



**HEADQUARTERS
CIVIL AIR PATROL NEW HAMPSHIRE WING**
United States Air Force Auxiliary
51 Airport Road
Concord, NH 03301-5322
Office: (603) 271-3225
Fax: (603) 225-5964



01 MARCH 2007

POLICY LETTER #1 – CAPR 66-1
For: Aircraft Maintenance Management

NH Wing Policy applies to the sections indicated in CAPR 66-1, 01 February 2000 (change3, 30 Nov 2005) is supplemented as follows;

4.a. (ADDED) CENTRALIZED MAINTENANCE RESPONSIBILITY. The responsibility for proper maintenance of all corporate aircraft in the New Hampshire Wing rests with the Wing Aircraft Maintenance Officer. All aircraft maintenance activity will be coordinated through the Wing Aircraft Maintenance Officer prior to the commitment of wing funds. In addition to authorizing maintenance expenditures, this individual will also designate the maintenance facilities to be used and will specifically authorize any wing-funded ferry flights to and from these facilities. Pilots conducting maintenance flights will reimburse NH Wing for any flight time over the normal ferry flight time. In order to ensure uniformity in the maintenance program, the facilities used for maintenance of corporate aircraft will be approved by the NHW/CC, DO, LGM. A supplier recommendation shall be obtained from NHQ/LGM for the procurement of aircraft parts whenever feasible to determine a reasonable cost for aircraft parts. Parts will be purchased from a NHQ recommended supplier if the cost after shipping is significantly less, and delivery can be timely.

5.d. LOCAL MAINTENANCE RESPONSIBILITY. NH Wing units with corporate aircraft assigned will be responsible for assignment of an individual to monitor the operation of the aircraft and ensure that all regulations set forth by the Federal Aviation Administration and Civil Air Patrol are met. The local unit's Operations Officer will normally administer this program and ensure the cooperation of all personnel under the unit's command. Specific responsibilities will include:

- (1) Keeping the aircraft clean and presentable at all times.
- (2) Monitoring that the A/C was properly refueled after each use, which is the responsibility of the Pilot of each flight. Wing issued fuel credit cards (AvFuel, Exxon-Mobil, AirWorld, etc.) will be provided to each aircraft. These cards will be used to charge fuel and oil procured for CAP aircraft. The use of these cards for other services such as maintenance is not authorized. At locations where significant CAP flying is conducted, Wing Headquarters may open fuel charge accounts with the local FBO. In such cases, pilots will charge fuel and oil services to this account instead of using credit cards. The unit Operations Officer will ensure that unit pilots are kept informed as to local fueling procedures.
- (3) Ensuring the aircraft is properly secured and protected from wind and weather damage at all times. This duty includes frequent inspection of the tie-down / hanger area and periodic inventory of equipment associated with the aircraft (control locks, tow bar, chocks, pilot cover, etc.) This also involves briefing unit pilots on proper procedures for securing the aircraft.
- (4) Monitoring the maintenance status of the aircraft and making prompt notification to the Wing Aircraft Maintenance Officer (LGM) when maintenance is required. The NHW/DO will also be notified whenever the aircraft is removed from service.
- (5) Keeping the aircraft mission-ready at all times, with particular attention to removal of ice and snow during winter months. Units (or the Wing DO) will make prior arrangements with local FBO's for hangaring or de-icing of Corporate Aircraft in the event they are needed in an emergency. The actual purchase of such services will require authorization from the Wing Director of Operations or an authorized Incident Commander or his/her representative. The NH Wing Commander will be kept informed as to all major maintenance issues.

- (6) Providing a means to store the wing-issued aircraft pre-heaters so they are available for use during winter months. Units will also ensure that this equipment is properly maintained and all aircrew personnel are trained in it's use. To reduce start-up wear the pre-heating of aircraft engines is strongly recommended whenever the air temperature is below 32F and is mandatory whenever the air temperature is below 25F.
- (7) Forwarding the aircraft flight time reporting sheets to NHW/DO and fuel slips to the NHW/FM on the first of each month, unless directed otherwise by the DO.

14.a. The New Hampshire Wing Aircraft Maintenance Officer shall be responsible for complete accounting of all costs associated with the operation of each corporate aircraft. This accounting will include costs associated with fuel, maintenance and improvements. This data will be reviewed on a semi-annual basis in conjunction with flight hour and billing records maintained by the Wing Operations Directorate. This review will determine the need for adjustments to the flying hour charges listed in 14-b. below and ensure that operating costs are properly recovered. NHW/LGM will request NHQ/LGM financial support for engine, engine accessory, avionics, and for expensive or unusual airframe repairs. In addition, the NHW Finance Committee must authorize aircraft maintenance expense to NHW above \$300 except for the following exemptions: Oil changes and IFR certifications not exceeding \$250 each. Annual Inspections for C-172s not to exceed \$2500 and C-182 not to exceed \$2900 cost to NHW. NHW/LGM shall check with NHW finance officer to determine that there is cash on hand to pay for an annual inspection.

14.b. AIRCRAFT HOURLY OPERATING CHARGE:

Cessna C-172's	\$ 30.00 + 10 GPH Fuel @ NHW ave. monthly fuel cost
Cessna C-182's	\$ 41.00 + 13 GPH Fuel @ NHW ave. monthly fuel cost
Maule MT-7-235	\$ 29.00 + 11 GPH Fuel @ NHW ave. monthly fuel cost
Gippsland GA-8	\$ 37.00 + 14 GPH Fuel @ NHW ave. monthly fuel cost
Glider SGS 2-33	\$ 5.00 per flight

15.a. Each aircraft shall carry a survival kit for two crewmembers. Before purchase the current Director of Operations shall approve the survival kit. The existing first aid kits will stay with aircraft to avoid using first aid items from survival kit for non-survival situations. Batteries in survival kits will be checked annually and replaced if necessary.

2Lt GREGORY R. ROBERTS
Director of Aircraft Maintenance

Col. DONALD C. DAVIDSON, Sr.
Commander

Supersedes NHW Supplement -1, dated 15 December 2006

OPR: LGM

Distribution: 1 Each - Nat'1 / DO, NELR/DO, NER/DOO, NH/SD, Each Pilot, NHW Unit, NHW File