



**HEADQUARTERS
CIVIL AIR PATROL BOWIE SQUADRON
UNITED STATES AIRFORCE AUXILIARY
12409 SEABURY LANE
BOWIE, MD 20715**

26 October 2006

MEMORANDUM FOR ALL SQUADRON PERSONNEL

FROM: Commander/Bowie Composite Squadron

SUBJECT: PLANE CAPTAINS

The Bowie Composite Squadron will operate a Plane Captain system. The plane captains will be assigned on a monthly basis by the Maintenance Officer (LGM). The schedule will be published at least 3 months ahead of time on the BowieCAP.org website. Responsibilities include:

1. Monthly Inspection of the assigned aircraft.
2. Cleaning of the assigned aircraft, wash monthly, wax quarterly.
3. Clearing the aircraft of snow and ice immediately following a storm.
4. Care of the tie down area including any needed mowing of grass etc.
5. Assisting with maintenance as needed including 50 hour, 100 hour, and annual inspections.
6. IMMEDIATE notification to the LGM of any issues discovered with the aircraft.
7. Plane captains are responsible for finding a replacement if they are unavailable for any duty regarding the aircraft.

Cadets will aid in the above tasks by assigning a Cadet Plane Captain on a rotating basis. A Cadet Plane Captain Project Officer (a cadet officer) will be in charge of coordinating the rotating schedule of cadets which will also be published at least 3 months ahead of schedule on the BowieCAP.org website. A minimum of two cadets per month should be assigned and their contact information reported to the LGM and assigned the Plane Captain by the 1st of each month.

Cadets who contribute to this effort will be offered the first available O-Flights as a reward. This tracking will be accomplished by the Cadet Project Officer in coordination with the Aerospace Education Officer (AEO).

//signed//

1Lt Jeffrey M Welch
Commander
Bowie Composite Squadron