

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 MS Word format, with computer fill-in fields in key forms. These pages should be put in a new white 1-3" 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. Please note that those pages with computer fill-in fields can now be saved with those fields intact, unlike previous versions. These pages have been designed to print correctly on the vast majority of popular laser and inkjet printers. They can be filled out manually, or filled in via computer and saved. The naming/numbering system for files has also been revised for ease of use.

This document is based upon CAP National policies and the relevant CAP regulations. No local changes, alterations or revisions are authorized except those specified in the Table of Contents as local options. 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and USAF inspectors will be provided with copies of all the current AIF pages, and aircraft that do not comply or have outdated or unauthorized local versions of these forms may be grounded by competent authority.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. **Note: Shaded areas identify new or revised material.**

The **Aircraft Configuration / Cover** (01 AIF_CVR) 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 manually or by computer. A note has been added to clarify the rules for calculating the due dates for key inspections. Also, please note that "Oil Type" has two checkboxes, indicating the two oil types approved for use in CAP aircraft on the Consolidated Maintenance Program. For aircraft not yet on the program, check "Mineral / Other" and note the oil type used in one of the blank fill-in areas provided at the bottom of the form. The naming/numbering system for files is standardized for ease of use.

- Two copies of the **Aircraft Grounded Placard** (02 AIF_GND) are to be printed on red colored paper and placed back-to-back inside the front cover pocket in a clear plastic page-sized sheet protector.
- The **Table of Contents** (03 AIF_TOC) and **Administrative Preflight Checklist** (04 AIF_APC) are to be placed back-to-back as the first page in a plastic sheet protector. This latter form has fields that can be filled in manually or by computer, allowing you to enter contact names & numbers, so you can type in your local information prior to printing.
- **AIF Layout** (00_AIF_LAYOUT) provides AIF binder layout guidance and is placed directly in front of the **Current Version of Contents** (05 AIF_CONTENT).
- **Current Version of Contents** (05 AIF_CONTENT) is the memo referencing the current contents of the binder. It is placed in front of the first numbered tab, in a plastic sheet protector.

- TAB 1:** The Aircraft Flight Time Log 1 (06 AIF_FLT_LOG_1) and Aircraft Flight Time Log 2 (07 AIF_FLT_LOG_2) are to be placed back-to-back in a plastic sheet protector behind this tab, followed by the second page of 07 AIF_FLT_LOG_2, also in a plastic sheet protector. Multiple copies of Aircraft Flight Time Log 3 (08 AIF_FLT_LOG_3) are to be placed after them. This form has fields that can be filled in manually or by computer, allowing you to enter and save custom information for your Wing or unit.
- TAB 2:** Equipment / Inspection / Document Requirements (09 AIF_EQP_INST) is to be placed in a plastic sheet protector behind this tab. The former Aircraft Discrepancy Log page is no longer used by CAP as per the FAA. Also included (to be placed behind the Aircraft Equipment / Inspection / Document Requirements page) is a letter from the manufacturer of the SDIS equipment (11 AIF_R100) 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 & Fire Extinguisher Inspection (12 AIF_VOR-FE). 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. This form has fields that can be filled in manually or by computer, allowing you to enter and save custom information for your Wing or unit. **The second (back) page of this document is used to conduct the monthly fire extinguisher inspection;** instructions are self-explanatory and provided on the sheet.
- 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.** Operational Risk Management Instructions (13 AIF_ORM_INST) is to be placed in a plastic sheet protector behind this tab. Multiple copies of the Operational Risk Management Forms (14 AIF_ORM) 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. These forms were formerly known as the Tactical Risk Management forms.
- 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. The **ARCHER Log** for GA-8 aircraft (*15 AIF_ARCHER*) is also to be placed behind this tab. Units operating GA-8 aircraft on ARCHER missions must have the ARCHER operator fill out this form to document personnel involved and ARCHER Hobbs time for each ARCHER mission flown.

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 to be placed (right traffic pattern, noise-sensitive areas etc).

~~TAB 15. GPS Database Update Record (*16 AIF_GPS*) Requirement & Tab 15 are removed.~~

Optional Crosswind Chart (*17 AIF_XWIND*) 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.

- The **Density Altitude Graph / Back Cover** (*18 AIF_BK_CVR*) is to be placed under the clear plastic back cover of the binder for ready 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 the National Senior Advisor / Operations.

OPR: CAP NHQ/DOV