



OKLAHOMA WING SUPPLEMENT 1
CAP REGULATION 66-1

APPROVED/G.SCHNEIDER/CAP/LG

10 JANUARY 2020

Aircraft Maintenance

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

CAP Regulation 66-1, dated 14 September 2015 is supplemented as follows:

4.1. Added. By the 5th of each month, the unit Operations Officer (DO) or designee of each unit where an aircraft is located will collect the flight logs and checks from the aircraft information file (AIF). Once collected, verify that all blocks are filled out correctly and completely and that flight times and hours are correct. Forward these items to the Oklahoma Wing Director of Operations (OKWG/DO) or their designated representative via email by scanning the aircraft flight logs and converting them to PDF files. For member funded flights, personal checks will be matched to the flight log entries and the check number entered in the “Bill To” block of the corresponding sortie. The original flight logs and checks will be mailed or hand delivered to OKWG headquarters, or designated representative, by the 10th of the month. Units are responsible to ensure that the logs and checks have been received at headquarters by contacting the Wing Administrator at mwebster@capnhq.gov (preferred) or 405-736-6044.

4.2. Added. All checks for payment of member-funded flights will be made payable to “OK Wing CAP”. On the check, annotate the following: aircraft tail number, date of flight, total Hobbs time and sortie number (e.g. N745CP, 15 Jun 17, 2.4 Hobbs, A0025). Enter the check number in the “Bill To” block of the corresponding sortie. Leave the check in the front of the AIF. All payments are due on the date of the sortie. Members who fail to pay may lose their flight privileges. Follow Table 4.1 for guidance on what to write in the “Bill To” block of the AIF.

Table 4.1 Added

If the sortie flown is a:	Then the Fuel Card to use is:	In the AIF “Bill To” block write:
AFAM (A mission)	EFS Credit Card	NHQ
Corporate Funded	AVCARD	WING
OKWG Funded	AVCARD	WING
Member Funded (Check)	N/A	Check ##### (e.g. “1127”)

4.3. Added. Follow Table 4.2 for standard fuel loads for corporate aircraft.

Table 4.2 Added

If flying:	Then the standard fuel load is:
N880CP, N352CP, N745CP, N817CP	50 gallons total (25 gallons per tank)
N955CP, N751CP, N917CP, N906CP	35 gallons total (“stick the tanks”)
N99377	40 gallons total (full tanks)
Note: The PIC may add additional fuel prior to a sortie if required and after verifying aircraft weight and balance limits will not be exceeded. (N/A for N99377)	

4.3.1 Added. Refuel the aircraft after each sortie. Exception: If flying multiple sorties under the same mission number and symbol (orientation flights, etc.), the PIC may choose to refuel when needed vs each sortie. In all cases, the aircraft must be refueled to the standard fuel loads prior to beginning a sortie on a different mission number.

4.3.1.1 Added. PIC will record the aircraft's starting (preflight fuel) and ending fuel loads (postflight, prior to refueling) on the AIF in the "RR (*Last Name/CAPID*)" block. For example, if starting with 51 gallons and landing with 39 gallons, then enter "51/39" in the RR block. If a fourth person is in this seat, then write the fuel to the right of the CAPID in the same block (e.g. JONES / 123456 51/39).

4.3.1.2 Added. Document, in detail, any fuel discrepancies in WMIRS under the debrief section, remarks. Note if you find the airplane with too little or too much fuel, more than one fuel receipt or you flew multiple sorties on the same mission and have one large fuel receipt for several sorties.

4.4. Added. Red River Aircraft Repair, LLC in Altus, OK is the OKWG designated repair and maintenance facility for OKWG aircraft. The secondary facility is Summit Aviation in Bentonville, AR. These shops are required to be used for all annual and 100-hour inspections and any major maintenance.

Red River Aircraft Repair, LLC	Summit Aviation, LLC
Bryan Patzkowski	William (Doug) Dorothy
15985 US Highway 283, Hangar 32	2440 SW Summit Street
Altus, OK 73521	Bentonville, AR 72715
580.482.4288	479.254.0817
FAX: 580.482.4284	FAX: 479.254.9407
bryan@reddriveraviation.com	dougdorothy@iflysummit.com

4.5. Added. Unit Request. The unit DO or designee of each unit where an aircraft is located will make requests for any scheduled or unscheduled maintenance. Requests will be communicated to the OKWG/LGM via email or phone. In the absence of OKWG/LGM, maintenance requests will be sent to OKWG/DO. Scheduled maintenance includes 50-hour, 100-hour, 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 discrepancies that cannot wait for the next scheduled maintenance inspection. Any emergency repairs by a maintenance facility that does not meet minimum insurance requirements must be approved by NHQ/LGM. OKWG/LGM will coordinate with NHQ for approval to use a facility that does not meet the insurance requirement.

4.6. Added. Scheduling is a key element in the consolidated maintenance program for both 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 in support of consolidated maintenance will be flown under mission symbol A-9. A-9 sorties include ferry flights, crew pick-up and drop-off and all flights to return aircraft to home base after maintenance. Ensure that the tail number of the aircraft undergoing maintenance is entered into the "*Tail No of Aircraft in MX*" box in WMIRS. Input the type of maintenance being performed in the "*Sortie Objective*" field of the CAPF 104, i.e. 50-hour, 100-hour, pitot static check. Sorties for chase aircraft to either pick-up, drop-off maintenance, or ferry crews will enter the aircraft tail number of the aircraft undergoing maintenance in the "*Sortie Objective*" field. Example: N745CP going in for 100-hour inspection with N99377 as chase aircraft – the N99377 PIC will enter "Chase aircraft picking up crew

from N745CP & return to home station” in the “*Sortie Objective*” field. Either the OKWG/LGM or OKWG/DO will be the FRO for all A-9 sorties.

4.8. Added. If a ferry flight to a maintenance facility is required, contact the OKWG/DO for appropriate approval and mission number.

4.9. Added. Pilots picking up aircraft from maintenance after 100-hour or annual inspection will complete a CAPF 71, *CAP Aircraft Inspection Checklist*, *Aircraft Inventory Sheet* (AIF – back cover), and forward it to OKWG/LGM within 24 hours of picking up the aircraft.

7.4.3.1. Added. VOR Checks. The PIC will ensure the VOR has been checked by checking Tab 3 of the AIF prior to each sortie. If required, conduct and document the check.

7.4.6.1. Added. Units where aircraft are located will complete a CAPF 71 during the month of June. The unit will forward the completed form to OKWG/LGM.

8.6.1. Added. Aircraft keys shall be secured in a key lock box with a combination lock. The lock will be placed on the left wing tie-down point and shall be removed and stowed in the aircraft prior to flight. The combination will be changed when directed by OKWG/DO.

8.6.2. Added. The following guidance clarifies when the avionics lock is not required to be installed:

8.6.2.1 Added. When the aircraft is secured within a hangar, the avionics lock is not required to be installed. The gust lock must be installed when the avionics lock is not used.

8.6.2.2 Added. If the aircraft is to be tied down outside overnight, the following locations are considered guarded and do not required installation of the avionics lock:

- KLAW – Lawton-Fort Sill Regional Airport
- KOKC – Will Rogers World Airport
- KTUL – Tulsa International Airport
- All US Military Installations

8.6.2.3. Added. The avionics lock will be removed and stowed in the aircraft prior to flight, but must remain with the aircraft. Recommended secure storage locations include under the back seat (preferred) or under the cargo net.

8.6.2.4. Added. This procedure applies to day-to-day operations and only to N817CP, N917CP, N906CP, and N99377. If the aircraft is temporarily assigned to a mission or special activity, responsibility will fall to the incident commander or activity director of record to ensure security of the aircraft.

10.2.1. Added. The PIC will ensure the fire extinguisher has been inspected by checking Tab 3 of the AIF prior to each sortie. If required, conduct and document the inspection.

10.5.1. Added. Survival / First Aid Kit minimum contents are specified on the inventory sheet in each survival kit front pocket and the AIF, Tab 14.

10.6. Added. Towbar. When not in use, the towbar will be stowed in the aircraft.

10.7. Added. Cleaning Materials. Aircrew will clean the windscreen and all leading edges after completing the last sortie of the day. For cleaning aircraft windows, use 100% cotton flannel cloth or an old T-shirt. Household paper towels will not be used on aircraft windows.

17. Added. Every effort will be made to secure OKWG aircraft in a hangar. When hangar space is not available, aircraft will be tied down IAW this regulation. OKWG/DO will be notified when aircraft are tied down in the open. Exception: Not required when the aircraft is turned over to a maintenance contractor.

17.2 Added. Friction type tie-down straps are the primary method of tying down OKWG aircraft. Each aircraft has a marked set of tie-down straps that must remain with the aircraft at all times. Additionally, tie-down ropes are included with each aircraft and will be used to secure aircraft at locations where the tie-down points are spread to far apart for the friction type straps.

DAVID L. ROBERTS, Jr, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no additional compliance elements for this supplement.