

Headquarters, Florida Wing, Civil Air Patrol  
U.S. Air Force Auxiliary  
2700 Eagle Staff Court  
MacDill AFB, FL 33621-5208

FLORIDA SUPPLEMENT 1  
CAPR 66-1  
1 June 2003

## Maintenance of CAP Aircraft

### CIVIL AIR PATROL MAINTENANCE MANAGEMENT

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

1. Added. All annuals, 100-hour inspections, repairs or alterations for which payment is expected by Florida Wing HQ, requires the issuance of a Purchase Order (PO) number **prior to** making any financial commitment for work on the aircraft. The purchase order numbers will be issued by the Wing Maintenance Officer and the Wing Assistant Maintenance Officer as representatives of the Wing Commander as follows:

- Capt. Steve Drew, Aircraft Maintenance Officer      Home: (727) 588-2323  
10500 Ulmerton Road, Ste 726-205      Cell: (727) 639-6493 (Pref.)  
Largo, FL 33771-3506      Fax: (727) 588-2323

Email: [drewnetwork@earthlink.net](mailto:drewnetwork@earthlink.net)

- Capt. Lou Cicalese, Asst. Aircraft Maint. Officer      Home: (772) 489-6174  
18505 Kitty Hawk Court      Cell: (772) 979-6229  
Ft. Pierce, FL 34987      Fax: (772) 489-0321

Email: [bluesideup@aol.com](mailto:bluesideup@aol.com)

- Other Resources:

Florida Wing Administrator: Ms. Jayne Daly      Tel: (813) 828-4300  
Florida Wing HQ, 2700 Eagle Staff Court, MacDill AFB, FL 33621-5208  
Email: [Flwg@macdill.af.mil](mailto:Flwg@macdill.af.mil)      Fax: (813) 828-4429

Director of Operations: Lt. Col. David Lehtonen      Tel: (321) 254-6736  
988 Spanish Wells Drive, Melbourne, FL 32940-1602      Cell: (321) 288-2398  
Email: [dlehtone@bellsouth.net](mailto:dlehtone@bellsouth.net)      Man Fax: (321) 254-6736

Senior Maintenance Advisor: Capt. Ben R. Coleman      Tel: (407) 344-8253  
Email: [Ben.coleman@faa.gov](mailto:Ben.coleman@faa.gov)      Office: (407) 812-7700, Fax: (407)

FL Wing maintenance activities have been allocated to the Wing Assistant Maintenance Officer as the contact for routine maintenance tasks and 100 hour/annual backup; and to the Wing Aircraft Maintenance Officer for managing the Regional Maintenance facilities for 100 hour/annual inspections, and as the contact between FL Wing and NHQ for maintenance tasks.

To obtain a purchase order number, the local Aircraft Maintenance Officer (AMO) or his/her commanding officer, will:

1. Determine the nature of the maintenance event, either a routine maintenance task such as an oil change or tire change etc. or an annual inspection. As a reminder, it is FL Wing policy to perform an annual inspection at each 100 hour cycle. The AMO will contact the local service provider or regional facility for a labor quote and the CAP Bookstore for a parts quote to perform the task. The AMO will email the maintenance request to the proper person, above, with a) the current tach reading, b) the service provider and contact information, c) an estimate of labor hours and the rate, d) service provider parts

cost, and e) Bookstore parts cost. The AMO is advised to contact the Wing Maintenance Officer for non-routine maintenance events **prior to** contacting the service provider for guidance. Request the service provider to fax his quote directly to the Assistant Wing Maintenance Officer or to the Wing Maintenance Officer, as applicable.

2. The Assistant Maintenance Officer or the Maintenance Officer will respond via email with a purchase order in PDF format to both the AMO and the service provider, as well as to the Florida Wing Administrator for cost planning purposes. **No work is to be performed until receipt of the purchase order number.** The Wing Maintenance Officer will complete an Aircraft Major Maintenance Reimbursement Request form for a maintenance event where NHQ is financially responsible, shown as an attachment to CAPR 66-1.
3. Once the Reimbursement Request form has been prepared, the Wing Maintenance Officer will forward it to National HQ for assignment of a control number. The Wing Maintenance Officer will notify the requester with the National Control number for him/her to follow up with the service provider. The purchase order will also be emailed to the AMO and the service provider in PDF format.
4. After receipt of the purchase order, the service provider is authorized to complete the inspection, repairs or alterations. To reiterate, **no work is to be performed without a purchase order number.** Include the N number in the address block of emails.

If either the Assistant Maintenance Officer or the Maintenance Officer is unavailable, contact the Director of Operations. The dollar amount of the work requested should be based upon estimates provided by the maintenance facility and/or the mechanic who is to accomplish the work. The **approved amount may not be exceeded** without additional authorization. Repair items/parts will be purchased from the CAP Bookstore, Tel: 1-800-633-8768, Fax: 334-265-6381, unless there is a clear advantage to purchase elsewhere, in which case Wing approval is required. When ordering parts, provide the CAP Bookstore with the PO number or National Control number and insure that this number identification be included on the billing invoice sent to Florida Wing or National HQ to expedite payment. **Payment will be delayed for any invoices that fail to include a PO number or National Control number.**

Upon completion of the maintenance, a **detailed invoice** showing the PO number or the National Control number is to be submitted by the vendor, countersigned by the local maintenance officer or designee, to Florida Wing Finance or the National LGM officer for payment within 10 working days. The monthly maintenance fee will be waived for reasonable maintenance/ferry flight time (B8) but fuel cost must be included in the estimate and approved by the Assistant Maintenance Officer, Maintenance Officer or Director of Operations. The form should be identified by a Wing Maintenance Flight number (B8) and submitted to Wing Finance on a Form 200, annotated with the B8 number. Maintenance Flight numbers will be issued in the following format to easily identify when and by whom the number was issued.

1 <sup>st</sup> Character:	A (Asst Maint), M (Maintenance), W (Wing), and D (DO).
2 <sup>nd</sup> Character:	Last digit of calendar year (i.e., 3 for 2003, 4 for 2004).
3 <sup>rd</sup> Character:	A dash.
4 <sup>th</sup> thru 6 <sup>th</sup> Character:	Julian date of the year (e.g., Jan 1 = 001, Feb 1 = 032).
7 <sup>th</sup> Character:	A dash.
8 <sup>th</sup> thru 9 <sup>th</sup> Character:	Sequential number for the day (e.g., 01 for first, 02 for second).

Example: M3-304-03 – Third maintenance flight number issued in by the Maintenance Officer on 31 Oct 03.

Payment will be expedited by promptly mailing the invoice with the PO or Control Number clearly written on it to: Florida Wing HQ, 2700 Eagle Staff Court, MacDill AFB, FL 33621-5208, Attn: Wing Administrator or to CAP National HQ/LGM, 105 South Hansell Street, Maxwell AFB, AL 36112-6332. Payment will be made within two weeks **after** the invoice is received. Under no circumstances will State or Federal tax be charged on any invoice. If needed, the Wing's tax exempt number for state taxes is: 85-8012555085C-0.

It is the responsibility of the local maintenance officer to coordinate and to be pro-active in assuring that once the Purchase Order is obtained, the maintenance is performed as stated in the quote. He/she should be the point of contact for all aspects of having the routine maintenance work performed, and assuring that the PO number and his/her initials appear on the billing invoice submitted to Florida Wing upon completion of the work. The initials indicate that the AMO has reviewed and verified that the work was performed to the estimate and that the invoice price and the quote price agree. It is also his/her responsibility for follow-up activity to assure that timely payment is made to the vendor. Detailed unit requirements and responsibilities for the maintenance officer are shown in Attachment 1.

2c. Added. Other alterations to the to the aircraft such as non-standard avionics/antennas or glider tailhooks, etc. must have prior written approval of the Director of Operations. These alterations must meet FAR airworthiness standards and be installed by a FAA-approved subcontractor with the alterations entered into the appropriate aircraft logs.

10c. Added. Units must maintain all SOAP reports in a separate file in the aircraft records to perform and monitor trend analysis. A copy should be forwarded to the Maintenance Officer.

14a. Added. The following is the non-funded payment rate schedule for all corporate aircraft, effective since 15 Jan 02.

<u>AIRCRAFT TYPE</u>	<u>COST PER HOUR / DRY</u>
Cessna 172	\$31.00
Cessna 182	\$34.00

The cost per hour is a **dry rate** and will be paid by the unit custodian. Payment **must** be included with the Monthly Corporate Aircraft Report (FLWG Form 1) which is due by the 10<sup>th</sup> of each month to the Current Operations Officer so that the report to National can be made on time. Mail FLWG Form 1 and FLWG Form 43 with the maintenance check to:

Lt. Col. Michael R. Brown  
2299 Osceola Forest Court  
Switzerland, FL 32259-8308  
Tel: (904) 230-2262, E-mail: [MichaelBrown@fdle.state.fl.us](mailto:MichaelBrown@fdle.state.fl.us)

16. Added. Custodians of corporate aircraft within the Florida Wing will be expected to maintain a minimum average utilization rate of 15 hours per month. Units whose aircraft fail to meet this minimum requirement will be subject to review, and possible reassignment of the aircraft.

L. EVELYN HOLDREN, Lt. Col., CAP  
Wing Administrative Officer

MATTHEW R. SHARKEY, Col., CAP  
Wing Commander

**ATTACHMENT 1**  
**REQUIREMENTS AND RESPONSIBILITIES**  
**OF SQUADRONS / UNITS WITH ASSIGNED AIRCRAFT**

1. Custodians of CAP Corporate aircraft will have an active Aircraft Maintenance Officer (AMO) to oversee the aircraft. If that AMO is not a FAA certified Airframe and Powerplant Mechanic, he/she must be knowledgeable in the area of aviation maintenance. The AMO shall be the single point of contact to interact with the maintenance service provider for routine maintenance. Due to conflict between responsibilities, the AMO should not be the Unit Operations Officer.
2. Prior to any work or maintenance to the aircraft requiring payment by Florida Wing, the AMO, or his/her representative, **must** obtain a Purchase Order number from the Wing or a Control Number from National HQ/LGM through the Wing Maintenance Officer, or his/her designee. The Wing Maintenance Officer will coordinate the updating/repair of all avionics equipment and complete refurbishment of interior/exterior and engine change requests through National CAP HQ / LGM.
3. Aircraft Maintenance Records.
  - All FL Wing aircraft logbooks and maintenance records of work performed etc. will be kept in an aircraft record pouch. These records will not be stored in the aircraft but will be kept in a secure location known to the squadron and group headquarters. Access to these records will be made available to Wing, National or other official personnel (FAA, NTSB, Law Enforcement, etc.), as needed.
  - All work on the aircraft will be documented in the appropriate logbook and signed by certified maintenance personnel in accordance with FAR 43 prior to returning the aircraft to service. Copies of the most recent logbook entries will be faxed to the officer issuing the PO (oil changes, annual, IFR certification, ELT functional test) and be maintained in the Aircraft Information File (AIF) under the tab provided. Discrepancies logged in the AIF must be cleared by the maintenance technician performing the work.
  - Units will maintain a permanent record with a copy of all receipts and work orders of maintenance or work accomplished on the aircraft. In the event the aircraft is transferred, this permanent record file will be transferred to the receiving unit along with the CAPF 37.
4. Unit aircraft custodians are responsible for scheduling aircraft inspections or routine maintenance, i.e. 50 hour, annual/100 hour, IFR certification, and Airworthiness Directive Inspections. This scheduled maintenance will be performed by Regional Maintenance Facilities, when applicable. The AMO should email the Maintenance Officer, Current Operations Officer, and the DO of any changes in operational status (out of service/ return to service, dates) and assure that the service provider returns all cores promptly.
5. Unit aircraft custodians are responsible at all times when the aircraft is in operation, to insure that aircraft comply with items specified by the latest version of CAPF 71, CAP Aircraft Inspection Checklist, available at the download section of the National HQ website. This is an inspection item IAW CAPR 60-2, Short Notice Inspection.
6. Unit aircraft custodians will comply with Florida Wing Supplement 2 to CAPR 66-1 with regard to Emergency Floatation Devices and Personal Floatation Equipment (PFE).
7. Upon assignment of a Corporate aircraft to a new location, the receiving unit will notify Florida Wing Director of Operations and Maintenance Officer of the custodian and/or AMO contact information to update the Operations website.

8. The Wing Assistant Maintenance Officer, Maintenance Officer, or the Director of Operations will approve and issue a Maintenance Flight number (B8) on an individual basis for ferry flights. The cost of fuel for these flights will be included in the maintenance estimate and the original receipt submitted to Wing for reimbursement on a CAPF 200, noting the B8 number.
9. Pilots and crew members flying the aircraft are expected to assist in minor maintenance IAW FAR 43.13 and Appendix A, and, in the periodic cleaning of the aircraft using manufacturer recommended and FAA approved procedures. Unit aircraft custodians will include an aircraft wash at each oil change and 100 hour / annual to insure the aircraft is cleaned on a regular basis and waxed every six months. It is recommended that the leading edges of the wings, stabilizers, struts and nose cowl be waxed after washing and wiped down with a dampened cloth after each flight.
10. Wing Operating Policies.
  - All wing aircraft will be treated with *Corrosion X™* by an authorized dealer, not to exceed 12 months between applications. Exception – aircraft scheduled for refinishing within 10 months of the scheduled corrosion treatment must not be treated.
  - All wing aircraft will be maintained in condition for IFR flights at all times. Reference FAR 91.411 and 91.413.
  - The Wing Maintenance Officer shall be the single point of contact with the maintenance service provider for scheduled or major maintenance, including paint/refurbishment of interior, avionics, 36 month reweigh, etc.
11. Unit Operating Policies.
  - Use only a soft cloth when cleaning aircraft windows using only approved cleaners for Plexiglas surfaces. **Never** use paper products to clean Plexiglas windows.
  - Landing gear main tires will be removed from service and replaced with new tires, and the nose gear tire replaced with a new tire, when the tire tread is worn to the base of the groove at any point on the tire. The replaced tires should be returned to a FAA approved recap service for a core credit.
  - CAP Seal decals and FLORIDA WING decals will be maintained in good condition. Any fading or peeling decals will be replaced with new decals. No other markings are authorized on FL Wing aircraft.
  - Key lock boxes shall be attached to the left wing tie down ring for aircraft tied down on the ramp or secured in a hanger, to be available by authorized persons at all times. All combinations, including hanger access, shall be submitted to the Director of Operations in February of each year. Interior heat shields should be procured and available for use in like manner.
  - The local squadron may develop additional operating policies as may be required, subject to review and approval by the Director of Operations prior to implementing such operating policies.