



MT WING SUPPLEMENT 1

## CAPR 66-1

8 July 2020

APPROVED/R. KIRKPATRICK/CAP/LG

Aircraft Maintenance

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

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

4.1 Added. The Montana Wing Commander will appoint a Wing Maintenance Officer (DOM) 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.

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

4.3 Squadron Maintenance Officers (SMOs) are assigned by their Squadron Commanders (in e-Services Duty Assignments, as Logistics Officers). 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:

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

4.3.1.1 Conduct aircraft inspection using the CAPF 71, *CAP Aircraft Inspection Checklist* and forward the completed CAP Forms 71 to the WG/DOM. Place a copy of the CAPF 71 in Tab 2 of the AIF

4.3.1.2 Conduct an inspection of the aircraft Survival Kit. File a copy of the inspection in the survival kit and in Tab 2 of the AIF.

4.3.1.3 Review of the AIF for completeness and currency 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 aircraft equipment in the Loose/Removable Equipment Section of the AIF Coversheet page 2. Write in the equipment name and weight if not already listed.

4.3.1.4 Enter the dates of these inspections and reviews on the current month's MTWG Form 10. Prepare and email these documents by the 5<sup>th</sup> day of (Feb, May, Aug, Nov) to WG/DO, DOM.

4.3.2 Monthly: (by the 5<sup>th</sup> day of each month)

4.3.2.1 Conduct a review of and update the Discrepancy Report in AMRAD. Maintain the Discrepancy list by entering any discrepancy and then the corrective actions when completed. Ensure all other aircraft data such as inspections is up-to-date in AMRAD.

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

4.3.2.3 Prepare and email the MTWG Form 10, *Monthly Flying Time Report*, by the 5<sup>th</sup> day of the following month to WG/DO, DOM, ES, and WA.

4.3.3 Ensure the oil changes, and time service and annual/100-hr inspections are accomplished before overdue.

4.3.4 Coordinate with the Wing Maintenance Officer for a work approval for all maintenance actions to be provided by an Aircraft Maintenance Facility.

4.3.5 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.

4.3.6 Keep the Navigation Data Base in the G-1000 or GPS system updated.

6.1 Added. Montana Wing is under the Consolidated Maintenance Management Program (CMMP). There are two CMMPs in Montana: Edwards Jet Center in Billings and Neptune Aviation in Missoula. The Wing Maintenance Officer or Assistant will authorize maintenance flights (and may release those flights provided s/he is a Wing FRO) to/from maintenance facilities (A-9 mission symbol). No approval for any aircraft maintenance shall be made without the prior approval of WG/DOM or Assistant. Alternate approving officials are the WG/DO and the WG/CC.

6.1.1 The Wing Maintenance Officer, Squadron Maintenance Officer, or the PIC flying the aircraft to the maintenance facility will be responsible for the following:

6.1.1.1 Coordinate with the Wing/DOM or DO for delivery of the aircraft to the maintenance facility

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

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

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

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

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

6.1.1.7. Coordinate with the WG/DOM or DO for the return of the aircraft to the CAP unit.

12.1 Added. The MT WG Form 10, *Monthly Flying Time Report*, is an Excel spreadsheet used to track monthly flying hours and scheduled maintenance. The form is located on the Wing Website. The CAPF 71, *CAP Aircraft Inspection Checklist* is an Adobe PDF used to conduct quarterly aircraft inspections.

18.1 Added. Corporate aircraft will be assigned or reassigned only with prior approval of the WG/DO and concurrence of the WG/CC. 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.

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

18.2.1 All logbooks and equipment will remain with the aircraft.

18.2.2 The receiving unit shall verify receipt of all items listed on the AIF cover sheet and conduct an inspection (CAPF 71) upon receipt. The CAPF 71 will be forwarded to WG/DOM within one week.

Spencer Gilchrist, Col, CAP ,  
MTWG Commander

**ATTACHMENT 1**

Compliance Elements

There are no compliance elements to this supplement.