



NEVADA WING OPERATING INSTRUCTION 09-05

14 October 2009

STAN/EVAL - Operations On-Loan Aircraft

The purpose of this instruction is to establish reporting responsibility for aircraft which are temporarily "on-loan".

1. Aircraft may be repositioned from time to time to squadrons different than the squadron which has responsibility for reporting on that aircraft. If the relocation is for a short period of time it may not make sense to formally reassign the reporting responsibility. Such situations will be referred to as "on-loan."
2. When an aircraft is on-loan the receiving squadron commander must appoint a temporary aircraft manager. This is an ad hoc appointment which does not need to be documented in eServices or with a PA. The temporary aircraft manager will contact the home aircraft manager to work out specific procedures for maintaining reporting continuity.
3. The home unit will retain ultimate responsibility for reporting hours and assuring that member flying checks are deposited as required by wing policy. The home unit may make whatever arrangements with the temporary unit that is logical under the specific circumstances.
4. There are two items which need specific attention:
 - a. The aircraft log sheets must reach the home unit in time for the home unit to meet its reporting deadline. This can be easily accomplished by fax or scan/email.
 - b. Member flying checks must be deposited into the home unit's bank account in a timely manner. There are several acceptable options, depending on the circumstances.
 - i. If the aircraft will return to the home unit before month-end, checks and NVWG Forms 173.1 from the temporary unit may be returned along with the aircraft. Care should be taken that the ferry pilot is fully briefed on where they are to be delivered.
 - ii. The checks and paperwork may be forwarded to the home unit by registered mail or delivery service. This must be done timely so that the home unit can meet its deposit deadline.
 - iii. On-loan checks may be deposited into the home unit's account by the temporary unit finance officer. In this case, the Wing Administrator should be advised so that she clearly understands who will be making which deposits – especially if both squadrons have checks to deposit. Normally only a single deposit is allowed for a given month, but two deposits may be made, with prior advice to the Wing Administrator, for on-loan situations. These deposits must be accompanied by the Member Flying Deposit form, and annotated if there will be two deposits.

Certified 02-01-2012 Col Tim Hahn, CAP, NVWG/CC

A handwritten signature in black ink, appearing to read "Timothy F. Hahn".

Timothy F. Hahn, COL, CAP, NVWG/CC