



CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

SUMMARY OF CHANGES

Establish CAWG minimum flight charge for non-reimbursed (Mission Symbol B- and C-) flying effective **1 August 2008**. CAPR 173-3 rates continue to apply to USAF reimbursed flights. All changes, except deletions, are shown in highlighted text.

CAPR 66-1, 1 February 2000, as changed and amended, is supplemented as follows:

1. Objectives.

California Wing (CAWG) must not only maintain its fleet in a safe, operable condition; it must also increase the utilization of its fleet by its customers. These objectives require the CAWG staff to administer a proactive maintenance management program. In turn, this program requires units with assigned corporate aircraft to accomplish thorough preventive maintenance, timely unscheduled maintenance, systematic refurbishment and corrosion prevention, and positive financial control of aircraft-generated revenues and expenses.

3. General.

In cases where an aircraft incident/accident occurs, the unit shall work closely and expeditiously with the Wing Maintenance Officer to complete the CAPF 132, *HSI Claim Form*, to meet CAP-directed reporting deadlines.

4. Responsibilities

This supplement, used in conjunction with other CAP regulations and Pacific Region supplements, provides uniform instructions for the assignment, utilization, and upkeep of CAP corporate aircraft within CAWG.

a. To meet the objectives of the CAP maintenance management program, the CAWG Commander has designated the Wing Maintenance Officer as the focal point for issues of aircraft assignment, long-term utilization, and overall management of the corporate aircraft fleet. Due to the large number of assigned corporate aircraft and their geographic dispersal around a very large state, CAWG employs decentralized management principles to insure its aircraft are maintained effectively and efficiently; and are utilized to the maximum. The Maintenance Officer reports to the Wing Director of Operations (CAWG/DO) so this function is designated as DOAM.

b. Commanders of units which are allocated corporate aircraft are delegated the authority necessary to provide proper supervision and control of their asset. In turn, unit commanders will appoint a maintenance officer to accomplish day-to-day operation and upkeep of their assigned aircraft, as well as financial management of funds for each aircraft by working with the unit finance officer.

5. Records.

Current aircraft equipment and maintenance status will be made readily available to all aircrews through the Aircraft Information File (AIF) detailed in CAPR 60-1, para 2-14. CAP NHQ has developed a standardized AIF for use in all corporate aircraft, to enhance the interchangeability of aircraft among CAP aircrews. Standardized forms and other content is available from <http://www.cap.gov/visitors/members/operations/index.cfm?nodeID=6850&audienceID=4> Units may

supplement the AIF ONLY with items as specified in the standardized Table of Contents. Airframe and engine/prop logbooks shall not be kept in the AIF.

a. Aircraft Status Reporting. Units assigned an aircraft shall keep current the Aircraft Status section of the Wing Management Utility (WMU). This report contains current aircraft and maintenance related information useful to the Wing staff, incident commanders, and other units. Unit maintenance officers will also provide current inputs to the "Aircraft Maintenance Record" page of the WMU when maintenance is performed on the aircraft and prior to submitting final invoices for payment through the wing's Aircraft Purchase Order system.

b. Corporate aircraft flying hour reporting. Each unit assigned a corporate aircraft is tasked to report monthly flying hours directly to the CAP database via electronic CAP Form 18. Unit maintenance officers must apply to the CAP National Technology Center webmaster to obtain a user identifier and password needed to access this Internet secured site. Units shall input their flying hours not later than the tenth calendar day of the following month. CAWG staff may utilize CAP Form 18 data to assess whether individual aircraft are being utilized effectively to support CAP flying missions.

c. Other aircraft-related recurring reports shall be prepared and submitted by units as described in CAWG Guide 11-1. At the present time, unit maintenance officers shall continue to close out the AIF Aircraft Flight Time Log pages at the end of each calendar month and maintain them in Unit file for three years.

d. One-time aircraft or maintenance-related reports may be required from time to time to assist Wing staff or comply with higher headquarters tasking. Any requests for information which require mandatory compliance will be issued through the chain of command. Requests for information, which are not mandatory in nature, may be issued from DOAM to the unit maintenance officer.

7. Marking and Painting of Aircraft.

a. Marking. CAP-mandated upper and lower wing letters and decals will be installed when a corporate aircraft receives a complete exterior repainting in the CAP color scheme. Appropriate CAP markings will be incorporated in the request for exterior repaint and costs solicited as part of the vendors' bids. All corporate aircraft in CAWG must have all appropriate decals displayed on the aircraft.

b. Painting. Units which request a complete exterior repaint must establish, at the same time, whether a complete or partial interior refurbishment will be necessary. If deemed necessary by the unit, costs should be solicited from vendors and submitted as a separate request from the exterior repainting.

d. Prioritization. (Added) DOAM shall maintain a registry of corporate aircraft color schemes and prioritize unit requests for exterior repaint and/or interior refurbishment. DOAM may take the opportunity during periodic aircraft inspections to evaluate paint condition and interior appearance of corporate aircraft.

8. Aircraft Inspections. The unit maintenance officer will arrange FAA-certificated maintenance facilities and personnel, and/or repair stations to perform required maintenance actions, using facilities or locations which the unit determines to be most advantageous or cost-effective. All such providers must carry liability insurance to protect CAP assets, whenever they provide products or services to the unit, to the extent of coverage currently established by NHQ CAP.

c. Annual Inspection. Should an aircraft require relocation under the provisions of a "special airworthiness certificate", the unit shall notify DOAM expeditiously of the circumstances and reason for this extraordinary action.

d. Progressive Inspections. Units that elect this method of inspection must first show DOAM that the program will be cost-effective for that particular unit and the flying schedule of the aircraft. DOAM must be informed prior to placing any aircraft on, or removing any aircraft from, progressive inspections.

9. Organizational Maintenance.

Units are encouraged to have their senior members accomplish as many preventive maintenance actions as are authorized by Federal Aviation Regulations and NHQ CAP policies, in order to reduce labor costs. The unit commander is responsible to insure that individual members are capable of performing authorized tasks; and that such tasks are properly performed and documented in accordance with Title 14 Code of Federal Regulations (CFR) 43 requirements.

b. Corrosion Control. All aircraft in CAWG are subject to coastal conditions and thus are to have corrosion control applied annually as outlined in CAPR 66-1. Units will document completion of corrosion preventive treatments in the airframe logbook and report completions through the WMU Aircraft Maintenance page. Additionally units should notify DOAM the date corrosion control is applied. Wing is subject to steep fines from NHQ CAP for each aircraft failing to meet and report this treatment as outlined in CAPR 66-1.

c. Aircraft Environmental Protection. Aircraft windshield interior covers and engine inlet plugs shall be utilized to increase protection from the elements.

d. Aircraft Security. Units will establish procedures to control the issue of keys to their assigned corporate aircraft.

h. Other Aircraft Maintenance. CAWG aircrews will document aircraft "squawks" on the Aircraft Discrepancy Log in Tab #2 of the Aircraft Information File. Forms with discrepancies not yet cleared will be retained in the AIF. When all discrepancies on a form are closed or carried forward, that page may be removed. Retain Aircraft Discrepancy Logs at the unit for three years.

10. Engine Management Program (EMP).

c. Engine Spectrometric Oil Analysis Program (SOAP). Engine oil samples shall be taken prior to every oil change on CAWG corporate aircraft; and submitted for analysis. Oil filters shall be cut open and inspected. The latest SOAP analysis will be filed with the aircraft maintenance records.

11. Required Equipment.

h. Survival Kit. Mandatory items for inclusion in aircraft survival kits are established by CAWG Sup 1 to CAPR 62-1, para 13.a. Recommended emergency survival equipment is detailed in Attachment 2 of that supplement.

i. GATS jar. (Added) Each corporate aircraft will carry a GATS jar aboard, in order to aid aircrews with proper disposal of sumped fuel in accordance with CAPR 60-1, para 2-1.o.

12. Aircraft Major Maintenance Reimbursement.

c. Approved Reimbursement.

1) Units faced with "major maintenance" work (as defined elsewhere in paragraph 12 of the parent regulation) must notify DOAM as soon as practical when the requirement becomes known. Units must provide DOAM a draft of the CAP Form 176, *Aircraft Major Maintenance Reimbursement Request* with all appropriate lines filled in, along with an explanation of how the requirement came about. Urgent or critical needs may be initiated by telephone or fax, with documentation to follow. If routine maintenance is being performed and an item requiring National HQ approval is discovered (i.e., bad cylinder), work on the affected component or system is to be stopped until the approval is obtained. Unit maintenance officer shall complete the request for major maintenance and submit it along with repair estimates to DOAM.

2) Once NHQ CAP/MXA approval is obtained the unit may proceed with purchasing parts (if appropriate) and obligating the work. Upon completion of work, the unit will then provide the paid invoices/receipts to DOAM to seek reimbursement under the approved CAP/MXA control number. All costs will be paid to vendors directly from National HQ for work previously approved by them. DOAM or National HQ will consider very few exceptions to this procedure.

14. Financial Accounting.

a. Determining Flying Hour Costs. DOAM will compile maintenance costs for each corporate aircraft and derive the cost-per-flying-hour for each tail number, each fiscal year. The Wing aircraft account will reimburse all direct maintenance costs with the exceptions detailed in paragraph c. below. Sound fiscal management requires Wing to carefully project their expected flying hours and anticipate all the costs which will be generated by such flying; and manage income accordingly.

b. Establishing Flight Hour Charges.

1) Based on an analysis of this wing's FY05-06-07 costs-per-flying-hour data, new minimum flight hour charges are established, effective 1 Aug 08: The minimum flight charge for C-182 aircraft increases to \$44 per hour; the minimum flight charge for CU206 aircraft increases to \$58 per hour.

2) Per CAPR 173-3, Atch 1, units may charge more than these minimum rates, but not less.

3) The CAWG staff will use reports prepared from the electronic CAP Form 18 flying hour inputs to evaluate how well units strike a balance between USAF-reimbursed and non-reimbursed flight utilization of their corporate aircraft. Units should generate a sufficient percentage of their total annual flight time as non-reimbursed (B or C) mission flight time to provide adequate revenue to cover the unit's non-reimbursable expenses.

4) Units will submit CAWGF 52, *Corporate Aircraft Flight Charges Report* to DOAM whenever there is a change in rates charged by the unit. No unit shall make an additional charge when a corporate aircraft is used for reimbursed flights.

c. CAWG Centralized Banking. (Added) Under the wing's "centralized banking" accounting system, all subordinate unit aircraft account funds are now consolidated in two bank accounts controlled by CAWG/FM.

1) Revenues from non-reimbursed flight hours collected by the unit, as well as all other monetary contributions earmarked for the aircraft, will be deposited into the Squadron Aircraft (O&M) Account at least monthly, supported by the CAWG Form 1, *California Wing Deposit Advice*. Utilizing the hours reported and the CAWG minimum rate as shown in Para 14.b.1) above, CAWG/FM transfers funds into the Wing Aircraft Account for each aircraft.

2) Revenue from all B and C mission symbols will be transferred with the exception of the following, which are considered "non-revenue producing flights:"

a) B9 flights (new) are maintenance-related flights in support of aircraft delivery and pickup. Fuel costs are borne by the unit from its general operating account or from the Squadron Aircraft (O & M) Account.

b) C8 flights to/from conferences or meetings – All costs are borne by the unit or member involved.

c) C9 maintenance flights are conducted to troubleshoot problems, fly to/from a repair station, or verify completion of repairs. Fuel costs are borne by the unit from its general operating account or from the Squadron Aircraft (O&M) Account.

d) C911 flights to save lives, prevent human suffering or mitigate property damage are approved by CAWG/CC. Costs are paid by the requesting agency or from CAWG non-appropriated funds.

3) Wing will pay bills directly from its Wing Aircraft Account utilizing the new interactive Aircraft Purchase Order (ACPO) online accounting system.

a) Unit maintenance officers or unit-designated members may create, revise, or cancel ACPOs for their assigned corporate aircraft following procedures established by CAWG/FM and published by CAWG/IT.

b) The unit which obligated such work must forward to CAWG/FM the final invoice or receipt to justify each request for payment.

4) The following items are not reimbursable from the Wing Aircraft Account. The unit may charge a rate higher than the CAP minimum established rate to fund these items from the Squadron Aircraft (O&M) Account.

a) Hanger fees, tiedown fees, washrack fees.

- b) Aircraft covers not addressed in CAPR 66-1 as “required equipment”
 - c) Avgas, lubricants purchased outside of the Exxon-Mobil program, oxygen servicing.
 - d) Cleaning supplies, pilot supplies.
 - e) Tools or equipment for the aircraft.
 - f) Technical subscriptions, aeronautical charts.
- 5) DOAM will accommodate some exceptions:
- a) The Wing Aircraft Account will reimburse units for shipping/ mailing costs which are an “integral part of” reimbursable maintenance actions.
 - b) By making oil analyses mandatory within CAWG, the Wing Aircraft Account will also reimburse the cost of SOAP kit purchases.
 - c) The Wing Aircraft Account will reimburse units for avgas purchases which are required as an “integral part of” a maintenance action.

d. Tax Status. (Added) As an instrumentality of the USAF, CAP expenditures for corporate aircraft are also exempted from state sales taxes. Units should make every effort to notify vendors of their aircraft's tax-exempt status before bills are paid. CAWG/JA can provide units with a *Certificate of Sales Tax Exemption* to assist their efforts.

15. Storage and Tie-Down. Units shall submit a CAWGF 66, *Storage and Mooring Report* to DOAM whenever the parking or tiedown arrangements change, or the aircraft is relocated.

16. Transfer and Disposal of Aircraft. To protect this wing from the potential loss of aircraft assets to other wings or regions, the CAWG/CC may find it necessary to periodically relocate corporate aircraft to other units to maximize their utilization. Individual units can help themselves and help CAWG generate more flying hours by soliciting more users; qualifying additional unit pilots; and sharing their aircraft systematically with neighboring units. DOAM may recommend the relocation of a corporate aircraft, but the decision will be made by the command structure. In cases of aircraft with 200 hours or less use per fiscal year the squadron commander will report to DOAM (through their group commander) by 31 October stating why the Unit did not meet or exceed 200 hours. The report should contain adequate details which address why the flying time was so low; along with specific plans for increasing the time in the current fiscal year. Reports may be transmitted via e-mail.

b. Wing Equipment and Survival Gear. DOAM will be the "clearinghouse" for redistribution of any CAWG-unique equipment, tie-downs, or survival kits removed from aircraft that are transferred out of CAWG. The losing unit must provide DOAM a description of any such items and their present condition. If a new user can be found, the gaining unit will absorb the costs of shipping or transporting such items.

c. Aircraft Finances. (Added) If an aircraft is transferred to another unit, its aircraft funds shall be credited to the gaining unit at the time the aircraft is transferred.

Certified 10 July 2008, Lt Col Burleigh J. Putnam, DOAM