



IN WG OPERATING INSTRUCTION 07-04

1 January 2009

Operations

IN WG MISSION AND AIRCRAFT REIMBURSEMENT PROCEDURES

SUMMARY OF CHANGES

This instruction outlines revised Indiana Wing procedures for submission and processing of mission reimbursement and aircraft-related financial paperwork. It contains several process changes from the 1 October 2008 edition that are highlighted with a grey background. The most significant changes are to use the CAPF 104 instead of the INWG Form 994 for documentation of A1, A2 and A5 sorties and the Wing's address.

1. Purpose. This OI contains the instructions required for CAP personnel involved in missions that are funded by either CAP or the member. It is vital that all personnel performing these missions know and understand the processes and responsibilities required for mission reimbursement.

2. Responsibilities.

a. The **Wing Commander** is responsible for formulating mission reimbursement policy and procedures, receiving monthly reports on reimbursements and enforcing compliance through the Wing operations staff and subordinate unit commanders.

b. The **Director of Operations (DO)** will

- (1) Ensure Operations staff understand this procedure and provide initial and remedial training to Indiana Wing mission personnel.
- (2) Ensure tach sheets for each IN WG aircraft are made available to Wing finance staff.
- (3) Assist the Indiana Wing finance staff to ensure successful execution of this operating instruction.

c. The **Counter Drug Officer (DOC)** will ensure proper execution of mission reimbursement procedures for Counter Drug missions.

d. The **Sailplane Operations Officer (DOG)** will ensure proper execution of mission reimbursement procedures for the Wing glider program.

e. The **Standardization / Evaluation Officer (DOV)** will ensure that sufficient monies are available for all DOV-authorized funded Form 5 and Form 91 pilot evaluations and will ensure proper execution of mission reimbursement procedures for funded evaluation flights.

f. The **Finance Officer (FM)** will:

- (1) Ensure 100% of Wing reimbursements related to funded missions and other flying-related activities are captured in accordance with CAP policy.
- (2) Audit all WMIRS entries against aircraft tach sheets and fuel receipts.
- (3) Ensure that all self-funded sorties result in reimbursement for aircraft maintenance fees at hourly rates established by CAP.
- (4) Generate and submit to NHQ all WMIRS CAPF 108s.
- (5) Advise the Wing Commander and DO on the status of the monthly mission reimbursement process.

g. The **Wing Administrator (WA)** will assist FM in the execution of this OI including auditing tach sheets, submitted IN WG Form 994s, payments by CAP personnel for self-funded flights, fuel receipts and making entries in Quickbooks.

h. All Indiana Wing **incident commanders, flight release officers and pilots** are required to understand and to properly utilize these procedures.

3. Administrative Coordination.

a. IN WG Mailing Address.

Civil Air Patrol IN WG/WA (Mission Paperwork) 3010 White River Parkway Indianapolis, IN 46208	<i>Temporary, pending appointment of WA</i> Lt. Thomas E. Elam, IN WG/FM 3825 Constitution Dr. Carmel, IN 46032
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Rosters and IN WG Forms. The Wing Staff Roster and INWG forms are maintained on the IN WG Website (<http://www.indiana-wing.org/>). Staff changes are announced from time to time through this Website. Members are responsible for obtaining a user name and password and checking the information to make sure they are using the correct mail and email addresses as Wing staff officer appointments do change from time to time. To subscribe to the Indiana Wing Website, send an email to mtgallant@comcast.net. Please include your CAP ID Number and requested login ID name, which can be a name or a function – example: IN WG/IT is for Indiana Wing/Information Technology Officer.

b. Monthly Audit Procedures. On or before:

- 5th of the month – aircraft tach sheets for prior month will be transmitted to the DO and FM
- 12th of the month -- FM will validate all WMIRS entries against tach sheets and Form 994s. A discrepancy report will be transmitted to all parties concerned.
- 15th of the month -- FM will generate a list of all self-funded "B" and "C" missions and document payment discrepancies
- 15th of the month – WMIRS Form 108s for prior month's missions will be generated by FM
- 25th of the Month -- FM and WA will resolve discrepancies in self-funded sorties and invoice pilots for shortages and refund excess member reimbursements.

4. Mission Processing Requirements.

a. **Background.** Indiana Wing is required to cover AVCARD fuel expenditures from Wing funds while awaiting reimbursement from NHQ for funded missions. For unfunded missions, we pay Civil Air Patrol for the minor maintenance costs of each aircraft, members pay for fuel and reimburse Wing for the maintenance charges collected by NHQ. The Wing operating budget is about \$13,000 a year from member dues, and we only maintain a small financial reserve. When AVCARD, major vehicle expenditures, and mission support expenditures run as much as \$15,000 a month in the summer, timely reporting is absolutely critical to ensure quick reimbursement from NHQ and uninterrupted Wing mission capability.

b. **"A" Mission Symbols:** "A" missions are typically considered, "Funded Missions." AVCARD use for aviation fuel is authorized, fuel expenditures for ground support for some missions is paid. **Lodging and per diem** may also be authorized for A1 and A2 missions. NHQ reimburses us for fuel via WMIRS. Through CMMP, NHQ pays for all aircraft maintenance direct to the service shop. In an emergency, NHQ may authorize local repairs for an aircraft if prior authorization is received through IN WG DOM.

c. **"B" & "C" Mission Symbols:** These missions are typically called "Unfunded Missions" for aviation related activities. AVCARD use for aviation fuel is usually not authorized. The pilot is to purchase aviation fuel, and submits the pilot-paid fuel receipt, the check for the hourly maintenance fee and an IN WG Form 994 to HQ IN WG. NHQ collects these maintenance fees from us to reimburse CMMP. These missions also require reporting in WMIRS.

d. **Aircraft Refueling:** After every sortie aircraft will be refueled. This is crucial to ensure expenses track with the mission flown. In situation where the FBO is closed or otherwise unable to fuel the aircraft, the PIC is normally expected to return the next day, have the aircraft fueled, and send in the fuel receipt with the IN WG Form 994. At the beginning of a mission, if an aircraft is found to be low on fuel, fuel the

aircraft, notify the prior pilot of the issue, and arrange to have that pilot retrieve the receipt and file it on an IN WG Form 994. Many refueling issues are occurring related to A9 CMMP sorties. Even short maintenance trips to Seymour require refilling the aircraft tanks if the aircraft is going to remain at the consolidated maintenance facility.

5. Reporting Requirements. Figure 1-1 outlines the process the PIC should follow when completing paperwork following a flight.

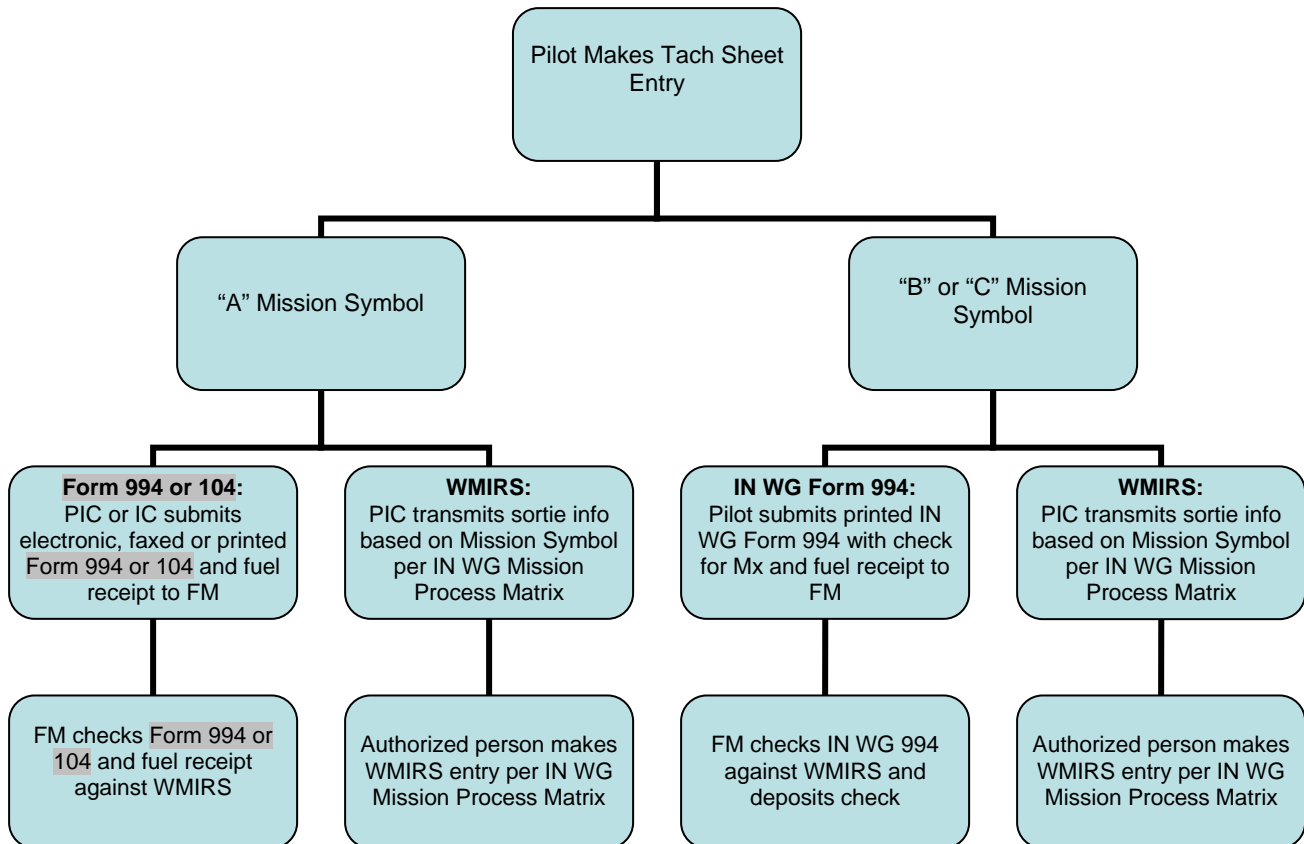
a. **WMIRS: EVERY** flying sortie, whether reimbursed or not, and ground sorties where reimbursement is authorized and requested, will be entered in WMIRS within 72 hours of completion.

(1) Pilots will not enter data into WMIRS, but will submit sortie information to the persons identified in Attachment 1.

(2) It is particularly important that A15 Cadet O-Flights be entered promptly and accurately. To facilitate the A15 reporting process we have incorporated the IN WG Form O-Flight Reporting Form into IN WG Form 994. O-Flight information will be entered on this combined form and mailed to both the releasing FRO and the FM within 24 hours of the sortie(s).

b. **IN WG Form 994 or CAPF 104.** EVERY flying sortie that is entered on a tach sheet will result in an IN WG Form 994 or CAPF 104 (A1, A2 and A5 sorties only) and fuel ticket(s) being sent to the Wing Finance Officer, normally within 24 hours of the sortie. A copy of the IN WG Form 994 may also be sent to the FRO to close out the flight release.

Figure 1-1. General IN WG Form 994/CAPF 104 Reporting Flow Chart.



(1) If the sortie is reimbursed under an A mission symbol the IN WG Form 994 (or CAPF 104 for A1, A2 and A5 missions) will be sent with a fuel receipt(s) within 24 hours of the end of the sortie.

(2) If the sortie is a self-funded B or C sortie (almost always the case that B and C sorties are not reimbursed) a check for maintenance and the fuel receipt(s) will also accompany a printed and mailed

IN WG Form 994. The IN WG Form 994, check, and fuel receipt will be mailed within 24 hours of the end of the sortie. Any IN WG Form 994 for a pilot-funded B or C Mission not accompanied by a check for maintenance expense will be returned to the sender with an invoice for the amount owed. ALL self-funded flights require purchase of fuel used, even if the aircraft is not normally topped off and started the sortie with more than the normal fill level.

(3) If a pilot's unit is paying for the sortie, the pilot will need to seek reimbursement from the unit after paying for the fuel and maintenance charges.

(4) Even if no fuel was purchased you will still need to file an IN WG Form 994 **or Form 104** with an explanation as to why no fuel was put into the aircraft.

(5) Several IN WG Form 994s may be submitted at the same time. If these are for B and C sorties one check can be used to cover the entire expense.

(6) If for any reason there is a need to purchase fuel for a funded A mission using anything other than the AVCARD an IN WG Form 994 **or Form 104** with a Form 108 claim reimbursement form for the fuel cost, accompanied by the fuel receipt, will need to be filed. The two forms and the receipt will all be sent in together. The request must be sent to the FM.

(7) Failure to submit an IN WG Form 994 **or Form 104** for any sortie may result in an invoice to the PIC.

c. **IN WG Form 108 Preparation.** If there are mission expenses that are to be reimbursed to individuals a Form 108 must be prepared and submitted to the Wing Finance Officer. Normally these expenses would be aircraft or auto fuel purchased with personal funds in support of USAF funded A1, A2 and A5 missions. Other possible needs for this form include pre-authorized hotel accommodations, per diem, and any other authorized mission-related expenses. If a pilot cannot use the Wing AVCARD for a funded mission fuel purchase the IN WG Form 108 must also be submitted in addition to the IN WG Form 994. Form 108 is not to be used for non-mission reimbursements. IN WG Form 925 is authorized for non-mission reimbursements.

NOTE: Authorized mission-related expenses incurred by individuals **will not** be reimbursed without a completed and signed Form 108.

d. **WMIRS Form 108 Preparation.** The WMIRS Form 108s for final mission expense submission will be prepared and submitted by only those officers named on "Attachment 1".

e. **Accuracy.** Please make every attempt to be accurate and complete with your paperwork. It is important that WMIRS, the tach sheet, IN WG Form 994s, Forms 104 and Forms 108 are correct and consistent. Examples of potential errors include:

- Hobbs and tach math errors and writing an incorrect reading on the tach sheet
- Incomplete tach sheet entries (missing/erroneous date, Mission Number, PIC name, FRO initials and Mission Symbol)
- Discrepancies between tach sheets and IN WG Form 994's
- Discrepancies between tach sheets and WMIRS
- Missing WMIRS entries for funded and non-funded flights
- Missing IN WG Form 994's for funded and non-funded flights
- Sorties recorded under incorrect Mission Symbols in tach sheets and WMIRS (e.g. B15 recorded for an A15 cadet O-Flight)
- Missing auto tag numbers, mileage or signature on the Form 108

6. Reporting Procedures by Mission Type. Attachment 1 contains the mission process matrix with a summary of these steps below and attachment 2 contains CAP definitions of mission types.

a. **"A" Mission Procedures.** "A" missions not listed below will be handled on a case by case basis with the Wing Director of Operations and the Wing Finance Officer.

(1) A1 (AFRCC SAR), A2 (AFNSEP DR), A5 (SAR/DR Training)

- (a) Incident commander (IC) gathers all the paperwork for the mission.
- (b) IC enters the sortie information into WMIRS within 24 hours of the sortie.
- (c) Pilots, vehicle drivers and the IC, will send all fuel receipts, Forms 108 and Forms 104 to Wing Finance Officer (FM) within 24 hours of final mission activity.
- (d) FM will validate mission WMIRS entries.
- (e) Any discrepancies found by FM will be resolved with the IC.
- (f) Once the FM validates information in WMIRS, FM sends email to IC.
- (g) FM submits the WMIRS Form 108 to NHQ.
- (h) FM will send the fuel receipts and forms to WA for filing.
- (i) WA receives notifications of reimbursement.
- (j) WA reconciles reimbursement with invoice.
- (k) WA enters deposit into QB.
- (l) WA creates reimbursements for members.

(2) A3 (CD actual), A4 (CD Training) Missions.

- (a) Pilots submit Form 84 to DOC within 24 hours of the sortie.
- (b) Pilots submit IN WG Form 994 and fuel receipts to FM within 24 hours of the sortie.
- (c) DOC will enter Form 84 data, including fuel costs, into WMIRS within 24 hours.
- (d) FM reconciles data from IN WG Form 994 and Form 108 with data entered into WMIRS, and notifies DOC that data is correct.
- (e) FM submits the WMIRS Form 108 to NHQ.
- (f) FM will send the fuel receipts and forms to WA for filing.
- (g) WA receives notifications of receipts.
- (h) WA reconciles reimbursement with invoice.
- (i) WA enters deposit into QB.
- (j) WA creates reimbursements for members.

(3) A7 missions (USAF funded CAPF 5/91 check rides)

- (a) Pilot requests INDOV authorization for funded Form 5 or Form 91 evaluation and a mission number (if funds are not available the pilot may elect to use Mission Symbol B17 and pay for the evaluation from personal funds).
- (b) Pilot sends DOV **and** FM copies of the IN WG Form 994 within 24 hours of the flight. Fuel receipts accompany the copy sent to the FM.
- (c) DOV enters flight and fuel cost data for funded evaluations into WMIRS.
- (d) Other checkride paperwork will be routed through Unit DO to INDOV within five business days
- (e) FM submits the WMIRS Form 108 to NHQ.
- (f) FM will send the fuel receipts and forms to WA for filing.
- (g) WA receives notifications of receipts.
- (h) WA reconciles reimbursement with invoice.
- (i) WA enters deposit into QB.

(4) A6, A9, A15 and A20 flights released under the monthly "A" mission number:

(a) A6 AFROTC Orientation Flights.

1. Pilot receives request for AFROTC flights from local AFROTC detachment.
2. Pilot accepts and flies AFROTC O-Flight assignment.

3. Pilot sends copy of the IN WG Form 994 to the FM AND FRO within 24 hours of the flights. Fuel receipt(s) and copies of AFROTC Flight Orientation Information sheets go to FM with the IN WG Form 994.
4. FRO enters flight and fuel cost data into WMIRS.
5. FM reconciles WMIRS data with submitted documentation.
6. Proceed to end of month below.

(b) A9 Maintenance Flights.

1. Only specifically designated FROs can request and release A9 flights (See Attachment 1)
2. Pilot is given a Mission Number by the FRO requesting the flight.
3. Pilot closes the flight with the releasing FRO.
4. FRO enters flight and fuel cost information into WMIRS.
5. Pilot sends IN WG Form 994 and fuel receipt to FM within 24 hours.
6. FM reconciles WMIRS data with submitted documentation.
7. Proceed to end of month below.

(c) A15 and A20 Cadet Orientation Flights.

1. Pilot accepts request for O-Flights via the pilot's unit or area commander.
2. Pilot informs the releasing FRO of the flight and cadet data by submission of a completed IN WG Form 994 via email within 24 hours of completion of the flight.
3. FRO verifies flight and O-Ride information and enters into WMIRS.
4. Pilot sends copy of fuel receipt and IN WG Form 994 to FM within 24 hours.
5. FM reconciles WMIRS data with submitted documentation.
6. Proceed to end of month below.

(d) At the end of the month:

1. FM submits the WMIRS Form 108 to NHQ.
2. FM will send the fuel receipts and forms to WA for filing.
3. WA receives notifications of reimbursement from NHQ.
4. WA enters deposits into QB.
5. WA reconciles reimbursements with invoices.
6. WA reconciles Form 994s against fuel charged to the Wing fuel account.
7. WA informs FM and CC of any discrepancies.

b. "B" Mission Procedures. Note: B8, B10, B11, B13, B14, B18, B21 and B99 missions will be handled on a case by case basis with the Director of Operations and the Wing Finance Officer.

(1) B9 -- Wing-Funded maintenance flight (Requires prior Wing approval).

- (a) Pilots are authorized to use the Wing AVCARD for fuel purchases.
- (b) Only specifically designated FROs can request and release B9 flights (See Attachment 1).
- (c) Pilot closes the flight with the releasing FRO.
- (d) FRO enters flight and fuel cost information into WMIRS.
- (e) Pilot sends IN WG Form 994 and fuel receipt to FM within 24 hours.
- (f) FM reconciles WMIRS data with submitted documentation.
- (g) FM will send the fuel receipts and forms to WA for filing.

(2) B12 – Self-Funded Mission Pilot Proficiency flights

- (a) Qualified SAR/DR/CD mission pilot flies a proficiency flight conducted pursuant to guidelines published by HQ CAP-USAF in CAPR 60-1 attachment 7 and attachments 9-1 through 9-7 and SAR/DR training in accordance with CAPR 60-3.
- (b) FRO enters flight data into WMIRS.
- (c) Pilot pays for fuel (note, Wing AVCARD for payment on these missions is not authorized).

- (d) Pilot will send fuel receipt(s), IN WG Form 994, and minor maintenance check to FM within 24 hours of the flight.
- (e) FM processes minor maintenance check, files IN WG Form 994 with WA
- (f) If the pilot's unit is paying for the flight the pilot will apply to the unit for reimbursement

(3) B15 and B20 – Self-Funded Cadet Orientation Flights

- (a) Pilot accepts request for O-Flights from a requesting unit's or area commander.
- (b) Pilot supplies completed IN WG Form 994 to the releasing FRO (B15) or IN WG DOG (B20) within 24 hours of completion of the flights.
- (c) FRO or DOG enters Cadet and flight information into WMIRS.
- (d) Pilot pays for fuel (note, Wing AVCARD for payment on these missions is not authorized).
- (e) Pilot sends fuel receipt, IN WG Form 994, and minor maintenance check, to FM within 24 hours of the flights.
- (f) FM processes check, files IN WG Form 994 with WA.
- (g) If the pilot's unit is paying for the flight the pilot will apply to the unit for reimbursement.

(4) B17 missions – Pilot-Funded, USAF insured CAPF 5/91 checkrides.

- (a) Pilot contacts the DOV and secures permission for the evaluation.
- (b) Pilot pays for fuel (note, Wing AVCARD for payment on these missions is not authorized).
- (c) Pilot sends fuel receipt, IN WG Form 994, and minor maintenance check, to FM within 24 hours of the flight.
- (d) Evaluation paperwork (IAW CAPR 60-1 & IN WG Sup 1, CAPR 60-1) including a copy of the IN WG Form 994 will be sent to DOV via the unit DO for signature.
- (e) DOV enters flight and fuel cost information into WMIRS.
- (f) FM processes check, files IN WG Form 994 with WA.
- (g) If the pilot's unit is paying for the flight the pilot will apply to the unit for reimbursement.

c. "C" Mission Procedures.

(1) All Wing-Funded C flights: (These flights require the Wing Finance Committee's prior approval).

- (a) Pilot receives written Wing Finance Committee authorization for Wing Funding.
- (b) Pilots are authorized to use the Wing AVCARD for fuel purchases.
- (c) Pilot communicates flight information to FRO.
- (d) FRO enters flight information into WMIRS.
- (e) Pilot sends IN WG Form 994 and fuel receipt to FM within 24 hours of the flight.
- (f) FM verifies IN WG Form 994, prior Wing authorization, files IN WG Form 994 with WA.
- (g) C99 missions are authorized by IN WG/CC per CAPR 60-1.

(2) All Pilot or Unit-funded C flights.

- (a) Pilot communicates flight information to FRO.
- (b) FRO enters flight information into WMIRS.
- (c) Pilot pays for fuel (note: Wing AVCARD for fuel payment is not authorized)
- (d) Pilot sends IN WG Form 994, fuel receipt, and minor maintenance check to FM within 24 hours of the flight.
- (e) FM processes check, files IN WG Form 994 with WA.
- (f) If the pilot's unit is paying for the flight the pilot will apply to the unit for reimbursement.

(3) B21/C21 NHQ-Assigned flights will be handled on a case-by case basis with the CC, Director of Operations and Wing Finance Officer

**Attachment 1
IN WG Mission Process Matrix**

Mission Symbol(s)	Mission Number Source	Authorized FRO	WMIRS Entry	Form 108 Generation	108 is Done	PIC Paperwork	Notes
A1, A2, A5	IC	IC	IC or designated mission base staff	FM	At close of mission	CAPF 104 and/or Form 108, and Fuel Receipt(s) to FM	
A3, A4	DOC	Any FRO	DOC	FM	Monthly	IN WG Form 994 to and Fuel Receipt FM, IN WG Form 84 to DOC	All CD sorties are assigned by the DOC
A6	FRO or WMIRS	Any FRO	FRO	FM	Monthly	IN WG Form 994, Cadet Information sheets, and Fuel Receipt to FM;	
A7	DOV	Any FRO	DOV	FM	Monthly	IN WG Form 994 and Fuel Receipt to FM; IN WG Form 5, CAP Form 5 or CAP Form 91 to Unit DO for signature and forwarding to DOV. Copy of IN WG Form 994 to DOV	All A7 sorties require prior approval of DOV
A9	DOM/DO	CC, DO, DOM	FRO	FM	Monthly	IN WG Form 994 and Fuel Receipt to FM	Sorties require prior approval of DOM/DO or designatee
A15	FRO or WMIRS	Any FRO	FRO for powered sorties, DOG for glider sorties	FM	Monthly	IN WG Form 994 and Fuel Receipt to FM; IN WG Form 994 to FRO	
A18	All A18 Homeland Security missions are handled on a case-by-case basis by the CC or DO				At close of mission	IN WG Form 994 and Fuel Receipt to FM	
A20	DOG	Any FRO	DOG	FM	Monthly	IN WG Form 994 and Fuel Receipt to FM; Copy of IN WG Form 994 to DOG	
A99	All A99 Air Force Assigned missions are handled on a case-by-case basis by the CC or DO						
B9	CC/DOM/DO	CC	FRO	NA	NA	IN WG Form 994 and Fuel Receipt to FM with check for aircraft maintenance	Sorties require prior approval of DO or designatee and PIC reimbursement of hourly maintenance fee and fuel purchase from personal funds
B12	FRO	Any FRO	FRO	NA	NA	IN WG Form 994 and Fuel Receipt to FM with check for aircraft maintenance	Sorties require PIC reimbursement of hourly maintenance fee and fuel purchase from personal funds
B15	FRO	Any FRO	FRO	NA	NA	IN WG Form 994 and Fuel Receipt to FM with check for aircraft maintenance; Copy of IN WG Form 994 to FRO	Sorties require PIC reimbursement of hourly maintenance fee and fuel purchase from personal funds
B17	DOV	Any FRO	DOV	NA	NA	IN WG Form 994 and Fuel Receipt to FM with check for aircraft maintenance; If Form 5 or Form 91: IN WG Form 5, CAP Form 5 or CAP Form 91 and copy of IN WG Form 994 To Unit DO for signature, then pilot sends to DOV	Sorties require Prior Approval of DOV and PIC reimbursement of hourly maintenance fee and fuel purchase from personal funds
B20	DOG	Any FRO	DOG	NA	NA	IN WG Form 994 and Fuel Receipt to FM with check for aircraft maintenance; Copy of IN WG Form 994 to DOG	Sorties require PIC reimbursement of hourly maintenance fee and fuel purchase from personal funds.
C8	NA	Any FRO	FRO	NA	NA	IN WG Form 994 and Fuel Receipt to FM with check for aircraft maintenance	Sorties require PIC reimbursement of hourly maintenance fee and fuel purchase from personal funds. Reimbursement may be made to PIC by Wing with prior authorization.
C9	NA	CC	FRO	NA	NA	IN WG Form 994 and Fuel Receipt to FM with check for aircraft maintenance	Sorties require prior approval of DO or designatee. Sorties require PIC reimbursement of hourly maintenance fee and fuel purchase from personal funds. Reimbursement may be made to PIC by Wing with prior authorization.
C17	NA	Any FRO	If unfunded Form 5 Checkride DOV, otherwise FRO	NA	NA	ALL: IN WG Form 994 and Fuel Receipt to FM with check for aircraft maintenance; If an unfunded Form 5 checkride, IN WG Form 5, CAP Form 5 To Unit DO for signature and forwarding to DOV. Copy of IN WG Form 994 to DOV.	Sorties require PIC reimbursement of hourly maintenance fee and fuel purchase from personal funds. Reimbursement may be made to PIC by Wing with prior authorization.
All Others	All other mission types are handled on a case-by-case basis by the IN WG CC or designatee						

IC = Incident Commander; FM = Director of Finance; FRO = Flight Release Officer; WA = Wing Administrator; DOC = Counterdrug Officer; DOM = Director of Maintenance; DOG = Director of Glider Operations; DO = Director of Operations; CC = Wing Commander; DOV = Director of Standards and Evaluations; PIC = Pilot in Command

**Attachment 2 -- CAPR 60-3, ATTACHMENT 10 – FLIGHT MISSION SYMBOLS
AFAM - USAF Reimbursable Missions**

Mission

Symbol Description

- (A1) Search and rescue missions assigned by the Air Force Rescue Coordination Center (AFRCC)
- (A2) Missions flown under a mission number issued by the Air Force National Security Emergency Preparedness office (AFNSEP) (NOTE 1)
- (A3) Counterdrug actual missions
- (A4) Counterdrug training missions
- (A5) Search and rescue/disaster relief training/evaluations missions/CAPR 123-3 inspections (NOTE 2)
- (A6) Air Force Reserve Officer Training Corps (AFROTC) orientation flights including flights to and from the orientation site
- (A7) CAPFs 5 & 91 evals, NCPS course and CAPR 60-11, *Pilot Continuation Training Program*
- (A9) Maintenance flights in support of Consolidated Maintenance Contract Program (CMCP)
- (A15) CAP cadet orientation flights IAW CAPP 52-7 *Cadet Orientation Flight Syllabus*
- (A18) Homeland Security missions
- (A20) Glider tow plane operations supporting CAPP 52-7, *Cadet Orientation Flight Syllabus*. This includes ferry flights and training. If sufficient funds are available, the wing commander may fund initial tow pilot training for up to two pilots each fiscal year from the wing's training or orientation flight budget.
- (A99) Missions specifically approved by the Air Force including low-level survey, courier, etc
- (A911) Missions requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. These missions may be funded by a customer or the CAP appropriated mission budget.

AFAM – USAF Non-reimbursable (May be reimbursed by non-Air Force agencies)

- (B8) Flights flown for and funded by the American Red Cross
- (B9) Maintenance flights in support of aircraft delivery and pickup (other than CMCP flights)
- (B10) Flights flown under a Federal Emergency Management Agency (FEMA) mission number and flown IAW the FEMA memorandum of understanding (MOU)
- (B11) Flights flown under a National Oceanic and Atmospheric Administration (NOAA) and National Weather Service (NWS) mission number and flown IAW the NOAA and NWS memorandums of understanding.
- (B12) Proficiency flight by qualified SAR/DR/CD mission pilots conducted pursuant to guidelines published by HQ CAP-USAF in attachment 7 and attachments 9-1 through 9-7 and SAR/DR training in accordance with CAPR 60-3.
- (B13) Support to federal or national relief agencies with an Air Force approved MOU
- (B14) Support to state, county, and local agencies when approved and assigned by AF/XOS-HA
- (B15) CAP cadet orientation flights IAW CAPP 52-7, *Cadet Orientation Flight Syllabus*, (not reimbursed with AF funds)
- (B17) CAPFs 5 and 91 evaluations, National Check Pilot Standardization Course, and flight clinics flown under an Air Force mission number
- (B18) Homeland Security Missions
- (B20) Glider tow plane operations supporting CAPP 52-7, *Cadet Orientation Flight Syllabus*. This includes non-reimbursed ferry flights and training
- (B21) NHQ directed and funded missions
- (B99) Other missions specifically assigned by the Air Force (e.g. media, public official, etc.). This mission must be approved in advance by the Air Force

CAP Corporate Missions

Mission

<u>Symbol</u>	<u>Description</u>
(C8)	Air transportation flights to and from squadron or higher official conferences or meetings
(C9)	Maintenance flights (includes flights in support of aircraft delivery and pickup)
(C14)	Support to state, county, and local agencies not assigned as an AF approved mission.
(C16)	Cadet flights including training, flight encampments/academies, cadet encampments, and IACE
(C17)	CAPFs 5 & 91 evaluations and proficiency flights not designated as an AFAM
(C18)	Homeland Security Missions not designated as an AFAM
(C19)	Orientation flights for CAP Aerospace Education Members. These missions are familiarization flights flown without any formalized syllabus
(C20)	Glider tow plane flights for non-USAF missions (includes ferry/training flights)
(C21)	NHQ directed and funded missions
(C99)	Other missions specifically approved by the National/Region/Wing Commander
(C911)	Missions requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. These missions may be funded by a customer or the CAP Wing's corporate (non-appropriated) budget

Other

L1 USAF liaison personnel flying

NOTE 1: Does not include FEMA (B10) missions, Red Cross (B8) missions, or support to other federal or national relief agencies with an Air Force approved MOU (B13).

NOTE 2: CAPR 123-3 inspections are only authorized as an A5 mission through a training mission request via WMIRS.