



HEADQUARTERS UTAH WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
640 N 2360 W
Salt Lake City UT 84116-2956

23 Jan 2021

MEMORANDUM FOR UTWG AIRCREWS
UTWG FRO
UTWG IC, OSC, AOB

FROM: UTWG/DO

SUBJECT: UTWG Aircraft Best Current Practices

1. Introduction

- a. Federal law, FAA regulations (FAR), USAF-CAP regulations, CAP regulations, RMR supplements, or UTWG supplements shall take precedence over any item in this memorandum.
- b. This memorandum should be considered “Best Current Practice” and not a directive.

2. Receipts (IAW CAPR 173-3 paragraph 2.3.1):

- a. Required information on receipt:
 - (1) PIC name
 - (2) PIC phone number
 - (3) Mission number and sortie number (e.g. 19-A-3235/A0004)
 - (4) Tail number
 - (5) Gallons of fuel
 - (6) Price per gallon
 - (7) Total purchase amount
- b. Fuel and oil paper receipts must be scanned into a *single PDF file* and uploaded to the specific sortie. The contents of the file must be readable: common issues seen include images rotated 90°, images not cropped as close as possible to the paper, and blurred images.
- c. Line receipts from TacAir at KSLC or KPVU will be processed by PIC in the same manner as other receipts with the understanding that the price per gallon and total purchase price will be missing. The UTWG/WA will then be able to match the invoice from TacAir and replace the line receipt with the invoice and update the fuel and oil cost in the sortie.

- d. If a receipt is not immediately available (e.g. a self serve fuel station is out of paper) then an explanation must be written and uploaded to the sortie receipt that contains all known required information from paragraph 2(a) and a short explanation so wing staff will understand the situation. The PIC is still responsible for uploading a valid receipt within 72 hours (IAW CAPR 70-1 paragraph 9.10.10.2) unless UTWG/DO is contacted directly to receive a short term waiver (e.g. the FBO manager will not be available for four days).

3. AIF

- a. The AIF Front Cover must be reviewed by the PIC before every sortie to determine if aircraft is airworthy IAW FAR and CAPR.
- b. The AIF Back Cover contains Loose / Removable Equipment that is to remain in the aircraft. The back cover states: “*The PIC is responsible for assuring that all equipment is on board during the preflight inspection*”. Missing equipment shall be reported in WIMRS Aircraft Discrepancy Log. Failure to report missing equipment may make PIC responsible for replacement.
- c. Loose equipment is assigned to an aircraft, and should not be moved to other aircraft. A squadron or wing Aircraft Maintenance Officer may approve moving of equipment to another aircraft.

4. Post Flight Reduced Fuel Load. In order to maximize the useful load for future sorties, aircraft post flight fueling shall be performed as follows.

- a. For aircraft that have no certified fueling point indicator for less than full fuel quantities, the tank shall be refueled to full quantity.
- b. For aircraft that have a certified fueling point indicator with associated placard that indicates fuel quantities less than a full tank, the tank shall be filled to the least quantity available on indicator. For example: a C182 tank placard has three quantities (43.5 gallons full, 37 gallons at line of holes, and 32 gallons at bottom of filler indicator) the bottom of the filler indicator shall be chosen for a quantity of 32 U.S. Gallons in that tank.
- c. This limitation for post flight fuel loads does not restrict PIC from adding fuel during preflight to increase range and endurance for a sortie.

5. ADS-B & SPOT

- a. All powered aircraft in UTWG have ADS-B installed as of Oct 2018. It is possible to continuously track the position of the aircraft with a lag of less than two minutes with various online sites: for example [Flight Aware](#) with an account and the “Show position-only flights” option selected it is possible to track our aircraft in real time.

- b. SPOT use is not required when ADS-B coverage above 1000 feet is available for route of flight or if aircraft stays in departure airport traffic pattern.
- c. SPOT use is required when ADS-B coverage above 1000 feet is unavailable for any part of the route of flight as published by the FAA at [ADS-B Coverage Map](#).
- d. On actual or training missions the IC shall determine if SPOT is required for the mission or specific sorties and aircrews will be briefed on the requirement.

6. Scheduling

- a. Aircraft are on a first scheduled priority with the following exceptions:
 - (1) When an actual mission occurs the IC for the mission may cancel any scheduled sorties to use aircraft for the mission,
 - (2) The UTWG/CC or UTWG/DO may override a scheduled sortie when necessary for specific mission requirements on a case by case basis.
- b. Aircraft should be scheduled in WIMRS with the ETD and ETA so that estimated costs on AFAM missions will be as accurate as possible. Pilots should not schedule back to back sorties, but should have buffer time to allow for preflight, postflight, fueling, delays, etc.

//SIGNED//

LANCE F HELSTEN, Maj, CAP
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