



HEADQUARTERS LOUISIANA WING

Civil Air Patrol, USAF Auxiliary
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Colonel Mary D. Berkowitz, Commander



01 Jun 02

MEMORANDUM FOR LA WING SQUADRON COMMANDERS

FROM: LAWG/CC

SUBJECT: PAYMENT OF MAINTENANCE FEES FOR CORPORATE AIRCRAFT FLYING

1. Several questions have arisen lately concerning which flight hours can be placed in the LA CAP Form 661E, paragraph 2 and therefore be excluded from the squadron's reimbursement to the wing aircraft maintenance fund. This letter specifies which flight hours can be captured under paragraph 2 of the form.

- a. All A missions; because the flights have an assigned mission number and maintenance is reimbursed from another source
- b. All L1 missions; because the Air Force reimburses maintenance to wing for those flights
- c. All B15 missions; because national reimburses maintenance for those flights
- d. B8 missions; but only for aircraft maintenance ferry and only when the wing aircraft maintenance officer has supplied a number for the ferry flight.
- e. Other B missions may be excluded but only if a mission number has been assigned by wing or higher agency.
- f. C missions can only be excluded if the supported agency pays for the flight directly to wing through an activated MOU. If the squadron is reimbursed or there is no reimbursement, the maintenance fee must be paid to wing.

2. Simply put, if you are flying a corporate aircraft and you do not have a mission number from wing or higher, then the squadron must reimburse wing. This number should be placed on the LA Form 661E for cross-reference. The right column of the LA Form 661C can be used for tracking of these numbers prior to submitting the LA Form 661E each month.

3. Maintenance flight reimbursement rate to wing will be IAW my 8 Feb 02 policy letter. This rate will be shown per Hobbs hour.

4. If you have any questions, please contact my POC, Lt Col Alan Williams, 318-834-2913.


MARY D. BERKOWITZ, Colonel, CAP
Commander