

1 OCTOBER 2002

Maintenance of CAP Aircraft

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

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

Paragraph 14, Financial Accounting, states "The system of payment or credit, including the amount, for each corporate aircraft flying hour will be designated by the region or wing."

1. This supplement designates the system for paying for fuel used in corporate aircraft on all authorized CAP flights.
2. Wing-owned credit cards are placed under the stewardship of the Wing Director of Operations (DO) or Director of Logistics (LG). The DO may delegate this stewardship and authority to aircraft managers. All individuals who accept the stewardship of a Wing-owned credit card will be responsible and accountable for the use of those cards. Credit cards will be also be available to Incident Commanders on missions where mission bases are established. Incident commanders will be responsible and accountable for the use of those cards for that mission. Incident commanders should appoint a Fueling Officer (Finance Section Chief or Finance Section staff assistant) for all types of missions (e.g., SAREX's, flight clinics, actual missions, etc) to manage the fueling and control documentation for the respective mission base.
3. On missions that are remotely dispatched (for, example: ELT missions), pilots (drivers, in the case of refueling of vehicles) will normally be expected to pay for the fuel themselves and submit for reimbursement IAW CAPR 173-3.
4. With respect to airplane refueling, "self-service" card lock fueling and/or ferrying an aircraft to another airport other than the aircraft's home base for refueling and return may only be authorized by the Wing Commander, the DO, the respective aircraft manager or the responsible incident commander.
5. In addition, possession and use gasoline credit cards will be restricted to the following personnel:
 - a. Wing Commander
 - b. Wing Director of Operations
 - c. Wing Director of Logistics
 - d. Aircraft Managers
 - e. Personnel who are granted stewardship of a credit card on a per use or per incident basis by one of the persons listed paragraphs a-c above.
6. Project officers for special activities in which corporate aircraft or vehicles are utilized should contact the Wing Director of Operations, the appropriate aircraft manager, or the Director of Logistics to arrange for use of a credit card in advance of the proposed use. The project officer or activity commander shall be personally responsible accountable to the person who releases a card to them.
7. For all non-reimbursable flying or use of a corporate vehicle, pilots/drivers shall refuel the aircraft/vehicle after each flight/trip and pay for the cost of fuel.
8. When an aircraft (or vehicle) is refueled and payment is made with a Wing-owned credit card, the pilot shall obtain a fuel receipt, write the mission number and tail number (license number) on the receipt and turn that receipt into the Fueling Officer or Finance Section Chief as designated in paragraph 2.
9. Failure to comply with this regulation may result in temporary or permanent loss of flying or driving privileges.

OFFICIAL

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Supersedes all previous ORWG Supplements to CAPR 66-1

OPR: ORWG/DO

Distribution: 1 ea Unit All Pilots, ORWG
 1 ea WgStaff All Aircraft Managers, ORWG
 1 ea LO All Licensed Vehicle Operators, ORWG