



NEW YORK WING SUPPLEMENT 01

CAP REGULATION 130-2

22 February 2023

APPROVED/R.KIRKPATRICK/CAP/LG

Aircraft Maintenance

CAP AIRCRAFT MAINTENANCE MANAGEMENT

IAW CAP Regulation 130-2, CAP Aircraft Maintenance Management, dated 4 October 2021, it is supplemented as follows. This supplement is updated and subsequently will be updated biennially. This supplement shall be coordinated through the respective CAP-USAF Liaison Region and copies provided to NHQ/LGM.

2.2. The NYWG Commander is the ultimate authority for aircraft bed-down/basing. In order to base aircraft within Groups, minimum requirements must be met.

2.2.1. Added. The minimum requirements for basing aircraft within Groups are as follows:

2.2.1.1. Added. Group must have an Operations and/or Aircraft Maintenance Officer assigned.

2.2.1.2. Added. Group must have multiple active CAP Form 5 (F5) pilots.

2.2.1.3. Added. Group must have a location (hangar/tie down) to safely secure the aircraft.

2.2.2. Added. Minimum requirements for Group Operations and/or Aircraft Maintenance Officers.

2.2.2.1. Added. The minimum requirements for appointment as a Group Operations and/or Aircraft Maintenance Officer are as follows:

2.2.2.1.1. Added. Member must be an active F5 Pilot with a thorough understanding of CAPR 130-2, CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT and CAPP 130-3, CAP AIRCRAFT MAINTENANCE OFFICER GUIDE

2.2.2.1.2. Added. Member must complete the AMRAD Pilot Training course in the eService LMS prior to appointment.

2.2.2.1.3. Added. Appointment must be made in eServices by the Group Commander.

2.2.2.2. Added. Group Aircraft Maintenance Officer specific duties. Note: The Group Operations Officer will be responsible for these items if an Aircraft Maintenance Officer is not assigned.

2.2.2.2.1. Added. Maintain operation aircraft IAW CAPR 130-2, CAP AIRCRAFT MAINTENANCE MANAGEMENT and CAPP 130-3, CAP AIRCRAFT MAINTENANCE OFFICER GUIDE.

2.2.2.2.2. Added. Check fuel receipts, maintenance times/dates, and pilot entries in WMIRS for accuracy and completeness against Aircraft Information File (AIF) Flight Logs. Provide a copy of the AIF Flight Logs to the Wing Director of Operations (DO) when requested.

2.2.2.2.3. Added. Update AMRAD Aircraft Maintenance Information with appropriate date, TTAF and tach time for all items in the aircraft record.

2.2.2.2.4. Added. Ensure AIF binder is current at all times.

2.2.2.2.5. Added. Verify GPS NavData is up to date.

2.2.2.2.6. Added. Coordinate all maintenance (scheduled/unscheduled) actions with the Wing Director of Maintenance (DOM).

9. Coordination/Scheduling of aircraft at NHQ-CAP Consolidated Maintenance Facilities (CMX).

9.1. Added. Two weeks prior to delivery of aircraft to shop (estimation of within 10 tach hours), notification should be made to the Wing DOM and Wing DO.

9.2. Added. Wing DOM will notify one of the CMX facilities to schedule the drop-off of the aircraft. If Group AMO coordinated drop-off of the aircraft, both the Wing DOM and Wing DO will be notified by email.

9.3. Added. Aircraft should arrive at the CMX facility on or before tach time or date of service due. All scheduled maintenance should be completed at the CMX, within reason.

9.4. Added. With prior coordination by the Wing DOM, deferred discrepancies may be worked at CMX facilities.

9.5. Added. Current NYWG utilized CMX facilities:

9.5.1. Added. Boshart Enterprises & Aircraft Services, Inc	7.5.3. Air-Mods & Repair, Inc	7.5.4. Goodrich Aviation
4701 East Saile Drive Batavia, New York 14020	106B Sharon Road Robbinsville, NJ 08691	2514 Airport Road Johnson City, NY 13790
Genesee County Airport (KGVQ) Telephone: (585) 344-1749 E-mail: carol@boshartaviation.com	Trenton-Robbinsville Airport (N87) Telephone: (609) 259-2400 E-mail: shane@air-mods.com	Greater Binghamton Airport (KBGM) Telephone: (607) 821-2982 E-mail: Doug@GoodrichAviation.com

9.6. Added. Drop-Off of Aircraft at NHQ-CAP CMX facilities.

9.6.1. Added. The day prior to the drop-off, for final confirmation, notification will be made to the Wing DOM and DO via e-mail, text message or phone call.

9.6.2. Added. The Group AMO/Operations Officer, with approval from the Wing DOM and/or Wing DO, will handle coordination of a chase aircraft. If crew delivering the aircraft will be picking up a completed aircraft from maintenance, no chase aircraft will be necessary.

9.6.3. Added. Aircrew will comply with the following procedures:

9.6.3.1. Added. Enter an air sortie into WMIRS using the Annual Consolidated MX Mission Symbol (A9) mission number.

9.6.3.2. Added. Provide AMRAD Squawk List to the maintenance facility via email or by prior arrangement with Wing AMO to provide at time of drop-off.

9.6.3.3. Added. Once delivered, Group AMO/DO will enter an AMRAD discrepancy; “Annual Inspection/100-hr” in AMRAD. Aircraft location and shop to be listed, and aircraft status changed to Not Mission Capable (NMC) with 24-hrs of drop-off. If unable, contact Wing DOM or Wing DO as soon as possible.

9.7. Added. Non-Contract Maintenance Facilities (local maintenance shops).

9.7.1. Added. The Group AMO or Operations Officer will coordinate NHQ approval of all non-contract maintenance facilities prior to utilization.

9.7.2. Added. Requirements for use. In order for the local maintenance shop to perform work on CAP aircraft, the following documentation is required:

9.7.2.1. Added. Proof of Liability Insurance - minimum limit \$1,000,000 per occurrence

9.7.2.2. Added. W-9 Tax Document - Taxpayer Identification Number (W9 available at www.irs.gov)

9.7.2.3. Added. Direct Deposit Form F179 available at <https://www.gocivilairpatrol.com/members/publications/forms>

9.8. Added. While aircraft is in the maintenance facility, the Shop will work directly with the NHQCAP DOM/Logistics staff. Parts will be ordered against the Annual Inspection AMRAD discrepancy entry for part tracking. Notification of tracking information will also be delivered to the shop as listed in the AMRAD discrepancy. (Figure 1)



The screenshot shows a web interface titled "New Tracking Numbers". It includes a search bar and a table with columns: WOCN, TailNo, Reg-Wing, Discrepancy, Tracking Number, Update?, and Acknowledge. Two rows of data are visible, both for WOCN 200227-016 and TailNo N6420T, with a discrepancy of "ANNUAL INSPECTION/100hr".

WOCN	TailNo	Reg-Wing	Discrepancy	Tracking Number	Update?	Acknowledge
200227-016	N6420T	NER-NY	ANNUAL INSPECTION/100hr	1Z1437RE0345867935	Update	Acknowledge
200227-016	N6420T	NER-NY	ANNUAL INSPECTION/100hr	1Z1437RE0345867935	Update	Acknowledge

Figure 1

9.9. Added. Pick-Up of Aircraft from Maintenance Facilities.

9.9.1. Added. Wing DOM or DO will contact the maintenance facility for the estimated time of completion and final aircraft status.

9.9.2. Added. Wing DOM or DO will notify the Group that aircraft is ready for pick-up and change the aircraft status to Fully Mission Capable (FMC) in AMRAD.

9.9.4. Added. The Group AMO/Operations Officer, with approval from the Wing DOM and/or Wing DO, will handle coordination of a ferry aircraft.

9.9.5. Added. Aircrew will comply with the following procedures:

9.9.5.1. Added. Enter an air sortie into WMIRS using the Annual Consolidated MX Mission Symbol (A9) mission number. Crew will not depart if the aircraft status is still shown as Grounded or Not Mission Capable in AMRAD.

9.9.5.2. Added. Upon arrival at the maintenance facility, the aircrew will complete a thorough inspection of the aircraft using the CAPF 71. Airframe, Engine and Propeller logs should be review, and the aircraft confirmed to be airworthy. Pictures should be taken of all log entries for record and e-mailed to Wing DOM.

9.9.5.3. Added. Ensure all equipment assigned to the aircraft that was present upon arrival at the CMX facility is accounted for prior to departing (chocks, plugs/covers, survival kit, etc).

9.9.5.4. Added. AMRAD updates to the aircraft maintenance data should be complete no later than 48hrs after aircraft is returned to base. If unable, contact Wing DOM or Wing DO as soon as possible. In order to return the aircraft to full mission capability, discrepancies must be marked as serviceable on the (F002) or closed-out (F004) in AMRAD once discrepancy is confirmed closed.

9.9.5.5. Added. Print a new AIF and place in the aircraft binder once AMRAD maintenance date updates are completed.

9.9.5.6. Added. If the engine was run while the aircraft was in the maintenance shop, capture the Hobbs and Tach time in WMIRS by entering *"Misc. MX Time."* (WMIRS/Support Section/Reports/Aircraft Log) (Figure 2).

	Date	Time	Mission No/Sortie	Mission Symbol	Hobbs	Tach	Pilot	Tracking No.	Cost	Gallons	
Edit	04/28/2020	12:00	20-A-3300/A0035	A12	3602.70 End 3600.80 Start 1.90 Total	5379.60 End 5378.30 Start 1.30 Total	Hillard, Nathan (187604)		131.00	23.50	Receipt
				Total	1.90	1.30					

Figure 2

11. Unscheduled Maintenance- Aircraft Repair.

11.4. Unscheduled maintenance will consist of grounding and/or safety of flight related discrepancies only. All other discrepancies will be deferred until the aircraft is due for programmed scheduled maintenance at a CMX facility.

11.4.1. Added The Group AMO or Operations Officer will coordinate all unscheduled aircraft maintenance actions with the Wing DOM.

11.4.2. Added The Group AMO or Operations Officer will ensure that the aircraft discrepancy is properly documented in AMRAD.

11.4.3. Added The Group AMO or Operations Officer will coordinate with their local maintenance shop to provide a repair quotation. Repairs under \$750.00 can be authorized at the Group level by a duly appointed AMO.

11.4.4. Added If additional discrepancies are discovered, and/or repair cost will run over the original estimate (or more than \$750.00), the repair must be approved by NHQ. Should either of these instances occur, Group personnel will do the following:

11.4.4.1. Added Contact the Wing DOM as soon as possible by e-mail or phone to address the situation. The Wing DOM will then contact NHQ to coordinate repair of the aircraft.

11.4.4.2. Added If Aircraft cannot be moved, NHQ will approve the repair in place. If the aircraft can be moved, NHQ may request it be put back together and taken to one of CMX facilities. At that point, the investigatory shop will be compensated for their work.

11.4.5. Added Reference the Operations page of the NY Wing website (<https://nyw.cap.gov/do>) for a listing of currently approved non-contracted maintenance shops in NY and the assigned AMO/DO.

14.5. Survival Kit standardization. Group AMO or DO will inspect survival kits quarterly and purchase needed items for reimbursement from the Wing.

14.5.1. Added Removal of survival kit contents is not authorized unless necessary for survival, recovery, or life-cycle replacement.

14.5.2. Added Additions/deletions to survival kit contents are not authorized unless staffed through the Wing DOM and/or DO.

14.5.3. Added Survival kit location and weight will be recorded for weight and balance purposes.

14.5.4. Added Survival Kit contents:

Backpack Containing:

QTY	ITEM	EXP
5	BAG, COLLECTION, 1 QT	N/A
5	BAG, PLASTIC GARBAGE	N/A

8	BATTERY, AAA ALKALINE	12/24
1	BLANKET, MYLAR, LARGE	N/A
2	BLANKET, MYLAR, REG.	N/A
1	COMPASS, LENSATIC	N/A
1	CORD, 25 YARDS NYLON	N/A
1	FIRE STARTER (Mg)	N/A
1	FIRE STARTER KIT	N/A
1	FLASHLIGHT, HAND (AAA)	N/A
1	FLASHLIGHT, HEAD (AAA)	N/A
2	FOOD, PROTEIN BARS	INSP
8	HAND WARMER (FeO ₂)	11/19
1	INSECT REPELLENT (DEET)	N/A
2	MATCHES, WATERPROOF	N/A
1	MATCHES, WITH CASE	N/A
1	MIRROR, SIGNAL	N/A
1	MUTLI-TOOL, GERBER TYPE	N/A
1	PAPER, 5x8" NOTE PAD	N/A
1	PEN, BLACK SHARPIE	N/A
1	SAW, SURVIVAL (WIRE)	N/A
1	SAW, SURVIVAL HAND	N/A
1	SHOVEL, MINI SURVIVAL	N/A
4	WATER	INSP

21. Added .Tire Pressure checks.

22.1 Added. Aircraft tire pressure will be measured with a gauge **prior to the first flight of each day**, and will be recorded in the aircraft log in the tire pressure section. No flight will be initiated if more than one month has passed since the last recorded tire pressure was measured. The flight will only be initiated once the tire pressure has been measured and brought within limits if needed.

22. Added. GPS update procedures.

22.1 Added. Reference CAPP 130-3: CAP AIRCRAFT MAINTENANCE OFFICER GUIDE

22.2 Added. Accessing the downloads is a simple process. Please go to: <https://fly.garmin.com/fly-garmin/>

22.3 Added. Log into the account and click on “Devices” in the upper blue area of the website.

22.4 Added. From here you can search for your aircraft.

22.5 Added. Once you locate your aircraft, select “ready to install” and the “Install updates”. Here you can see all available downloads. The accounts are organized by CAP region. Account name and password: CAP_NER@CAP.GOV -- ACsupport1776

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Commander

**ATTACHMENT 1
COMPLIANCE ELEMENTS**

There are no compliance elements.