



**WYOMING WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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6 December 2023

MEMORANDUM FOR WYOMING WING

FROM: Wyoming Wing Commander

SUBJECT: AIRCRAFT AND VEHICLE COORDINATION POLICY

1. Aircraft have been reassigned to the Wing inventory rather than at the squadron level to reduce the inventory difficulties that were caused because some of the assets in the aircraft were at wing level and the aircraft were at the squadron level. It was difficult to move aircraft and make sure that all assets were together. We will now have a list of assets in the AIF of what goes with each aircraft and if that aircraft is moved to another location these assets must go with the aircraft if the aircraft is going to be moved from its current base for more than a day. The Aircraft Maintenance Officer (AMO) for the squadron in which the aircraft is located is still responsible for the monthly reporting paperwork and the updating of the G-1000. Use of the aircraft will be scheduled through WIMRS or the scheduling calendar. Missions take precedence over proficiency flying. For example, "O" rides would take precedence over a proficiency flight but should be scheduled sufficiently in advance so that it is not a last-minute schedule and would not affect a scheduled proficiency flight. Actual missions take precedence over any other scheduled flying.

2. The Wyoming Wing Director of Operations (WYWG/DO) with coordination with the Wyoming Wing Commander (WYWG/CC) is responsible for and has Operational Control (OPCON) of Wing assets and assigns those assets as required. During times of mission need in which an Incident Commander (IC) is assigned, aircraft and crews are provided to the IC and therefore are under the OPCON of the IC.

3. The Wyoming Wing Aircraft Maintenance Officer (WYWG/AMO) is responsible for aircraft readiness and maintenance. The Squadron Aircraft Maintenance Officer is responsible to submit the monthly reports to the WYWG/AMO by the 5th of each month so that the wing reports may be submitted on time and to notify the WYWG/AMO of any needed maintenance. If any squadron either does not want to meet these requirements or fails to do such reporting, the aircraft will be moved to a squadron that will do this reporting and updating of the G-1000, as required.



4. Vehicle utilization has been a problem with vehicles being returned in conditions that are unacceptable. It is the responsibility of the Wing Logistics Transportation Officer and the Squadron Transportation Officer to ensure that the vehicles are kept mission ready. Vehicles should not be returned dirty or without full fuel. For example, with foreign materials inside the cab such as popcorn, wrappers, and other trash items. Any CAP person licensed to drive a CAP vehicle is allowed to do so, however that vehicle must be returned clean, both inside and outside, with full fuel. Squadrons are assigned the vehicles and must ensure that the vehicles are mission ready at all times. When a vehicle is utilized by another entity other than that squadron, that entity must return the vehicle clean and full of fuel. We have had vehicles returned from usage such as Encampment being dirty and not fueled. This puts a burden on the Squadron, which is unacceptable.

DocuSigned by:

Ken Johnston

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