



HEADQUARTERS
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 UNITED STATES AIR FORCE AUXILIARY
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**NEW YORK WING SUPPLEMENT #1
 TO CAPR 66-1 (1FEB00) and C1 (12JAN01)**

1 JUNE 2003

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

This supplement prescribes the responsibilities of all CAP personnel as applicable to the centralized maintenance management of CAP Aircraft in relation to local conditions and procedures within the New York Wing. Suggestions for modification and improvement of the CAP flight management program should be forwarded through the chain of command to the New York Wing Headquarters Director of Operations (**DO**).

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Section 1 - Documentation / Reporting of Discrepancies (CAPR 66-1, 2 - 8)

- a. Pilots will document all discrepancies in the aircraft binder and notify the appropriate contacts (FRO, Maintenance Officer, etc...) within their group. Non-Flight Critical or Mission-Critical discrepancies may be deferred until the next maintenance cycle (50 Hr.,100 Hr/ annual inspection).
- b. If an aircraft is grounded due to a maintenance discrepancy, the following actions shall be taken (also applies to out-of-service maintenance for scheduled inspections):
 - 1) Placard the aircraft with the “Grounded” sign located in the aircraft binder.
 - 2) Notify local Flight Release Officers of the grounded status
 - 3) Notify the appropriate Group point-of-contact for aircraft maintenance
 - 4) Have a designated individual log into the NYW Web page (<http://www.nywg.cap.gov>) and go to the “**Operations page**”. At the operations page, click on the link “**Link to Status Update**”. This will bring up a web form that allows an individual to report an aircraft/vehicle out of service and for what reason. Select the aircraft tail number and change the active flag to out of service and then enter the date the A/C is out of service and reason. This information when submitted is sent to several key individuals.

OPR: DO

c. When the discrepancy is corrected, the designated CAP individual should complete the corrective action section of the discrepancy log in the NER Aircraft Binder, identifying the action taken, date corrected, and signing and dating the respective block. When all items listed on a particular discrepancy page have been cleared, the page may be removed from the binder. It is understood that official entries in the Aircraft Log Books are the responsibility of the aircraft mechanic who performs the work.

d. When an aircraft is returned to service, have a designated individual log into the NYW Web page (<http://www.nywg.cap.gov>) and go to the “**Operations page**”. At the operations page, click on the link “**Link to Status Update**”. This will bring up a web form that allows an individual to report an aircraft/vehicle back in service and for what reason. Select the aircraft tail number and change the active flag to in service and then enter the corrective action taken.

Section 2 - Maintenance Authorization Request Procedure (CAPR 66-1, 2 - 8)

a. For Aircraft maintenance actions (including emergency repairs, inspections, oil changes, minor repairs and other non-flight critical repairs regardless of cost), groups must obtain prior approval/ work order authorization from the Wing A/C Maintenance Officer (**DOM**). When requesting maintenance approval/work order authorization, either of two methods identified may be used:

b. Complete NYWF 66 Request for Aircraft Maintenance Authorization (Attachment 2) and FAX or send as e-mail attachment to **DOM**.

c. Log into the NYW Web page (<http://www.nywg.cap.gov>) and go to the “**Operations page**”. And select “**Link to Request Maintenance**”. Complete the data fields and press SUBMIT. This data will be automatically mailed to several operations/maintenance staff personnel.

Either of the two methods indicated above, requires the information listed below:

- 1) Aircraft Tail Number
- 2) Group CAP point of Contact (for return authorization details)
- 3) Nature of the discrepancy
- 4) Proposed Maintenance Facility Name/Location/Phone/FAX
- 5) Estimates cost based on shop hourly rate and number of hours to complete job
- 6) Parts Required Information (If known)
- 7) Other costs if applicable
- 8) Estimated Return-to-Service time (If known)

d. CAP Regulations requires parts to be obtained from the CAP Supply Depot if possible. **DOM** will be the only Point-of Contact for the Depot unless specifically stated otherwise. Please provide all pertinent information, to include aircraft part numbers to **DOM** including where to ship the parts. In those few instances where the CAP Supply Depot cannot supply the part(s) in question, The **DOM** will determine the actions to be taken. In the case of minor parts, **DOM** will determine whether these parts can be procured locally from the shop doing the maintenance in lieu of being provided by the CAP Supply Depot.

e. **DOM** will be required to share information with, and offer recommended action, to the appropriate Wing Vice-Commander (**CV**) and the **DO** as part of the decision making process. **CV and DO concurrence and approval will be required before release of Work Order Numbers.** This will allow command and financial oversight to predict budgetary impact on the Wing. If, after such determination that funds will not be available to cover the costs of the work, the aircraft will remain grounded until such time that adequate funds will be available to cover the maintenance expense. Do not submit requests from the Group level direct to the **CV** or **DO**. The **DOM** should be contacted first.

f. Once **CV** and **DO** concurrence/authorization is received, the **DOM** will provide a Work Order Number and/or Wing Purchase Order. All vendor invoices and other documents must reference this Work Order Number. Please note that in some instances, NY Wing will obtain funding authorization from National HQ/LGM for major maintenance repairs and compliance with Service Bulletins and Airworthy Directives. This request process takes extra time and must be submitted through channels. Please observe any special instructions regarding where to send the vendor invoice and what control numbers to reference.

g. Upon completion of authorized maintenance, the local CAP representative is to receive the **original invoice** from the vendor. Maintenance completed should be verified to the extent possible and the original invoice must be attached to a NYW Form 90 "New York Wing Civil Air Patrol Invoice Approval Form" (ref: Attachment 3), which is to be completed and signed off locally, before being submitted to **DOM**. **DOM** will review invoice and approve and submit to NYW Finance (**FM**) for payment.

h. At the discretion of the **DO** and **DOM**, the aircraft may be sent to another facility for repairs. This decision will be based upon the nature of the discrepancy, past history, predicted scheduling delays, or other factors including estimated repair costs. The Wing **DOM** and appropriate **CV**, acting on behalf of or with the concurrence of the Wing Commander, reserve the final judgment on selecting the vendor.

i. When an aircraft is approaching a progressive maintenance milestone (50 Hr. Oil Change, 100 Hr. Inspection, or Annual Inspection), pre-coordination of maintenance activities should begin prior to reaching the run-out tach. time:

- 1) Identification of proposed vendor
- 2) Predicted scheduling (when can the aircraft be taken in)
- 3) Cost estimate based on hourly shop rate and number of hours expected
- 4) List of squawks of items requiring attention
- 5) Any parts needed (for listed discrepancies or otherwise) such as an oil sample kit
- 6) Submission of information as outlined in paragraph 2 above to **DOM** prior to reaching the run-out tach time.

j. Unless specifically directed by **DOM**, all 100-hour inspections shall be performed as 100 hour/annual inspections and so noted in the aircraft log books.

Section 3 - Engine Oil Analysis - CAPR 66-1 (10c)

1. Oil sample kits may be ordered from **DOM** prior to an aircraft undergoing an oil change. Only the oil sample kits supplied by **DOM** are the to be used.

2. Return address on Oil samples taken from CAP aircraft should reflect the following:

HQ New York Wing Civil Air Patrol
Attn: DOM
817 Stewart Ave (Rear)
Garden City, New York 11530

3. **DOM** will forward a copy of the results to the respective Group. CAPR 66-1 requires copies of oil analysis to be retained with the aircraft logs.

Section 4 - Transport Authorization

a. Permission to use the **B-8m** code for transport flights to/from maintenance shall be obtained (in order) from either the **DOM, DO**, appropriate **CV** or Wing Commander, prior to conducting the flight. Failure to obtain permission to use the **B-8m** code will result in the pilot and/or Group being billed for the aircraft flight.

Section 5 - Survival Kit - CAPR 66-1 (11h)

a. CAPR 66-1 11-h indicates that each wing shall determine an appropriate survival kit. Based on FAA Pamphlet FAA-P-8740-59, "Land Survival: Are you Prepared?", AFS-803 dated 1999, Attachment 3 contains a listing of items that shall comprise the minimum survival kit to be carried on all NY Wing Aircraft. Groups will be required to fund and maintain the survival kits contained on aircraft assigned to their area. While attachment 4 identifies the minimum equipment contained in the kit, local groups are encouraged to supplement the list as desired. Kit shall contain an identification tag listing the inventory and weight. Kit items that have a shelf life shall be replaced on a periodic basis IAW the manufacturer's recommendation or expiration date.

b. Individual aircrew members are encouraged to assemble and carry personal survival equipment in a vest or kit form. Consideration should be given to environmental conditions and weight. Individual kits shall contain appropriate identification of ownership, inventory of items and weight.

Section 6 - Financial Accounting - Flying Hour Costs - CAPR 66-1 (14b)

1. Effective 1 Jun 03, the Aircraft **hourly rate paid to NY Wing** for Corporate Aircraft Flights under the **non-reimbursable Category B (except B16 and B99)**:

C-172 Aircraft (including C-172 XP)	\$ 47.00
C-182 Aircraft	\$ 58.00
Glider (not counting tow plane)	\$ 5.00

2. Effective 1 Jun 03, the Aircraft **hourly rate paid to NY Wing** for Corporate Aircraft Flights under the **non-reimbursable Category C and Category B16 and B99**:

C-172 Aircraft (including C-172 XP)	\$ 57.00
C-182 Aircraft	\$ 68.00

3. Effective 1 Jan 02, Groups will have the option of adding a local surcharge to the above hourly fees to cover local costs and contingencies, not to exceed \$10 per hour.

**DALE RENEE HUMPHRIES, First Lieutenant, CAP
Director of Administration**

<<< Signed >>>



**AUSTYN W. GRANVILLE, JR., Colonel, CAP
Commander**

DISTRIBUTION:

- 2 ea – NHQ/DO, NER/DO
- 1 ea – NY Wg CC, CV, CS, DA, DO, DOM, DOS, FM
- 1 ea – NY Wg Group
- 1 ea – NY Wg Squadron

CURRENT MAILING ADDRESSES

Mailing Address for NY Wg/DOS

**Lt Col Bill Hughes, CAP
4667 Boynton Road
Walworth, NY, 14568**

Mailing Address for NY Wg/DO

**LtCol Steven Perta, CAP
7487 Coleman Mills
Rome, New York 13440-7207**

Mailing Address for NY Wg/FM

**New York Wing, CAP
Attn: FM
817 Stewart Ave (Rear)
Garden City, New York 11530**

Mailing Address for NY State Director, CAP-USAF Liaison

**State Director, CAP-USAF Liaison NY
1 Air National Guard Way
Scotia, New York 12302**

**New York Wing Civil Air Patrol
Request for Aircraft Maintenance Authorization**

Date of Request: _____ Aircraft Tail Number: _____

CAP Point of Contact: Name: _____ Phone: _____

E-mail: _____ Other: _____

Nature of Maintenance Requested: _____

Proposed Vendor: Vendor Name: _____

Location: _____ Phone Number: _____

Hourly Shop Rate: \$ _____ Estimated # of Labor Hours: _____

Estimated Total Labor Cost: \$ _____

Other estimated costs: _____

Parts Required: Part Description Part Number (if known) Source

Parts Required:	Part Description	Part Number (if known)	Source
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Parts Shipping Address: _____

Approved: _____ Date: _____
NYW Aircraft Maintenance Officer

Approved: _____ Date: _____
NYW Vice or Wing Commander

NY Wing Work Order # _____

Follow-Up: NYW Form 90 and Original Invoice Received (Date): _____

New York Wing Civil Air Patrol Invoice Approval Form

Forms are to be typed or computer generated only

Date of Invoice: _____ Date Form Submitted: _____

Vendor Invoice #: _____ Wing Work Order #: _____

Vendor to be Paid: _____

Name

Street

City, State, Zip

In Payment for: _____

Approved to Pay: _____ Date: _____

Signature of Group Commander, Maintenance Officer or Designee

_____ Date: _____
Signature of Wing Maintenance Officer or Designee

_____ Date: _____
Signature of Wing Commander, Finance Officer or Designee

Notice: All invoices and receipts must be attached to this request. Invoices sent to CAP National HQ directly by vendor will not be paid until vendor reissues in the name of New York Wing. Bills not approved by New York Wing HQ in advance will not be reimbursed, and are the sole responsibility of the unit incurring the charge.

For Wing Headquarters use only

Paid: Wing Check #: _____ Date: _____

Denied: Reason: _____

Attach additional page if more detail required

Who Contacted: _____ Date: _____

_____ Signature of Wing Commander, Finance Officer or Designee

New York Wing A/C Minimum Aircraft Survival Kit Inventory

First Aid Kit (Components in airtight container)

- Various Size Adhesive Bandages
- Compress
- Tape
- Trauma Dressing
- Antihistamine
- Analgesic (for pain relief)
- Lightweight Survival (space) Blankets (1 per crew member)
- Waterproof matches in a waterproof container
- Candles
- Signal Mirror
- Multi-function knife
- Liquid Filled Compass
- Small Flashlight and extra set of batteries
- Large Plastic trash Bags (6 each)
- 50 feet light weight line (parachute cord)
- Aluminum Foil, one roll
- Work Gloves
- Sunscreen (SPF 30 or greater)
- Mosquito repelle
- Liter of Bottled Water (1 per crew member)
- Copy of FAA Pamphlet FAA-P-8740-59, "Land Survival: Are you Prepared?" AFS-803 dated 1999

Based on FAA Pamphlet FAA-P-8740-59, "Land Survival: Are you Prepared?" AFS-803 dated 1999

Note:

- 1. Kit to contain a label with kit contents and weight.**
- 2. Replace items with shelf life/expiration per manufacturer's recommendations.**

