

Maintenance of CAP Aircraft

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1, 1 FEB 02, is supplemented in accordance with paragraph 4 of that regulation as follows:

1.a (Add) **Purpose of this Supplement.** The purpose of this Supplement is to establish Wing policy and procedures for implementing the Centralized Maintenance Management Program for corporate aircraft within Virginia Wing. This supplement also describes a program of maintenance management and maintenance financing which is intended to assure adequate maintenance of our aircraft and concurrently provide incentive for increased utilization of the corporate aircraft by individual CAP members.

b. (Add) **Centralized Maintenance Management Plan.** The basic concept of the centralized maintenance management plan is to establish procedures for the recognition and accounting of costs associated with the operation, maintenance, and depreciation of corporate aircraft. To administer the Centralized Maintenance Management Plan an accounting system is maintained to determine the average routine hourly maintenance cost of each aircraft. In this costing will be all inspections and routine maintenance items. A separate hourly maintenance cost will be calculated for such non-routine items as major component changes or repairs and major damage repairs or replacements. Both hourly costs will be compared with other like aircraft in the Wing to determine trends for management decisions. Custodial units pay the flying-hour dry rates dictated in this supplement and its attachments. Wing is reimbursed for Air Force authorized funded missions, Counter-Drug, and other missions as prescribed in CAPR 173-3. When maintenance or repair work is authorized for an aircraft, those charges will be paid by Wing Headquarters from the Aircraft Maintenance Account and calculated as a maintenance charge for that aircraft.

2. d1 (Add) Custodial units are encouraged to accomplish much of the preventative maintenance (as listed in attachment 2 of this supplement) as possible. Custodial units should encourage membership by qualified maintenance personnel, A & P Mechanics, to facilitate this maintenance. Members are also encouraged to do as much preventative maintenance as practical. When a custodial unit performs at no cost to Wing (except for parts or expendables,) preventative or scheduled maintenance, the unit shall be credited with funded flying as listed in attachment 2 of this supplement

2.d.2 (Add) Each aircraft shall be furnished a running spares kit consisting of various items that normally wear in day to day operations such as tires, lamps, filters, etc. This kit is supplied by the Wing Maintenance Officer to the custodial unit of each aircraft. The kit is not to be kept in the aircraft but in a controlled area where it is accessible when required. Items are to be withdrawn for all maintenance required including contract maintenance. When an item is used from the spares kit, the custodial unit will request replenishment from Wing.

2.d.3 (Add) When a custodial unit is planning to perform preventative maintenance that will require expendables such as filters, oil, tires, etc., the unit shall contact the Wing Maintenance Officer in advance to obtain the necessary parts if they are not included in the spares kit.

2.d.4 (Add) Upon completion of custodial unit maintenance the unit will update the aircraft log books in accordance with the appropriate FARs, update the aircraft records on the "Paperless Wing," and forward to Wing Maintenance Officer VAWing Form 36 not later than 7 calendar days after completing of work. E-mail to Wing HQ is acceptable provided all the information on VA Wing From 36 is included.

14. (1). (Add) **Payment for Flying Time.** Except as exempted in attachment 1 of this supplement, each unit operating a CAP corporate aircraft is required to pay into the Wing Maintenance Fund at the end of each month a sum of money

calculated at the appropriate rate to cover all chargeable flying time for that month. Payments are due at Wing Headquarters by the 10<sup>th</sup> day of the succeeding month. Payments must be accompanied by the Aircraft Utilization Report, VA Form 13, and the Airplane Flight Log, VA Form 10. (See VA Wing Supplement 1 to CAPR 60-1 for details).

14. (2) (Add) **Minimum Satisfactory Utilization.** Each aircraft should be flown a minimum of 200 hours per year, or about 16:30 hours a month. A computer generated quarterly Aircraft Maintenance Account report will be furnished to each custodial unit, the Wing Commander, Director of Operations, Aircraft Maintenance Officer and Finance Officer. Aircraft that fail to fly 200 hours a year may be subject to reassignment at the discretion of the Virginia Wing Commander.

14. (3) (Add) **Non-corporate Owned Aircraft.** Non-corporate owned aircraft used on Air Force funded missions do not come under this program and are not entitled to any Wing Maintenance Funds: however, claims for reimbursement for maintenance expense may be made on CAPF 108 in accordance with CAPR 173-3, at the rate announced annually by the Air Force.

#### 18. (Add) **Maintenance Fund Request Procedures**

a. Custodial unit commanders are responsible to monitor the maintenance status of their aircraft and to notify the Wing Aircraft Maintenance Officer or Wing Director of Operations whenever repairs or major maintenance are required and/or scheduled. Additionally, the Wing Maintenance Officer must be notified at any time the aircraft will be out of service for periodic inspections or for any repairs requiring more than one day to complete. An estimate of the return-to-service date will be provided and updated when necessary.

b. Prior to having any work done or obligating Wing maintenance funds, the custodial unit commander will obtain an estimate of the total cost of repairs and the out-of-service time required to complete the work. Approval will be obtained from the appropriate command level in advance of beginning repairs. Outstanding work required at a particular time will not be subdivided into smaller jobs for the purpose of circumventing the spending limits below. Prior to initiating any work the custodial unit commander is responsible for obtaining a purchase order under the system in place on the paperless wing.

Limits of authority to obligate the Wing Maintenance Fund are as follows:

Custodial Unit Commanders	up to \$150
Group Commanders	up to \$250
Officer of Operations Director	up to \$1,000
Wing Commander	up to \$1,000
Wing Finance Committee	more than \$1,000

c. Parts from the Virginia Wing Supply and National LGM will be used whenever feasible in order to reduce cost. The unit maintenance officer should contact the Wing and provide the tail number, make, and model of the aircraft along with a description of the part desired (type, model, serial number, etc) and any other information requested. The Wing will advise on the availability and cost of the necessary part(s). Many parts are available at reduced cost on an "exchange" basis. These exchange or rotatable (core) parts are for example but not limited to; alternators, starters, pumps, carburetors, cylinders, etc. When a rotatable (core) or exchange part is obtained from the Wing or LGM, there is a defective core or simply core cost that is charged to Wing. When this arrangement is used, the unit commander must insure that provisions are made to return the defective item within required time limits. A Wing purchase order (obtained from the Wing Maintenance Officer) is necessary to obtain parts from the Depot. When an item is returned to LGM a CAPF 37E shall accompany the item and a copy will be sent to Wing. If an exchange or rotatable (core) part is not returned to the LGM or Wing, the local custodial unit will be charged the cost of the core.

d. Procedures for maintenance and repair expenditures are outlined below. Failure to follow these procedures may result in personal financial liability to the local unit commander or maintenance officer and/or reassignment of the aircraft.

1. Repairs costing \$150 or less may be authorized and a purchase order obtained and accomplished at the unit level. Units should charge the work to Virginia Wing CAP and send the invoice to the Wing Finance Officer for payment. Deductions will not be made from monthly flying hour payments to accomplish reimbursement for repairs. If repairs will exceed \$150 contact the Group Commander to obtain a purchase order up to \$250.

2. Repairs estimated to cost up to \$1,000 may be authorized by CC, DO, or the Wing Maintenance Officer. The Wing Maintenance Officer will issue a Wing purchase order number for the work to be done (and, if necessary, a separate purchase order for procurement of parts from LGM). A Wing purchase order is only valid for the item(s) or event for which it was issued and may not be used more than once. The custodial unit will establish an account with the local vendor doing the work in the name of Virginia Wing, Civil Air Patrol, and all charges will be billed directly to the Wing Headquarters under the purchase order(s) assigned. If the request for repair is denied, the unit commander may appeal to the Wing Commander to authorize the repairs.

3. Repairs estimated to cost more than \$1,000 must be authorized in advance by the Wing Finance Committee, which normally meets once per month. The unit commander should contact either the Wing Maintenance Officer or Wing Commander well in advance and provide complete details of the repairs, cost estimates from more than one vendor, aircraft out-of-service time, and efforts done locally to reduce the total cost (including pilot assistance to the mechanic). The Wing Maintenance Officer will advise the unit commander of Finance Committee approval and issue Wing purchase order(s) as necessary. Repairs costing more than \$1,000 and accomplished without Finance Committee approval may become a financial liability to the individual who contracted/authorized the vendor to accomplish the work.

#### 19. (Add) **Billing and Payment Procedure for Aircraft Maintenance**

a. When a custodial unit uses a contract vendor for maintenance or supplies, including the CAP Supply Depot, that unit will advise the vendor to submit all billings to Wing Headquarters Attn: Maintenance Officer. Any billings for aircraft maintenance or supplies that are received by Wing and not marked Maintenance Officer will be forwarded to the Maintenance Officer for approval prior to payment.

b. The Maintenance Officer upon receipt of an aircraft or supply billing will log that billing against the aircraft or custodial unit and approve payment when satisfied the work has been properly completed or the supplies have been received.

c. A log shall be maintained to assure that timely action on rotables (cores) or exchanges is completed to reduce any liability for non return of parts.

a. The Maintenance Officer will forward all approved billings and invoices to the Finance Officer for payment.

#### 20. (Add) **Notification of Discrepancies**

a. Any pilot may ground a CAP aircraft if he/she notes a discrepancy which renders the aircraft unsafe for flight. The pilot will make an entry on the discrepancy sheet located in the pilot information book and will leave a note prominently attached to the instrument panel on the left side of the cockpit. If the aircraft is involved in an emergency service's mission, the Air Operations Director or Incident Commander must be notified immediately. The AOD or IC will notify the custodial unit commander as soon as practical. If the aircraft is not involved in a mission, the custodial unit commander and Flight Release Officer will be notified immediately by the grounding pilot.

b. It is the responsibility of the custodial unit commander to notify the Wing Maintenance Officer

immediately of any major discrepancies. Notification and repair of minor discrepancies may be delayed until a convenient time.

**21. (Add) Ferrying of Aircraft for Maintenance**

It is the responsibility of the custodial unit to ferry the aircraft to and from the designated repair station and to bear the cost of ferrying (exception – when preauthorized by the Wing Maintenance Officer, the cost of ferrying the aircraft may be paid by Virginia Wing).

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Administrative Officer

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**Applicable forms accompanying this supplement are:**

VA Form 10, Virginia Wing Airplane Flight Log 1 Oct 01

VA Form 13, Virginia Wing, Monthly Aircraft Utilization Report, 1 JAN 02

VA Form 14, Virginia Wing Aircraft 50 Hours Inspection/Oil Change Work Sheet 01 JAN 02

VA Form 15, Virginia Wing Local Maintenance and Bank Deposit/Withdrawal 01 JAN 02

VA Form 36, Virginia Wing Aircraft Maintenance Completion Report 1 JAN 02

**CAPR 66-1, Virginia Wing Supplement 1, Attachment 1**

FLYING HOUR DRY RATES - TACH

C-172 (180 HP) -----	\$20
C-182 -----	\$22
C-182 (RG) -----	\$24
Maule MT-7-235 -----	\$22

PAYMENTS INTO THE AIRCRAFT MAINTENANCE ACCOUNT  
ALL FLYING IS CHARGABLE FLYING EXCEPT AS LISTED BELOW

AIR FORCE FUNDED MISSIONS AND CADET ORIENTATION RIDES

Hours flown on all Air Force Funded Missions (A code), Cadet Orientation Rides (B15 code) and Liaison Officer Flying (L1 code) are not considered chargeable flying time and may be subtracted from the maintenance fees due that month. All other of flying (such as B-8, B-12, B16, B-17, B-99, C-1 & C-3) are considered chargeable hours for which a maintenance fee is collected, unless prior wing authorization is received.

WING AUTHORIZATION MUST BE OBTAINED FROM WING CC, CV, CS, DO OR AN APPOINTED DESIGNEE

EXAMPLES OF FLYING HOUR ACCOUNTING

- a. Unit flies a total of 14 hours, 3 of which are B15 time.

Total flying time for month .....	14.0 hrs
Less Cadet Orientation flying time .....	3.0 hrs
Total chargeable flying time .....	11.0 hrs
UNIT PAYS FOR .....	11.0 hrs

Maintenance flights are considered funded flying and fuel is paid by using the Wing credit card **ONLY** when authorized by the Wing Maintenance Officer.

Ferry flights are considered funded flying and fuel is paid by using the Wing credit card **ONLY** when the flight is pre-authorized by the Wing Operations Officer and is one way. (From the point of origination of transfer point to point of final assignment by the most practical route.)

When using the wing credit card a Wing mission number must be obtained, a VA Wing Form 11 completed, and the receipt attached. The complete package must be forwarded to Wing.

**CAPR 66-1 Virginia Wing Supplement 1, Attachment 2**

When a local unit or member does the maintenance on a CAP Corporate aircraft, that unit will be credited with flying time in accordance with the table below. This time will be banked at Wing and can be used by the unit or a member authorized by the unit Commander to offset flying that would normally carry a maintenance and fuel charge. The listed credited hours are for the total work performed and is not multiplied by the number or personnel involved in the work.

When a unit or member does work on a corporate aircraft or uses bank time to offset flying charges, that unit or member will record the work or flying on Wing Form 15 and forward the form through his or her local Commander to VA Wing /DO. Wing will use this form to maintain bank accounts and will publish quarterly balances.

Local Commanders will certify on Wing Form 36 that the work has been accomplished and will be the control on use of withdrawals from that units flying hour bank.

All work will be accomplished in accordance with FAR Part 43, using the Aircraft Maintenance or Service Manual, AC 43.13, 1B/2A most current version, or the appropriate VA Wing Work card for the task performed.

**TABLE OF CREDITED BANK HOURS FOR CUSTODIAL UNIT PREVENTIVE MAINTENANCE**

Performed in accordance with FAR Part 43 appendix A.

50 Hour Inspection -----3 Hours  
Replace tires (each)-----1 Hour  
Other work as agreed to by DO or Maintenance Officer-----As Agreed

**TABLE OF CREDITED HOURS FOR CUSTODIAL UNIT MAINTENANCE**

Component Change, Preventative Maintenance-----5 Hours  
Instrument Change, Preventive Maintenance (Except GPS Card)----3 Hours  
Other work as agreed to by CC, VC, DO -----As Agreed

References:

*FAR Part 43 Appendix A*  
*Advisory Circular AC 43-12A*  
*Advisory Circular AC 43.13 – 1B/2A*