



## NORTH CAROLINA WING SUPPLEMENT 1

### CAP REGULATION 130-2

15 March 2022

APPROVED/R. KIRKPATRICK/CAP/LG

Aircraft Maintenance

### CAP AIRCRAFT MAINTENANCE MANAGEMENT

CAP Regulation 130-2, dated 4 Oct 2021 is supplemented as follows:

**2.2.1. Added.** The NCWG commander will designate a NCWG Aircraft Maintenance Officer (AMO) to oversee and have authority for the Wing Maintenance Program and aircraft maintenance operations. All NCWG aircraft are assigned to Wing Headquarters.

**2.3.1 Aircraft Maintenance Officers (AMO) Added.** The AMO shall administer the Wing maintenance program in compliance with FAR Part 39, FAR Part 43, FAR Part 6, CAPR 130-2, CAPP 130-3, and this supplement. The AMO will be the Wing's primary point of contact with NHQ LGM, NHQ designated Contract Maintenance Facilities, the FAA Charlotte, and Greensboro Flight Standards District Offices (FSDOs), and the designated aircraft Crew Chiefs. The AMO will coordinate with maintenance facilities for scheduled maintenance and inspections.

**2.3.2 Added.** In support of the new CAPR 130-2 requirement that new AMOs will use the comprehensive aircraft maintenance officer training plan based on CAPP 130-3, all NCWG AMOs and crew chiefs will make themselves familiar with NCWG/operations/aircraft maintenance web pages for continuity besides using the CAPP 130-3, CAP Aircraft Maintenance Officer Guide.

**2.3.3 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 periodically be repositioned within the state, Crew Chiefs are expected to maintain any aircraft deployed to their airfield.

**2.3.4 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 inspect that aircraft to verify accountability and serviceability of aircraft maintenance records, AIF, POH, Registration, Weight and Balance, tow-bar, tie down ropes, tie down anchors, fire extinguisher, survival kit (attachment 2), ladder, seat cushion, fuel measurement device, keys, key lock box, pitot cover, engine cowl plugs, sunshades, wheel chocks, utilization of cargo net, and any mission equipment. Crew Chiefs will also update aircraft location and maintenance status within AMRAD.

**2.3.5 Added.** Crew Chiefs are responsible for accountability, general condition, and accuracy of detailed maintenance data within AMRAD for any aircraft supporting their squadron. Crew Chiefs will ensure they

have the necessary AMRAD authorities to update maintenance data for overseen aircraft and notify AMO immediately if unable to do so.

**2.3.6 Added.** Crew Chiefs will assist NC/DO by collecting pilot logs from aircraft and completing the monthly aircraft closeout forms (spreadsheet). Crew Chiefs will also complete a monthly CAPF 71 inspection of the aircraft and complete a VOR check, if possible, on the ramp and annotate in the AIF. The monthly closeout and copy of the CAPF 71 will be electronically forwarded to the [ac-reports@ncwgcap.org](mailto:ac-reports@ncwgcap.org) email by the fifth (5<sup>th</sup>) of each month.

**2.3.7 Added.** Crew Chiefs with Garmin equipped aircraft (G1000, GNS650W, GNS625W, GNS430W, GNS400W, etc.,) will retrieve database SD cards and download updates through the internet and then return SD card to the aircraft and update the system database as required to keep the GPS system IFR capable.

**2.3.8 Added.** The primary source for all scheduled and unscheduled maintenance will be one of the maintenance facilities contracted by CAP NHQ/LGM. The NCWG fleet has three contract maintenance shops in NC located at KSUT, KAVL and KLHZ. Aircraft will be assigned to a maintenance shop depending on aircraft needs and shop capabilities and workload. The closest contract maintenance shop may not be the facility assigned. Maintenance actions will be coordinated through assistant AMOs for scheduling.

**2.3.9. Added.** Non-contracted maintenance facilities that meet FAA requirements and insurance requirements as specified in CAPR 130-2 may be used for mid-cycle oil changes 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.

**7.1.2.2. Added.** Crew Chiefs will state the aircraft logbook storage location in AMRAD aircraft ‘Comments’ section.

**7.5.1 Aircraft Maintenance Repair and Documentation (AMRAD) Entries. Added.** While AMRAD permits any aircrew member to enter a discrepancy, it is recommended aircrews coordinate with the Crew Chief before entering the discrepancy to determine if the AMRAD entry has sufficient clarity for troubleshooting and/or repairs to take place, the issue has been validated and is not unnecessarily curtailing aircraft usage. As soon as possible, the Crew Chief will go to the aircraft, verify the discrepancy, and determine if further expertise or troubleshooting is required to clarify the extent of the issue, implications to flight safety, and mission capabilities.

**10.1.1. Mid-cycle Inspection Added.** Recommended oil levels when changing oil are published on the NCWG webpage under operations, aircraft maintenance. Minimum oil requirement levels for the first flight of the day in NCWG aircraft are: C-172 – 5 quarts, C-182 – 6 quarts, C-206 – 8 quarts, unless additional oil is required by the manufacturer.

**11.4.1 Pilot/Aircrew Reported Discrepancies. Added.** Major issues based on safety, significance, or cost will be entered as single discrepancies in AMRAD. Minor repair items, deferred for the next periodic maintenance, should be laundry listed as one discrepancy under the periodic maintenance heading. (e.g., 100-hour/annual; radio knob missing, copilot vent broken, windshield leaks, right tire has flat spot, etc.). This provides a single course of shared information between the maintenance shops, NHQ and aircrew of what needs to be done.

**20.1 Aircraft Fuel. Added.** Due to safety of aircrews, all NCWG personnel will use a ladder with the fuel step to check fuel levels, quality, and/or fuel cap security. NCWG furnished ladders do not need to be kept in the aircraft if otherwise accessible.

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Commander

**Attachment 1**

**COMPLIANCE ELEMENTS**

There are no compliance elements associated with 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 Contains:

- 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@nwgcap.org](mailto:ac-maintenance@nwgcap.org). Once the bill has been reviewed and approved by the NCWG/DO it will be sent to NHQ for payment and processing.

**AIRCRAFT MAINTENANCE LOGS – VIRTUAL COPY**

To provide redundancy and availability of an aircraft's legal maintenance records, NCWG maintains a copy of each logbook from each aircraft. Thus, whenever maintenance is done to the aircraft, the crew chief will ensure a picture, preferably a .pdf file of each log entry, is emailed to [ac-reports@nwgcap.org](mailto:ac-reports@nwgcap.org). Some maintenance shops already provide this service but not all, and it is the crew chief's responsibility to ensure completion.

Ensure the entire logbook page is shown in the photograph. Label the email containing this file with the aircraft N-number and logbook entry: i.e., N179CP-Airframe.