

CIVIL AIR PATROL  
OREGON WING HEADQUARTERS  
28735 GRUMMAN DRIVE  
EUGENE, OREGON

OREGON WING SUPPLEMENT 1  
01 June 2010/updated 01 January 2012  
Ref: CAP REGULATION 66-1, 20 April 2011  
includes Changes 1,2,3,4,5

## CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1, dated 20 April 2011, is supplemented as follows:

### A. Purpose:

To define and modify requirements of CAPR 66-1 for the specific needs of the Oregon Wing (ORWG) while meeting safety and FAA standards. This supplement, used in conjunction with CAP regulations, provides uniform instructions for utilization and maintenance of the CAP corporate aircraft assigned to ORWG.

### B. Aircraft Maintenance Management Program (AMMP).

This supplement establishes a the ORWG AMMP as follows:

1. The ORWG Commander has designated the Aircraft Maintenance Officer (LGM) to administer all phases of CAPR 66-1 and this supplement to achieve an aircraft maintenance program. The LGM shall report to the Wing Director of Operations.
2. Aircraft in Oregon Wing shall be assigned to subordinate units when and if they are the primary user.
3. All aircraft maintenance activity will be coordinated through the LGM. No maintenance or repair may be initiated without the approval of the Wing LGM. Each unit commander shall appoint an aircraft manager who will see to the day-to-day operations and upkeep of any locally positioned aircraft including all reporting as it becomes due.
4. The Wing LGM will manage the maintenance for all aircraft within the Wing. The LGM shall authorize all required inspections as described in CAPR 66-1, para. 6 and arrange for the work with qualified aircraft inspection and repair facilities.
5. The LGM shall also authorize and arrange for the maintenance as described in CAPR 66-1, para. 7 and the Engine Management Program in para. 8.
6. The aircraft manager shall monitor the usage and maintenance of aircraft and request approval from the Wing LGM for all maintenance.
7. The LGM shall monitor the usage of aircraft and request approval from NHQ CAP/LGM for all major maintenance as described in CAPR 66-1, paragraph 13.
8. The Wing LGM may authorize major maintenance work required under the Engine Management Program or other maintenance following receipt of NHQ CAP/LGM approval
9. The Director of Operations shall ground any aircraft that has not completed the required inspections and maintenance as stated in CAPR 66-1, paragraphs 6 thru 10.
10. Requirements of the national Consolidated Maintenance Program as it becomes further implemented shall take precedence over the contents of this supplement.

11. Any aircraft stationed for more than one month west of the crest of the Oregon Coast Range shall be considered to be in a corrosion prone area and will be treated with Corrosion Preventive Compound (CPC) annually. All other aircraft shall be treated biennially.

### **C. Aircraft Manager Responsibilities**

This supplement outlines procedures and responsibilities for Aircraft Managers.

1. The aircraft manager is responsible for monitoring and the coordination of aircraft maintenance. When maintenance is required, the aircraft manager will coordinate maintenance with the LGM. The aircraft manager needs to see that the aircraft and equipment are kept safe and clean.
2. In accordance with CAPR 174-2 Para. 2.2.b it is the Oregon Wing policy to assign corporate aircraft to individual units when and if such unit is the primary user. The Wing aircraft are moved around the State dependent on usage. Aircraft managers are expected to maintain any corporate aircraft located on their airfield, even when there on a temporary basis..
3. The aircraft manager is responsible to see that the monthly aircraft flight logs are reconciled and sent to Wing HQ by the 5<sup>th</sup> of the following month. Prior to sending information to Oregon Wing, the aircraft manager shall reconcile all entries against the released flight hours as entered in the WMIRS. Changes to reconcile may be made in the aircraft log by the aircraft manager or in the release by notifying the Wing DO. Copies of the aircraft flight logs shall be mailed or FAX'ed to Wing HQ.
4. The aircraft manager shall also confirm that all payments for unreimbursed flying have been made and forward those payments left in the AIF to Wing HQ along with the reconciled flight logs. Any discrepancies in payment should be reconciled before transmission to Wing HQ.
5. An inspection of the aircraft needs to be completed on a monthly basis and recorded on CAPF 71, July 2010. The aircraft manager should review the Aircraft Discrepancy Sheet when conducting this inspection and notify the LGM with any major concerns. Mail or FAX this inspection report along with the aircraft flight logs to Wing HQ.
6. Aircraft shall be washed at least every 6 months to prevent corrosion and enhance the aircraft's appearance.

### **D. Fuel Payments**

This supplement outlines the policies and procedures for paying for fuel used in corporate aircraft on all authorized CAP flights.

Special payment arrangements may be available to Incident Commanders on missions where mission bases are established. Incident Commanders (IC's) will be responsible and accountable for the use of such arrangements for that mission. IC's should appoint a Fueling Officer to manage the fueling and control documentation for the respective mission base.

For aircraft sorties not flown from a mission base as described in paragraph 1 above, pilots shall refuel the aircraft and pay for the cost of fuel using their own credit card or other means of payment. Pilots will submit a CAPF 108 for reimbursement for all sorties flown under an Air Force authorized and funded mission symbol.

1. Failure to comply with any portion of this supplement or regulation may result in suspension or revocation of CAP flying privileges.

#### **E. Payments for Maintenance**

1. All members flying corporate aircraft, on non-reimbursable missions (Air Force or other), that are released in accordance with CAPR 60-1 (Flight Release on CAP Corporate Missions) shall pay the appropriate rate as stated in Attachment 1 to this supplement as recorded on the aircrafts Hobbs meter, or, if the aircraft is not equipped with a Hobbs meter, the elapsed tachometer time multiplied by 1.2. The appropriate fee, in full shall be paid to the aircraft manager on the day of the flight, or a check shall be left in the aircraft handbook (AIF). Checks should have the aircraft tail number written on it for tail number accountability.
2. The pilot shall also refuel the aircraft as required in para. D above.
3. Any payment not made by the end of the calendar month in which the sortie was flown may result in suspension of the pilot's flight privileges until paid.

#### **F. Aircraft Financial Management**

1. The LGM, in conjunction with the Wing Finance Officer and Wing Administrator will be responsible for the accounting of all expenses paid by Oregon Wing relating to the operation of its corporate aircraft. This includes charges for parts and supplies; minor maintenance and repairs. Not included in these costs are those items eligible for reimbursement under the provisions of Aircraft Major Maintenance Reimbursement as stated in CAPF 66-1 or any other expenses covered by Hull insurance or repairs paid for by others.
2. The accumulated cost shall be tallied and reviewed annually (within 60 days after the end of the fiscal year). A full and complete statement of individual aircraft expenses shall be delivered to the Wing Finance Committee. At that time the Wing Director of Operations shall deliver a statement of hours flown by each aircraft during this same period. From this information the Finance Committee will develop an incremental hourly cost for the maintenance of each aircraft.
3. With this data and the extent of outside support known, the Committee will recommend to the Wing Commander the hourly rates for each type of aircraft to be charged to its members.

**G. Survival Kits**

Survival Kits shall be carried aboard all airplanes assigned to ORWG on every flight. Attachment 2 of this Supplement is a list of the minimum contents of this kit. Contents may be adjusted for seasonal requirements.

2 Attachments:

- 1- Aircraft Flying Rates
- 2- Survival Kit

OFFICIAL

//signed//  
Richard Ouellette, Capt. CAP  
Director of Operations

//signed//  
Brian Bishop, Colonel, CAP  
Commander

**Attachment 1 – Aircraft Rates**

C-182	\$37 per hour
C-172	\$29 per hour

**Attachment 2 – Survival Kit**

1. Finger saw
2. Matchbox and matches, water proof
3. Firefly plus strobe light
4. Emergency thermal bags, 36x84 inch
5. Signal mirror, 3x5 inch
6. Magnetic Compass
7. Knife
8. Survival whistle, 2 each
9. Water purification tablets, 1 bottle of 50 tablets
10. 9x12 foot tarp
11. Fire starters in safety container
12. First Aid Kit containing:
  - a. 18x36 inch gauze, 2 roles
  - b. ½ x 90 inch adhesive tape, 2 roles
  - c. Bandages, 6 per pack, 2 packs
  - d. Compress
  - e. 11-3/4 inch square dressing
  - f. 4x7 inch dressing

Items with expiration dates should be checked on a yearly basis for replacement.