



HEADQUARTERS
CIVIL AIR PATROL - NORTHEAST REGION
UNITED STATES AIR FORCE AUXILIARY

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1 January 2017

MEMORANDUM TO: NER Staff

FROM: NER/FM

SUBJECT: Request for Vehicle & Glider Maintenance Procedures

The following process must be followed if maintenance is needed on all NER vehicles, gliders or glider trailers.

Vehicles:

Minor maintenance up to \$500 will be placed on the Shell card specific to your vehicle.

Maintenance over \$500 will require the member to obtain an estimate and send to NER FM for processing of a CAPF 70. Once approval has been gained, member will be notified to have work completed. Payment will be charged to the Shell card and receipt will be immediately sent to FM for reimbursement processing.

Gliders/Glider Trailers

All requests for maintenance on gliders & glider trailers will be sent to NER Aircraft Maintenance Officer for processing with copy sent to NER FM. If maintenance is charged to NER credit card, paid invoice will be immediately sent to FM for reimbursement processing.

Respectfully submitted,
Cathie Spaulding, Lt Col, CAP
NER FM

E-Signed : 01/21/2017 06:29 AM CST

Cathie Spaulding

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DocID: 20170121062129676