



Headquarters
CIVIL AIR PATROL NEVADA WING
United States Air Force Auxiliary
P.O. Box 339
Sparks, NV 89432-0339

7 MARCH 2008

MEMORANDUM FOR ALL SQUADRON COMMANDERS AND WING STAFF

From: NV/DO

Subject: Aircraft and Vehicle Maintenance Reporting

PURPOSE:

To establish a reporting system to track aircraft and vehicle inspection readiness and cleanliness.

1. REPORTING REQUIREMENTS

A. Reports for both aircraft and vehicles are due to the Wing Aircraft Maintenance Officer and to the Wing Transportation Officer no later than the 10th of each month and will be transmitted electronically with the exception of March 2008 when the report will be due NLT the 20th of the month.

2. REPORTING FORMAT

A. Attachment 3 and Attachment 5 of CAP USAFI 10 2701 will be used.

3. ADDITIONAL REQUIREMENTS

A. Aircraft will be washed no less than Quarterly with additional cleaning if needed and noted on the report form.

B. Aircraft will be waxed no less than once each 6 months and noted on the report form.

TIMOTHY F. HAHN, MAJ, CAP
NV/DO