



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 PILOTS

FROM: CC

SUBJECT: Maintenance of CAP Corporate Aircraft by Pilot Operators and Uninsured  
Airframe and Powerplant (A&P) Mechanics

1. In order to reduce CAP corporate liability and ensure compliance with FAR Part 43.3, more precise definitions of allowable aircraft maintenance activities are required. This letter provides a comprehensive, detailed list of the only service or preventative maintenance tasks that CAP pilots and uninsured A&P mechanics are authorized to perform. This policy applies to individuals who provide volunteer service as well as those whose service is compensated.
2. Federal Aviation Regulations are very explicit in the activities that pilot operators may perform on aircraft they actually fly; this letter further refines that list for work on CAP aircraft. Those CAP pilots who also hold FAA certification as aircraft mechanics may conduct maintenance activities beyond the scope of this letter only if they are covered by additional insurance that provides \$1 million of liability coverage per occurrence. Whether employed by a maintenance facility holding liability insurance for aircraft maintenance or operating as an independent mechanic not affiliated with a certified facility, a current certificate of insurance identifying the applicable liability insurance coverage must be on file with the Wing or Region and a copy forwarded to NHQ CAP/MXA for approval.
3. CAP pilots and uninsured A&P mechanics may only perform the following service and/or preventative maintenance tasks:
  - a. Replacing defective cotter pins only. Only licensed FAA mechanics are permitted to perform maintenance operations that require the replacement of safety wire.
  - b. Lubrication not requiring removal of items such as cover plates, cowlings, and fairings.
  - c. Replacement of hydraulic fluids in the hydraulic reservoir.
  - d. 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.
  - e. Replacement of bulbs, reflectors and lenses of position or landing lights.
  - f. Servicing aircraft batteries.
  - g. Replacement/adjustment of nonstructural standard fasteners incidental to operations.

- h. 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.
- i. Tire inflation.

4. All preventative and routine maintenance and service, including navigational data base 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 pilot performing the task.

5. A copy of this policy letter shall be maintained in each Aircraft Information File under the maintenance section.

6. This supersedes CAP/CC letter, 19 July 2006, same subject.



AMY S. COURTER  
Brigadier General, CAP  
Interim National Commander

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