



**CAP AIRCRAFT MAINTENANCE MANAGEMENT**

CAPR 66-1, dated 14 September 2015, is supplemented as follows:

**Paragraph 4.1. Added.** All VAWG aircraft are assigned to Virginia Wing Headquarters as noted in ORMS. As such, the Virginia Wing Director of Operations (VAWG/DO) or designee, shall ensure the corporate aircraft logbooks are maintained in accordance with Federal Aviation Regulations (14 CFR Part 91) and applicable CAP regulations. Aircraft logbooks are to be secured in their respective aircraft at all times.

**Paragraph 4.2. Added.** All maintenance for corporate aircraft assigned to VAWG must be approved, in advance, by the VAWG/DO or designee. Mid-cycle oil changes and 100 hour/annual maintenance to be performed at a contract maintenance facility are considered to be pre-approved by VAWG/DO when the work to be performed is within contract limits (including the allowed amount for “additional” work).

**Paragraph 4.3. Added.** All A9 aircraft pick up sorties shall be flown under day VFR conditions unless exempted by the VAWG/DO, VAWG/DOV, VAWG/CC, or designee.

**Paragraph 4.4. Added.** Aircraft flying hour maintenance payment rates flying rates charged for corporate aircraft assigned to VAWG are determined as per CAPR 173-3 Attachment 1, Table 1 & Table 2. Payment for self-funded B and C missions must be paid by check or money order at the end of the flight by the pilot. The check or money order must be left in the aircraft as part of the post flight. CAP CFIs and check pilots must insure that students or examinees are prepared to make payment prior to start of the sortie. Failure to make payment could result in grounding by Wing Commander.

**Paragraph 4.5. Added.** It is the responsibility of the pilot in command (PIC) as part of their pre-flight to:

**4.5.1.** Review the maintenance summary provided on the front cover of the AIF as compared to the current aircraft tach time to ensure that the tach time to be accumulated on the planned sortie shall result in the aircraft continuing to be within the scheduled maintenance time limits specified by the cover page of the AIF.

**4.5.2.** Review the WMIRS aircraft discrepancy entries.

**4.5.3.** Review Tab 3 of the AIF (VOR test record – required within 30 days for IFR flight) and if due within 5 days of the due date, perform a VOR test and record in Tab 3 of the AIF.

**4.5.4.** For aircraft equipped with GPS units that require regular database updates (e.g., including, but not necessarily limited to, G400W, GNS400, GNS480, GNS625, G1000) review the currency of the aviation database.

**4.5.5.** Correctly complete all forms and flight logs in the Aircraft Information File as applicable to the sortie.

**4.5.6.** Report any discrepancies to the VAWG DO or designee, who shall enter them in the WMIRS system, or will direct the PIC to enter them.

**Paragraph 4.6. Added.** The Unit aircraft maintenance officer shall be responsible for:

- 4.6.1.** Ensuring that each aircraft assigned to their unit is in compliance with CAPR 66-1, Section 6, Section 9, Section 11, Section 15, and Attachment 3.
- 4.6.2.** Ensuring that the GPS navigation database for aircraft assigned to their unit is current.
- 4.6.3.** Ensuring that pilots using aircraft assigned to their unit are in compliance with CAPR 66-1, Sections 7.4, 7.5, 7.6, Attachment 1, and assisting the pilots as necessary to ensure the aircraft is in compliance.
- 4.6.4.** Forwarding originals of Aircraft Log Sheets from the AIF, the VAWG aircraft utilization worksheet and any hourly maintenance fee checks, for the previous calendar month to the VAWG/DO, VAWG/DOV, or designee between the first and fifth day of the following month.
- 4.6.5.** Arranging support of scheduled and non-scheduled maintenance with the designated maintenance facility as approved in advance by the VAWG/DO or designee.
- 4.6.6.** Ensuring that the exterior and interior of their assigned corporate aircraft is clean.
- 4.6.7.** Being fully knowledgeable of the use of the Aircraft Maintenance Module in WMIRS and using that knowledge to comply with CAPR 66-1 where applicable.
- 4.6.8.** Preparing the calendar monthly reconciliation of Aircraft Log Sheet entries with sorties in WMIRS, including verifying fuel receipts uploaded to WMIRS are complete and accurate by the fifth day of the following month.
- 4.6.9.** Keeping the AIF for their assigned aircraft up to date with current versions of required documents, forms, and sufficient blank forms as necessary (e.g., flight logs, VOR check/fire extinguisher inspections).
- 4.6.10.** Assisting the VAWG/DO or designee as needed to comply with any maintenance directives issued by the FAA or CAP beyond those stipulated in CAPR 66-1.
- 4.6.11.** Unit aircraft maintenance officers shall be enrolled in either the Logistics or Operations specialty track.
- 4.6.12.** Aircraft shall not be flown with open squawks that render the aircraft not airworthy according to the Federal Aviation Regulations (whether by direct or indirect reference – Pilots Operating Handbook, Aircraft Type Certificate, Airworthiness Directives, Supplemental Type Certificates, manufacturer Service Bulletins, etc.).
- 4.6.13.** The VAWG/DO, or designee shall keep WMIRS up to date with accurate records of aircraft usage and discrepancies. The monthly online Form 18 – Powered Aircraft Utilization report is to be reconciled with the monthly Aircraft logs and validated in WMIRS no later than the tenth day of the month following the month for which the utilization report pertains.
- 4.6.14.** When refueling corporate aircraft, all C-182s shall be refueled to 50 gallons and all C-172s shall be refueled to 40 gallons. PICs may add additional fuel to C-182s, or to C-172s with 50-gallon fuel capacity, prior to a sortie if they deem the extra fuel necessary and provided that the additional weight and moment for the fuel (when combined with all other aircraft loading) does not exceed the weight and balance envelope for that specific aircraft and given the density altitude conditions applicable to the flight.

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Commander

**Attachment 1 COMPLIANCE ELEMENTS**

<b>OPR</b>	<b>#</b>	<b>Compliance Question</b>	<b>How to Verify Compliance</b>	<b>Discrepancy Write-up</b>	<b>How to Clear Discrepancy</b>
DO	1	Are unit aircraft maintenance officers enrolled in either the Operations or Logistics Specialty Track?	Verify enrollment in e-services	A-Discrepancy: Unit ### Aircraft Maintenance Officer is not enrolled in either the Operations or Logistics Specialty Track IAW VAWG Supplement 1 to CAPR 66-1.	Upload report showing member assigned to specialty track in the Discrepancy Tracking System (DTS).