



## PA WING SUPPLEMENT 3

CAPR 66-1

06 January 2016

Aircraft Maintenance

### AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1 dated 14 SEPTEMBER 2015 is supplemented as follows:

**Added:** Section 3.5, Major Repairs and Alterations

1. PA Wing is a 100% participant in the Consolidated Maintenance Program. Major maintenance is performed at South Jersey Regional airport (KVAY). Major maintenance includes 100 hour/annual inspections, engine and propeller changes and correcting airframe/engine discrepancies. All invoices for work performed are sent directly to NHQ and monitored by a representative on site. Maintenance performed at all other locations requires an estimate of parts/labor and downtime. Estimates are to be sent to the Wing LGM for coordination.
2. The PA Wing Logistics Maintenance Officer (LGM) is the single point of contact for maintenance coordination with NHQ/LGM and the Consolidated Maintenance Facility(s).
3. Each unit with an assigned aircraft will appoint a unit aircraft Logistics Maintenance Officer (LGM) in eServices. On assignment of a new LGM the unit commander is to forward contact information to the Group and Wing LGM. The unit LGM is responsible for reporting the mission capability of assigned aircraft to the unit commander, maintaining the Aircraft Information File, maintaining maintenance documentation, and forwarding the monthly Flight Time Log to Wing HQ no later than the fifth of each month.
4. A Multi-Serve credit card has been assigned to each aircraft for the purchase of fuel and oil. Cards may be used only for the assigned aircraft. Approval is required for any departure from this policy. This approval may be given by the PA Wing Commander. All receipts should be checked for accuracy and include the mission sortie number, aircraft tail number and pilot CAPID number. Timely uploading of the fuel receipt when closing the sortie in WMIRS is required.

**Added:** Section 7, Non-Scheduled Maintenance

4. PA Wing corporate powered aircraft which are inactive for a period of thirty (30) consecutive days, will receive a 15 minute ground run-up to confirm the aircraft is fully mission capable. The aircraft flight log must be completed showing hobbs & tach start/stop times. Engine pre-heat is required whenever the OAT is below 20 degrees (20F) and encouraged to be used below 32 degrees (32F).

OFFICIAL

//Signed

Gary Fleming, Col. CAP  
Commander, PA Wing