

LAYOUT OF STANDARDIZED CAP AIRCRAFT INFORMATION FILE (AIF)

Attached is latest revision of the standardized CAP Aircraft Information File (AIF). The entire CAP-provided contents of the binder is included, all in Adobe .PDF format, with fill-in fields in key forms. These pages should be put in a new white 3" view binder with clear front and back cover pockets, and the pages indicated placed in clear plastic, page-sized sheet protectors (Avery #74203 or equivalent) to retain their legibility. Please purchase numbered 15 tab indexes (Avery #11143 or equivalent) for this binder, as the table of contents refers to what goes behind each of these numbered tabs. Note that, where necessary, the places to 3 hole punch these documents are indicated. When printing from Adobe Acrobat, make sure that under *Page Handling*, the selection marked *Page Scaling* is set to "None" to ensure the markings for the holes to be punched line up properly, and that the box marked *Auto-Rotate and Center* is checked.

This document is based upon CAP National policies and the relevant CAP regulations. No local changes or revisions are authorized. All CAP and USAF inspectors will be provided with copies of all the current AIF pages, and aircraft that do not comply or have outdated or unauthorized local versions of these forms may be grounded by competent authority. As of 01 October 2007, all CAP units are required to have this standardized CAP Aircraft Information File (AIF) in their aircraft.

By popular request, many of these forms have been modified to include custom fields that can be filled in using the free Adobe Acrobat reader. **Note: Shaded areas identify new or revised material.**

- The **Aircraft Configuration/Cover** (*AIF_CVR.pdf*) is to be placed under the clear plastic front cover of the binder, and kept updated as appropriate. This document makes the PIC responsible for all equipment listed as being with or installed in the aircraft. This form has fields that can be filled in by computer, and will automatically calculate due dates & times when the data is entered.
- The **Density Altitude Graph/Back Cover** (*AIF_BK_CVR.pdf*) is to be placed under the clear plastic back cover of the binder for ready reference.
- Two copies of the **Aircraft Grounded Placard** (*AIF_GND.pdf*) are to be printed on safety orange or other brightly colored paper and placed back-to-back inside the front cover in a clear plastic page-sized sheet protector.
- The **Table of Contents** (*AIF_TOC.pdf*) and **Administrative Preflight Checklist** (*AIF_APC.pdf*) are to be placed back-to-back as the first page in a plastic sheet protector. This latter form allows you to enter contact name / number, so you can type in your local information prior to printing.
- **Current Version of Contents** (*AIF_CONTENT.pdf*) is the memo referencing the current contents of the binder. It is placed in front of the first numbered tab.

TAB 1: **The Aircraft Flight Time Log Page 1** (*AIF_FLT_LOG_1.pdf*) and **Aircraft Flight Time Log Page 2** (*AIF_FLT_LOG_2.pdf*) are to be placed back-to-back in a plastic sheet protector behind this tab. Multiple copies of **Aircraft Flight Time Log Page 3** (*AIF_FLT_LOG_3.pdf*) are to be placed after them. This form has fields that allow you to enter custom information for your Wing or unit.

- TAB 2:** **Equipment/Inspection/Document Requirements** (*AIF_EQP_INST.pdf*) is to be placed in a plastic sheet protector behind this tab. Multiple copies of the **Aircraft Discrepancy Log** (*AIF_EQP.pdf*) go next. Please note that this page is also the place to log the removal or installation of SDIS or ARCHER equipment. Also included to be placed behind the Aircraft Discrepancy log pages is a letter from the manufacturer of the SDIS equipment (*AIF_R100.pdf*) stating our pilots can legally remove / install this equipment as necessary. This can be shown to FAA inspectors should there be any questions during a ramp check.
- TAB 3:** **VOR Test Record** (*AIF_VOR.pdf*). Please insure aircraft used for IFR operations have a current notation regarding this check as per the relevant FARs. Requirements are listed on **Equipment / Inspection / Document Requirements** behind tab 2.
- TAB 4.** **Aircraft-Specific V-Speeds** is where data specific to the actual airframe is to be placed. Data is to come from serial-number specific POH, checklist or engine/airframe STC.
- TAB 5.** **Aircraft-Specific Weight & Balance Data** is where information specific to the actual current airframe W&B is to be placed. Data is to come from current, A&P generated W&B form.
- TAB 6.** **Aircraft-Specific Cruise Performance** is where information specific to the actual current airframe cruise fuel consumption and range is to be placed. Data is to come from serial-number specific POH, checklist or engine/airframe STC.
- TAB 7.** **Aircraft-Specific Equipment Instructions** is where information specific to the actual equipment installed in that airframe should go. This includes GPS and other information not otherwise included in the POH or supplementary manuals included in the cockpit.
- TAB 8.** **Wing / Region CAP Radio Channel Information** is where information specific to local channelization of the CAP radio installed in that airframe should go. Please note that this information is to be treated For Official Use Only and not to be shared with or shown to any unauthorized personnel.
- TAB 9.** **CAPR 60-1, 62-2 And Additional CAP Regulations As Needed** is where current copies of these regulation should go. Wing and Region Commanders can add whatever additional regulations they feel are relevant.
- TAB 10.** **Tactical Risk Management Instructions** (*AIF_TRM_INST.Pdf*) is to be placed in a plastic sheet protector behind this tab. Multiple copies of the **Tactical Risk Management Forms** (*AIF_TRM.Pdf*) are to be placed after this. It is strongly urged that copies of this form are utilized for all CAPF 5 and 91 checkrides as well as all real and practice mission sorties. This form also has fill-in fields, so it may be filled out at a mission base on a computer and printed.
- TAB 11.** **Unit/Wing/Region CAPR 62-2 Supplements** is where current copies of these regulation supplements should go.
- TAB 12.** **Unit/Wing/Region Maintenance Authorization Procedures** is where an explanation of who can authorize aircraft maintenance and repairs should go.
- TAB 13.** **Unit/Wing/Region-Specific Items** is where any policy letters concerning flight and mission operations should go.
- TAB 14.** **Local Procedure/Policies Specific To Local Area** is where any information pertaining to the local airport the aircraft is usually based at is be placed (right traffic pattern, noise-sensitive areas etc).



TAB 15. GPS Database Update Record (*AIF_GPS.pdf*) With more of our fleet requiring IFR-current GPS databases to be legal and mission-ready for IFR flight, this gives the PIC an easy way to verify the currency of the GPS database on board this particular aircraft.

Optional Crosswind Chart (*AIF_XWIND.pdf*) Units have the option of placing this as the last page in the AIF in a clear plastic page-sized sheet protector, or in the cockpit side pocket alongside the checklist, as a ready crosswind reference.

Continual input from you, the user will make this AIF a living document that greatly enhances safer flight operations and consistency when CAP units from around the nation are deployed at a regional or national disaster. Please forward any suggestions for improvement to Col Andy Skiba, DCS/Operations.

 //XX//
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