

Aircraft Maintenance

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1, 01 February 2000 inclusive of changes 1, 2, & 3, is supplemented as follows:

2d. A current member of the Ohio wing holding at least a private pilot certificate, may perform the preventive maintenance and approve an aircraft for return to service after performing the preventive maintenance IAW FARs and the current memorandum from the National Commander.

2f. All aircraft except gliders shall be equipped with both a tachometer and "Hobbs Meter." The "Hobbs Meter" shall be used to record total time, engine start/stop, for reporting all flight activities inclusive of aircraft hourly charges. The Tach time shall be used for maintenance, inspection intervals, oil changes, etc. The aircraft time in service for corporate aircraft assigned to Ohio wing (except gliders) is operating time recorded on the tachometer. Aircraft utilization time shall be recorded on the Hobbs meter. If a Hobbs meter is not installed or is inoperative, the utilization time shall be calculated by adding 20% to the tach time.

3a. (Added). The Commander having operational control of a corporate aircraft shall be responsible for ensuring the aircraft is not flown past the 100-hour mark without the 100 hours or annual inspection being accomplished. Waiver authority for flying over the 100-hour mark is either the Wing Commander or the Wing Aircraft Maintenance Officer.

3b. (Added). The Commander having operational control of a corporate aircraft shall be responsible for ensuring the necessary licenses and certificates are displayed properly in the aircraft.

4a. (Added). Notwithstanding the authority of the Wing Commander, in Ohio the Director of Operations, DO, is responsible for the overall management of the corporate air fleet. The Air Operations Officer, DOO, is responsible for monitoring fleet utilization and recommending changes as required. The Aircraft Maintenance Officer, DOM, is responsible for all aircraft maintenance. Group and Unit Commanders (with corporate aircraft assigned) are responsible for ensuring that aircraft assigned to their unit are maintained in a safe and operable condition. They must provide proper supervision, adequate control, and management of CAP aircraft and protect the funds

earmarked for aircraft payments, local organizational maintenance, and equipment upgrade in accordance with applicable CAP regulations and/or supplements thereto.

4b. (Added). The Commander with operational control of the aircraft is responsible for ensuring inspections, the aircraft is flown a minimum of 200 hours annually, and organizational maintenance is performed on schedule. Wing Headquarters shall control major maintenance (Centralized Maintenance Management Program); the unit shall notify the Aircraft Maintenance Officer and the Director of Operations of the need for maintenance. Where an emergency exists advanced authorization must be obtained from either the Ohio Wing Commander or his designee before any work is started. Currently the designees are the: Wing Maintenance Officer and Director of Operations. Wing funds may not be expended for maintenance performed when this procedure has not been followed.

5a. (Added). Ohio Wing maintenance forms and records shall be maintained in the following manner: **OWF 18** monthly *Aircraft Utilization Summary Report*. This report shall be completed and sent to the Wing Headquarters, ATTN: DOA within 10 days following the end of the month. Full Payment for the month reported shall be submitted not later than the 20th of the following month. Failure to send the report or habitual lateness of report, and / or moneys is to be considered just cause for permanent movement of the aircraft, as determined by the Wing Commander. *Hobbs Engine Time by Mission Category* hours are to be broken down and *reported on OWF 18* as follows:

Non-Chargeable Hours: By mission symbols on OWF 18. IAW the current OWF 18.

Chargeable Hours : By mission symbols on OWF 18 IAW the current OWF 18.

A copy of each OWF 18 report shall be retained by the unit with any attachments and as stated in paragraph 5d of this supplement.

5b. (Added). *OWF 781 Ohio Wing Aircraft Flight Log*. Each corporate flight shall be logged on the Ohio Wing Aircraft Flight Log. These forms, along with the CAPF 99, shall be used to complete the monthly Aircraft Utilization

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OPR: DO

Distribution:	2 copies each unit	1 copy each Ohio Wing director
	1 copy Ohio Wing/LO	1 copy Great Lakes Region/DA
	1 copy Great Lakes Region/LO	1 copy National HQ

Summary Report (OWF 18) and unit billing to individual members. All valid discrepancies shall be noted on the monthly report to Wing Headquarters. The working copy of the OWF 781 shall be maintained in the aircraft log book, located in the aircraft, and changed on a monthly basis. A copy of each OWF 781 log shall be retained by the unit and as stated in paragraph 5d of this supplement.

5c. (Added). *OWF 602 Ohio Wing Aircraft Maintenance / Data Summary* ("Clear Sheet"). Each corporate aircraft shall maintain an Ohio Wing Aircraft Maintenance / Data Summary as the first page in the aircraft log book (Blue Book). The OWF 602 summary shall be maintained and updated by the unit aircraft maintenance officer, preferably typewritten or computer generated whenever maintenance is completed or new data is available. A copy of each OWF 602 summary shall be retained by the unit as stated in paragraph 5d of this supplement.

5d. (Added). Aircraft Maintenance Records shall be stored and maintained for 2 years at a central location as designated by the Wing Commander or his designee.

11h. All corporate aircraft assigned to Ohio wing (except gliders) shall be equipped with survival equipment in sufficient quantity for the entire crew. Date sensitive items shall be maintained and replaced within 30 days of expiration dates. The weight of the equipment should not exceed 30 pounds unless approved by the PIC. The following items shall be included in the survival kit:

- Survival manual
- Survival blanket
- Fire starter and waterproof container with strike anywhere matches
- Signal mirror
- First aid kit
- Leatherman/Gerber-style multi-purpose tool/knife
- Whistle
- Light marker or distress strobe
- Lensmatic compass

Other suggested items include:

- Water A/R by each aircrew member
- Light weight poncho
- Insect repellent
- Fish hooks and line
- Water purification tablets
- Leather work gloves
- 50 feet of 550 para-cord
- Water storage bags (5 quart or larger)
- Air Band radio
- Candles/chemical light sticks
- 6 high energy bars
- 2 day supply of MRE's
- Metal container or cup
- Trauma dressings
- Duct tape or electrical tape
- USCG certified and current life vests/raft

Reference: All crewmembers are encouraged to carry a personal survival kit to supplement the survival equipment on board the aircraft.

11i. (Added). All corporate aircraft assigned to Ohio wing (except gliders) shall be equipped with tie down ropes (IAW CAPR 66-1, 15b), auger style anchors, and chocks.

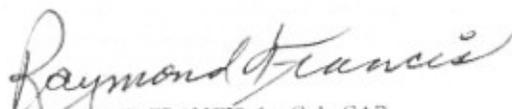
11j. (Added). All corporate aircraft assigned to Ohio wing (except gliders) shall carry a minimum of two quarts of oil and the equipment required to add it. An approved window cleaner and appropriate window cleaning cloth shall also be carried on board the aircraft.

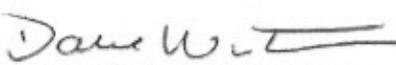
12d(2). Reimbursable maintenance performed without prior approval by Ohio wing/DOM and HQ CAP-USA/LGM which results in a denial of reimbursement shall be the responsibility of the custodial unit.

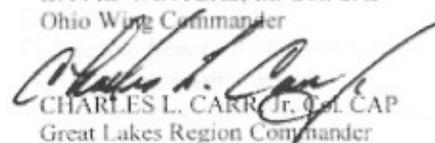
14. Units with corporate aircraft shall maintain complete financial records of all receipts and expenditures associated with the operation of the aircraft. Income, donations, or financial programs in support of the operation of a corporate aircraft are the responsibility of the unit operating the aircraft. Financial programs involving fund raising by the unit require Wing Commander Approval before implementation of the same.

14b. (Added). The hourly usage charge shall be IAW the current CAPR 173-3.

OFFICIAL:


RAYMOND FRANCIS, Lt. Col., CAP
Ohio Wing Chief of Staff


DAVID WINTERS, Lt. Col. CAP
Ohio Wing Commander


CHARLES L. CARR, JR., Col. CAP
Great Lakes Region Commander