



NC WING SUPPLEMENT 1 CAP

REGULATION 66-1

22 AUGUST 2019

APPROVED/G.SCHNEIDER/CAP/LG

Aircraft Maintenance

CAP AIRCRAFT MAINTENANCE MANAGEMENT

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

4. Responsibilities. The NCWG commander will designate a NCWG Aircraft Maintenance Officer (AMO) to oversee the Wing Centralized Maintenance Management Program (CMMP). All NCWG aircraft are assigned to Wing Headquarters. Subordinate units within the Wing have no authority for aircraft maintenance operations unless designated by this supplement.

4.1. Added. NCWG falls under the CAP NHQ Centralized Maintenance Management Program and the primary source for all scheduled and unscheduled maintenance will be one of the maintenance facilities contracted by CAP NHQ LGM. Non-contracted maintenance facilities that meet FAA requirements and also insurance requirements specified in CAPR 66-1, may be used for mid-cycle oil changes and with prior approval on a case by case basis for emergency maintenance to correct "Grounding" discrepancies. Other FAA qualified shops/mechanics may be used in emergency situations with prior approval from NHQ-LGM.

4.2. Added. All repairs/service outside of the normal scheduled maintenance cycles will be requested on CAPF 176 "AIRCRAFT MAJOR MAINTENANCE REIMBURSEMENT REQUEST". Sufficient detail in the narrative is needed to identify specific parts required.

4.3. Added. Aircraft Maintenance Officer (AMO). The AMO shall administer the Wing CMMP in compliance with FAR Part 39, FAR Part 43, FAR Part 61, CAPR 66-1 and this supplement. The AMO will be the Wing's primary point of contact with NHQ LGM, NHQ designated Contract Maintenance Facilities, and designated aircraft Crew Chiefs. The AMO will coordinate with maintenance facilities for scheduled maintenance and inspections.

4.3.1. Added. AMO will process all CAPF 176 "AIRCRAFT MAJOR MAINTENANCE REIMBURSEMENT REQUEST" requesting maintenance and parts over \$500, verifying sufficient detail to obtain appropriate parts, shipping address and that discrepancy meets requirements for work outside of nationally contracted maintenance facility.

4.3.2. Added. AMO will maintain copies of non-contract shop insurance verification and forward copies to NHQ-LGM. AMO will coordinate with NHQ-LGM for emergency maintenance

approval by maintenance personnel or facilities which do not meet the insurance requirements in CAPR 66-1 on a case by case basis.

4.3.3. Added. All maintenance activities involving expenditures of funds will be coordinated through the AMO prior to beginning. No maintenance or repair of any kind may be initiated without the approval of the Wing AMO or Wing Commander. The AMO may approve expenditures for troubleshooting and repairs totaling less than \$500 for grounding deficiencies only. All other expenditures must receive prior approval from NHQ-LGM.

4.4. Added. Crew Chief. Group/Squadron Commanders will designate a Crew Chief to provide stewardship of any aircraft deployed to the airfield serving their location. Crew Chiefs will oversee day-to-day operations and upkeep of aircraft supporting their squadron during the time each aircraft is deployed to their locale. Since MAR/NCWG aircraft may be periodically repositioned within the State, Crew Chiefs are expected to maintain any aircraft deployed to their airfield.

4.4.1. Added. Crew Chiefs are responsible for accountability, general condition, and accuracy of detailed maintenance data within WMIRS for any aircraft supporting their squadron. Crew Chiefs will ensure they have the necessary WMIRS authorities to update aircraft maintenance data for overseen aircraft and notify AMO immediately if unable to do so.

4.4.2. Added. Crew Chiefs are responsible for any use of local maintenance facilities to accomplish pre-approved unscheduled or scheduled maintenance or inspection actions. Crew Chiefs will contact maintenance facilities within their local area to see if that facility has adequate liability insurance (\$1 million for aircraft and \$500k for gliders) to perform routine maintenance actions on CAP aircraft. Crew Chief will further verify if the maintenance shop is willing to perform maintenance using CAP provided repair parts or supplies and bill CAP NHQ LGM directly for maintenance performed. If all of the above are affirmative, the Crew Chief will obtain from maintenance facility *"A copy of a current certificate of insurance, identifying the insurer and the amount of liability coverage, explicitly including "products and completed operations," (CAPR 66-1, para 13)* and forward to the AMO. Crew Chief will provide the shop with a copy or information in attachment 2 to this supplement for billing purposes.

4.4.3. Added. Upon deployment of an aircraft to any airfield within the state for the purpose of supporting a local squadron, the local Crew Chief will perform an inspection of that aircraft to verify:

4.4.3.1 Added. Accountability and serviceability of aircraft maintenance records, AIF, POH, Registration, Weight & Balance, tow-bar, tie down ropes, tie down anchors, fire extinguisher, survival kit (attachment 1), ladder, seat cushion, fuel measurement device, keys, key lock box, pitot cover, engine cowl plugs, sunshades, wheel chocks, cargo net, and any mission equipment.

4.4.3.2 Added. Security of all loose equipment and proper utilization of cargo net.

4.4.3.3 Added. Serviceability and adequacy of local tiedown points and ropes per CAPR 66-1.

4.4.3.4. Added. Update aircraft location and maintenance status within WMIRS.

4.4.4. Added. When a discrepancy is posted to WMIRS the Crew Chief will communicate with the pilot reporting the discrepancy to determine if the WMIRS entry has sufficient clarity for troubleshooting and/or repairs to take place. As soon as possible the Crew Chief will go to the aircraft and verify the discrepancy and determine if further expertise or troubleshooting is required to clarify the extent of the issue and implications to flight safety and mission capabilities.

4.4.5. Added. Crew Chiefs will assist DO by collecting pilot logs from aircraft and completing the monthly aircraft closeout forms (spreadsheet). Crew Chief will also complete a monthly CAPF 71 inspection of the aircraft and complete a VOR check is possible on the ramp and annotate in AIF. The monthly closeout and copy of CAPF 71 will be electronically forwarded to the ac-reports@ncwgcap.org by the 5th of each month. Crew Chiefs with Garmin equipped aircraft (G1000, GNS650W, GNS625W, GNS430W, GNS400W, etc.) aircraft will retrieve database SD cards and download updates through the internet and then return SD card to aircraft and update the system database as required to keep the GPS system IFR capable.

R. JASON BAILEY, Colonel, CAP
Commander

Attachment 1**COMPLIANCE ELEMENTS**

There are no compliance elements to this supplement.

Attachment 2

SURVIVAL KIT REQUIREMENTS

Survival Kits are dated and sealed. It is the responsibility of the Crew Chief to inspect that the seal has not been broken. If the seal has been broken the Crew Chief must notify the AMO immediately.

Minimum Survival Kit Contents:

- Medical Kit
- Emergency Drinking Water
- Instant Cold Pack
- Flashlight
- Thermal Blanket
- Emergency Food Rations

Attachment 3

MAINTENANCE BILLING

Prepare bill/invoice detailing discrepancy and details of work performed to correct discrepancy. List all parts, supplies and services separately. The aircraft tail number must be listed on all invoices.

All maintenance vendors must be set up with direct deposit.

Send all bills electronically to:

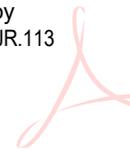
ac-maintenance@ncwgcap.org

Once the bill has been reviewed and approved by the NCWG/DO it will be sent to NHQ for payment and processing.

E-Signed : 08/12/2019 11:04 AM CST
Col R. Jason Bailey
 jbailey@ncwgcap.org

GARY.HAROLD

Digitally signed by GARY.HAROLD.L.JR.113



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Comments: N/A
Voting: APPROVED
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