



# INDIANA WING SUPPLEMENT 1 CAP REGULATION 66-1

23 October 2019

APPROVED/R. Kirkpatrick/CAP/LG

Aircraft Maintenance

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

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

**3.6. Preventive Maintenance.** CAPR 66-1, *CAP Aircraft Maintenance Management*, Attachment 1 prescribes a list of maintenance that may be performed by CAP Pilots and Uninsured Mechanics. To ensure proper tracking and maintenance compliance, any discrepancy that would require a maintenance action as defined in CAPR 66-1 Attachment 1 must be entered in AMRAD as a discrepancy. INWG/DOM will utilize the AMRAD workflow to direct a pilot or mechanic to perform the corrective action as permitted in CAPR 66-1 Attachment 1 or follow the procedures established in CAPR 66-1 and this supplement to have contracted maintenance perform the necessary corrective action. CAP Pilots and mechanics will not perform any maintenance action on a CAP aircraft, including those prescribed in Attachment 1, without specific authorization from INWG/DOM.

**7.4.6 Periodic Inspections.** The most recent CAPF 71 will be kept in Tab #13 of the Aircraft Information File and a copy emailed with the monthly submission of the AIF Flight Time Logs to [aircraftreports@inwg.cap.gov](mailto:aircraftreports@inwg.cap.gov). The AIF Flight Time Logs and any completed CAPF 71s must be submitted to INWG/DOM via [aircraftreports@inwg.cap.gov](mailto:aircraftreports@inwg.cap.gov) or other INWG/DOM prescribed method by the 5<sup>th</sup> of the month. Units failing to comply with the submission deadline may have flight operations suspended. Inspections (including no-notice spot inspections) may also be periodically conducted at the discretion of the INWG/CC/DO/DOM. Following any maintenance action on a CAP aircraft performed by a non-CAP person or any transfer of custodianship between CAP Balloon Pilots of a CAP balloon, a CAPF 71, *Aircraft Inspection Checklist*, will be accomplished. Any item not applicable to CAP Balloons will be marked as "N/A." Additionally, the following events always require completion of a CAPF 71:

7.4.6.1. Upon receiving an aircraft from the Consolidated Maintenance Program (CMMP) vendor (or other maintenance provider when authorized). If the aircraft is being flown from the place where maintenance was performed to another airport/base, this form must be completed before departing.

7.4.6.2. Anytime an aircraft is reassigned to a different aircraft custody unit. The CAPF 71 will be completed by the unit receiving the aircraft.

7.4.6.3. The originating pilot operating the aircraft in support of or repositioning to a major named wing operations event (i.e. Operation Iceberg, Operation Wandering Caravan, etc.).

**7.4.7 Added. Global Positioning System Navigational Database Updates.** For CAP aircraft equipped with IFR capable GPS equipment that a database subscription is maintained, the custody unit aircraft maintenance officer will ensure the navigation database is updated prior to the navigation data cycle expiration date. For G1000 equipped aircraft, the database may be loaded up to a week prior to the effective date as a standby database. Upon successfully updating the navigation database a notification will be sent to the aircraft's custody unit's aircraft maintenance officer (SQDN/DOM). The SQDN/DOM will update the AMRAD Aircraft Maintenance Data record to reflect the database update date and next update date ("Date C/W" and "Due Date" respectively). Custody units unable to complete the update prior to the data cycle expiration will make an entry in the aircraft discrepancy log noting the database

is expired. Aircraft, in most cases, should remain IFR capable and Full Mission Capable (FMC) even with an expired database. Once the expired database has been updated the SQDN/DOM will complete the Form 004 Closeout Form in AMRAD. The corrective action will read "GPS DATABASE UPDATED TO CURRENT REVISION CYCLE BY [NAME] / [CAPID]." If IFR database updates are not provided by CAP NHQ, custodial units are not required to provide updates, and the GPS shall be operated VFR only.

**8.6.** CAP Balloon Pilots are responsible for ensuring the balloon and associated system components are kept secure at all times. Pilots will use good judgement to determine what is a safe and secure location based on the location of storage or type of event being supported.

**9.5. Added. Engine Heater Usage.** When temperatures are forecast to fall below 40° Fahrenheit (or 5° Celsius) use of engine heaters will be considered by the pilot. Engine heaters will be operated in accordance with the specific aircraft heater model's operating instructions. Additionally, from November through March, regardless of temperature, the aircraft heater will be operated in accordance with the specific manufacturer's instructions. Engine heat will be applied per the engine manufacturer's instructions at all times to avoid engine corrosion.

**10.5 Survival Kits.** Each aircraft assigned to INWG will have on board a survival kit that shall be sufficiently equipped to sustain three people for one day. Kits shall be standardized, provided by INWG HQ, and marked "Property of Indiana Wing". Units are not to add or remove items from the aircraft's assigned kit unless directed, in writing, by INWG/DO/DOM/LG. In addition, each aircraft shall have a first aid kit provided by INWG which may or may not be part of the survival kit. CAP Balloons are not required to maintain a survival kit on board.

**10.6 Added. Supplemental Aircraft Equipment.** Each CAP aircraft, excluding balloons, assigned to Indiana Wing will also be equipped with the items listed in Attachment 2, *INWG Provided Aircraft Equipment List*. These items will be recorded on the AIF Outside Back Cover page/form. Items missing or damaged will be reported via the aircraft discrepancy log tracking system in WMIRS. This equipment will be recorded on the AIF Outside Back Cover and must be accounted for prior to each flight by the pilot in command. Only equipment items directed by INWG/CC/CSM/DO/DOM/LG will be added to the AIF Outside Back Cover. Units requesting entries for added equipment will coordinate with INWG/DO/DOM prior to making any changes or additions to the equipment maintained for the specific aircraft.

**12. Records.** Current aircraft equipment and maintenance status will be made readily available to all aircrews through the Aircraft Information File (AIF) as detailed in CAPR 70-1, para 9.1.3. NHQ has developed a standardized content for the AIF for use in all corporate aircraft to enhance the interchangeability of aircraft among CAP aircrews. All powered aircraft Log Books will be maintained by the contract CMMP Facility. CAP Balloon Logbooks will be maintained by the INWG Balloon Operations Officer. Logbooks will be kept in a fireproof safe to ensure record integrity.

**12.1 Aircraft Status Reporting. Added.** INWG/DOM will ensure that the AMRAD Aircraft Status Report information is updated and reflects when aircraft are out of service for maintenance or when aircraft are rotated between units. The WMIRS Scheduling Module, when practical, will show planned or actual maintenance downtime to ensure crews do not schedule an otherwise unavailable aircraft. When blocking time for maintenance, use the code "maintenance" from the "select mission" drop down.

**12.2 Added. Corporate aircraft flying hour reporting.** AIF Flight Time Logs shall be collected by the squadrons at the end of the month. The completed, original Flight Time Logs shall be scanned and emailed to [aircraftreports@inwg.cap.gov](mailto:aircraftreports@inwg.cap.gov) by the 5th day of the month. They will be uploaded to the

INWG HQ online file storage (Google Drive | G:\Shared drives\Operations\Aircraft Status\Monthly Aircraft Logs).

**12.3. Added. State of Indiana Aircraft Registration.** The State of Indiana requires each aircraft based in Indiana to complete an Application for Aircraft Registration, Form AE-7 (State Form 7695, R8 / 2-19). Box 2 ownership information will be entered as Civil Air Patrol and use the national headquarters contact information and NHQ/LGM contacts where appropriate. For Box 11-13, the information for the primary maintenance facility (CMMP) is utilized as CAP is tax exempt and aircraft specific locality information is not necessary (Box 11 = Columbus Municipal, Box 12 = Bartholomew, Box 13 = Flat Rock). The Indiana Aircraft Registration is kept in the aircraft. When aircraft are transferred out of Indiana Wing no immediate action is required. Upon receipt of the aircraft's registration renewal, the return form must be completed indicating the aircraft is no longer based in Indiana.

**17.2 Tie-Down Ropes and Straps.** INWG HQ has supplied tie-down straps for each aircraft. If, for any reason, these straps are not available, then ropes that meet criteria set forth in CAPR 66-1 may be used. All aircrews will ensure that the aircraft is properly secured with wheel chocks at all times and tie downs used when it is parked outside and left unattended for more than 30 minutes, or anytime in high wind conditions (15 knots or greater) before leaving the aircraft. This requirement does not apply to CAP Balloons. INWG/CC may authorize longer duration periods on a case by case basis after reviewing forecast weather conditions and the specific needs of each exception request.

**17.5 Added. Aircraft Security.** All units assigned an aircraft will ensure the security of aircraft at all times. Whether inside a hangar or outside on the ramp, the interior will be secured with the control yoke guard (i.e. control lock) and the exterior of the aircraft will be locked, chocked and tied down. Only one set of keys is authorized for each aircraft and shall be maintained in a key lock box. Additional copies of keys are NOT authorized. Units that keep aircraft in a hangar shall ensure the hangar is secured/locked to prevent unauthorized entry. CAP Balloons will be secured when not in use in a manner acceptable to the INWG Balloon Operations Officer and INWG/CC.

**20. Added. Hulman Field Air National Guard Base Access.** Members operating aircraft based at Hulman Field ANG Base must have received training in the operation of the ANG hangar door. This training will be coordinated with IN181/CC and will be accomplished prior to the operation of the hangar door. IN181/CC will provide INWG/DO a list of members who have completed the training. INWG/DO will ensure a personnel authorization is issued to record the list of all trained members in the wing.

**21. Added. Coordination with Consolidated Maintenance Management Program (CMMP).** Indiana Wing is currently under the Consolidated Maintenance Management Program (CMMP). The INWG/DOM or designee will authorize maintenance flights to/from maintenance facilities (A-9 mission symbol). For maintenance involving a CAP Balloon, the INWG Balloon Operations Officer will coordinate with INWG/DOM for any needed maintenance. Balloon maintenance is coordinated outside the context of the CMMP.

**21.1 Added. Authorization of Maintenance.** Squadrons and individual members may not authorize any work on any CAP aircraft without the prior approval of INWG/DOM. All requests for corrective maintenance action will be entered via the "Enter New Discrepancy" tool in AMRAD. INWG/DOM will process the maintenance needs through the workflow established in AMRAD.

**21.1.1 Added. Maintenance Vendors.** All work is to be performed at a CMMP facility unless otherwise approved. There are provisions in the contract to allow variances under certain circumstances, but these require pre-approval from NHQ or, outside business hours, the NOC. All warranty work will be

performed by a CMMP Contractor or Certified Cessna Service center, wherever prudent and approved by INWG/DOM.

**21.1.2 Added. Contacting Maintenance.** Only the INWG/CC/DO/DOM are to contact NHQ or the CMMP Contractor regarding aircraft maintenance issues. Squadron aircraft maintenance officers (SQDN/DOM) are to make all requests or queries regarding aircraft maintenance directly to the INWG/DOM or via discrepancy entry in AMRAD.

**21.1.3 Added. Unauthorized Maintenance.** Any aircraft maintenance performed without the appropriate prior authorizations may constitute a breach of the maintenance contract. Payment for these services will most likely not be made by NHQ or INWG. Members who order any aircraft maintenance that has not been properly approved will bear the financial liability for the work and may be subject to disciplinary action as well.

**21.1.4 Added. Post Maintenance Acceptance.** During the dispatch of an aircraft from a maintenance facility, the INWG/DOM or the pilot receiving the aircraft will conduct a thorough acceptance inspection using the CAPF 71. Any items noted during the acceptance as new squawks will be corrected before the aircraft is released back to flight status. The completed CAPF 71 will be stored and processed in accordance with paragraph 7.4.6 of this supplement.

**21.1.5 Added. Aircraft Status in AMRAD.** Aircraft maintenance status will be maintained by the INWG/DOM in AMRAD (Aircraft Maintenance Repair and Documentation). Maintenance activities will be annotated when performed. SQDN/DOMs will print an aircraft information file (AIF) cover sheet for inclusion in the AIF when periodic inspections are completed and after receiving an airplane post oil change or 100 hour/annual inspection. The WMIRS scheduling module will be used to schedule aircraft maintenance in accordance with paragraph 11.1 of this supplement.

**21.2 Added. Maintenance/Safety Grounding.** Any PIC has the authority to ground an aircraft for maintenance or safety concerns. If during the preflight, flight, or postflight, it is determined that an airplane is not airworthy and should be grounded, the PIC will place a grounded placard on the pilot's seat of the airplane, contact INWG/DOM, and enter a new discrepancy (AMRAD Form 001) indicating the grounding status. AMRAD is the official source for determination of discrepancy status.

**22. Added. INWG Aircraft Custody Program.** INWG is committed to meeting the 200 hours per airframe annual minimum requirement established by National Headquarters as well as ensuring aircraft access for new and growing units. Assignment of aircraft on a rotating basis through a "custody program" rather than a "unit of assignment program" will give the Wing flexibility to meet strategic flying goals. This requirement does not apply to CAP Balloons.

**22.1 Added. Assignment.** CAP Aircraft will remain assigned to GLR-IN-001. Subordinate units designated as aircraft custody units may be awarded aircraft custody by the Aircraft Custody Committee following review of their custodial application. Aircraft will be stationed around the wing to meet mission and training needs, accommodate required maintenance, and as part of a regular rotation.

**22.2 Added. Aircraft Custody Unit Designation & Application.** A unit will be granted status as an Aircraft Custody Unit (ACU) for CAP Aircraft at the direction of the INWG/CC or DO after consideration of the recommendation of the Aircraft Custody Committee. To be considered as an aircraft custody unit, units must submit an INWGF 936A, *Aircraft Custody Application*, and INWGF 937A, *Aircraft Custody Agreement*, to [do@inwg.cap.gov](mailto:do@inwg.cap.gov) no later than 15 August for consideration for the following fiscal year.

**22.3 Added. Aircraft Maintenance Officers.** The ACU commander will ensure a unit Aircraft Maintenance Officer is appointed in eServices to serve as the point of contact on aircraft issues.

**22.4. Added. Aircraft Custody Committee.** The Aircraft Custody Committee will assist the Wing Commander in 1) creating a forum for senior Wing Operations and ES staff to discuss aircraft movement and utilization, 2) creating draft policy for aircraft use and access, 3) making specific recommendations for aircraft rotation between custodial units, and 4) ensuring aircraft use is in alignment with the Wing's Strategic Plan.

**22.4.1. Added. Membership.** Regular members of the Aircraft Custody Committee are the Wing Commander, Vice Commander, Chief of Staff - Missions, Director of Operations, Aircraft Maintenance Officer, Counterdrug Officer, Standardization and Evaluation Officer, and the Director of Emergency Services. Other members may be appointed at the discretion of the CC.

**22.4.2. Added. Meetings.** The Aircraft Custody Committee will meet at the direction of the CC. Meetings may be by teleconference. The DO is responsible for creating the meeting agenda and arranging for meetings.

PHILIP E. ARGENTI, Colonel, CAP  
Commander

**Attachment 1**  
**COMPLIANCE ELEMENTS**

No compliance elements are created by this supplement.

**Attachment 2**  
**INWG PROVIDED AIRCRAFT EQUIPMENT LIST**

ITEM	QTY	C172	C182	GA8	NOTES
Aircraft Tie Down Straps	3	X	X	X	Stakes are not included; Do not over tighten
Aircraft Wheel Chocks	1	X	X	X	One set of chocks (two connected blocks)
Baggage Tie Down Net	1	X	X	X	Ensure anchors are secured before flight
Calibrated Fuel Gauge	1	X	X	X	
Camera Kit	1	X	X	X	Kit contents need not be checked each flight
Carbon Monoxide Detector	1	X	X	X	Verify condition (color) and date
Cowl Plug Set	1	X	X	X	
Door Handle Locks	3			X	Left/Right pilot doors and sliding door
Flight Control Lock	1	X	X		
GATS Fuel Sampling Jar	1	X	X	X	
Key Lock Box	1	X	X	X	
Lubricants Bin (Oil, etc.)	1	X	X	X	May be removed for flight for weight/balance
Supplies Bin (Cleaning, etc)	1	X	X	X	May be removed for flight for weight/balance
Pitot Tube Cover	1	X	X	X	

*Note: "X" in the aircraft column indicates that item is maintained for that aircraft type.*