



## CAP REGULATION 66-1

1 NOVEMBER 2018

APPROVED/R. KIRKPATRICK/CAP/DO

Aircraft Maintenance

### CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

CAP Regulation 66-1, dated 14 September 2015, which includes ICL 17-06, dated 28 July 2017, and ICL 18-04, dated 14 June 2018, is supplemented as follows:

**1.1. Added.** This publication establishes Florida Wing (FLWG) standards and procedures related to maintenance and management of aircraft assigned to FLWG. This publication applies to all FLWG CAP units and assigned personnel, and to members of other CAP wings operating FLWG aircraft. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), the FLWG Aircraft Maintenance Officer (FLWG/A3LGM).

**3.5.1. Added.** Requests for alteration of FLWG aircraft will be submitted through the CAMS Officer to FLWG/A3LGM, who will forward to NHQ CAP/LGM, with copy to the Florida Wing Commander (FLWG/CC) and FLWG Director of Operations (FLWG/A3).

**3.11. Added. Aircraft Status.** All FLWG aircraft will be coded in the following status:

**3.11.1. Added. Fully Mission Capable (FMC).** The CAP aircraft has no discrepancies that prevent it from performing all of its CAP Corporate or Air Force Assigned Missions (AFAM).

**3.11.2. Added. Partially Mission Capable (PMC).** The CAP aircraft has one or more discrepancies that limit operational capability. A PMC aircraft can perform at least one, but not all, of its assigned missions.

**3.11.3. Added. Non-Mission Capable (NMC).** The aircraft has one or more discrepancies that prevent it from performing any of its assigned missions or pose a safety hazard to flight operations.

**3.11.3.1. Added.** The Group or Unit AMO must contact the FLWG/A3LGM immediately when an aircraft is grounded or becomes non-mission capable. The FLWG/A3LGM and/or FLWG/A3 will make the final determination on partially mission capable and non-mission capable status. NMC aircraft will be grounded until systems are repaired or the FLWG/A3LGM authorizes flight to the maintenance facility. Aircraft status will be updated on the WMIRS Maintenance module.

**4.1. Added. Florida Wing Maintenance Management Program.** All FLWG aircraft will be maintained under the NHQ centralized maintenance program. All FLWG aircraft will have their annual and/or 100-hour inspections, engine changes, avionics repairs, and major maintenance performed at a designated NHQ centralized maintenance provider facility. Oil changes and

emergency repairs may be conducted at an alternate maintenance provider, if approved by the FLWG/A3LGM.

**4.2. Added. Florida Wing Director of Operations A3 (FLWG/A3).** The FLWG/A3 manages and directs all operations activities in FLWG. He/She is responsible for developing standard operating procedures for the control and operation of FLWG aircraft. As such, the FLWG/A3 has overall responsibility for the FLWG aircraft maintenance management program and supervises the FLWG/A3LGM, either directly or through a subordinate director/staff officer.

**4.3 Added. Florida Wing Aircraft Maintenance Officer (FLWG/A3LGM).** The FLWG/A3LGM exercises staff supervision and coordination of all aircraft maintenance in FLWG. He/She assists the FLWG/CC and FLWG/A3 in developing an aircraft maintenance management program that ensures all CAP scheduled maintenance is performed and discrepancies are corrected promptly.

**4.4. Added. Consolidated Aircraft Maintenance (CAMS) Officer.** The CAMS Officer is responsible for scheduling aircraft into a NHQ-designated maintenance facility and is the interface between the Group or Unit AMO, the CAMS facility, and the FLWG/A3LGM. CAMS Officers will ensure discrepancies are forwarded to the maintenance facility and provide updates to the Group and Unit AMOs. CAMS Officers will coordinate aircraft and personnel movement into and out the maintenance facility. CAMS Officers will clear discrepancies in WMIRS after completion of required maintenance or troubleshooting prior to aircraft movement from the CAMS facility.

**4.5. Added. Group Aircraft Maintenance Officer (AMO).** The Group AMO assists the Group Commander in managing and coordinating maintenance for aircraft assigned to his/her group. He/She provides assistance, coordination, training, and mentoring to the Unit AMOs in his/her group. The Group AMO may also coordinate maintenance requests between the Unit AMO and the CAMS Officer.

**4.6. Added. Unit Aircraft Maintenance Officer (AMO).** The Unit AMO manages the maintenance and care of CAP aircraft assigned to his/her unit. The Unit AMO is responsible for:

**4.6.1. Added.** Preventive maintenance, including routine care such as cleaning, servicing, and replacing minor parts and hardware in accordance with (IAW) CAPR 66-1, Attachment 1.

**4.6.2. Added.** Maintaining the Aircraft Information File (AIF).

**4.6.3. Added.** Monitoring aircraft data in the WMIRS Maintenance Module.

**4.6.4. Added.** Ensuring aircraft are washed at least once quarterly and waxed semi-annually. The wash and wax schedule should be recorded in Tab #13 of the AIF.

**4.6.5. Added.** Notifying the Group AMO and CAMS Officer with aircraft maintenance issues.

**4.6.6. Added.** Ensuring aircraft discrepancies and updated aircraft inspection information are logged into WMIRS IAW CAPR 66-1, Paragraph 8.4.

**4.6.7. Added.** Requesting FLWG/A3LGM approval for emergency/alternate maintenance through the Group AMO and/or CAMS Officer.

**4.6.8. Added.** Ensuring that all required equipment is current and serviceable IAW Paragraphs 10.5.1 and 10.5.2 of this supplement.

**4.7. Added. Pilot in Command (PIC).** Pilots picking up an aircraft from a maintenance facility that has undergone an annual/100-hour inspection are responsible for ensuring copies of logbook entries are in the AIF. Copies of the mid-cycle 50-hour oil change (post annual) must also be in the AIF prior to leaving the maintenance facility. Additionally, members will complete a CAPF 71, *Aircraft Inspection Checklist*, upon retrieval of the aircraft and/or when transferring between units. The CAPF 71 will be placed in Tab #13 of the AIF.

**7.2.1. Added. 100-Hour Inspection Over-fly.** Although 14CFR43 allows limited over-fly of the 100-hour inspection interval, it does not allow over-fly of an Airworthiness Directive (AD). All FLWG aircraft are subject to one or more ADs that allow no over-fly of the 100-hour inspection. Group and Unit AMOs must ensure their aircraft can reach a designated CAMS facility within its available 100-hour inspection interval.

**7.5. Added. Requests for Maintenance.** Requests for maintenance will be initiated by the Group or Unit AMO to the CAMS Officer for scheduling. Requests for 100-hour or 50-hour inspections should be submitted a minimum of 5 business days in advance. Aircraft must have at least 5 TACH hours remaining during non-hurricane season and 7 TACH hours during hurricane season. Requests to deviate from the minimum TACH requirements may be approved on a case by case basis by the FLWG/A3LGM or the FLWG/A3. Requests for minor maintenance must be submitted to the CAMS vendor at least 3 business days in advance. If the CAMS Officer is not available to schedule maintenance, the Unit AMO may contact the FLWG/A3LGM through their Group.

**8.3.1. Added. Maintenance Performed by Non-CAMS Vendor.** Maintenance performed by a non-CAMS vendor must be documented and a logbook entry sticker must be mailed to the FLWG/A3LGM, who will forward it to the appropriate CAMS vendor.

**8.4.1. Added. Entering Discrepancies.** Pilots must contact the Group or Unit AMO in a timely manner with a detailed summary of any discrepancies noted. This must be accomplished as soon as practicable after the flight. After discussions between the pilot and the Group or Unit AMO, the AMO will enter the discrepancy into the WMIRS Maintenance Module. Each discrepancy will be entered as a separate entry.

**8.4.2. Added. Grounding Discrepancies.** If a pilot believes the aircraft has a grounding discrepancy, he/she shall place the Aircraft Grounded Placard on the pilot seat. The Group or

Unit AMO will contact the CAMS Officer to notify him/her that the aircraft is grounded, provide details of the discrepancy, and confirm it has been entered in WMIRS.

**8.4.2.1. Added.** If the pilot and the Group or Unit AMO disagree as to the grounding issue, the aircraft will remain in a grounded status until the FLWG/A3LGM authorizes a status change. Only then will the Aircraft Grounded Placard be removed by the Group or Unit AMO.

**10.5.1. Added.** The pilot in command (PIC) shall ensure that a survival kit is onboard the aircraft prior to any flight. The Unit AMO is responsible for maintaining the survival kit. FLWG has 2 types of survival kits, either a backpack type or a survival kit that is integral to the life raft. All life rafts have a survival kit that meets the minimum requirements of this supplement. An aircraft with a life raft is not required to have the backpack style kit in the aircraft. However, when the life raft is removed for any reason, the backpack survival kit must be in the aircraft prior to flight. Aircraft not assigned life rafts must keep the backpack survival kit in the aircraft at all times. Removal of any assigned aircraft equipment must be approved by the FLWG/CC, FLWG Vice Commander (FLWG/CV), FLWG/A3, or the Incident Commander (IC) for that mission.

**10.5.2. Added.** If neither the backpack or life raft survival kits are available, a survival kit that contains the minimum following items must be on board the aircraft:

**10.5.2.1. Added.** Survival Blankets;

**10.5.2.2. Added.** Water (24oz per aircrew member);

**10.5.2.3. Added.** Waterproof Matches;

**10.5.2.4. Added.** Flashlight with spare batteries;

**10.5.2.5. Added.** Whistle or signaling device;

**10.5.2.6. Added.** Utility knife;

**10.5.2.7. Added.** Nylon cord;

**10.5.2.8. Added.** Reflective mirror.

**10.5.3. Added.** Additional items such as water purification tablets, food rations, light stick, insect repellent may be added, as desired. The season and topography in which the aircraft normally operates and the number of occupants that may be onboard should be taken into consideration.

**10.5.4. Added.** Survival kits will be inspected annually during the month of January to ensure items are still serviceable and have not expired. Expired items will be reported to the Aircraft Equipment Officer (FLWG/A3LGS), who must approve the replacement item.

**10.5.5. Added.** Survival equipment, including flotation devices, will be kept away from all petroleum products.

**10.6. Added. Additional Equipment.** Each FLWG aircraft should be equipped with the following items:

**10.6.1. Added.** Chocks and tie down ropes. These should be stored in an appropriate container under the cargo net.

**10.6.2. Added.** Aircraft tow bar.

**10.6.3. Added.** Pitot cover.

**10.6.4. Added.** Control lock.

**10.6.5. Added.** Window sun screen set or cockpit canopy cover.

**10.6.6. Added.** Cargo tie down net.

**10.6.7. Added.** Two (2) quarts of authorized engine oil.

Luis Garcia, Colonel, CAP  
Commander

**ATTACHMENT 1 - COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
A3LGM	1	Has the FLWG/A3LGM been contacted immediately when an aircraft is grounded or becomes NMC?	Review WMIRS or written notifications.	The FLWG/A3LGM was not notified immediately when an aircraft was grounded or became NMC IAW FLWG Sup 1 to CAPR 66-1, Para. 3.11.3.1.	Attached a copy of the documentation showing communication or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3LGM	2	Did NMC aircraft remain grounded until systems were repaired or the FLWG/A3 authorized flight to the maintenance facility?	Review WMIRS or written authorization from the FLWG/A3.	An NMC aircraft was not grounded or was ungrounded without authorization from the FLWG/A3 IAW FLWG Sup 1 to CAPR 66-1, Para. 3.11.3.1.	Attached a copy of the documentation showing authorization or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3LGM	3	Were aircraft washed at least once quarterly and waxed semi-annually? Were the wash and wax schedule recorded in Tab #13 of the AIF?	Review the AIF.	An aircraft was not washed quarterly, or waxed semi-annually, or the schedule was not documented in Tab #13 of the AIF IAW FLWG Sup 1 to CAPR 66-1, Para. 4.6.4	Attached copy of the documentation showing the aircraft wash and wax or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3LGM	4	Were CAPF 71 aircraft inspection conducted and form placed in Tab #13 of the AIF upon retrieval of an aircraft from a maintenance facility or when an aircraft was transferred between units?	Review the AIF.	A CAPF 71 inspection was not conducted or the form was not placed in Tab #13 of the AIF upon retrieval of an aircraft from a maintenance facility or when aircraft was transferred between units IAW FLWG Sup 1 to CAPR 66-1, Para. 4.7.	Attached copy of the documentation showing the aircraft inspection or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3LGM	5	Did no aircraft over-fly when approaching the 100-hour inspection?	Review WMIRS.	An aircraft over-flew when approaching the 100-hour inspection as prohibited by FLWG Sup 1 to CAPR 66-1, Para. 7.2.1.	Attached copy of the documentation showing the aircraft was not over-flown or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3LGM	6	Did aircraft have at least 5 TACH hours during non-hurricane season or 7 TACH hours during hurricane season remaining when approaching a 100-hour or 50-hour inspection? If aircraft did not have the required 5 or 7 TACH hours, did the FLWG/A3LGM or FLWG/A3 approve the exception?	Review WMIRS.	An aircraft did not have the required 5 TACH hours during non-hurricane season or 7 TACH hours during hurricane season remaining when approaching a 100-hour or 50-hour inspection and did not receive authorization for an exception from the FLWG/A3LGM or FLWG/A3 IAW FLWG Sup 1 to CAPR 66-1, Para. 7.5.	Attached copy of the documentation showing the aircraft had the appropriate TACH remaining or authorization from the FLWG/A3LGM or FLWG/A3 or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).

A3LGM	7	Was maintenance performed by a non-CAMS vendor documented and a logbook entry sticker must mailed to the FLWG/A3LGM?	Review WMIRS, AIF, and documentation of the mailing and receipt of the logbook entry sticker.	Maintenance performed by a non-CAMS vendor was not documented or logbook entry sticker not mailed IAW FLWG Sup 1 to CAPR 66-1, Para. 8.3.1.	Attached copy of the documentation showing the maintenance and mailing or delivery of the logbook entry sticker or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3LGM	8	Did the pilot place the Aircraft Grounded Placard on the pilot seat when he believed there was a grounding discrepancy? Did the Group or Unit AMO contact the CAMS Officer with details of the discrepancy? Was the discrepancy entered in WMIRS?	Review WMIRS or written notification.	The Aircraft Grounded Placard was not placed on the pilot seat when a grounding discrepancy was suspected, or the Group or unit AMO did not contact the CAMS Officer, or the discrepancy was not entered in WMIRS IAW FLWG Sup 1 to CAPR 66-1, Para. 8.4.2.	Attached copy of the documentation showing compliance or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3LGM	9	If the pilot and the Group or Unit AMO disagreed as to the grounding issue, did the aircraft remain in a grounded status until the FLWG/A3LGM authorized a status change? Did the Aircraft Grounded Placard remained in place until the FLWG/A3LGM changed the aircraft status?	Review WMIRS or written notification.	An aircraft was un-grounded without authorization from the FLWG/A3LGM or the Aircraft Grounded Placard was removed prior to the FLWG/A3LGM authorizing a status change IAW FLWG Sup 1 to CAPR 66-1, Para. 8.4.2.1.	Attached copy of the documentation showing compliance or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3LGM	10	Was an authorized survival kit onboard the aircraft prior to every flight unless removal was approved by the FLWG/CC, FLWG/CV, FLWG/A3, or IC for the mission?	Review WMIRS, AIF, or written authorization.	An aircraft flew without an authorized survival kit and without prior approval IAW FLWG Sup 1 to CAPR 66-1, Para. 10.5.1.	Attached copy of the documentation showing compliance or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3LGM	11	If an authorized survival kit was unavailable, did the aircraft fly with a survival kit containing the minimum items in FLWG Sup 1 to CAPR 66-1, Paras. 10.5.2.1 through 10.5.2.8?	Review ORMS, AIF, or documentation indicating composition of an alternate survival kit.	An aircraft without an authorized survival kit flew with an alternate survival kit missing a required item IAW FLWG Sup 1 to CAPR 66-1, Para. 10.5.2	Attached copy of the documentation showing compliance or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3LGM	12	Were survival kits inspected annually during the month of January to ensure items were still serviceable and had not expired? Were expired items reported to the FLWG/A3LGS?	Review AIF or written notification.	A survival kit was not inspected annually or during the month of January, or expired items were not reported IAW FLWG Sup 1 to CAPR 66-1, Para. 10.5.4.	Attached copy of the documentation showing compliance or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).