



PUERTO RICO WING SUPPLEMENT 1
CAP REGULATION 66-1

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APPROVED/R.KIRKPATRICK/CAP/LG

Aircraft Maintenance

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

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

1.1. Added. This publication establishes Puerto Rico Wing (PRWG) standards and procedures related to maintenance and management of aircraft assigned to PRWG. This publication applies to all PRWG CAP units and assigned personnel, and to members of other CAP wings operating PRWG aircraft. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), the PRWG Aircraft Maintenance Officer (PRWG/LGM).

3.5.1. Added. Requests for alteration of PRWG aircraft will be submitted through the CAMS Officer to PRWG/LGM, who will forward to CAP/LGM, with copy to the Puerto Rico Wing Commander (PRWG/CC) and PRWG Director of Operations (PRWG/DO).

3.11. Added. Aircraft Status. All PRWG aircraft will be coded in the following status:

3.11.1. Added. Fully Mission Capable (FMC). The CAP aircraft has no discrepancies that prevent it from performing all of its CAP Corporate or Air Force Assigned Missions (AFAM).

3.11.2. Added. Partially Mission Capable (PMC). The CAP aircraft has one or more discrepancies that limit operational capability. A PMC aircraft can perform at least one, but not all, of its assigned missions.

3.11.3. Added. Non-Mission Capable (NMC). The aircraft has one or more discrepancies that prevent it from performing any of its assigned missions or pose a safety hazard to flight operations.

3.11.3.1. Added. The Pilot in Command will notify the AMO immediately when an aircraft is grounded or becomes non-mission capable. The PRWG/LGM and/or PRWG/DO will make the final determination on partially mission capable and non-mission capable status. NMC aircraft will be grounded until systems are repaired or the PRWG/LGM authorizes flight to the maintenance facility. Aircraft status will be updated on the WMIRS Maintenance module.

4.1. Added. Puerto Rico Maintenance Management Program. All PRWG aircraft will be maintained under the NHQ centralized maintenance program. All PRWG aircraft will have their annual and/or 100-hour inspections, engine changes, avionics repairs, and major maintenance performed at a designated NHQ centralized maintenance provider facility. Oil changes and emergency repairs may be conducted at an alternate maintenance provider, if approved by the PRWG/LGM.

4.2. Added. PRWG Wing Director of Operations (PRWG/DO). The PRWG/DO manages and directs all operations activities in PRWG. He/She is responsible for developing standard operating procedures for the control and operation of PRWG aircraft. As such, the PRWG/DO has overall responsibility for the PRWG aircraft maintenance management program and supervises the PRWG/LGM, either directly or through a subordinate director/staff officer.

4.3 Added. Puerto Rico Wing Aircraft Maintenance Officer (PRWG/LGM). The PRWG/LGM exercises staff supervision and coordination of all aircraft maintenance in PRWG. He/She assists the PRWG/CC and PRWG/DO in developing an aircraft maintenance management program that ensures all CAP scheduled maintenance is performed and discrepancies are corrected promptly.

4.4. Added. Wing Aircraft Maintenance Officer (AMO). The Wing AMO assists the Wing Commander in managing and coordinating maintenance for aircraft assigned to his/her Wing. He/She provides assistance, coordination, training, and mentoring to the Unit AMOs in his/her group. The Group AMO may also coordinate maintenance requests between the Unit AMO and the CAMS Officer.

4.5. Added. Unit Aircraft Maintenance Officer (AMO). The Unit AMO manages the maintenance and care of CAP aircraft assigned to his/her unit. The Unit AMO is responsible for:

4.5.1. Added. Preventive maintenance, including routine care such as cleaning, servicing, and replacing minor parts and hardware in accordance with IAW CAPR 66-1, Attachment 1.

4.5.2. Added. Maintaining the Aircraft Information File (AIF).

4.5.3. Added. Monitoring aircraft data in AMRAD.

4.5.4. Added. Ensuring aircraft are washed at least once quarterly and waxed semi-annually. The wash and wax schedule should be recorded in Tab # 13 of the AIF.

4.5.5. Added. Ensuring aircraft discrepancies and updated aircraft inspection information are logged into AMRAD.

4.5.6. Added. Ensuring that all required equipment is current and serviceable IAW paragraphs 10.5.1. and 10.5.2. of this supplement.

4.6. Added. Pilot in Command (PIC). Pilots picking up an aircraft from a maintenance facility that has undergone an annual/100-hour inspection are responsible for ensuring copies of logbook entries are in the AIF. Copies of the mid-cycle 50-hour oil change (post annual) must also be in the AIF prior to leaving the maintenance facility. Additionally, members will complete a CAPF 71, *Aircraft Inspection Checklist*, upon retrieval of the aircraft and/or when transferring between units. The CAPF 71 will be placed in Tab # 13 of the AIF.

7.2.1. Added. 100-Hour Inspection Over-fly. Although 14CFR43 allows limited over-fly of the 100-hour inspection interval, it does not allow over-fly of an Airworthiness Directive (AD). All PRWG aircraft are subject to one or more ADs that allow no over-fly of the 100-hour inspection. Wing AMOs must ensure their aircraft can reach a designated CAMS facility within its available 100-hour inspection interval.

8.3.1. Added. Maintenance Performed by Non-CAMS Vendor. Maintenance performed by a non-CAMS vendor must be documented and a logbook entry sticker must be mailed to the PRWG/LGM, who will forward it to the appropriate CAMS vendor.

8.4.1. Added. Entering Discrepancies. Pilots must contact the Wing AMO in a timely manner with a detailed summary of any discrepancies noted. This must be accomplished as soon as practicable after the flight. After discussions between the pilot and the Wing AMO, the AMO will enter the discrepancy into AMRAD. Each discrepancy will be entered as a separate entry.

8.4.2. Added. Grounding Discrepancies. If a pilot believes the aircraft has a grounding discrepancy, he/she shall place the Aircraft Grounded Placard on the pilot seat. The Group or Unit AMO will contact the CAMS Officer to notify him/her that the aircraft is grounded, provide details of the discrepancy, and confirm it has been entered in AMRAD.

8.4.2.1. Added. If the pilot and the Wing AMO disagree as to the grounding issue, the aircraft will remain in a grounded status until the PRWG/LGM authorizes a status change. Only then will the Aircraft Grounded Placard be removed by the Group or Unit AMO.

10.5.1. Added. The Pilot in Command (PIC) shall ensure that a survival kit is onboard the aircraft prior to any flight. The Wing AMO is responsible for maintaining the survival kit. PRWG has 2 types of survival kits, either a backpack type or a survival kit that is integral to the life raft. All life rafts have a survival kit that meets the minimum requirements of this supplement. An aircraft with a life raft is not required to have the backpack style kit in the aircraft. However, when the life raft is removed for any reason, the backpack survival kit must be in the aircraft prior to flight. Aircraft not assigned life rafts must keep the backpack survival kit in the aircraft at all times. Removal of any assigned aircraft equipment must be approved by the PRWG/CC, PRWG Vice Commander (PRWG/CV), PRWG/DO, or the Incident Commander (IC) for that mission.

10.5.2. Added. If neither the backpack or life raft survival kits are available, a survival kit that contains the minimum following items must be on board the aircraft:

10.5.2.1. Added. Survival blankets.

10.5.2.2. Added. Water (24 oz. per aircrew member).

10.5.2.3. Added. Waterproof matches.

10.5.2.4. Added. Flashlight with spare batteries.

10.5.2.5. Added. Whistle or signaling device.

10.5.2.6. Added. Utility knife.

10.5.2.7. Added. Nylon cord.

10.5.2.8. Added. Reflective mirror.

10.5.3. Added. Additional items such as water purification tablets, food rations, light stick, insect repellent may be added, as desired. The season and topography in which the aircraft normally operates and the number of occupants that may be onboard should be taken into consideration.

10.5.4. Added. Survival kits will be inspected annually during the month of September to ensure items are still serviceable and have not expired. Expired items will be reported to the Aircraft Equipment Officer (PRWG/LGS), who must approve the replacement item.

10.5.5. Added. Survival equipment, including flotation devices, will be kept away from all petroleum products.

10.6. Added. Additional Equipment. Each PRWG aircraft should be equipped with the following items:

10.6.1. Added. Chocks and tie down ropes. These should be stored in an appropriate container under the cargo net.

10.6.2. Added. Aircraft tow bar.

10.6.3. Added. Pitot cover.

10.6.4. Added. Control lock.

10.6.5. Added. Window sunscreen set or cockpit canopy cover.

10.6.6. Added. Cargo tie down net.

10.6.7. Added. Two (2) quarts of authorized engine oil.

EDGARDO TORRES, Colonel, CAP
Commander

Attachment 1 COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
LGM	1	Has the PRWG/LGM been contacted immediately when an aircraft is grounded or becomes NMC?	Review WMIRS or written notifications.	The PRWG/LGM was not notified immediately when an aircraft was grounded or became NMC IAW PRWG Supplement 3 to CAPR 66-1, para. 3.11.3.1.	Attached a copy of the documentation showing communication or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
LGM	2	Did NMC aircraft remain grounded until systems were repaired or the PRWG/DO authorized flight to the maintenance facility?	Review WMIRS or written authorization from the PRWG/DO.	An NMC aircraft was not grounded or was ungrounded without authorization from the PRWG/DO IAW PRWG Supplement 3 to CAPR 66-1, para. 3.11.3.1.	Attached a copy of the documentation showing authorization or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
LGM	3	Were aircraft washed at least once quarterly and waxed semi-annually? Were the wash and wax schedule recorded in Tab # 13 of the AIF?	Review the AIF.	An aircraft was not washed quarterly, or waxed semi-annually, or the schedule was not documented in Tab # 13 of the AIF IAW PRWG Supplement 3 to CAPR 66-1, para. 4.5.4	Attached copy of the documentation showing the aircraft wash and wax or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
LGM	4	Were CAPF 71 aircraft inspection conducted and form placed in Tab # 13 of the AIF upon retrieval of an aircraft from a maintenance facility or when an aircraft was transferred between units?	Review the AIF.	A CAPF 71 inspection was not conducted or the form was not placed in Tab # 13 of the AIF upon retrieval of an aircraft from a maintenance facility or when aircraft was transferred between units IAW PRWG Supplement 3 to CAPR 66-1, para. 4.6.	Attached copy of the documentation showing the aircraft inspection or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
LGM	5	Did no aircraft over-fly when approaching the 100-hour inspection?	Review WMIRS.	An aircraft over-flew when approaching the 100-hour inspection as prohibited by PRWG Supplement 3 to CAPR 66-1, para. 7.2.1.	Attached copy of the documentation showing the aircraft was not over-flown or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
LGM	6	Was maintenance performed by a non-CAMS vendor documented and a logbook entry sticker must mailed to the PRWG/LGM?	Review WMIRS, AIF, and documentation of the mailing and receipt of the logbook entry sticker.	Maintenance performed by a non-CAMS vendor was not documented or logbook entry sticker not mailed IAW PRWG Supplement 3 to CAPR 66-1, para. 8.3.1.	Attached copy of the documentation showing the maintenance and mailing or delivery of the logbook entry sticker or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
LGM	7	Did the pilot place the Aircraft Grounded Placard on the pilot seat when he believed there was a grounding discrepancy? Did the Group or Unit AMO contact the CAMS Officer with details of the discrepancy? Was the discrepancy entered in WMIRS?	Review WMIRS or written notification.	The Aircraft Grounded Placard was not placed on the pilot seat when a grounding discrepancy was suspected, or the Group or unit AMO did not contact the CAMS Officer, or the discrepancy was not entered in WMIRS IAW PRWG Supplement 3 to CAPR 66-1, para. 8.4.2.	Attached copy of the documentation showing compliance or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).

LGM	8	If the pilot and the Group or Unit AMO disagreed as to the grounding issue, did the aircraft remain in a grounded status until the PRWG/LGM authorized a status change? Did the Aircraft Grounded Placard remain in place until the PRWG/LGM changed the aircraft status?	Review WMIRS or written notification.	An aircraft was un-grounded without authorization from the PRWG/LGM or the Aircraft Grounded Placard was removed prior to the PRWG/LGM authorizing a status change IAW PRWG Supplement 3 to CAPR 66-1, para. 8.4.2.1.	Attached copy of the documentation showing compliance or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
LGM	9	Was an authorized survival kit onboard the aircraft prior to every flight unless removal was approved by the PRWG/CC, PRWG/CV, PRWG/DO, or IC for the mission?	Review WMIRS, AIF, or written authorization.	An aircraft flew without an authorized survival kit and without prior approval IAW PRWG Supplement 3 to CAPR 66-1, para. 10.5.1.	Attached copy of the documentation showing compliance or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
LGM	10	If an authorized survival kit was unavailable, did the aircraft fly with a survival kit containing the minimum items in PRWG Supplement 3 to CAPR 66-1, para. 10.5.2.1. through 10.5.2.8.?	Review ORMS, AIF, or documentation indicating composition of an alternate survival kit.	An aircraft without an authorized survival kit flew with an alternate survival kit missing a required item IAW PRWG Supplement 3 to CAPR 66-1, para. 10.5.2.	Attached copy of the documentation showing compliance or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).
LGM	11	Were survival kits inspected annually during the month of September to ensure items were still serviceable and had not expired? Were expired items reported to the PRWG/LGS?	Review AIF or written notification.	A survival kit was not inspected annually or during the month of January, or expired items were not reported IAW PRWG Supplement 3 to CAPR 66-1, para. 10.5.4.	Attached copy of the documentation showing compliance or corrective action taken to the discrepancy in the Discrepancy Tracking System (DTS).