



## CAP REGULATION 66-1

17 NOVEMBER 2020

APPROVED/R.KIRKPATRICK/CAP/LG

Aircraft Maintenance

CAP AIRCRAFT MAINTENANCE MANAGEMENT

IAW CAP Regulation 66-1 dated 14 September 2015, Para 4, including ICL 17-06, 28 July 2017 and ICL 18-04, 14 June 2018, it is supplemented as follows. This supplement is new in its entirety and subsequently will be updated biennially. This supplement shall be coordinated through the respective CAP-USAF Liaison Region and copies provided to NHQ/LGM.

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

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

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

**4.1.1.2. Added** Group must have multiple active F5 pilots.

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

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

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

**4.2.1.1. Added** Member must be an active F5 Pilot with a thorough understanding of CAPR 66-1 Civil Air Patrol Aircraft Maintenance Management.

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

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

**4.3. 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.

**4.3.1. Added** Maintain operation aircraft IAW CAPR 66-1 Civil Air Patrol Aircraft Maintenance Management.

**4.3.2. 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.

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

**4.3.4. Added** Ensure AIF binder is current at all times.

**4.3.5. Added** Verify GPS NavData is up to date.

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

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

**7.5.1. 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.

**7.5.2. 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.

**7.5.3. 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.

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

**7.5.5. Added Current NYWG utilized CMX facilities:**

**7.5.1. Boshart Enterprises & Aircraft Services, Inc**  
4701 East Saile Drive  
Genesee County Airport (KGVQ)  
Batavia, New York 14020  
Telephone: (585) 344-1749  
E-mail: carol@boshartaviation.com

**4.5.2. Added BP AIR Inc**  
70 Stacy Haines Road  
Lumberton, NJ 08048  
South Jersey Regional Airport (KVAY)  
Telephone: (609) 714-6800  
E-mail: bpairinc@aol.com

**7.5.3. Added Air-Mods & Repair, Inc**  
106B Sharon Road  
Robbinsville, NJ 08691  
Trenton-Robbinsville Airport (N87)  
Telephone: (609) 259-2400  
E-mail: shane@air-mods.com

**4.5.4. Added Goodrich Aviation**  
2514 Airport Road  
Johnson City, NY 13790  
Greater Binghamton Airport (KBGM)  
Telephone: (607) 821-2982  
E-mail: Doug@GoodrichAviation.com

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

**7.6.1. 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.

**7.6.2. 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.

**7.6.3. Added** Aircrew will comply with the following procedures:

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

**7.6.3.2. 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.

**7.6.3.3. 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.

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

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

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

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

**7.7.2.2. Added W-9 Tax Document** - Taxpayer Identification Number (Attachment 2)

**7.7.2.3. Added Direct Deposit Form** (Attachment 3)

**8.8. Added Unscheduled Maintenance- Aircraft Repair.**

**8.8.1. Added** 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.

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

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

**8.8.4. Added** The Group AMO or Operations Officer will coordinate with their local maintenance shop to provide a repair quotation. Repairs under \$500.00 can be authorized at the Group level by a duly appointed AMO.

**8.8.5. Added** If additional discrepancies are discovered, and/or repair cost will run over the original estimate (or more than \$500.00), the repair must be approved by NHQ. Should either of these instances occur, Group personnel will do the following:

**8.8.5.1. 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.

**8.8.5.2. 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.

**8.8.6. 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.

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

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

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

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

**10.5.5. 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 (FeO2)	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	MULTI-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

**14.4.1. Added Aircraft in maintenance facilities.**

**14.4.1.1. Added** While aircraft is in the maintenance facility, the Shop will work directly with the NHQ-CAP 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)

#### New Tracking Numbers

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

#### 14.5. Added Pick-Up of Aircraft from Maintenance Facilities.

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

**14.5.2. 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.

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

**14.5.4. Added** Aircrew will comply with the following procedures:

**14.5.4.1. 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.

**14.5.4.2. 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.

**14.5.4.3. 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).

**14.5.4.4. Added** AMRAD updates to the aircraft maintenance data should be complete no later than 48-hrs 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.

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

**14.5.4.6. 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).

Home > Support > Reports > Aircraft Log

Select Wing: NY

Tail No.: N5461X

Month: April Year: 2020  Include Planned Sorties

[Get Log](#)

[Enter Misc. MX Time](#)

	Date	Time	Mission No/Sortie	Mission Symbol	Hobbs	Tach	Pilot	Tracking No.	Cost	Gallons	
<a href="#">Edit</a>	04/28/2020	12:00	20-A-3300/A0035	A12	3602.70 End 3600.00 Start 1.90 Total	5379.60 End 5378.30 Start 1.30 Total	Hillard, Nathan (187604)		131.00	23.50	<a href="#">Receipt</a>
				Total	1.90	1.30					

[Enter Misc. MX Time](#)

Figure 2

## 20. Added. Added Tire Pressure checks.

**20.1. Added. Added** Aircraft tire pressure will be measured with a gauge **prior to the first flight of each day**. A form for recording actual reading (see *Aircraft Tire Pressure Log*, Attachment 4) will be placed as the first page in each AIF. No flight will be initiated if beyond one month since last recorded until the tire pressures have been measured and brought within limits if needed.

## 21. Added. GPS update procedures.

### 21.1. Added. ALWAYS POWER-UP THE GPS AFTER THE UPDATE TO VERIFY FUNCTION AND EXPIRATION DATE.

**21.2. Added.** Jeppesen databases for G1000 and G500 go on an SD card, 2 GB or less, which is then inserted into to the top slot of the PFD (power only PFD), followed by the MFD by inserting into the top slot of the MFD before turning on Avionics Power.

- Added. DO NOT ENTER UPDATE CARDS INTO THE BOTTOM SLOT OF EITHER THE PFD OR MFD.** The bottom SD card contains terrain, obstacle and other databases and must remain in the unit. **See Cessna Service Letter SEL-34-02 for G1000s with older SD cards (010-00330--40 and -41 cards) in the bottom slot (supplemental data).** With the -40 and -41 cards in the bottom slot they must be removed before updating the Nav database. Reinstall after the PFD and MFD have the Nav data update.
- Added. NOTE: make sure the bottom cards are marked PFD and MFD and go back in the proper panel. If reversed, things will not work correctly.** See service letter for files on the bottom cards that may need to be deleted.

**21.3. Added.** For the Garmin 400, 430, 530 and 650 they go on the Garmin card in the left slot on the GPS. The card in the right slot contains terrain, obstacle and other databases and must remain in the unit. The updated Nav data card must remain in the unit. Each aircraft has an adapter for USB to SD and one for USB to Garmin card as required.

**21.4. Added.** Using the Jeppesen Distribution Manager application:

- a. Jeppesen Distribution Manager is required on the PC
- b. <https://support.jeppesen.com/category?pc=Tools>

**21.6. Added.** Jeppesen GX50, GX55: Garmin/Jeppesen no longer provide updates for GX50 and 55; N222NY Avionics TBD update.

**21.7. Added.** Garmin 500: go to <https://fly.garmin.com/fly-garmin/> (315) 378-8353, (315) 378-8353, (315) 378-8353, XM Weather (877) 438-9677 to request signal to relock receiver. Must supply weather radio ID from receiver and the signal lasts for two hours. Can take several minutes.

**21.8. Added.** Bendix King:

- a. Database loader must be installed on PC and a 9-pin serial port is required on the PC  
<https://wingmanservices.bendixking.com/wingman/pages/wingmanSoftwareUpdates.jsp>
  - i. N927CP - connect to  
<https://wingmanservices.bendixking.com/wingman/pages/wingmanLoginPage.jsp>
  - ii. Login: (contact Operations)
  - iii. Password: (contact Operations)
  - iv. Click the Download your Databases button
  - v. Select (contact Operations)
  - vi. Database key: (contact Operations)
  - vii. Database is uploaded from the PC to the radio via a special cable

THOMAS CARELLO, Col, CAP  
Commander

**ATTACHMENT 1  
COMPLIANCE ELEMENTS**

There are no compliance elements.



ATTACHMENT 2

ATTACHMENT 1  <b>Form W-9</b> (Rev. November 2017) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b> ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)	
6 City, state, and ZIP code		
7 List account number(s) here (optional)		
<b>Part I Taxpayer Identification Number (TIN)</b>		
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.		
		Social security number [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] or Employer identification number [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
<b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
<b>Part II Certification</b>		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.		
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.		
<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
<b>General Instructions</b>		
Section references are to the Internal Revenue Code unless otherwise noted.		
<b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> .		
<b>Purpose of Form</b>		
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.		
<ul style="list-style-type: none"> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)</li> </ul> Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.		
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding</i> , later.		
Cat. No. 10231X		Form <b>W-9</b> (Rev. 11-2017)

ATTACHMENT 3



Civil Air Patrol, National Headquarters  
United States Air Force Auxiliary  
Maxwell AFB, Alabama 36112

For FM Use Only	
Entered by:	_____
Reviewed by:	_____
Scan Date:	_____

Direct Deposit Sign Up - Business

Print Form

Name of Business: \_\_\_\_\_

Name of Contact  
(Receivable Mgmt): \_\_\_\_\_

Tax ID or SSN: \_\_\_\_\_

Complete Mailing  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address for  
Payment Notices: \_\_\_\_\_

Certifying  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FINANCIAL INSTITUTION												
Name of Bank or Financial Institution:	<input type="text"/>	Type of Account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings									
Account Number:	<input type="text"/>	Routing Number: (Must be 9 Numbers)	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>									
Complete Mailing Address:	<input type="text"/>											

**ATTACHMENT 4**

**Aircraft Tire Pressure Record**

**N** \_\_\_\_\_

Tire pressure must be checked and corrected as necessary at least every 30 days prior to flight. No flight will be initiated if the pressure has not been checked or corrected to the following limits within 30 days. Anytime a tire is visually questionable all tires will be checked with a gauge.

Model	Specified		Allowable Range	
	Mains	Nose	Mains	Nose
C172	38	45	34-42	41-49
C182	42	48	38-46	43-53
C82R	68	50	61-75	45-55
C206	42	49	38-46	44-54

Date	Left Main	Right Main	Nose	Checked by