

Scenarios for CAPF 73 example

1. On the front page insure the month and year are indicated.
2. If you have possession of the vehicle on the last day of the month it is your responsibility to enter the end of the month odometer reading on the CAPF 73
3. If you are the first driver of the month it is your responsibility to perform a complete inspection including checking the tire pressure on all tires and sign and date the front of the CAPF 73

The usage for this vehicle and the correct entries are:

May 1, LGT use vehicle to pick up supplies for staff meeting later this week. Performs a safety inspection and enters his ID number as driver/inspector. This page says "DAY" but that is the actual date used. On the usage page LGT enters 12 (hrs) on the first time used line under ADMIN. Do not confuse yourself by entering actual hours used, use 12 or 24.

May 3, LGT travels to WGHQ for staff meeting, enters ID under appropriate date for safety inspection. Because this vehicle is being used all day by LGT he enters 24 (hrs) on the "second times used" line under ADMIN

May 9, Member from another unit borrows vehicle for Cadet Bivouac the following weekend. Member schedule only allows him to pick up vehicle at this time. Member performs a safety inspection and enters his ID number under appropriate date. Member enters 24 (hrs) on the 3 times used under Cadet Activities.

May 10, Vehicle is parked at members house or unit HQ enter 24 (hrs) on the 4 times used under Cadet Activities.

May 11, same as May 10 but on the 5 times used line.

Explanation: When a vehicle is away from its home unit you will show 24 (hrs) usage for each day you have it until it is returned to its home unit.

May 12, Vehicle is used for bivouac, member performs safety inspection and enters his/her ID number under appropriate date. Enters 24(hrs) usage under cadet activities on 6 times used line

May 13, Vehicle is used for bivouac, member performs safety inspection and enters his/her ID number under appropriate date. Enters 24(hrs) usage under cadet activities on 7 times used line

May 14, Unit/member performs safety inspection and enters ID number under appropriate date and returns vehicle to LGT later in the day. Enters 24 (hrs) usage under cadet activities on 8 times used line

May 16, Vehicle is used on ELT mission starting later in the day. Enter ID number for safety inspection under appropriate date. Enter 12 (hrs) under MISSION SUPPORT on 9 times used line

May 17, Vehicle is used on ELT mission all day. Enter ID number for safety inspection under appropriate date. Enter 24 (hrs) under MISSION SUPPORT on 10 times used line

May 18, Vehicle is used on ELT mission until early evening. Enter ID number for safety inspection under appropriate date. Enter 24 (hrs) under MISSION SUPPORT on 11 times used line. Return vehicle to home unit.

May 22, LGT inspects vehicle, enters ID number on appropriate date. Takes vehicle for maintenance (lube oil filter). Enters 12 (hrs) under OTHER category. The only activity under OTHER is maintenance, if the vehicle stays at repair shop enter 24(hrs) for each day it is gone from its home unit

May 24, LGT visits unit to explain the proper way to fill out a CAPF 73. Performs safety inspection, enter ID number on appropriate date. Enters 24 (hrs) usage under ADMIN on 13 times used line.

May 27, Unit picks up vehicle for holiday parade for the next day. Performs safety inspection, enter ID number on appropriate date. Enters 24 (hrs) usage under CADET ACTIVITIES on 14 times used line.

May 28, Unit uses vehicle for holiday parade. Performs safety inspection, enter ID number on appropriate date. Enters 24 (hrs) usage under CADET ACTIVITIES on 15 times used line.

Normally the vehicle manager will do the math and enter the correct data at the bottom of the page. Remember to enter end of the month mileage on the front of the page. But if you have vehicle at the end of the month you will need to scan the CAPF 73 (all four pages) and send it to the vehicle manager or the Wing Transportation Officer. The usage reports must be in ORMS by the 10th of the following month