

Civil Air Patrol
Headquarters
West Virginia Wing
Charleston WV 25311-1056

WV Wing Supplement 1
CAPR 66-1
1 February 2010

Maintenance of CAP Aircraft

CAP AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1, 1 February 2010, and Comment Letter to CAPR 66-1, 14 October 2009, is supplemented as follows:

4. All maintenance or repair work performed on Corporate Aircraft will require a Wing Maintenance Release Number issued from Wing Headquarters by either of the Wing Maintenance Officer or the Wing Operations Officer.

The Wing Maintenance Release Number must appear on the work order or other correspondence from the maintenance facility. The individual who issued the Wing Maintenance Release Number must be notified when the maintenance is completed.

6c. All West Virginia Corporate Aircraft will receive an annual inspection every 100 tach hours of flight time. These inspections will be performed at the Contract Maintenance Facility. In the event of unscheduled maintenance or work costing less than \$200, the facility will be selected by the Wing Maintenance Officer only after a suitable estimate is obtained and approved by National Headquarters. Upon selection of the site, a Wing Maintenance Number will be issued for the work. Failure to obtain a Wing Maintenance Release Number **PRIOR** to the beginning of any work on a Corporate Aircraft will result in the unit being responsible for the total cost of the repairs and any ferry costs. The individual who issued the wing maintenance release number, the Director of Emergency Services, the Wing Commander, and the Director of Operations must be notified when the aircraft is removed from service for maintenance and when the maintenance is completed.

6f. A CAP Aircraft Inspection Checklist CAPF 71 will be completed annually and submitted to the WV DOO by 1 January of each year. Also, ensure the items listed in paragraph 11 are present in the aircraft and notify WV Wing HQ if any items are missing.

11. Aircraft Discrepancy logs will not be kept in the aircraft. As part of the post-flight, the PIC of any flight is responsible for notifying the Squadron Maintenance Officer of any discrepancies present that were not previously reported. The Squadron Maintenance Officer will keep a discrepancy log and will add each reported discrepancy to that log, along with a corrective action. A copy of this log will be attached to the monthly aircraft report (WVF 60-2) when the report is submitted to Wing.

The Squadron Maintenance Officer will also be responsible for adding the discrepancy and corrective action to the Maintenance Squawk application in Flight Scheduler Pro.

Supersedes WV Wing Supplement 1, 1 March 2005

OPR: DO

Distribution: Each Unit (1); MER/DA (1)

The maintenance status of the aircraft will be available by direct contact with the Squadron Maintenance Officer and by review of the Maintenance Squawk Application in Flight Scheduler Pro. The PIC must obtain this information prior to conducting the flight.

Squadrons are encouraged to appoint their Maintenance Officers as FRO's to allow the PIC to obtain a release and a maintenance briefing with one call.

9. Additional required equipment for WV Wing Corporate Aircraft:

- g. Tow Bar
- h. Chocks
- i. Tie Down Kit
- j. Digital Camera
- k. Vertex Handheld Radio

18. Flying hour rates have been established for all corporate aircraft flights conducted as Air Force-Assigned Non-Reimbursable and CAP Corporate Missions. These rates are based on the hours as reflected on the Hobbs meter. If the Hobbs meter is inoperative, simply multiply the tach time by 1.2 to get an approximate Hobbs time and base the rate on this amount. The pilot is responsible for the cost of the fuel, and shall top off the fuel after use of the aircraft. Units with Corporate Aircraft assigned to them are responsible for collecting and/or accounting for this money and forwarding it to Wing Headquarters no later than the 10th of the month following the flight activity. For ease of accounting, attach this payment to the monthly aircraft status report. The per-hour rates, effective 1 January 2010, are:

Cessna 182	\$25.00 per Hobbs hour
Cessna 172	\$25.00 per Hobbs hour