

Filling out the CAPF 73:

The CAPF 73, CAP Vehicle Inspection Guide and Usage Data, is used to record vehicle usage information and document pre-use inspections. The form has 5 sections: Vehicle Information, Daily checklist, Time and Vehicle Usage Data, Vehicle Operator Discrepancy Report, and Driver/Inspector Signature (CAPID).

Section 1 - Vehicle Information:

This section is filled out at the beginning of the month, but may be filled out earlier if printing forms for several months.

Month/Year – self explanatory

Wing Region – use four letter designator for wing, i.e. COWG or, or three letter for region, i.e. RMR, as appropriate.

Charter – use charter number of unit vehicle is assigned to, i.e. RMR-CO-####.

Vehicle Identification Number (VIN) – enter the full 17 digit VIN number

Year of vehicle – model year as recorded in ORMS

Vehicle Make and Model – self explanatory

Field ID Number – vehicle number assign in ORMS

End of Month Odometer Reading – This is filled in one the last day of the month or the first of the following month. This field must be filled in before uploading CAPF 73 to ORMS.

CAP VEHICLE INSPECTION GUIDE AND USAGE DATA		
MONTH / YEAR	END OF MONTH ODOMETER READING	
WING / REGION	CHARTER	
VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE	
VEHICLE MAKE	VEHICLE MODEL	FIELD ID NO.

Section 2 - Daily Checklist:

This section is not filed out, but it used when inspecting the vehicle to ensure each item is checked. Last line, Tire Pressure is checked before the first usage of the month and the member checking the tire pressure signs the check has been completed and the date it was completed. This pressure check is always done with a tire pressure gauge. Some vehicles are equipped with pressure indicating valve stem caps, however, these still need to be checked with a tire pressure gauge monthly. On vehicles with Tire Pressure Monitoring Systems (TPMS), the system will not alert until the pressure is 25% below manufacturer's recommended tire pressure, as listed on the door jamb sticker. On a vehicle with a 32psi recommended inflation, this means you won't see an alert until the tire pressure reached 24psi, a significant drop which accelerates the wear and tear of the tire's materials, reducing its lifespan.

ITEMS TO BE CHECKED DAILY	
<i>(operator's signature required on inside page to verify inspection)</i>	
1.	REGISTRATION / PROOF OF INSURANCE
2.	DAMAGE <i>(exterior and interior, missing parts)</i>
3.	TIRES <i>(visually check for damage / abnormalities)</i>
4.	CHECK FLUID LEVELS <i>(oil, transmission, brake, power steering and coolant) (check according to manufacturers instructions.)</i>
5.	BATTERY CONDITION
6.	LEAKS <i>(visually check fuel / oil / coolant)</i>
7.	DRIVE BELTS / HOSES <i>(visually check for fraying or cracking)</i>
8.	LIGHTS <i>(visually check for proper operation)</i>
9.	BACK UP ALARM/ REAR CAMERAS/ EMERGENCY FLASHERS <i>(functionally check proper operation)</i>
10.	SAFETY DEVICES <i>(seatbelts / harness, headrests, etc.)</i>
11.	INSTRUMENTS / HORN <i>(functionally check proper operation)</i>
12.	WINDSHIELD WIPERS / WASHER <i>(functionally check for proper operation / condition)</i>
13.	BRAKES / STEERING <i>(functionally check responsive / effective / smooth)</i>
14.	MIRRORS <i>(rearview / side)</i>
15.	EXHAUST SYSTEM
16.	WINDOWS <i>(functionally check proper operation)</i>
17.	RADIO MOUNTS <i>(CAP added equipment)</i>
18.	CURRENT STATE INSPECTION STICKER <i>(if applicable)</i>
19.	TIRE PRESSURE <i>(checked monthly – requires signature and date below)</i>
Signature:	Date Performed:

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Section 3 – Time and Vehicle Usage Data:

This section is used record how long and how many times the vehicle is used. From CAPR 77-1, the categories include:

ADMIN – Meetings, conferences, transportation of personnel to/from hotels and airports

CADET ACTIVITIES – Any activity pertaining to and involving cadets and cadet programs. I.e. Orientation flights, Encampment, NCSAs, model rocket launches, etc.

MISSION SUPPORT - Any Emergency Services missions or training, Unit Inspections, AE Training

OTHER – Maintenance, inspections and repairs, parts and supply pick-up

OTHER DESCRIPTION – Summary of trip purpose. Required for OTHER trips, recommended for all trips.

TIME AND VEHICLE USAGE DATA					
<i>(Enter Number of Hours (rounded up) Under the Appropriate Use Category)</i>					
TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION
1.					
2.					
3.					
4.					
5.					

For each use, fill in the number of hours the vehicle was away from its home base. If loaned to another unit, the usage will be from when the vehicle was picked up to when it was returned as a single use. For multi-day activities, the same rule applies – one use for total number of hours away from home base.

For month end reporting, count the number of times the vehicle was used for each category and enter above the ‘slash’ in the appropriate “TOTAL” field. Total the number of hours for each category and enter this below the ‘slash’.

24.					
25.					
26.					
TOTAL	/	/	/	/	
* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK					
* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK					

The row numbers are NOT dates. They are just row numbers.

Section 4 – Vehicle Operator’s Discrepancy Report:

This section is used to record issues found during pre- and post-trip inspections and during vehicle operation. The Item No. refers to the Daily Inspection checklist item number. Discrepancy is for recording what the problem was. Date Found is the date the issue was found.

VEHICLE OPERATOR DISCREPANCY REPORT		
ITEM NO.	DISCREPANCY	DATE FOUND

If fixed right away, or before any other discrepancies are recorded, note that the discrepancy was fixed and the date.

Section 5 – Driver/Inspector Signature (CAPID)

This section is used to document who inspected the vehicle. Usually, the inspector and driver will be the same member, however, at some activities, there may be one person inspecting the vehicles who is not the driver. If the driver is also the inspector, the driver should enter their CAPID in both columns. The rows are numbered by date.

DRIVER/INSPECTOR SIGNATURE (CAPID)					
<i>(INSPECTION MUST BE COMPLETED PRIOR TO FIRST USE DAILY)</i>					
DAY	DRIVER CAPID	INSPECTOR CAPID	DAY	DRIVER CAPID	INSPECTOR CAPID
1			17		
2			18		

Sample filled out

TIME AND VEHICLE USAGE DATA					
<i>(Enter Number of Hours (rounded up) Under the Appropriate Use Category)</i>					
TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION
1.	7				Conex to BAFB
2.				6	Check charging system
3.	8				PAFB
4.				4	Check for fog lights
5.				6	Rotate tires
6.	8				BAFB - Supply
7.		8			ECS Meeting
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
TOTAL	3 21	1 8		3 16	
* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK					
* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK					

CAP VEHICLE INSPECTION GUIDE AND USAGE DATA		
MONTH / YEAR	END OF MONTH ODOMETER READING	
July 2017	85142	
WING / REGION	CHARTER	
COWG	RMR-CO-001	
VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE	
1GCHK23U23F147560	2003	
VEHICLE MAKE	VEHICLE MODEL	FIELD ID NO.
Chevrolet	Silverado 2500	05776
ITEMS TO BE CHECKED DAILY		
<i>(operator's signature required on inside page to verify inspection)</i>		
1.	REGISTRATION / PROOF OF INSURANCE	
2.	DAMAGE <i>(exterior and interior, missing parts)</i>	
3.	TIRES <i>(visually check for damage / abnormalities)</i>	
4.	CHECK FLUID LEVELS <i>(oil, transmission, brake, power steering and coolant) (check according to manufacturer's instructions.)</i>	
5.	BATTERY CONDITION	
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15.	EXHAUST SYSTEM	
16.	WINDOWS <i>(functionally check proper operation)</i>	
17.	RADIO MOUNTS <i>(CAP added equipment)</i>	
18.	CURRENT STATE INSPECTION STICKER <i>(if applicable)</i>	
19.	TIRE PRESSURE <i>(checked monthly - requires signature and date below)</i>	
	Signature: <i>John 2. Member</i>	Date Performed: 7/1/17

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