AIRCRAFT MONTHLY UTILIZATION REPORT

Squadron Name _____ Month/Year _____

Completed By: _____

Contact Number: _____

Date Completed: _____

Email address: _____

AIRCRAFT	Corp A/C	Mem A/C	TACH READING	HOBBS READING	MISSION SYMBOLS A1	A2	A3	A4	A5	A6	A7	*A8	*A9	*A15	A18	*A20	A99	A911	*B8	B9	B10	B11	B12	B13	B14	*B15					TOTAL
N																															0.0
N																															0.0
N																															0.0
N																															0.0
N																															0.0
N																															0.0
N																															
TOTAL AIRCRAFT HOURS IN THIS SYMBOL					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					
AIRCRAFT	C A/C	M A/C	TACH	HOBBS	*B16	B17	B18	*B20	*B21	B99	C8	C14	C16	C17	C18	C19		C20	*C21	C99		C911	L1								
N																															0.0
N																															0.0
N																															0.0
N																															0.0
N																															0.0
TOTAL AIRCRAFT HOURS IN THIS SYMBOL					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0								0.0
TOTAL CORP AIRCRAFT HOURS	0.0																														
MEMBER OWNED AIRCRAFT HOURS																															

* INDICATES CHANGE

Action Summary

Action	Form 18	Form 99
Fax to Ops	248-6512	248-6512
Fax to HQ	753-4560	753-4560
Fax to LO		552-1986

****Mail Original to Wing****

INSTRUCTIONS

1. Report the flight time for each individual Corporate Aircraft for the calendar month (1 Jan to 31 Jan).
2. Use your Squadron form 99 as a source document for completing the form 18
3. Record the aircraft tachometer reading and the hobbs reading after the last flight of the month in the columns following the N number.
4. Record the hobbs hours or, if no hobbs is installed, the tach hours x 1.2 in the mission symbol column.
5. Member Owned Aircraft: Combine all member aircraft hours by mission symbol and record on one line. Tach & Hobbs are not required.
6. **FAX the form 18 along with the form 99s to Wing Operations (907) 248-6512. (Maintenance Hangar)**
* 7. **FAX the form 18s along with the form 99s to Wing Head quarters. FAX number (907) 753-4560**
8. **FAX the form 99 ONLY to the LO fax number (907)-552-1986**
* 9. Keep COPIES of the form 18 and form 99s at the Squadron for your records.
*10. MAIL The ORIGINAL form 99 and form 18 to: Alaska Wing Civil Air Patrol P.O. Box 6014 Elmendorf Air Force Base, AK 99506-6014
11. **REPORTS ARE DUE ON THE 5th DAY OF THE MONTH**
12. If your Squadron had no flight hours for the month **A NEGATIVE REPORT IS REQUIRED**.

FAX to 248-6512
FAX to 753-4560
FAX 99 to 552-1986

MAIL ORIGINAL
FORM 18 AND 99
TO WING H.Q.

AKW FORM 18
16 Jul, 2008
Destroy all previously dated forms