



## IN WG OPERATING INSTRUCTION 07-04

1 SEPTEMBER 2007

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 is significantly changed and personnel should completely review.

**1. Purpose.** In the last six months, the US Air Force and CAP National Headquarters have asked us to change our methods for processing mission paperwork. Two changes in particular have had a major impact on the way we do business: 1) Web-based Mission Information Reporting System (WMIRS) has changed the method for mission recording, reporting and requesting reimbursement and 2) Centralized Maintenance Management Programs (ConsMx) has consolidated payment and service for aircraft maintenance activities. This change has eliminated hours-based Wing reimbursement for minor maintenance and replaced that process with direct reimbursement to the repair facility.

#### 2. Responsibilities.

- a. The **Wing Commander (CC)** 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 **Cadet Orientation Flight Coordination (DOP)** and **Sailplane Operations Officer (DOG)** will ensure proper execution of mission reimbursement procedures for CAP Cadet and AFROTC Orientation flights.
- 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, sign and submit to NHQ all CAPF 108s.
- (5) Advise the Wing Commander and DO on lack of compliance with mission reimbursement processes.

g. The **Wing Administrator** (WA) will assist FM in the execution of this OI including auditing tach sheets, submitted INWG Form 94s, 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. INWG Mailing Address.

Civil Air Patrol  
IN WG/WA (Mission Paperwork)  
Bldg 151, Box 46  
Grissom ARB, IN 46971

**b. Rosters.** The Wing Staff Roster is maintained on the INWG Yahoo Group and staff changes are announced from time to time through this. Members are responsible for joining the Yahoo Group 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 Yahoo Group, send an email to [Indiana\\_Wing-subscribe@yahoogroups.com](mailto:Indiana_Wing-subscribe@yahoogroups.com). Members must have a Yahoo Group login to access Yahoo Group files beyond just participating in the messaging procedures.

#### c. Monthly Audit Procedures. On or before:

- 10th of the month -- 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 94s. 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 -- Form 108s for all month's prior 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 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 \$9,000 a year from member dues, and we only maintain a small financial reserve. When AVCARD, major vehicle expenditures, and mission support expenditures run over \$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, and NHQ reimburses us for that via WMIRS and the CAPF 108 process. Through ConsMx, 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 mission 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 INWG Form 94 to HQ IN WG. Wing HQ reports “B” & “C” hours on a monthly Form 18 to NHQ. NHQ collects these maintenance fees from us to reimburse ConsMx. These missions also require reporting in WMIRS.

**d. Aircraft Refueling:** After every sortie every aircraft will be refueled. This is crucial to ensure expenses track with the correct mission. In situation where the FBO is closed or otherwise unable to fuel the aircraft, the PIC must return the next day, have the aircraft fueled, and send in the fuel receipt with the INWG Form 94. 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 INWG Form 94. Many refueling issues are occurring related to A9 ConsMx sorties. Even short trips to Seymour require refilling the aircraft tanks if the aircraft is going to remain at the consolidated maintenance facility.

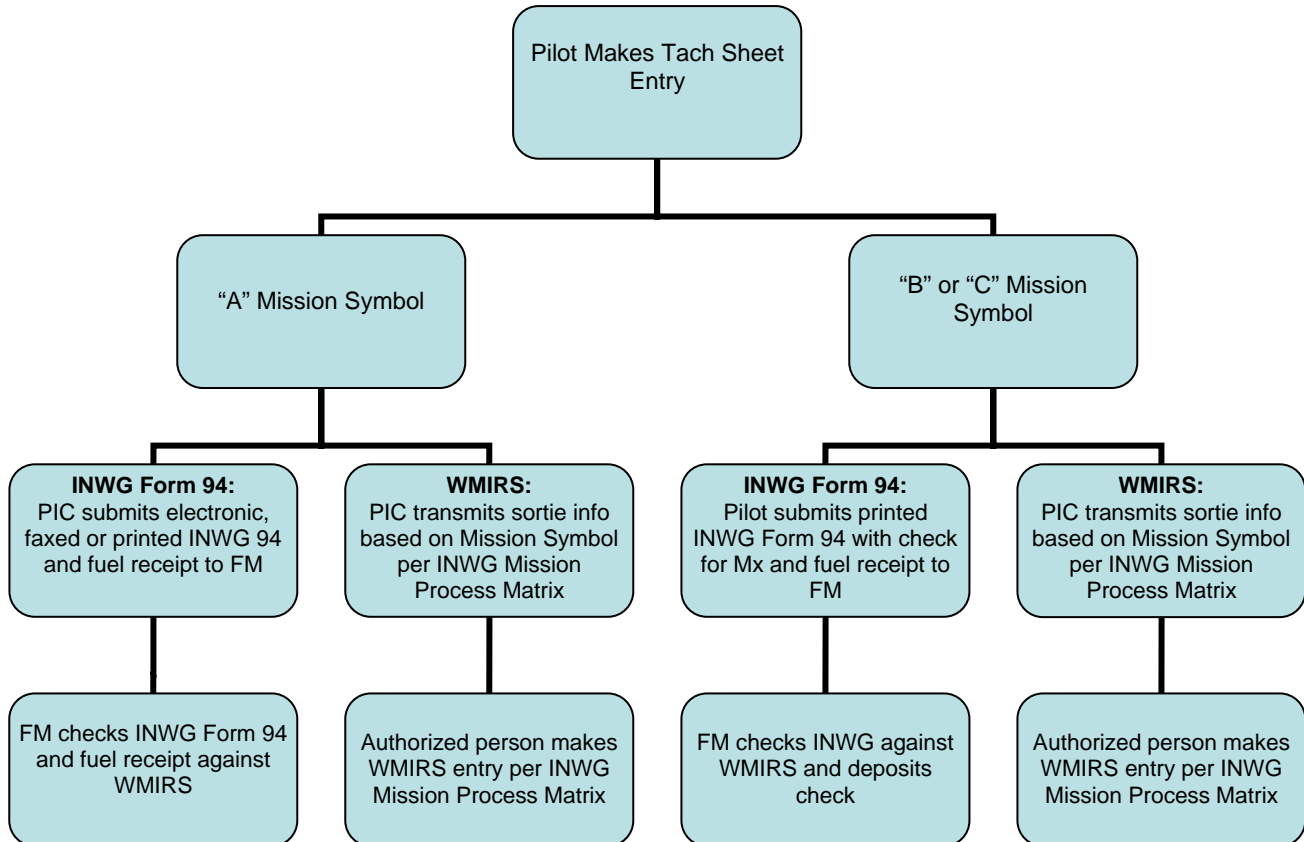
**4. Reporting Requirements.** Figure 1 outlines the process the PIC should follow when completing paperwork following a flight.

**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 are incorporating the INWG Form O-Flight Reporting Form

**Figure 1. PIC Reporting Flow Chart.**



into INWG Form 94. O-Flight information will be entered on this combined form and mailed to both the DOP and the FM within 24 hours of the sortie(s).

**b. INWG Form 94.** EVERY flying sortie that is entered on a tach sheet will result in an INWG Form 94 and fuel ticket(s) being sent to the Wing Finance Officer, **normally within 24 hours** of the sortie. A1, A2, and A5 INWG Form 94s will be submitted to the Wing Finance Officer by the IC with the Mission Folder within 14 days after the end of the mission.

- (1) If the sortie is reimbursed under an A mission symbol the INWG Form 94 will be printed and mailed with an original 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 original fuel receipt(s) will also accompany a printed and mailed INWG Form 94. The INWG Form 94, check, and fuel receipt will be mailed within 24 hours of the end of the sortie. Any INWG Form 94 for a B or C Mission that is not accompanied by a check for maintenance expense will be returned to the sender with an invoice for the amount owed.
- (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 INWG Form 94 with an explanation as to why no fuel was put into the aircraft.
- (5) Several INWG Form 94s 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 INWG Form 94 with an INWG Form 25 claim reimbursement form for the fuel cost, accompanied by the original 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 INWG Form 94 for any sortie may result in an invoice to the PIC.

**c. Form 108 Preparation.** The CAP Form 108s for final mission expenses will be prepared and submitted by only those officers named on "Attachment 1".

**d. Accuracy.** Please make every attempt to be accurate and complete with your paperwork. It is important that WMIRS, the tach sheet and INWG Form 94s are correct and that they are consistent. Examples of potential errors include:

- Hobbs and tach math errors
- Incomplete tach sheet entries (missing/erroneous date, Mission Number, PIC name, FRO initials and Mission Symbol)
- Discrepancies between tach sheets and INWG Form 94's
- Discrepancies between tach sheets and WMIRS
- Missing WMIRS entries for funded and non-funded flights
- Missing INWG Form 94'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)

**5. Reporting Procedures by Mission Type.** Attachment 1 contains the mission process matrix with a summary of these steps below and attachment 2 contains CAPR 60-1 definition 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) IC will collect all of the paperwork (everything that goes into F115).
- (d) IC will send completed F115 to Wing Finance Officer (FM) within 14 days of final mission activity.
- (e) FM will validate mission WMIRS entries with paperwork in F115.
- (f) Any discrepancies found by FM will be resolved with the IC and/or FM.
- (g) Once the FM validates information in WMIRS, FM sends email to CC, DO, FM.
- (h) FM will then print the Form 108, sign and send to NHQ, with a copy to CC, DO, and WA.
- (i) FM will send the Mission Folder to WA for filing.
- (j) WA creates an invoice into QB.
- (k) WA creates reimbursements for members.
- (l) WA writes checks for members and mails to FM.
- (m) WA receives notifications of receipts.
- (n) WA enters deposit into QB.
- (o) WA reconciles reimbursement with invoice.

**(2). A3 (CD Actual), A4 (CD Training) Missions.**

- (a) Pilots submit INWG Form 84 to DOC within 24 hours of the sortie.
- (b) Pilots submit INWG Form 94s and fuel receipts to FM within 24 hours of the sortie.
- (c) Data for POV reimbursement is to be entered into WMIRS by DOC, with CAPF 108 and fuel receipt sent to FM.
- (d) DOC will enter Form 84 and fuel cost data into WMIRS within 24 hours.
- (e) FM reconciles data from INWG Form 94 and POV CAPF 108 with data entered into WMIRS, and notifies DOC that data is correct.
- (f) FM generates 108, signs and sends to NHQ with copy to WA.
- (g) WA creates invoice into QB.
- (h) WA creates reimbursements for members.
- (i) WA writes checks for members and mails to FM.
- (j) WA receives notifications of receipts.
- (k) WA enters deposit into QB.
- (l) WA reconciles reimbursement with invoice.

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

- (a) Pilots request from DOV authorization for funded Form 5 and Form 91 evaluations and a mission number (if funds are not available the pilot may elect to use Mission Symbol B17 and pay for the evaluation from person funds).
- (b) Pilots send DOV and FM copies of the INWG Form 94 within 24 hours of the flight. Original 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 DOV within five business days
- (e) FM will print 108s monthly.
- (f) FM sends 108 to NHQ with copy to WA.
- (g) WA creates invoice into QB.
- (h) WA receives notifications of receipts.
- (i) WA enters deposit into QB.
- (j) WA reconciles reimbursement with invoice.

**(4) Flights released under the monthly "A" mission number:**

**(a) A6 AFROTC Orientation Flights.**

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

3. Pilot sends copy of the INWG Form 94 to the DOP and FM within 24 hours of the flights. Original fuel receipt(s) and copies of AFROTC Flight Orientation Information sheets go to FM with the INWG Form 94.
4. DOP 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 INWG Form 94 and original 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 from the Cadet Orientation Program Coordinator (DOP) or Sailplane Operations Officer (DOG) via the pilot's unit commander.
2. Pilot informs DOP or DOG, as appropriate, of the flight and cadet data by submission of a completed INWG Form 94 via email within 24 hours of completion of the flight.
3. DOP/DOG verifies flight info and enters into WMIRS.
4. Pilot mails copy of original fuel receipt and INWG Form 94 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 will create CAPF 108s from WMIRS for all funded flights with valid fuel receipts.
2. FM will sign Form 108s and send to NHQ.
3. FM will transmit all funded sortie INWG Form 94s attached to respective Form 108s to WA.
4. FM advises WA, CC and all others concerned of any unresolved discrepancies.
5. WA creates invoices into QB.
6. WA receives notifications of receipts.
7. WA enters deposits into QB.
8. WA reconciles reimbursements with invoices.
9. WA reconciles Form 94s against fuel charged to the Wing fuel account.
10. WA informs FM and CC of any discrepancies.

**b. "B" Mission Procedures.** Note: B8, B10, B11, B13, B14, B18, 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 (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 INWG Form 94 and original fuel receipt to FM within 24 hours.
- (f) FM reconciles WMIRS data with submitted documentation.

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

- (a) Pilot requests and receives approval for an evaluation from the DOV.
- (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), INWG Form 94, and minor maintenance check to FM within 24 hours of the flight.
- (e) FM processes minor maintenance check, files INWG Form 94 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 the Cadet Orientation Program Coordinator (DOP) or Sailplane Operations Officer(DOG) or a requesting unit's commander.
- (b) Pilot supplies completed INWG Form 94 to the DOP within 24 hours of completion of the flights.
- (c) DOP 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, INWG Form 94, and minor maintenance check, to FM within 24 hours of the flights.
- (f) FM processes check, files INWG Form 94 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, INWG Form 94, and minor maintenance check, to FM within 24 hours of the flight.
- (d) Evaluation paperwork (IAW CAPR 60-1 & INWG Sup 1, CAPR 60-1) including a copy of the INWG Form 94 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 INWG Form 94 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 C flights that are Wing-funded:** (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 INWG Form 94 and fuel receipt to FM within 24 hours of the flight.
- (f) FM verifies INWG Form 94, prior Wing authorization, and files INWG Form 94 with WA.
- (g) C99 missions are authorized by INWG/CC per CAPR 60-1.

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

- (a) Pilot communicates flight information to FRO.
- (b) FRO enters flight information into WMIRS.
- (c) Pilot pays for fuel (note, Wing AVCARD for payment on these missions is not authorized)
- (d) Pilot sends INWG Form 94, fuel receipt, and minor maintenance check to FM within 24 hours of the flight.

- (e) FM processes check, files INWG Form 94 with WA.
- (f) If the pilot's unit is paying for the flight the pilot will apply to the unit for reimbursement.

**INWG 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	INWG Form(s) 94 and Fuel Receipt(s) to FM	Mission folder goes to FM after mission is closed.
A3, A4	DOC	Any FRO	DOC	FM	Semi-monthly	INWG Form 94 to and Fuel Receipt FM, INWG Form 84 to DOC	All CD sorties are assigned by the DOC
A6	DOP	Any FRO	DOP	FM	Monthly	INWG Form 94, Cadet information sheets, and Fuel Receipt to FM; Copy of INWG Form 94 to DOP	
A7	DOV	Any FRO	DOV	FM	Monthly	INWG Form 94 and Fuel Receipt to FM; INWG Form 5, CAP Form 5 or CAP Form 91 and copy of INWG Form 94 To Unit DO for signature, then pilot sends to DOV	All A7 sorties require prior approval of DOV
A9	DOM/DO	Authorized FROs	FRO who released flight	FM	Monthly	INWG Form 94 and Fuel Receipt to FM	Sorties require prior approval of DOM/DO or designatee
A15	DOP	Any FRO	DOP for powered sorties, DOG for glider sorties	FM	Monthly	INWG Form 94 and Fuel Receipt to FM; INWG Form 94 to O-Flight Coordinator	All funded Cadet O-Flights require prior approval of the O-Flight Coordinator and copy of INWG Form 94 to O-Flight Coordinator within 24 hours of last sortie.
<b>A18</b>	<b>All A18 Homeland Security missions are handled on a case-by-case basis by the CC or DO</b>				At close of mission	INWG Form 94 and Fuel Receipt to FM	Mission folder goes to FM after mission is closed.
A20	DOG	Any FRO	DOG	FM	Monthly	INWG Form 94 and Fuel Receipt to FM; Copy of INWG Form 94 to DOG and DOP	All funded Cadet O-Flights require prior approval of the O-Flight Coordinator
<b>A99</b>	<b>All A99 Air Force Assigned missions are handled on a case-by-case basis by the CC or DO</b>						
B9	DOM/DO	Authorized FROs per INWG Authorized FRO List	FRO who released flight	NA	NA	INWG Form 94 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	WMIRS	Any FRO	FRO who released flight	NA	NA	INWG Form 94 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	DOP	Any FRO	DOP	NA	NA	INWG Form 94 and Fuel Receipt to FM with check for aircraft maintenance; Copy of INWG Form 94 to DOP	Sorties require PIC reimbursement of hourly maintenance fee and fuel purchase from personal funds
B17	DOV	Any FRO	DOV	NA	NA	INWG Form 94 and Fuel Receipt to FM with check for aircraft maintenance; If Form 5 or Form 91: INWG Form 5, CAP Form 5 or CAP Form 91 and copy of INWG Form 94 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	INWG Form 94 and Fuel Receipt to FM with check for aircraft maintenance; Copy of INWG Form 94 to DOG	Sorties require PIC reimbursement of hourly maintenance fee and fuel purchase from personal funds.
C8	NA	Any FRO	FRO who released flight	NA	NA	INWG Form 94 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	Authorized FROs per INWG Authorized FRO List	FRO who released flight	NA	NA	INWG Form 94 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 who released flight	NA	NA	ALL: INWG Form 94 and Fuel Receipt to FM with check for aircraft maintenance; If an unfunded Form 5 checkride, INWG Form 5, CAP Form 5 and copy of INWG Form 94 To Unit DO for signature, then pilot sends 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.
<b>All Others</b>	<b>All other mission types are handled on a case-by-case basis by the INWG CC or designatee</b>						

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

For contact information for above see the latest Wing Roster at [http://groups.yahoo.com/group/Indiana\\_Wing/files/Rosters/](http://groups.yahoo.com/group/Indiana_Wing/files/Rosters/) (requires that you sign up for group membership)  
For all INWG forms see: <http://www.inwg.cap.gov/> (Member Resources, IN Wing Forms links)

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

## 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

(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>
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(C8)	Air transportation flights to and from squadron or higher official conferences or meetings
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(C9)	Maintenance flights (includes flights in support of aircraft delivery and pickup)
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(C14)	Support to state, county, and local agencies not assigned as an AF approved mission.
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(C16)	Cadet flights including training, flight encampments/academies, cadet encampments, and IACE
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(C17)	CAPFs 5 & 91 evaluations and proficiency flights not designated as an AFAM
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(C18)	Homeland Security Missions not designated as an AFAM
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(C19)	Orientation flights for CAP Aerospace Education Members. These missions are familiarization flights flown without any formalized syllabus
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(C20)	Glider tow plane flights for non-USAF missions (includes ferry/training flights)
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(C99)	Other missions specifically approved by the National/Region/Wing Commander
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(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
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### **Other**

L1	USAF liaison personnel flying
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**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.