



## CAPR 66-1

1 December 2015

Aircraft Maintenance

### CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

#### SUMMARY OF CHANGES:

Local approval dollar amount for Aircraft Managers is increased from \$200. to \$500. Added Livermore Municipal to list of airports requiring anti-corrosion treatment annually.

CAPR 66-1, 14 September 2015 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.

**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. 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 modified centralized management principles under the direction of NHQ/LGM 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. 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.

**6. Scheduled Maintenance.** 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 NHQ 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.

Corporate aircraft assigned to California Wing are managed under Consolidated Maintenance. Procedures are as follows:

**6.1. Mid-cycle (50 hour) oil change**

Cost < \$500 for simple oil and filter change, A/C manager supplies oil, filter and authorizes work, no additional approval required.

Cost > \$500 due to additional squawks or repairs needed- A/C manager advises CAWG DOAM of costs via phone or email. He will contact NHQ for approval and advise A/C manager when accomplished.

**DO NOT HAVE WORK PERFORMED UNTIL ADVISED BY CAWG DOAM**

**6.2. 100 Hour/Annual Inspection.** Contact contract vendor at least 5 days in advance to make arrangements to bring aircraft to shop. Allow time to delay arrival if there is a wait due to other aircraft in process. A/C manager will also arrange other planes and pilots or car and driver to ferry pilot back to home base. All flights will be processed under A9 mission symbol using monthly A mission number. POV will also be reimbursed for regular grade fuel only, and should be processed as Ground mission under monthly A mission number. Generally, member owned aircraft will not be permitted or reimbursed without specific approval from the PLR Commander. All reimbursement requests use Form e108 in WMIRS to CAP HQ for payment. When work is completed, A/C manager again arranges ferry flight or vehicle to get pilot to shop to retrieve plane. Contract shop may provide parts and labor for additional work up to \$750 without additional approval. Charges over that amount must be approved by NHQ through DOAM channel.

**NOTE1:** Unplanned repairs that cannot be deferred until the next major inspection may either be done at home base or another shop, pending condition of aircraft and if it can be flown safely. Estimates may be required.

**NOTE2:** When work is completed under all situations, the invoices must be sent to DOAM for approval and advancement to NHQ for payment.

**6.4.5. Corrosion Prevention.** California Wing has been granted an exception to apply corrosion treatment (ACF-50 or similar) annually to those airplanes based within 25 miles of a body of salt water. This annual application will be allowed if cost is about \$250 or less, including labor.

**6.4.5.1.** The following bases with aircraft assigned will qualify for annual treatment:

- Camarillo Airport KCMA
- Concord Buchanan Field KCCR
- Fallbrook Community Airpark L18
- Fullerton Airport KFUL
- Gillespie Field KSEE
- Gross Field KDVO
- Livermore Municipal KLVK
- Long Beach KLGB
- Los Alamitos AAF KSLI
- Oakland Metro Airport KOAK
- Orange County Airport KSNA
- Palo Alto Airport KPAO
- Reid-Hillview Airport KRHV
- Santa Maria Airport KSMX
- Santa Monica Airport KSMO
- Santa Rosa KSTS
- Torrance Airport KTOA
- Van Nuys Airport KVNy
- Whiteman Airpark KWHP

**6.4.5.2.** Aircraft assigned to new bases will be reviewed as they come into the system.

**7.3. Authorized Preventive 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.

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

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

**9.5. Survival Kits.** Mandatory items for inclusion in aircraft survival kits are established by CAWG Sup 1 to CAPR 62-1, Para 3.I. Recommended emergency survival equipment is detailed in Attachment 1 of that supplement.

**9.6. Added. GATS Jar.** Each corporate aircraft will carry a GATS jar aboard, in order to aid aircrews with proper disposal of sumped fuel.

**10.1. 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.

**10.2. 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.

**10.5. Added. Prioritization.** 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.

**11. 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 2-4e. 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.capmembers.com/emergency\\_services/aircraft\\_ops\\_staneval/aif-standardized-cap-aircraft-information-file/](http://www.capmembers.com/emergency_services/aircraft_ops_staneval/aif-standardized-cap-aircraft-information-file/)

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.

**11.1. Added. Aircraft Status Reporting.** Units assigned an aircraft shall keep current the Aircraft Maintenance Information section of WMIRS in Maintenance Module. Unit maintenance officers will also

provide current inputs to the "Aircraft Resource Matrix" page of the module when maintenance is performed on the aircraft. Maintenance Discrepancies shall be reported using the WMIRS Aircraft Discrepancy module.

**11.2. Added. 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 can access this secure website through their e-Services page. Units shall validate their flying hours not later than the eighth (8th) 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.

**11.3. Added. Maintaining flying time records.** 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.

**11.4. Added. Additional Reports.** 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.

**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.**

**16.1. Added.** 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.

**16.2. Added.** 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.

**18. Aircraft Rates. Added.**

**18.1.** Per CAPR 173-3, Atch 1, units may charge only those rates.

**18.2.** 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.

**18.3. Miscellaneous Flight Charges.**

**18.3.1** 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.

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

**18.3.3** Maintenance flights are conducted post oil changes, ground run up, and taxi to and from shop or wash rack. These hours should be noted in flight log as CMX and reported as such in Form 18.

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

**18.4.** The following items are not reimbursable. The unit may fund these optional items from fund-raising activities, donations, member assessments, etc.

**18.4.1.** Hanger fees, tiedown fees, wash rack fees.

**18.4.2.** Aircraft covers not addressed in CAPR 66-1 as “required equipment.”

**18.4.3.** Avgas, lubricants purchased outside of Contract Maintenance, oxygen servicing.

**18.4.4.** Cleaning supplies, pilot supplies.

**18.4.5.** Tools or equipment for the aircraft.

**18.4.6.** Technical subscriptions, aeronautical charts.

**18.5. Tax Status.** 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.