



## CAP REGULATION 130-2

30 December 2022

APPROVED/M. VALDEZ/CAP/LG

Aircraft Maintenance

### CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

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

**Paragraph 2.2.1. Added.** The Squadron commander will ensure a Unit Aircraft Maintenance Officer (SQ/LGM) is appointed in eServices to serve as the point of contact on aircraft issues.

**Paragraph 2.3.1. Added.** The Units Aircraft Maintenance Officer will be responsible for:

**Paragraph 2.3.1.1. Added.** Arranging support of scheduled and non-scheduled maintenance with the HIWG/LGM.

**Paragraph 2.3.1.2. Added.** Being fully knowledgeable of the use of the Aircraft Maintenance Module in WMIRS and AMRAD and using that knowledge to comply with CAPR 130-2 where applicable.

**Paragraph 2.3.1.3. Added.** Keeping the AIF for their assigned aircraft up to date with changes and blank forms.

**Paragraph 2.3.1.4. Added.** Validating the Aircraft Utilization Report for their assigned aircraft each month.

**Paragraph 2.3.1.5. Added.** Ensuring that users of their assigned aircraft leave them clean inside and outside.

**Paragraph 2.3.1.6. Added.** Ensuring that the aircraft discrepancy log in AMRAD is current and correct by coordinating with pilots and the Unit Operations Officer.

**Paragraph 2.3.1.7. Added.** Keeping the aircraft storage facility in a clean condition and in compliance with local fire and environmental codes. Compliance includes in person or online environmental training (hazmat response training) and filling out and submitting the appropriate permit applications with the Hawaii Department of Health, Clean Water Branch (<https://eha-cloud.doh.hawaii.gov/epermit/>). Completed permits will be filed in coordination with HIWG/LG in ORMS under Real Property Documents associated with the applicable facility.

**Paragraph 2.3.1.8. Added.** Reconciliation of Aircraft Flight Log Sheet with WMIRS entries to ensure accuracy by the 5th day of the following month.

**Paragraph 2.3.1.9. Added.** Assist the HIWG/LGM as needed to comply with the rest of CAPR 130-2 and notifying the HIWG/DO or assistant of issues regarding aircraft maintenance in a timely manner.

**Paragraph 4.1. Added.** IAW paragraph 4 of CAPR 130-2, the Wing Commander or their designated Wing Staff member will issue periodic updates to the Hawaii Wing Supplement to CAPR 130-2 establishing specific guidance pertaining to centralized aircraft maintenance management program procedures.

**Paragraph 5.7.1. Added.** Squadrons will ensure aircraft are continuously secure. Aircrafts/Glider will be secured/locked to prevent unauthorized entry. Aircraft interior will be secured with the control yoke guard (i.e., control lock) installed, exterior of aircraft locked, aircraft chocked and tied down when unattended for an extended period of time inside a hangar or outside on the ramp and no active maintenance, pre-flight or ground flight activity is taking place. One set of keys is authorized for each aircraft and shall be maintained in a secure location when aircraft is not in use.

**Paragraph 7.5.1. Added.** Any CAP Pilot has the authority to ground an aircraft for maintenance or safety concerns. If an airplane is determined not airworthy and should be grounded during preflight, flight, or post-flight inspection. The grounded placard will be placed on the pilot's seat of the airplane, contact HIWG/LGM, and enter a new AMRAD discrepancy indicating the grounding status. AMRAD is the official source for determination of discrepancy status.

**Paragraph 7.5.2. Added.** Aircraft/Glider maintenance status will be maintained by the HIWG/LGM in AMRAD (Aircraft Maintenance Repair and Documentation). HIWG/LGM will ensure that the AMRAD Aircraft Status Report information is updated and reflects the current status of all HIWG assigned aircrafts. 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.

**Paragraph 9.1. Added.** Only the HIWG/CC, HIWG/DO, HIWG/LGM are to contact NHQ or the CMMP Contractor regarding aircraft/glider maintenance issues. Squadron aircraft maintenance officers (SQ/LGM) are to make all requests or queries regarding aircraft maintenance directly to the HIWG/LGM or via discrepancy entry in AMRAD.

**Paragraph 9.2. Added.** Squadrons and individual members may not authorize any work on any CAP aircraft without prior approval from the HIWG/LGM. All requests for corrective maintenance action will be entered via the "Enter New Discrepancy" tool in AMRAD. HIWG/LGM will process the maintenance needs through the workflow established in AMRAD.

**Paragraph 9.3. Added.** Any aircraft/glider maintenance performed without appropriate prior authorization may constitute breach of the maintenance contract. Payment for these services will most likely not be made by NHQ or HIWG. Members who order aircraft maintenance that has not been properly approved will bear the financial liability and may be subject to disciplinary action.

**Paragraph 10.2.1. Added.** Prior to drop off for 100-Hour inspection or Major Aircraft Maintenance Activity, the aircraft/glider will be fully washed and interior cleaned.

**Paragraph 10.3.1. Added.** Prior to drop off for the Annual inspection or Major Aircraft Maintenance Activity, the aircraft/glider will be fully washed and interior cleaned.

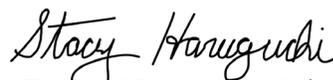
**Paragraph 10.4.5.1. Added.** Aircrafts will be rinsed with clear water and wiped monthly to prevent structural corrosion, extend aircraft service life, and maintain aircraft's distinctive markings. A non-grounding discrepancy shall be maintained in AMRAD for monthly aircraft Rinse, closed when a wash is performed and replaced with a new discrepancy for monthly aircraft Rinse for service life trend analysis.

**Paragraph 10.4.6.1. Added.** During the dispatch of an aircraft from a maintenance facility, the HIWG/LGM 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 uploaded to WMIRS as part of the MX pickup sortie. Additionally, a copy will be emailed to the HIWG/LGM and HIWG/DO.

**Paragraph 10.4.7. Added.** Personnel performing aircraft Garmin database updates shall notify custody unit aircraft maintenance officer (SQ/LGM) upon successful completion. SQ/LGM 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). A non-grounding discrepancy will be maintained in AMRAD monthly for Database updates, closed when an update is performed and replaced with a new discrepancy for next due date. If the Database is overdue the aircraft will be reported (Non-Mission Capable) until corrective actions are performed.

**Paragraph 10.5. Added.** Upon completion of 100HR/Annual inspection or Major Aircraft Maintenance Activity, an acceptance MX flight will be performed prior to aircraft release for service. Coordination for the acceptance MX flight will be made with the HIWG/LGM or HIWG/DO.

**Paragraph 10.6. Added.** Only the HIWG/LGM will release aircraft/glider from 100HR/Annual inspection or Major Aircraft Maintenance Activity. SQ/LGM will coordinate with the HIWG/LGM for aircraft relocation to home station.

  
STACY HARUGUCHI, Col, CAP  
Commander

## ATTACHMENT 1

### Compliance Elements

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
HIWG/LG	1	<p>Has the Wing published a supplement to CAPR 130-2?</p> <p>a) Was the supplement to CAPR 130-2 updated at least biennially?</p>	<p>a) Compliance is determined by comparing the Wing's published supplements/OIs with NHQ records located at <a href="https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region">https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region</a>.</p>	<p>a) (Discrepancy): [xx] (C4 Question 1) Wing/Region failed to publish supplement to CAPR 130-2 IAW CAPR 130-2 para 4.</p> <p>b) (Discrepancy): [xx] (C4 Question 1) Wing/Region failed to update their supplement to CAPR 130-2 at least biennially IAW CAPR130-2 para 4.</p>	<p>a) Publish a supplement to CAPR 130-2, coordinated with their CAP-USAF Liaison Region and forwarded to NHQ/LGM.</p> <p>b) Upload a copy of supplement, the CAP-USAF/LR approval and documentation of the submission to NHQ/LGM to the discrepancy in the Discrepancy Tracking System (DTS).</p>