

## Entering Maintenance Activities in ORMS for CAP Vehicles

It is the responsibility of the vehicle crew chief to enter maintenance activities in the vehicle's ORMS record. This is a simple process that requires a computer with internet access, a scanner or camera, and a few minutes of time.

The first step is to scan or take a photo of the receipt and/or paperwork. If you used the Navigator/MX card, a scan/photo of the receipt is required in addition to any other paperwork. Ideally, you should attach the MX card receipt to the other paperwork.

Next, log into Eservices, got into ORMS, and pull up your vehicle file. For the purposes of this job aid I will be using 05776 and entering washing the truck.

The screenshot shows the 'ORMS - Vehicles - Search' interface. On the left is a navigation menu with categories like 'About ORMS', 'Aircraft', 'Comm Gear', 'Supplies and Equipment', 'Real Property', and 'Vehicles'. The main area is titled 'Search Criteria' and contains various input fields and dropdown menus for searching vehicles. Fields include Organization (CO-001), Noun (Vehicle Type), Source, Acquisition Cost (>=), Stock Class, NSN, Remarks, Status, CAP Veh ID (05776), Driven, Serial Number (VIN), Make, Location, Acquisition Date, Condition, Green Flag?, Year Manufactured (>=), Drive Train, PCN, Model, Description, Property Tag, Search In (Active/Retired), and Max Occupants (>=). There are 'Search' and 'Reset' buttons at the bottom right of the search criteria section.

After pulling up the vehicle file, go to the “Maintenance” tab.

The screenshot shows the 'ORMS - Vehicles' page with the 'Maintenance' tab selected. The page displays detailed information for a vehicle. At the top, there are links for 'Transfer', 'Print Temporary Form 37', 'Retire', 'Transaction History', 'Documents', and 'Maintenance'. Below these links is a red warning message: 'To move an Item to another Inventory, please contact ntc@capnhq.gov or LG@capnhq.gov'. The main content area is divided into several sections: 'Organization' (RMR-CO-001), 'Status' (Active), 'Serial Number' (1GCHK23U23F147560), 'Noun' (4X4 SUV/Pickup), 'Description', 'First User' (rtaylor), 'In Service Date' (10 Dec 2002), 'Module' (Vehicles), 'PCN' (84514), 'Green Flag Resource?' (checkbox), 'Tail Number or Vehicle ID' (05776), 'Make' (Chevrolet), 'Location' (Fairplay), 'Last User' (rajcaag), 'HazMat' (checkbox), 'Encryption Loaded?' (checkbox), 'Model' (Silverado), 'Condition' (Serviceable), and 'Demil' (checkbox). A red arrow points from the text above to the 'Maintenance' tab in the top navigation bar.

Clicking on this tab brings up the section you can enter the maintenance information and the maintenance history of the vehicle.

Civil Air Patrol - ORMS - x +

capnhq.gov/CAP/ORMS/Web/Modify.aspx?F=V

ORMS - Maintenance - Vehicles eServices | Sign Out | Lt Col Andrew G. Rajca

[Back To Master Record](#) [Back To Search](#)

**About ORMS**

Home / Items Awaiting Overview / News Set Default Home Page

**Aircraft**

Search Aircraft Conduct Inventory Search Checklists

**Comm Gear**

Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear

**Supplies and Equipment**

Search Supplies and Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment

**Real Property**

Add/View Real Property Conduct Inventory

**Vehicles**

Vehicle Search Conduct Inventory Vehicle Usage Entry

**Other Property**

Expendable Property

**Reports**

Reports

**Documentation**

Documentation Printable Forms Wing Documents Real Property Documents Table of Allowances Feedback

\*Denotes Required Fields

**Item Information**

<b>Noun</b> 4X4 SUV/Pickup	<b>Make</b> Chevrolet	<b>Model</b> Silverado
<b>Serial Number</b> 1GCHK23U23F147560	<b>Organization</b> RMR-CO-001	<b>Property Tag</b> 05776
<b>Source</b> DOD-Funded	<b>Condition</b> Serviceable	<b>Acquisition Cost</b> \$29,992.70
<b>Acquisition Date</b> 22 Nov 2002		
<b>CAP Vehicle ID</b> 05776		

**Description**

<b>*Performed By and Invoice Number</b> <input type="text"/>	<b>*Date of Maintenance</b> <input type="text"/>	<b>*Maintenance Cost</b> <input type="text"/>
<b>*Man Hours or Labor Cost</b> <input type="text"/>	<b>*Parts</b> <input type="text"/>	<b>Remarks and Next Maintenance Due</b> <input style="width: 100%;" type="text"/>

**Document to Upload** (Supported File Types: .pdf, .doc, .jpg, .jpeg, .gif, .rtf, .docx, .xls, .xlsx)

Performed By/Invoice Number	Maint. Date	Parts List	Man Hours/Labor Costs	Cost	Remarks/Next Maintenance Due
Grease Monkey 3593	30 Sep 2017	Filter & fluids	1.00	\$98.98	<a href="#">Edit</a> <a href="#">Delete</a>
Andrew Rajca	07 Sep 2017	Right hand wiper arm	1.00	\$27.99	Current arm has internal leak. Washer fluid hose is internal to the arm. <a href="#">Edit</a> <a href="#">Delete</a>
Andrew Rajca	02 Aug 2017	Battery	1.00	\$149.00	Replaced battery testing as marginal. 87991 miles. <a href="#">Edit</a> <a href="#">Delete</a>
Grease Monkey 2454	05 Jun 2017	Filter, fluids.	1.00	\$80.98	PM due 88148 <a href="#">Edit</a> <a href="#">Delete</a>
Dependable Auto Glass	05 Jun 2017	Windshield	1.00	\$256.95	<a href="#">Edit</a> <a href="#">Delete</a>
Napa Auto Parts invoice 887600	17 May 2017	towing mirrors	0.00	\$50.98	<a href="#">Edit</a> <a href="#">Delete</a>
Napa Auto Parts/500001217	11 May 2017	Mass Air Flow Sensor cleaner	0.00	\$8.73	<a href="#">Edit</a> <a href="#">Delete</a>
Andrew Rajca	10 Feb 2017	None	1.00	\$5.00	Wash vehicle <a href="#">Edit</a> <a href="#">Delete</a>
Andrew Rajca - none	05 Feb	Air Filter	0.50	\$24.49	Crew chief changed air filter - \$20 cost savings

Fill in the fields with the asterisk (\*). These are required fields. Make sure to detail the services that were done in the Remarks and Next Maintenance Due section. Standard service can be entered as LOF (Lube, oil, filter). This will cover the oil filter. Any additional filters, such as air or fuel filters, that were replace should be noted, as well as any recommended services. Also note if the tires were rotated.

Filled out for the vehicle wash, it looks like this:

Civil Air Patrol - ORMS - x +

capnhq.gov/CAP/ORMS/Web/Modify.aspx?F=V

ORMS - Maintenance - Vehicles eServices | Sign Out | Lt Col Andrew G. Rajca

[Back To Master Record](#) [Back To Search](#)

**About ORMS**

Home / Items Awaiting Overview / News Set Default Home Page

**Aircraft**

Search Aircraft Conduct Inventory Search Checklists

**Comm Gear**

Search Comm Gear Conduct Inventory Revalidate Ind. Issues Add New Comm Gear

**Supplies and Equipment**

Search Supplies and Equipment Conduct Inventory Revalidate Ind. Issues Add New Supplies and Equipment

**Real Property**

Add/View Real Property Conduct Inventory

**Vehicles**

Vehicle Search Conduct Inventory Vehicle Usage Entry

**Other Property**

Expendable Property

**Reports**

Reports

**Documentation**

Documentation Printable Forms Wing Documents Real Property Documents Table of Allowances Feedback

\*Denotes Required Fields

**Item Information**

<b>Noun</b> 4X4 SUV/Pickup	<b>Make</b> Chevrolet	<b>Model</b> Silverado
<b>Serial Number</b> 1GCHK23U23F147560	<b>Organization</b> RMR-CO-001	<b>Property Tag</b> 05776
<b>Source</b> DOD-Funded	<b>Condition</b> Serviceable	<b>Acquisition Cost</b> \$29,992.70
<b>Acquisition Date</b> 22 Nov 2002		
<b>CAP Vehicle ID</b> 05776		

**Description**

<b>*Performed By and Invoice Number</b> Andrew Rajca	<b>*Date of Maintenance</b> 15 Oct 2017	<b>*Maintenance Cost</b> 4.00
<b>*Man Hours or Labor Cost</b> 1	<b>*Parts</b> None	<b>Remarks and Next Maintenance Due</b> Washed vehicle

**Document to Upload** (Supported File Types: .pdf, .doc, .jpg, .jpeg, .gif, .rtf, .docx, .xls, .xlsx)

As there is no receipt, there is nothing to upload. If you do have a receipt, click on the "Browse" button and navigate to the file on your computer. Select the file and click "Open". This will upload the file to ORMS once you click "Submit".

Your newly entered maintenance activity should now show up in the “Previous Maintenance” list:

The screenshot shows the ORMS web application interface. On the left is a navigation menu with categories like About ORMS, Aircraft, Comm Gear, Supplies and Equipment, Real Property, Vehicles, Other Property, Reports, and Documentation. The main content area is titled 'Item Information' and contains fields for Noun, Serial Number, Source, Acquisition Date, CAP Vehicle ID, Description, Make, Organization, Condition, Model, Property Tag, and Acquisition Cost. Below these are fields for \*Performed By and Invoice Number, \*Date of Maintenance, \*Man Hours or Labor Cost, \*Parts, \*Maintenance Cost, and Remarks and Next Maintenance Due. A 'Document to Upload' section is also present. At the bottom, a table titled 'Previous Maintenance' lists past activities. A red circle highlights the first row of this table, and a red arrow points from the text above to this row.

Performed By/Invoice Number	Maint. Date	Parts List	Man Hours/Labor Costs	Cost	Remarks/Next Maintenance Due
Andrew Rajca	15 Oct 2017	None	1.00	\$4.00	Washed vehicle <a href="#">Edit</a> <a href="#">Delete</a>
Grease Monkey 5593	30 Sep 2017	Filter & fluids	1.00	\$98.98	<a href="#">Edit</a> <a href="#">Delete</a>
Andrew Rajca	07 Sep 2017	Right hand wiper arm	1.00	\$27.99	Current arm has internal leak. Washer fluid hose is internal to the arm. <a href="#">Edit</a> <a href="#">Delete</a>
Andrew Rajca	02 Aug 2017	Battery	1.00	\$149.00	Replaced battery testing as marginal. 87991 miles. <a href="#">Edit</a> <a href="#">Delete</a>
Grease Monkey 2454	05 Jun 2017	Filter, fluids.	1.00	\$80.98	PM due 88148 <a href="#">Edit</a> <a href="#">Delete</a>
Dependable Auto Glass	05 Jun 2017	Windshield	1.00	\$256.95	<a href="#">Edit</a> <a href="#">Delete</a>
Napa Auto Parts Invoice 887600	17 May 2017	towing mirrors	0.00	\$50.98	<a href="#">Edit</a> <a href="#">Delete</a>
Napa Auto Parts/ 500001217	11 May 2017	Mass Air Flow Sensor cleaner	0.00	\$8.73	<a href="#">Edit</a> <a href="#">Delete</a>
Andrew Rajca	10 Feb	None	1.00	\$5.00	Wash vehicle <a href="#">Edit</a> <a href="#">Delete</a>

If you used the MX card to pay for the maintenance (which is what you should use for 99% of it), email the receipt to the Wing Administrator, Mr. Ian Carman.

The only routine maintenance item not covered by the MX card is washing the vehicle.

Remember to make sure your CAPF 73 has been updated to include this maintenance.