



OFFICE OF THE NATIONAL COMMANDER  
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

18 December 2007

MEMORANDUM FOR CAP NATIONAL BOARD MEMBERS  
ALL CAP AIRCRAFT MAINTENANCE OFFICERS

FROM: CC

SUBJECT: Policy Updates Regarding Conflicts of Interest and Insurance Coverage for Maintenance of CAP Corporate Aircraft

1. All professional organizations must avoid real and perceived conflicts of interest. CAP is no exception. To that end, CAP members who are authorized to approve maintenance of CAP aircraft shall not authorize or contract for such maintenance with any business entity where they are employed or they maintain any share of ownership. In cases where this type conflict of interest may exist, or be perceived to exist, the wing or region commander shall appoint another knowledgeable person to contract or authorize the maintenance. In all cases, the wing or region commander must ensure all contracted maintenance services are based on the most economical and practical considerations.
2. Secondly, maintenance activities by uninsured A&P mechanics, whether hired or volunteer, are strictly limited to the list of items contained in the attachment to this letter. Maintenance tasks not listed may only be carried out by FAA-certified A&P mechanics that carry liability insurance with minimum policy limits of \$1 million per occurrence. That insurance may be provided by a maintenance facility where the mechanic is employed or purchased by those independent operators not affiliated with a certified facility. A current certificate of insurance, identifying the liability insurance coverage, must be on file with the wing or region. A copy shall also be forwarded to NHQ CAP/MXA for approval.
3. In the case where emergency maintenance requires repairs by a mechanic not having the minimum insurance, the wing or region maintenance officer shall be contacted for approval on a case-by-case basis, after taking into consideration the nature of the emergency maintenance requirements and the qualifications of the maintenance provider.
4. This supersedes CAP/CC letter, 19 July 2006, same subject.

A handwritten signature in blue ink that reads "Amy S. Courter".

AMY S. COURTER  
Brigadier General, CAP  
Interim National Commander

Attachment:  
Maintenance Tasks

cc:  
HQ CAP/CS/IG/NLO/EX/FM/MD/DO/GC/MX/NOC/EXS  
CAP Maintenance Officers  
Wing Administrators  
HQ CAP-USAF/CC/CV/IG/JA  
CAP-USAF LR/CCs  
CAP-USAF State Directors

## Attachment 1

This list contains the only maintenance tasks that may be performed on CAP aircraft by uninsured hired or volunteer A&P mechanics.

1. Replacing defective cotter pins only. A licensed FAA mechanic must perform any maintenance operation requiring the replacement of safety wire.
2. Lubrication not requiring removal of items such as cover plates, cowlings, and fairings
3. Replacement of hydraulic fluids in the hydraulic reservoir
4. Repairing upholstery and decorative furnishing of the cabin or cockpit interior when such repair does not require disassembly of any operating system or interfere with an operating system or affect the primary structure of the aircraft
5. Replacement of bulbs, reflectors and lenses of position or landing lights
6. Servicing aircraft batteries
7. Replacement/adjustment of nonstructural standard fasteners incidental to operations
8. Updating self-contained front instrument panel mounted Air Traffic Control (ATC) navigational databases excluding those of automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME), provided that disassembly of the equipment is not required. Prior to the intended use, an operational check must be conducted IAW appropriate sections of FAR 91.
9. Tire inflation

All preventative service/service, including navigational data bases updates must be recorded in the aircraft or engine log book showing the service/work performed, date it was accomplished, the name and certificate number of the A&P mechanic performing the task.