



HEADQUARTERS
MISSISSIPPI WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 AIRPORT DRIVE
JACKSON, MS 39209

11 December, 2003

**MEMORANDUM FOR ALL MS UNIT COMMANDERS,
ALL SQUADRON MAINTENANCE OFFICERS,
AND THE OPERATIONS DEPARTMENT**

FROM: MSWG CC

SUBJECT: AIRCRAFT MAINTENANCE POLICY

The following is a statement of wing policy to supplement the regulations with respect to maintenance management. If there should be any conflict between this document and CAP regulations, particularly CAPR 66-1, the regulations will prevail.

Squadron Maintenance Officers (SMO). All units with an assigned aircraft will have a designated maintenance officer, whose duties include, but are not necessarily limited to:

- 1.) Maintaining an orderly historical file on their assigned aircraft,
- 2.) Coordinating with Wing DAM and requesting approvals for maintenance actions both scheduled and unscheduled, including the acquisition of parts and components,
- 3.) Minimizing maintenance cost by insuring that parts and materials are obtained at the most competitive prices,
- 4.) Reviewing vendor invoices for accuracy appropriateness, and insuring that all work billed was done satisfactorily,
- 5.) Keeping all maintenance related data current on the wing and other relevant web sites. The Wing Director of Aircraft Maintenance (DAM) will also keep an up to date file on each aircraft. Both levels are responsible for supplying copies of documents to the other to keep both files current.

Engagement of Commercial Maintenance Shops. Although the SMOs report to their respective commanders, neither they nor the commander have authority to engage commercial maintenance without Wing approval. (Exception is made for small urgent matters) Normally, this approval will be given by the DAM upon a request from a SMO or squadron CC. If the DAM is not available, approval may be sought from the DFO, the CS, the CV, or the CC in this order. It is acceptable and may be entirely appropriate to accompany a maintenance request with a suggested course of action, which may include the selection of a shop. All maintenance vendors with whom the Wing does business should be asked to agree to allow the Wing the option to furnish parts, components, and materials with no extra charge above the reasonable labor for installation. If the Wing allows the vendor to accomplish the search and acquisition of parts, the vendor would be entitled to his normal mark up. Any maintenance vendor that has demonstrated dishonesty or poor workmanship will not be used.

Acquisition of Parts, Components, and Materials. All Maintenance officers, under supervision and coordination of the DAM, shall be cognizant and pursue all price advantages at the Wing's disposal. National HQ, using the bargaining power of the largest operator of single engine aircraft in the world, has negotiated numerous discount arrangements with suppliers. Only operational necessity will allow the use of a more expensive alternative.

Warranty Claims, Core refunds, Reimbursements by National. The DAM and all Maintenance Officers will insure that all available warranty claims are utilized and that all cores are returned in a timely manner. They will also insure that all applications for maintenance requirements that are reimbursable by National be made in a timely manner and before the fact.

Member Accomplished Maintenance. If units have qualified personnel willing to perform volunteer maintenance functions that do not conflict with FARs or CAP Regulations and Policy, they may make application for Wing approval of such action. If such action is approved and performed satisfactorily, the Wing will pay the squadron a pre agreed amount that gives the Wing a significant savings over commercial vendors.

Changes in Aircraft Status. At the discovery of any maintenance problem, the unit commander will insure that a responsible member attempt to notify by telephone, the DES, the DAM and the DFO and post the aircraft status to the appropriate web site. All have toll free numbers for CAP business. These staff members should be provided the reason for the status change, and a point of contact for implementing instructions. This notification requirement exists for both scheduled and unscheduled maintenance actions whether or not the aircraft is grounded or just mission capable degraded. Follow-up the telephone notification with an e-mail message to the same Directors plus add the MSWG HQ and MSWG CC as addressees. Note any assistance required to return the aircraft to Full Mission Capable Status.

Aircraft Status will be defined by the following:

FMC: Fully Mission Capable Can fly any CAP mission the aircraft is equipped for and capable of performing

PMC: Partial Mission Can fly some kinds of missions but not others. Examples: “DF inop,” “CAP FM radio inop,” “not IFR capable”

NMC: Not Mission Capable Can not perform any CAP mission (includes a transport mission). Usually means aircraft’s grounded.

Engine lubricating oil for Mississippi Corporate Aircraft. **All Wing assigned Corporate Aircraft will use the following engine lubricating oil for routine operations:**

Ashless Dispersant Multi-grade oil
For all temperatures
Meets the SAE Specification J1899 (Formerly Mil-L-22851)
In any of the following grades: 15W-50, 20W-50, 25W-60

If the above oils are not available, an ALTERNATE, which must also meet the SAE Specification J1899-Ashless Dispersant requirement can be used (all Temperatures in Fahrenheit):

For Continental Engines (C182): All Temperatures – Multi Viscosity, above 40 degrees – SAE 50, Below 40 degrees SAE 30.

For Lycoming Engines (C172): All temperature – 15W-50 or 20W-50, Above 80 degrees – SAE 60, Above 60 degrees – SAE 40 or 50, 30 to 90 degrees – SAE 40, Zero to 70 degrees – SAE 30, 40, or 20W-40, Zero to 90 degrees–SAE 20W-50 or 15W-50, Below 10 degrees – SAE 30 or 20W-30

For operation while in a break-in period or in extreme temperatures, refer to the Pilots Operating Handbook and the Engine Manufacturers Service Instructions and instructions provided by the manufacturer.

NOTES:

1. There are a number of suppliers that meet the SAE J1899 specification. A list of qualified products is available in the Teledyne Continental Service Information Letter SIL99-2A as revised 8/27/2002.
2. Ashless Dispersant oils are new since the Pilot Operating Handbooks on some CAP Corporate Aircraft were produced and therefore do not recommend them. They are considered improved oils and are recommended by the engine manufacturers.
3. DO NOT use ADDITIONAL ADDITIVES with the above recommended oils!

4. NEVER use Automobile oil in these aircraft engines!
5. Reference material for these recommendations comes from:
 - a. Teledyne Continental Service Information Letter No. SIL99-2A revised 8/27/2002.
Webaddress is: www.tcmlink.com/pdf2/sil99-2a.pdf
 - b. Textron Lycoming Service Instruction No. 1014M revised 5/22/1995
Web address is:
www.lycoming.textron.com/support/publications/maintenancePublications/serviceInstructions/SI1014M.pdf
 - c. Another reference from Lycoming is from their "Key Reprints" names "The Oil and Your Engine":
www.lycoming.textron.com/main.jsp?bodyPage=support/publications/keyReprints/maintenance.html

<Signed>

John B. Wilkes, Col. CAP
Commander