		
Other Property	7	Laptop	Hewlett-Packard	6735b	CITO7200007	2010377)	WAUPACA	Select		
Expendable Property	8	Phone, Satellite	Sagem	RCOM 100	805059	2048951		Assigned to N470	Select	8	
Penorte	0	Lanton	Panaconic	Toughhook CE	-30 8EKS857115	2048953		Assigned to N60F	-Select-	17	

- 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 - Aircrat	ft - Cond	uct Inventor	у						eServices Sign Out	
About ORMS	The Operation Everything to the second seco	onal Resource Manage hat has already been	ment System has a tim validated will move to	ne out function built in so it the bottom of the list, unle	is suggested that yo ss you have sorted b	u click the "Update i a different column	Inventory" button every 10-15 minutes. This will upda	te the items already checked and leave only t	he remainder to be validated.	
Home Overview / News		at has an easy seen		are bottom of the not and		, a anterent colum				
Aircraft Search Aircraft Conduct Inventory	Before you 1. Print you 2. Complet	continue, you mus ur Inventory Works e any Issue Accept	t do the following s heet for each Inver ances or Transfers i	teps in the order shown ntory that you are going into or out of your organ	: to complete. (This ization. 3. Comple	is the first report te your inventory	t in the drop down list in the reports module) physical count and each Individual Validation o	n the worksheet PRIOR to starting your	inventory in ORMS.	
Comm Gear	ONLY after	you have done this	s should you start t	he Inventory in ORMS.)nce you have star	ted the Inventory	it will freeze any transactions that you may ne	ed to do in ORMS.		
Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear	Organizatio	n								
Supplies and Equipment	Completed	Changover Inventorio	es			Completed Bu		-		
Equipment	2010	15 Jan 2010 -	04:01:32			Completed by				
Conduct Inventory Revalidate Ind Issues	2010	09 Feb 2010 -	07:30:54							
Add New Supplies and	2010	31 Mar 2010	- 09:20:27							
Equipment	2012	06 Feb 2012 -	12:47:47							
Real Property	2012	15 Feb 2012 ·	- 03:16:06							
Temp. Unavailable Survey (Word) Survey (PDF)	Changeover	Inventory started by	Ŷ		I	nventory for	-001 Count of Items: 6		Lodate Inven	ntory
Vehicles										
Vehicle Search	Count	<u>Tail #</u>	Noun	Make	Model	Serial Number	Location (ICAO)	Condition	Verified	
Conduct Inventory	1	N11915	Glider	Schweizer	2-33A	5	Lake Village IL w	Serviceable	×.	
Other Property	2	N360BA	Glider	Blanik	L23	998701	Marion, OH, KMN	Serviceable	×	
Expendable Property	3	N470CP	Powered	Gippsland	GAS	GA8-040-68	003	Serviceable	V	
Reports	4	N606CP	Powered	Gippsland	GA8	GA8-03-036	glr-003	Serviceable	V	
Reports	5	N975AF	Glider	Schleicher	ASK21	21237	KBRY	Serviceable	V	
Documentation	6	N99859	Glider	Schweizer	2-32	37	Owosso, Michiga	Serviceable	V	
Documentation Printable Forms Wing Documents Table of Allowances Feedback *Denotes Required Fields								-	Update Invent	tory

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

essage fr	om webpage
A	Inventory has been updated
	ОК

• 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.

Search Supplies and Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and	Change	over Inventory started by			Invento	ry for -001	Count of Items: 44				Liphita Sweeting
Equipment	Count	Noun	Hake	Badd	Serial Number	Property Tag	Issued To/Assigned To	Location (ICAO)	Condition	Venfie	d
Real Property	1	Laptop	Hewlett-Packard	6735b	CNU9108L67	2048397	Comparison of the second	WAUPACA	-Select-		
Temp. Unavailable	2	Phone, Satellite	Sagem	RCOM 100	805059	2048951		Assigned to N47(-Select-		
Survey (Word) Survey (PDF)	3	Laptop	Panasonic	Toughbook CF-30	8FKS857115	2048963		Assigned to N60(-Select		
Vehicles	4	Laptop	Toshiba	A10-5127	83066939H	920391		MKE	Select		
Vehicle Search	5	Digital Camera	Nikon	D-100	2305106	924335		Assigned to N60(-Select-		
Conduct Inventory	6	Laptop	Panasonic	CF-29	5AKSA94096	924371		Assigned to N47(-Select	• 11	
Other Property	7	Digital Camera	Nikon	D-100	2304978	924372		Assigned to N47(Select	•	
Expendable Property	8	Camera	Panasonic	DMC-FZ150K	1234567890	98765		HQ	Select		
Reports	9	Laptop	Dell	LATITUDE D620	1KXZVB1	2003142			Serviceable	•	on 06 Feb 2012
Reports	10	Printer	HP	5610	CN675DF5TH	2003464			Serviceable	+	on 06 Feb 2012
Documentation	11	Printer	HP	5610	CN64IDF4ZS	2003468			Serviceable	+	on 06 Feb 2012
Documentation	12	Laptop	HP	NX6325	MXL643097M	2003975			Serviceable	+	on 06 Feb 2012
Printable Forms	13	Laptop	HP	NX6325	MXL6450FG6	2004239			Serviceable		on 06 Feb 2012
Wing Documents Table of Allowances	14	GPS Receiver	Garmin	StreetPilot c330	10H208083	2004808			Serviceable	+	on 06 Feb 2012
Feedback	15	Printer	HP	DESKJET 9800	MY66G1Z0VV	2005183			Serviceable	E	on 06 Feb 2012
Denotes Required Fields	16	Printer	HP	OFFICEJET L7680	MY712130BV	2005260			Sarviceable	*	on 06 Feb 2012
	17	Laptop	HP	6715b	CNU7420LSJ	2007253			Serviceable		on 06 Feb 2012

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.

ORMS - Suppli	es and Equipment		eServices Sign Out
About ORMS	Tra	afer Assign Issue/Return Print Temporary Form 32 Retire Transaction History Documents Re	zort of Survey
Home		to move an stem to another inventory, pease contact incidicaplatimit or codecapting dov	
Overview / News	Organization -001	Module	Property Tag Number
Aircraft	Status	Useful Life in Years (Remaining)	Current Value
Conduct Inventory	Report of Survey in Progress	1 (0)	\$0.00
Comm Gear	Serial Number	PCN	
Search Comm Gear	Noun	Make	Model
Conduct Inventory	Copies #	Canon +	PC-940
Revalidate Ind. Issues	Description	Location	Condition
Supplies and	Centh Copy Hacking	* [Masog	Missing/Verlaged *
Equipment	First User	Last User	
Search Supplies and	In Service Date	Hartilat Encryption Loaded?	Damil
Equipment Conduct Inventory	24 Sep 2006		
Revalidate Ind. Issues	Source	NSN	Last Inventoried Date
Add New Supplies and	Corporate Funded		06 Feb 2012 by:
Dept. Dept. etc.	Stock class 3610-Printing, Duplicating, and Bookbinding Equipment		
Real Property	Acquisition Cost	Acquisition Date	PO Number
Survey (Word)	250.00	24 Sep 2006	
Survey (PDF)	Remarks (Input POC info here, if desired)	12	
Vehicles		÷	
Vehicle Search	man. fr/3000 dwachery		
Conduct Inventory	Wattanty @ Yes		
Other Property			
Expendable Property			
Reports			
Reports			
Documentation			
Documentation			
Wing Documents			
Table of Allowances			
Feedback			
Puenotes Required Helds			

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





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.

				Back to Huster Record	lack, Ta. Search		
12				Dem Informa	tion		
	Noun			Make		Model	
-	Modern			PANTEON		UH175	
	Serial Number			Organization			
cary	Reports Tes	190		Second Second		Initial Accelution Cont	
	2048694			Corporate Funded		\$239.99	
Ges/	Acquisition D	ate		(Sector Life in Years (Remaining)		toration	
Cory .	62 Jun 2009			1 (0)			
m Gear	Description					Status of Report of Survey	
d	014-393-1418					Averting Region Assessment	
	The Read of Lot		have a state of the state of th				
s and	Type	Ta	Instance and Assignment	Date			
	Issued	Marie Haberstrok (3)	14115)	62 Apr 2011			
. Louars						200000000000000000000000000000000000000	
Ares and	Current Value	e (Blue book value for A	exatt or Vehicle)	Estimated Repair Cost		Replacement Cost	
-				Company of the second se	(min)		
ty				Land New Coll and	the later of the l		
stile .		1-1		Report of Surve	y flow	Data Constitution	Deputitud
	-	With CC	Associat Shumphoator		Casalina	14 May 2011	
_		Terestation	Investigation Descent Included		Rental News	30 Aut 2011	1
-		Wine CC	Man Recommendar American	-	Careful Mathewa	25 Jul 2011	
12.2		Barras (C	hance descented		and a second second		
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nty		in the	formation formation				
operty.		Certrater	Controller Continentite				
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ired Fields	54:44:12 50 Jun 2011 07:21:09 30 Jun 2018	December of the	opcided ed. RCN_For_Mate_Naterthol			Severageter and 291) Raymond France Biogenet Depart	nie Raymond Hanco (of
ined Pields	54:44 12 36 3wi 2011 07:23:09 38 3wi 2013 07:27:29 05 3wi 2013 2 05 3wi 2013 2	Devertigeter von a Dersenent Lijkkad Javentigstan com 22/26/22 Wrog CC Type of J 22/26/22 Wrog Class-sector accessed.	opoletel BIROL_For_Mane_Babentisk petrol modert: Type 1 Decdert, Unit Share of Asse Comments: The investigation reported The "	esment: 0.00, 1984 Membin(s) Advectment: 0.30 "There was no value of the come on it is given to the CoA av Po	absi by the place carrier at its corty", t	Sweepader and 293) Raymond France Raymond France Congrey, Leader Congrey, Leader Leastfues, the member (is writ is wit brind Cangory L. Haden	(Investigator) (Investigator) es (Weg CC) es (Weg CC)
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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.




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

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• Include remarks with the reason the item is being retired

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- 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.

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Vehicles	5	NHO	NHO	NHO Final Documentation Re	an	
Vehicle Search Conduct Inventory		ning .	inte		Items below this line are other retirements awaiting your input.	
Other Property						
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***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.

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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.

ORMS - Vehicle	25		eServices Sign Out
About ORMS		Transfer Retire Transaction History Documents Maintenance To move an Item to another Investory, please contact straffican of million LGB cambo one	
Home Overview / News	Annual and the	to more an term to anoter intentity, prese contact incorceptation of conceptinger	
Aircraft	-001	Vehicles	
Search Aircraft	Status		
Conduct Inventory	Serial Number	PCN	Tail Number or Vehicle ID
Comm Gear	2P4GP44R7TR832077	84542 Make	93001
Search Comm Gear Conduct Inventory	Passenger Van 💌	Plymouth	Voyager
Revalidate Ind. Issues	Description	Location	Condition
Supplies and	Ç	micrigan-wexander	Serviceable
Equipment	First User	Last User	
Search Supplies and Equipment	In Service Date	HazMat Encryption Loaded?	Demil
Conduct Inventory	10 Jul 1996	NEM	act Townstaried Date
Add New Supplies and	DOD-Funded		06 Feb 2012 by:
Equipment	Stock Class		Delivery/Install Date
Real Property	Acquisition Cost	Acquisition Date	PO Number
Temp. Unavailable Survey (Word)	22,428.00	10 Jul 1996	
Survey (PDF)	Remarks (Input POC info here, if desired)	A	
Vehicles	may APANA deservices	v	
Vehicle Search Conduct Inventory	Warranty		
Other Property	No O Yes		
Expendable Property	Year Manufactured	Max Occupants	
Reports	1996	7	
Reports	2WD ×	Driven V	Enter all or part of a CAPID or name and click the search button.
Documentation			Q.
Documentation Printable Forms	99427		
Wing Documents		Update	
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L			

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.

ORMS - Vehic	cles - Usage Entry eservices Sign Out
About ORMS Home Overview / News Administration Logistics Freeze Aircraft Search Aircraft Conduct Inventory Add New Arcraft	Please select an organization. Then, select the Field ID of the vehicle you are wanting to update. The current usage entry month is selected. If an update is required for a month other than the current month, please select a Date from the list. Yehicle Usage Entry And Reports Instructions *Reg Wing-Unit
Comm Gear Search Comm Gear Conduct Inventory Revaliate Ind Tesues	*Date 01/2012 • Use highlighted date for current entry
Add New Comm Gear Supplies and Equipment Search Supples and	Field ID: 11002 Year: 2006 Owner: -0.16 Make: Ford VIN: IFRSS13L36DA94975 Model: 1250 IT on Occupants:11 Type: 11/12 Pass Van
Equipment Conduct Inventory Revaildate Ind. Issues Add New Supples and Equipment	Note: Enter Number of Hours (rounded up) There was no data found for the vehicle 11002 on 01/2012. Admin Admin Cadet Mission Activities Support Other Total
Real Property Temp. Unavailable Survey (Word) Survey (PDF)	No. Hours Used: *Odometer Reading: 0
Vehicles Vehicle Search Conduct Inventory Add New Vehicle Vehicle	Description:
Other Property Expendable Property Reports	(Adort)
Reports Documentation Documentation Printable Forms Wing Documents	

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

ORMS - Vehic	es		
About ORMS	Iransfer	Retire Transaction.History Documents Maintenance	Switch Inventory
Home	To move	an item to another Inventory, please contact ntc@cr.af.mil c	ir LG@capnhq.gov
Overview / News	Organization	Modulo	
Administration	-008	Vehicles	
Logistics Freeze	Status		
Aircraft	Active		
Search Arcraft	Serial Number	PCN	Tail Number or Vehicle ID
Conduct Inventory	1FBSS31L1XHB77105	83969	07012
Add New Arcraft	Noun	Make	Model
Comm Cent	11/12 Pass Van •	Ford	E3501 Too
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Search Comm Gear	Description	DANG CAR HO	Separable
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Vehicles			 Documents Attached
Vehicle Search	max 8/2000 characters		
Conduct Inventory	Warranty		
Add New Vehicle	The Diver		
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Other Property	Audic Date	Audited by	Missing/ Damageo /
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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.

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Supplies and Equipment				*Date of Maintenance	•м	*Maintenance Cost		
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Add New Vehicle Vehicle Usage Entry	COLLINS PART	09 Mar 2010	REPLACE	ALL 4 TIPES	1.00	\$630.00	CONTROL # 10-0383	Edit Deixe
Other Property	BATTERY WAREHOUSE	09 Aug 2006	REPLACE	BATTERY	0.50	\$99.99		Edit Date
Expendable Property	CAPITAL TIRE AUTO SERVICE	02 Jun 2004	REPLACE	STEERING WHEEL, REPLACE AIR BAG SPRING	4.00	\$539.04	04-411	Edit Delete
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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 Federallyappropriated 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.

ORMS - Report	5		
About ORMS	*Select Module	*Select Report	
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dd New Comm Gear	Aircraft Reports		
Supplies and			
Equipment	Aircraft Inventory Worksheet - Shows all Aircrafts for the selected Organization and where it stands in the current inventory.		
earch Supplies and	Transaction Log - Shows all ORMS Aircraft transactions for the selected Organization between the Start Date and End Date.		
juipment	Maintenance Report - Shows all Aircrafts in the selected Organization that have had maintenance performed on them.		
onduct Inventory	Items with a Pending Status - Shows all Aircrafts for the selected Organization that are Issue Pending, in Need of Review (from t	ATS) or Pending Deletion (from cems).	
evalidate Ind. Issues	Pending Retirement Approval Status - Shows all Pending Aircraft Retirements for the selected Oppositution and where it is in the	retirement approval approva.	
dd New Supplies and			
quipment	Pending transfers - Shows all Pending Aircraft transfers for the selected Organization and who can approve/accept them.		
Real Property	Pending Reports of Survey - Shows all Pending Aircraft Reports of Survey for the selected Organization and where it is in the pro	tes.	
emn Unavailable	Aircraft by Wing - Shows all Aircraft for the selected Organization grouped by Wing.		
Survey (Word)	Total Inventory Report (Old 51 Report) - Shows all Aircrafts for the selected Organization.		
urvey (PDF)	Retired Aircraft Report (From CATS) - Shows all Retired Aircrafts for the selected Organization.		
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Fouinment	Comm Gear Inventory Worksheet - Shows all Comm Gear items for the selected Organization and where it stands in the current i	wentury.	
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suismont	Individual Issue Validations Progress by Item's Organization - Shows all Comm Gear items from the selected Organizatin that an	issued and when they will need to be revalidated next.	

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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.

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