



This supplement prescribes procedures for aircraft maintenance management procedures for aircraft assigned to Southeast Region but positioned within a wing, for the wing's operational use.

1. Purpose. This Instruction is intended to provide guidelines for aircraft maintenance management procedures for aircraft assigned to SER that are positioned in a wing for operational use.

2. South East Region Assigned Aircraft. An SER assigned aircraft is any aircraft that is on the property list in ORMS (CAPR 174-1) for SER-001.

3. Relocation of SER Aircraft

3.1 At the discretion of the SER/CC, SER Aircraft may be located within a specific wing for operational control. The location of the SER Aircraft in a Wing does not constitute a property transfer to the wing. SER will maintain the aircraft in ORMS as SER property.

3.1.1 **Added Procedure:** A Wing CC will send a request to the SER CC and copy the SER/DO for a SER Aircraft. The Wing CC must provide the following:

Tail Number and Type of Aircraft Requested

Date and Period of time Aircraft is needed

Purpose aircraft is needed

Primary Location Aircraft will be located

Name and Contact information of the AMO assigned to the Aircraft

3.1.2 **Added Multiple Request:** If the same Aircraft is requested for the same period, the SER CC will evaluate the request and make a final determination.

3.1.3 **Added** The SER CC reserves the right to reposition a SER Aircraft at any time for mission requirements.

4. Responsibility

4.1 **Added** SER/DO: The SER/ DO will have operational control over any SER Aircraft.

4.1.1 **Added** Oversight and coordination of movement of Aircraft.

4.1.2 **Added** Assist Wing DO/DOV in providing training and qualification as required.

4.1.3 **Added** At the discretion of the SER/CC, provide Mission Number and Funding for movement of Aircraft.

4.1.4 **Added** Insure the aircraft has all assigned equipment prior to repositioning.

#### 4.2 **Added** Wing DO

4.2.1 **Added** Coordinate with SER/DO for Movement of Aircraft

4.2.2 **Added** Provide appropriate Mission Number and funding for movement of aircraft.

4.2.3 **Added** Insure that upon receipt of the aircraft, an inventory of equipment and a CAPR 71 or 71G is completed on the aircraft.

4.2.4 **Added** Forward a completed inventory and CAPR71/71G to the SER/DO upon receipt of the Aircraft

4.2.5 **Added** Insure the monthly aircraft utilization report is accurate.

4.2.6 **Added** Insure aircraft data is updated in WMIRS/AMRAD.

4.2.7 **Added** Inform the SER/DO of any maintenance or operational issues with the aircraft.

4.2.8 **Added** Provide the SER/DO with a monthly utilization report.

4.2.9 **Added** Notify the SER/DO location of the aircraft and any relocation of the aircraft.

#### 4.3 **Added** Wing AMO

4.3.1 **Added** Maintain Aircraft AIF and Aircraft data in AMRAD.

4.3.2 **Added** Insure all aircraft maintenance is appropriately scheduled.

4.3.3 **Added** Insure GPS and other Data bases are updated as needed.

4.3.4 **Added** Verify discrepancies are appropriately annotated in WMIRS.

4.3.5 **Added** Notify the SER/DO and SER/AMO of scheduled maintenance.

4.3.6 **Added** Insure a copy of this supplement is posted in the Aircraft AIF.

Andrea Van Buren, Colonel, CAP  
Commander

**ATTACHMENT 1 – COMPLIANCE ELEMENTS**

There are no compliance elements to this supplement.