

## Maintenance of CAP Aircraft

### CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

This regulation supplement prescribes additional procedures in effect for all Wisconsin Wing CAP units. Full understanding of this supplement may only be obtained by reading it in conjunction with the related paragraphs of CAPR 66-1 and any interim letter changes. This supplement is in accordance with CAPR 66-1, paragraph 4.

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

**3. General.** No unit will obtain in any manner any aircraft for CAP without prior approval of the wing commander. Corporate aircraft may not be relocated without prior approval from WIDOO (Wing Director of Flight Operations). Units that wish to temporarily obtain the use of a corporate aircraft must follow wing policy for borrowing corporate aircraft.

**4. Responsibilities.** Due to the large number of aircraft and their geographic locations, Wisconsin wing is delegating the maintenance of corporate aircraft to the unit commander where the aircraft is assigned. The unit commander is responsible for maintaining the aircraft IAW all appropriate CAP and FAA regulations. In addition, the unit commander is responsible for the collection of aircraft usage fees, including any fees incurred on USAF reimbursable missions. The unit commander will be responsible for all maintenance and any expense incurred, including any maintenance covered under the National Aircraft Major Maintenance Program. WIDOM (Wing Aircraft Maintenance Officer) will be consulted prior to performing any major maintenance and will act as a single point of contact in Wisconsin wing for the National Aircraft Major Maintenance Program. Units with corporate aircraft must contact WIDOO whenever the aircraft assigned to their unit will be out of service for more than seven days.

**5. Records.**

**a.** Added. All units with assigned corporate aircraft or member-owned/furnished flying activity shall report all aircraft flying time totals by mission symbol to WIDOO using the WMU Aircraft Manager On-line Reporting System no later than the tenth of each month. Units with assigned corporate aircraft shall also update the WMU Aircraft Manager Maintenance area by the 10<sup>th</sup> of each month.

**b.** Added. All units with corporate aircraft will submit a completed WIWGF 21 by 10 November annually.

**c.** Added. Each unit with a assigned corporate aircraft will maintain a log of all flights on a WIWGF 8.

**14. Financial Accounting.** Wisconsin Wing has established the following CAP member flying rates per hobbs hour: Cessna 172 - \$30.00 wet; and Cessna 182 - \$40.00 wet.

Units will keep records of flight charges, broken down by individual pilot, to the tenth of an hour of use. At least monthly, the pilots will be billed and are expected to satisfy any amount due within 30 days of the date of billing. The amount due will be the actual flight time (as indicated by a Hobbs meter) multiplied by the hourly rate. Each statement will include the total charges incurred by the pilot for the billing period, overdue charges from prior billing periods, and any applicable credits to adjust the statement's balance. Late fees may be imposed on overdue flight charges due from individual pilots, at the discretion of the unit commander, not to exceed 1-1/2% of the overdue charge per month (18% annually).

A separate aircraft maintenance account for each corporate aircraft will be established by the local unit. This account should not be a separate checking/savings account, but simply a separate ledger in an existing checking/savings account. All income to the unit as a result of flight charges will be carried herein and encumbered specifically to support that corporate aircraft. Records of this account will be made available, on request, to WIDO or WIDOO for periodic auditing to ensure that the hourly rate being charged is sufficient to support the continued operation of the corporate aircraft.

Funds collected as flight charges will not be used for any purpose other than support and improvement of the corporate aircraft without written permission from the wing commander. If a unit finds that there is a surplus of funds for aircraft maintenance (any amount greater

than one year's estimated operating expenses), they are encouraged and expected to use the funds for improvements and upgrades to the aircraft. Projects could include avionics upgrades, interior refurbishment, touch-up paint, etc. Advise WIDOO prior to starting any upgrade projects.

The unit commander or unit finance committee may, as part of their budget process, allocate unit funds to pay for the flying costs associated with conducting official CAP business. When the unit commander, or unit finance committee, approves the use of unit funds for the transportation of members on official CAP business, the unit will internally transfer funds from their general account into the aircraft maintenance account.

**15. Storage and Tie-Down.** Units with assigned corporate aircraft are required to hangar the aircraft unless they have written permission from the wing commander to park it in the open and tie it down.

CLAIRE JOWETT, COL, CAP  
Commander

#### SUMMARY OF CHANGES

This revision incorporates wing policies and procedures into the basic publication. Modifies previous supplement to reflect current practices.