



Headquarters Montana Wing
Civil Air Patrol
United State Air Force Auxiliary
P.O. Box 1887
Great Falls MT 59403-1887



14 Dec 2017

MEMORANDUM FOR RECORD

FROM: MTWG/CC

SUBJECT: CONSOLIDATED MAINTENANCE COORDINATION AND COMMUNICATION

Montana CAP has a Wing Maintenance Officer (Wg/LGM) (Jordan Aguilar) and Assistant (Peter Graf). It is their duty to monitor aircraft status, and contact and work with the Consolidated Maintenance Management Program (CMMP), Edwards Jet Center.

MTWG/LGM are responsible to schedule trips to CMMP. One of their primary duties when sending an aircraft to CMMP is to make sure a copy of the aircraft discrepancies is sent to our contact at CMMP to make sure these discrepancies are corrected during the inspections, oil changes, or miscellaneous repairs. They also are required to update the Maintenance Module after the inspection is completed.

MTWG/LGM will coordinate with MTWG/DO to obtain support of aircraft not requiring maintenance. For example: NXXX needs a 100 hour inspection. The Squadron LGM should contact MTWG/LGM to notify of upcoming maintenance requirements. MTWG/LGM then coordinates and schedules with CMMP and works with MTWG/DO to arrange a transportation plan to get the aircraft to CMMP and the crew back home.

It has come to my attention that a number of members are contacting CMMP directly without going through either of the LGMs. Jeff Doyle, our contact at CMMP, has stated that multiple Wing members calling him for aircraft status actually hinders his ability to perform his duties and slows the work on our aircraft. However, Jeff said that if he were to contact a Wing member, then it would be OK to communicate with him directly.

Therefore:

1. Only the Wing LGMs will communicate with CMMP for aircraft maintenance. This preserves the Wing chain of command, keeps Wing/LGMs involved and informed, and keeps phone calls to CMMP at a minimum
2. If CMMP calls a member for aircraft specifics, then that member may communicate directly with him.

//SIGNED//

Mitchell W. Edwards, Col, CAP
Montana Wing Commander