



ALABAMA WING SUPPLEMENT 1

CAP REGULATION 66-1

20 FEBRUARY 2018

APPROVED/R. KIRKPATRICK/CAP/LG

CIVIL AIR PATROL MAINTENANCE MANAGEMENT

CAP Regulation 66-1, dated 14 September 2015, including ICL 17-06 28 July 2017 is supplemented as follows:

4, Responsibilities

(4.1 Added) Corporate aircraft are assigned to AL Wing Headquarters, which, in turn, designates which unit has temporary custody. This custody designation will be documented in WMIRS..

(4.2 Added) By the 5th each month, the unit Finance Officer (FP) will process the Aircraft Flight Logs as specified in the Wing's Financial Management Procedures.

(4.3 Added) All checks for payment of member-funded flights will be made payable to "Alabama Wing CAP" and include the aircraft tail number, date of flight, total Hobbs time flown (e.g.: N745CP, 22 October 13, 1.6 Hobbs). Checks should be left in the zippered pouch containing the aircraft's fuel card. All payments are due the date of the flight. Failure to make payment may result in loss of flight privileges.

(4.4 Added) CAP Consolidated Aircraft Maintenance Program (ConMX). There are presently three facilities designated as the repair and maintenance facilities for AL Wing Aircraft. The facilities are as follows:

Mid-South Aviation
300 Aldredge Dr.
Albertville, AL 35950
(256)891-2264

Prattville Aviation, LLC
1450 Aviation Way
Prattville, AL 36067
(334) 361-0060

Coastal Aircraft Services, Inc
1255 Commerce Drive
Gulf Shores. AL 36542
(251) 968-7080

(4.5 Added) The squadron maintenance officer or his designee of each unit hosting an aircraft will make requests for scheduled/unscheduled maintenance. This request will be sent to the wing LGM by email or phone. In the absence of the wing LGM, maintenance requests will be sent to the wing DO. Scheduled maintenance includes 50/100/annual inspections, any engine or propeller overhaul, paint, and any Time Change Item (TCI). Unscheduled Maintenance includes any grounding, safety of flight,

or mission impairment squawks/discrepancies that cannot wait for the next scheduled maintenance inspection.

(4.6 Added) Scheduling is a key element in the consolidated maintenance program both for CAP and the contract facility. Contract specifications require CAP to provide at least five workdays notice to the contractor before inspections or maintenance. This ensures that the contractor is prepared to receive the aircraft. Upon arrival at the maintenance facility, CAP pilots will provide a detailed list of discrepancies for troubleshooting and repair. If arrival at the maintenance facility occurs after hours or on weekends, the PIC will leave the discrepancies list on the pilot's seat.

(4.7 Added) Sorties flown to support consolidated maintenance will be flown under mission symbol A9. A9 sorties include ferry flights, crew pickup and drop-off and all flights to return aircraft to home base following maintenance. Ensure that the tail number of the aircraft being maintained is entered in the appropriate field of WMIRS when scheduling maintenance sorties. In the "Objective" field of the WMIRS sortie, input the type of maintenance, i.e. 50 hr., 100 hr. Pitot-Static check. Sorties for chase aircraft to either pickup or drop off maintenance/ferry crews will enter the aircraft tail number for the aircraft going or coming out of maintenance in the "Objective" field. Example: N745CP going in for 100 hr/annual inspection. N99377 is the chase aircraft to bring the crew back to home station. IN the "objective" field enter "pick up crew from N745CP & return to home station".

(4.8 Added) If a ferry flight to an maintenance facility is required, the unit responsible for the ferrying aircraft must contact the AL Wing LGM or DO for appropriate approval. Failure to obtain advanced approval may result in ferry costs being paid by the unit.

(4.9 Added) After repairs are completed, the maintenance facility will forward the invoice to CAPNHQ/LG via email or postal service, if email is unavailable, with a copy to ALWG/LGM.

(4.10 Added) Oil changes at the fifty hour point may be handled at a local maintenance facility as long as that facility is on the approved list at NHQ. This also applies to minor maintenance as long as the work is approved by the ALWG/LGM PRIOR to the work being done.

(4.11 Added) Aircraft keys shall be secured in a locked box with a combination lock. The combination will be changed when directed by the ALWG/DO to ensure that only authorized individuals have the combination.

9. Required Equipment

(9.5 The wing provided survival/first aid kit shall be included in the ALWG weight and balance calculation found in the ALWG web site.

(9.6 Added) Recommended Miscellaneous Equipment. ALWG aircraft should carry the following items: Tank dip stick, chocks (2 ea), pitot tube cover, fuel sampler, (GATS Jar), blue nylon web tie down straps (1 set), tie down ropes (2 ea), and one quart of oil.

(9.7 Added) Tow bar. When not in use, the tow bar shall be stored in the aircraft.

(9.8 Added) Cleaning Materials. Aircrews shall clean windscreen and all leading edge surfaces after each use of the aircraft. For cleaning aircraft windows, using micro fiber cloth, 100% cotton flannel

cloth or an old t-shirt is preferred. Household type paper towels shall not be used on windows.

(9.9 Added) Friction type tie-down straps are to be marked with each aircraft tail number and will remain with the appropriate aircraft at all times. They are the primary method of securing an Alabama wing aircraft. Additionally, tie-down ropes are still required in each aircraft and will be used to secure aircraft at locations where tie-down points are spread too far apart for the straps.

(9.10 Added) AL Wing corporate aircraft will be hangared to the maximum extent possible. When hangar space is not available, aircraft will be tied down 1AW CAPR 66-1, para 15. The AL Wing/DO will be notified when aircraft are parked outside except when the aircraft is turned over to the maintenance facility for maintenance.

(9.11 Added) Wing Equipment Inventory. Both transferring and receiving units will conduct an inventory of all required equipment when accepting temporary custody of an aircraft using the CAPF 71. The CAPF 71 will be sent to the Wing LGM. The maintaining unit will be responsible for conducting periodic inventories (at least every 30 days) to ensure the equipment is on board. Any discrepancies will be reported to the AL Wing Maintenance Officer, DO. and Safety Officer immediately.

James B. Lewis, Colonel CAP
Commander

Attachment 1-COMPLIANCE ELEMENTS

No additional compliance elements to this supplement.