



MONTANA WING HEADQUARTERS

CIVIL AIR PATROL

MTWG SUPPLEMENT TO CAP REGULATION 66-1

01 APRIL 2016

Aircraft Maintenance

CAP AIRCRAFT MAINTENANCE MANAGEMENT

SUMMARY OF CHANGES:

Note: This supplement supersedes all other previous MTWG CAPR 66-1 supplements.

CAPR 66-1, dated 14-SEP-2015 is supplemented as follows:

1. **Objectives.** Maintain Wing Corporate Aircraft in a safe and efficient manner in accordance with Command Directives.

4. **Responsibilities. Added.** Wing Commander will appoint a Wing Maintenance Officer (WG/LGM) to manage the maintenance of the assigned aircraft. Each Squadron/Flight within the Wing will assign a Squadron Maintenance Officer (Crew Chief) before an aircraft is assigned to that unit who will be subordinate to the Wing Maintenance Officer.

4.1. The Wing Maintenance Officer is responsible for supervision of the overall maintenance of the wing aircraft fleet.

4.2 Squadron Maintenance Officers (SMOs) are assigned by their Squadron Commanders (in e-Services Duty Assignments). The SMOs are responsible to the Wing Maintenance Officer, to supervise the care and maintenance of corporate aircraft under their control. Their duties shall include:

4.2.1 Quarterly: (Jan, Apr, Jul, Oct)

4.2.1.1 Conduct aircraft inspection using the CAPF 71, *CAP Aircraft Inspection Checklist* and forward the completed CAP Forms 71 to the WG/LGM

4.2.1.2 Conduct an inspection of the aircraft Survival Kit. File a copy of the review in the survival kit and in the AIF Tab 2 following the Equipment/Inspection/Document Requirements page.

4.2.1.3 Conduct a quarterly review of the AIF and enter the date reviewed at the top of the AIF. Write in the weight of the Survival Kit, Ground Power Unit, Tie-Down Equipment, and any other equipment in the Loose/Removable Equipment Section of the AIF Coversheet. Write in the equipment name and weight if not already listed.

4.2.1.4 Enter the dates of these inspections and reviews on the current month's Wing Form 10. Prepare and email these documents by the 5th day of (Feb, May, Aug, Nov) to WG/DO, LGM.

4.2.2 Monthly: (by the 5th day of the following month)

4.2.2.1 Conduct a review and update the Discrepancy Log in WIMRS. Maintain the Discrepancy Log by entering the discrepancy and then the corrective actions when completed. Ensure all other aircraft data such as inspections is up-to-date in WIMRS @ (Home > Support > Maintenance Module > Update Maintenance Information).

4.2.2.2 Check the pressure of all tires and adjust as necessary. Record the monthly tire pressure check date on the Fm 10.

4.2.2.3 Prepare and email the Wing Form 10, *Monthly Flying Time Report*, by the 5th day of the following month to WG/DO, LGM, ES, and WA.

4.2.3 Ensure the oil changes, and time service and annual/100-hr inspections are accomplished in a timely manner.

4.2.4 Coordinate with the Wing Maintenance Officer for a work approval for all maintenance actions to be provided by an Aircraft Maintenance Facility. Ensure that the aircraft meets FAR requirements for the type of flight to be conducted. For example: the strobes have to work on the G1000 planes day or night.

6. Scheduled Maintenance. Added. Montana Wing is currently under the Consolidated Maintenance Management Program (CMMP). The Wing Maintenance Officer or Assistant will authorize maintenance flights (and may release those flights provided s/he has completed the Flight Release Officer training and is approved by the Wing) to/from maintenance facilities (A-9 mission symbol). Disbursement of Wing maintenance funds will not be made without the prior approval of WG/LGM. Alternate approving officials are the WG/DO and the WG/CC.

6.1.1 The Wing Maintenance Officer or in his/her absence the Squadron Maintenance Officer will be responsible for the following:

6.1.1.2 Conduct a face-to-face meeting with the maintenance facility prior to and after maintenance being performed on an aircraft.

6.1.1.2. Prepare a list of maintenance/service items to be accomplished and provide that list to the maintenance facility. Reference the Discrepancy Log in WIMRS to ensure current discrepancies and time-based inspections are included in the list.

6.1.1.3. Obtain an estimate for labor/parts from the maintenance facility and transmit that estimate to the WG/LGM for approval prior to the maintenance. Any maintenance costs incurred without prior approval from the WG/LGM or NHQ CAP/LGM may not be reimbursable and will be the responsibility of the individual/unit.

6.1.1.4. Coordinate with the Wing LGM or DO for delivery of the aircraft to the maintenance facility.

6.1.1.5. Inspect the aircraft and maintenance logbooks, upon completion of maintenance or service, to ensure that the maintenance was performed and logbook entries are properly and completely documented. Obtain a photocopy or

photograph the applicable logbook entries and transmit a copy via email to the WG/LGM.

6.1.1.6. Obtain and transmit (via email or U.S. mail) a copy of the maintenance invoice to the WG/LGM.

6.1.1.7. Coordinate with the Wg LGM or DO for the return of the aircraft to the CAP unit.

7. Non-Scheduled Maintenance. Added. In the event of an urgent situation requiring immediate maintenance, pilots must exercise good judgment in authorizing aircraft maintenance to be performed. The WG/LGM must be notified at the earliest opportunity.

11. Records. Added. The MT WG Form 10, *Monthly Flying Time Report*, is an Excel spreadsheet used to track monthly flying hours and scheduled maintenance and the CAPF 71, *CAP Aircraft Inspection Checklist* is an Adobe PDF used to conduct quarterly aircraft inspections. These forms are available from: http://www.capmembers.com/forms_publications_regulations/forms.

16. Aircraft Assignment Responsibilities. Added. Corporate aircraft will be assigned or reassigned only with prior approval of the WG/DO. Squadrons that are assigned (have an aircraft stationed their location and intended for their use) corporate aircraft are responsible for the control, supervision, and maintenance of that aircraft. Minor maintenance and organizational maintenance as outlined in CAPR 66-1 Attachment 1 is a squadron responsibility. Any equipment added to any corporate aircraft becomes the property of CAP even though acquired through squadron sources. Said items are fully donated and the donor cannot be compensated for in any way. It must be clearly understood that aircraft are assigned for the purpose of carrying out the Civil Air Patrol mission, and as with all corporate equipment, the assigned unit is responsible for the proper use and care of the equipment.

16.1. Aircraft Assignment Procedures. Added. In the event of any permanent or temporary transfer of aircraft between units of the Wing, the following procedures will apply:

16.1.1 Cost and operation of any transfer flight will be as directed by the WG/DO.

16.1.2 All logbooks and equipment will remain with the aircraft.

16.1.3 The receiving unit should verify receipt of all items listed on the AIF cover sheet and conduct an inspection (CAPF 71) upon receipt.

Attachment 1. Added. MAINTENANCE THAT MAY BE PERFORMED BY CAP PILOTS AND UNINSURED MECHANICS. CAP pilots and uninsured A&P mechanics may only perform those actions as listed in the Attachment 1 of CAPR 66-1.

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