

MAINTENANCE OF CIVIL AIR PATROL AIRCRAFT (Draft)

Centralized Maintenance Management

CAPR 66-1, 1 February 2000 and C1, is supplemented as follows. This supplement establishes the New Jersey Wing Centralized Maintenance Management Program (CMMP).

This supplement is to be used together with CAPR 66-1, 1 February 2000 and C1. No Group and/or Unit is to change through supplements or supplement CAPR 66-1.

Added: 4

The New Jersey Wing Centralized Maintenance Management Program for corporate aircraft is contained in Attachment 5. Attachment 5 outlines responsibilities and procedures for the establishment, and accounting of costs associated with the operation, and maintenance of corporate aircraft.

Added: 5

All NJW Aircraft are assigned to New Jersey Wing Headquarters as denoted on the S-3 Report. As such, the NJW Operations Sections (LGM/DO) will maintain corporate aircraft logbooks. Wing corporate aircraft will be assigned to Groups who will recommend an Aircraft Scheduling Officer whose duties are described in Attachments 5 and 6 of this supplement.

An "Aircraft Records" folder will be established for each aircraft assigned to New Jersey Wing. The folder will be maintained at New Jersey Wing Headquarters/Maintenance Officer and contain as a minimum the following:

- a. An aircraft maintenance summary sheet showing the last annual and/or 100 hour inspection, total airframe/engine time, TBO, oil change, and static/transponder checks.
- b. Aircraft equipment lists.
- c. Copy of applicable major repair and alteration forms (FAA Form 337).
- d. Copy of current aircraft weight and balance sheets.

Northeast Region Headquarters will provide a Pilot Information Book, which will be kept in the aircraft at all, times. No modifications are authorized to the format of the forms in this book.

Added: 8

A Maintenance Summary Report will be maintained by the NJW/LGM as specified in Attachment 5 IIIK.

Added: 8f

Frequency of CAPF71 Inspections are specified in Attachment 5 IIIB.

Added: 9b

For New Jersey, coastal and corrosion prone areas are defined in the corridor bound by south of latitude 40 deg. 15' to the southern tip of New Jersey and 5 miles west or all areas east of the Garden State Parkway.

Added: 9h

Pilot inspections and actions are described in Attachment 6 IIB and C.

Added: 10

The Engine Management Program (EAP) is defined in Attachment 5 IIIK.

Added: 11h

Requirements for survival kits are established in Attachment 6 IIE.

Added: 14a

Flying Hour Costs for insurance, maintenance, and fuel costs assigned to the New Jersey Wing will be established in accordance with Attachment 5.

Added: 14b

The New Jersey Wing Policy Letter CAPR 66-1-1, latest issue establishes the hourly flying rate charges for corporate aircraft assigned to the New Jersey Wing.

Attachment 5 - New Jersey Centralized Maintenance Management Program.

Attachment 6 - Aircraft Flight and Maintenance Record Program.

OFFICIAL

Director of Administration

Cornelius Flynn, Colonel, CAP
Commander

Supersedes NJW Supplement 1, Dated 20 July 1999

OAR: DO

Distribution: 1 NHQ CAP/LGM, 2 NER HQ, 1 NELR, 1ea. Unit NJW, 1 NJW CAP/LO

Attachment 5
New Jersey Wing Supplement CAPR66-1
Centralized Maintenance Management Program
10 September 2003

I. Purpose

To provide a Centralized Maintenance Management Program in accordance with CAPR66-1 paragraph 4 to ensure New Jersey Wing assigned corporate aircraft:

Are maintained in a safe and operable condition at all times.

That sufficient funds are available for operation, maintenance, insurance, and replacement.

That proper accounting of costs with the operation, maintenance, and replacement are made.

That accountability is assigned for the above.

II. General

- A. Primary responsibility for the maintenance of New Jersey Wing corporate aircraft is the NJW Maintenance Officer (NJW/LGM) and monitored by the NJW Director of Operations (NJW/DO).
- B. All NJW corporate aircraft will be maintained in accordance with Federal Aviation Regulations, and CAPR 66-1 as supplemented.
- C. The Aircraft Scheduling Officer, appointed no less than annually by the NJW/DO, is responsible for ensuring that the necessary inspections/maintenance are made, accounting of flight time, aircraft payments are made, aircraft are in accordance with CAPR 66-1, and the aircraft is mission ready.
- D. A maintenance and replacement reserve account will be established for each individual aircraft and maintained by the New Jersey Wing Finance Officer to record all receipts and disbursements associated with the operation, maintenance, and replacement of aircraft.
- E. All maintenance funds received will be credited to the particular aircraft generating such funds and will be used to satisfy the costs as described by this attachment.
- F. Aircraft deductible insurance costs, when applicable, will be assessed against the individual responsible or the Group/Unit assigned the aircraft.

III. Policy

- A. Corporate aircraft assigned to New Jersey wing are accountable to New Jersey Wing Headquarters. All insurance, maintenance, and aircraft replacement will be the responsibility of New Jersey Wing.
- B. The NJW/LGM will ensure the maintenance, and provisions of CAPR 66-1 of corporate aircraft through regular aircraft inspections using CAPF71 no less than twice per year. Scheduling Officers will conduct CAPF71 inspections due to NJW Hdqs. by the end of December once per year.
- C. The NJW/LGM in conjunction with the NJW/DO will annually review the quality of workmanship provided at maintenance shops.
- D. The NJW/DO and NJW/LGM will annually establish a Flying Hour Reserve Assessment for each aircraft based on CAPR 66-1 14a(1), (2).
- E. The Aircraft Scheduling Officer must inform the NJW/LGM prior to any maintenance performed or parts ordered for corporate aircraft. The NJW/LGM will assign a control number to be included on the bill. The Aircraft Scheduling Officer will notify the NJW/LGM when the work is complete. All bills should be sent attention the NJW/LGM. Other responsibilities of the Aircraft Scheduling Officer are:
 - 1. Maintain a record of ending TACH time after each flight to ensure compliance with required maintenance items.
 - 2. Ensure all pertinent forms are completed and squawks are corrected and signed off in a timely manner.
 - 3. Ensure aircraft are washed and waxed at least once per year.
- F. The Aircraft Scheduling Officer or designee will provide accurate records of aircraft usage and discrepancies to the Group DO. A faxed or e-mail copy of Monthly Aircraft Report (NJWF99Z) is to be sent to the NJW/DO and NJW/LGM no later than the 5th of the month for National reporting purposes. The following forms with payments should be mailed to WHQ NJW/DO no later than the 2nd Tuesday of each month.
 - 1. Aircraft Flight Time Log (NER flight Log 2)
 - 2. Flight Release Report (CAPF99) with one copy to the NJW/LO.

- G. The Aircraft Scheduling Officer will be responsible for all “B” and “C” mission flight code payments and fuel receipts. Flight receipts will be denoted on the New Jersey wing Aircraft Monthly report along with payments not received. Signed fuel receipts will also be checked against the New Jersey Wing flight report (NER Flight Log 2). B8 flights must be authorized by the NJW/CC, NJW/DO, or NJW/LGM. Group Commanders may authorize B8 flights for meetings and relocating aircraft within their Groups. Purpose and authorizing person shall be noted on the flight log and CAPF99.
- H. The NJW Director of Emergency Services will track all USAF Assigned Reimbursable Missions (other than Counter Drug) and ensure payment via CAPF108.
- I. The NJW counter Drug Officer will track all Counter Drug Missions and ensure payment via CAPF108.
- J. CAP members may not perform maintenance work as authorized by FAR Part 43 Appendix A. Except for adding oil to the engine and adding air to the tires.
- K. The NJW/LGM will maintain a NJW Maintenance Summary with one copy to the NJW/DO. This summary will include the following:
 - 1. Engine type and serial number
 - 2. Aircraft serial number
 - 3. Total aircraft and engine times
 - 4. Replacement date for engine mounts and fluid carrying hoses
 - 5. Engine, propeller, and propeller governor TBO
 - 6. Annual due date
 - 7. 100 hr. and oil due times
 - 8. Static system and transponder due date
 - 9. ELT battery expiration and inspection due date
 - 10. CO monitor due date

IV. Responsibilities

- A. New Jersey Wing Commander
 - 1. Ensure timely authorization of CAPF108.
- B. New Jersey Wing Director of Operations
 - 1. Annually appoint an Aircraft Scheduling Officer for each corporate aircraft.
 - 2. Annual Flying Reserves Assessment.
 - 3. Estimate of hourly aircraft rates.
 - 4. Disciplinary action for non-payment of flights (as per attachment 6).
 - 5. Along with the Wing Commander assign aircraft to Groups.
 - 6. Annually issue a directive for Aircraft Minimum Survival Kits.

- C. New Jersey Wing Finance Officer
 - 1. Record of receipts and disbursements for each individual corporate aircraft.
 - 2. Notification of the NJW/LGM of bills without control numbers.

- D. New Jersey Wing Current Operations Officer
 - 1. Monitor for discrepancies on the New Jersey Wing Aircraft Maintenance Report.

- E. New Jersey Wing Director of Emergency Services
 - 1. Tracking and ensure payment through CAPF108 of all USAF Reimbursable Non CD Missions.

- F. New Jersey Wing Counter Drug Officer
 - 1. Tracking and ensure payment through CAPF108 of all Counter Drug Missions.

- G. New Jersey Wing Aircraft Maintenance Officer
 - 1. Maintenance of NJW corporate aircraft.
 - 2. Maintain a log with control numbers of aircraft maintenance.
 - 3. Supply NJW/DO with annual maintenance summary costs.
 - 4. Inspect each aircraft no less than twice per year.
 - 5. Ensure corporate maintenance is done in accordance with FARs and CAPR 66-1.

- H. Aircraft Scheduling Officer
 - 1. Ensure monthly report items (as per IIF) are forwarded to NJW/DO and NJW/LGM.
 - 2. Notify NJW/LGM of required maintenance/inspections.
 - 3. Ensure squawk items are corrected and signed off in a timely manner.
 - 4. Ensure receipt of aircraft payments using the NJW Aircraft Monthly Report.
 - 5. Ensure aircraft is washed and waxed twice per year.
 - 6. Maintain a record of ending tach times for each flight to ensure aircraft are within required maintenance requirements (i.e. oil changes, 100 hour inspections).
 - 7. Notify NJW/DO of aircraft out of service.
 - 8. Ensure aircraft are equipped and secured with gust locks, cowl plugs, pitot covers, chock, proper tie down ropes, and cabin cover as per CAPR 66-1 9b and 16.
 - 9. Maintain the aircraft maintenance summary on the front cover of the NER Pilot Information Book.
 - 10. Annually perform a CAPF71 inspection due each December.

Attachment 6
Aircraft Flight and Maintenance Record Program
10 September 2002

I. Purpose

To provide an aircraft flight and maintenance record program to ensure that all corporate aircraft assigned to New Jersey Wing meet all of the maintenance requirements of the Federal Aviation Regulations and CAPR 66-1, and required aircraft maintenance/inspections are completed when required.

II Policy

- A. The Northeast Region (NER) Pilot Information Book will be kept in the aircraft at all times, stored on the left front seat under the seat belt. This book shall contain at least the following:
1. A front page containing date/times for annual/100 hour inspections, static system checks, transponder check, ELT battery expiration/inspection, oil/filter change, and CO monitor due date. The Aircraft Scheduling Officer maintains this with current inspection times/dates.
 2. NER Headquarters provides the remaining sections with forms.
- B. It is responsibility of the pilot in command to review the front cover maintenance summary, aircraft discrepancy log (Tab 6) and complete all forms in the Pilot Information Book as applicable before the flight and note all pre and post flight discrepancies (as per CAPR 60-1 release procedures). The PIC will note one squawk per block in the aircraft discrepancy part of the NER Pilot Information Book. Inoperative equipment will be placarded with an "inoperative" sticker. At the end of the flight the PIC will report any new squawks to the Aircraft Scheduling Officer. The individual or unit responsible for the payment (or CAPF108) of the flight should be listed first on the NER Flight Log 2.
- C. Groundable conditions for the aircraft are as follows:
1. Any flight 60 hours past the last oil/filter change.
 2. Except for transport to a maintenance facility, flights past the 100 hr. inspection time.
 3. Any flight past the transponder due date except to transport the aircraft to a maintenance facility under the conditions specified by the FARs.
 4. Inoperative equipment as applies to those items in the Aircraft Operating Manual equipment list marked as "R".
 5. As applicable per FAR requirements for VFR, Night, and IFR operations.
 6. Conditions deemed by the PIC as unsafe for continued flights.
- D. For cold weather starting operations engine reheat will be required for temperatures below 20 degrees F.

- D. The PIC or designated crewmember will carry with them a survival kit for all flights. Minimum seasonal survival kits will be specified in the NJW Operations Directive for Minimal Survival Kits.
- E. All checks for payment of flights should be made payable to New Jersey Wing, CAP and include the aircraft tail number and date of flight in the memo section. All payments are due the date of the flight. Failure to make payment may result in loss of flight privileges.
- F. All New Jersey Wing credit card fuel receipts must be signed by either the PIC or Aircraft Scheduling Officer prior to submission.
- G. For B8 flights the PIC should denote the purpose and authorizer of the flight in the crew entry box.