

# NATIONAL HEADQUARTERS CIVIL AIR PATROL

## CAP REGULATION 173-3

21 FEBRUARY 2007

Finance



### PAYMENT FOR CIVIL AIR PATROL SUPPORT

This regulation establishes procedures for processing claims by Civil Air Patrol (CAP) members and units for costs incurred while participating in reimbursable missions. It applies to all CAP personnel involved in the submission and review of CAP mission reimbursement vouchers. All references to “wing” also apply to a region when the region is the one performing the mission.

**Note: Shaded areas identify new or revised material.**

#### SUMMARY OF CHANGES.

Makes use of the Web Mission Information Reporting System (WMIRS)-generated Form 108, *Reimbursement for CAP Expenses*, mandatory for all missions reimbursed with NHQ funds. The only exception is CAP Cadet Orientation Flights (COF) and this process will change to use the WMIRS-generated Form 108 starting with COF sorties flown on 1 April 2007. COF reimbursement requests must be submitted to NHQ within 30 days after the completion of the flight.

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#### 1. General.

a. Disbursement of Federal appropriated funds for CAP may be used to furnish, pay or reimburse CAP for the following items (including taxes) while participating in an Air Force-assigned mission:

(1) Automotive fuel and lubricants actually used while enroute to/from and while performing the mission.

(2) Aircraft expenses while enroute to/from a mission and while performing the mission. Other allowable aircraft expenses are: oxygen service, and for actual missions only – essential hanger fees, and aircraft preheat/de-ice.

(a) Minor maintenance payments to wings for corporate-owned aircraft will be used exclusively to maintain and upgrade the corporate aircraft fleet. The most recent “Aircraft Flying Hour Minor Maintenance Payment Rates” to include “Reimbursement Procedures for GA-8 Aircraft” can be found at Attachment 1 and Attachment 2 respectively.

(b) “Aircraft Flying Hour Minor Maintenance Payment Rates” were established by HQ CAP/LG following an in-depth analysis of CAP’s actual minor maintenance expenditures which, except for inspections and preventive maintenance, do not include most engine-related expenses. Major maintenance covers engine repairs and overhauls and is covered in CAPR 66-1, *CAP Aircraft Maintenance Management*.

(c) Wings/regions may charge more than the published reimbursement rate for members to fly CAP aircraft, but wings/regions may not charge less than this rate unless they are subsidizing the rate with funds obtained from other sources such as state appropriations. The bottom line is each wing/region must collect and set aside at least the published hourly rate for each hour of flight time the aircraft is flown. This will ensure that there is enough money in the wing/region aircraft maintenance accounts to cover the reasonable costs of repair. Note that all wings on the national consolidated maintenance program will manage their funds according to the published procedures.

(d) Tail number accounting refers to the tracking, by tail number, of all A/C maintenance reimbursement received for all missions. Conversely, it also refers to the tracking, by tail number, of expenditures of that reimbursement for aircraft maintenance. Tail number accounting must track **ALL** maintenance or modification to all CAP owned aircraft. It must also track **ALL** fund sources used to pay for that work, whether from AF, state, dues or donations. *Tail-number accounting* will be accomplished by utilizing the “class” feature within QuickBooks Pro (the accounting software purchased by the National Headquarters for all region and wing finance departments. Exception for selected regions: If NHQ is managing the accounting function, tail number accounting will be accomplished in Navigator.) The use of these “classes” makes it possible for every maintenance payment or expenditure to be quickly and easily associated with a particular aircraft tail number. For assistance with this feature, please contact your wing financial analyst.

(3) Commercial communications expenses associated with the mission and fuel for generators.

(4) Mission travel, lodging and per diem expenses associated with the mission.

(a) Operational Missions. Overnight stays must be approved in advance through the National Operations Center (NOC) for all missions. In unique conditions (example: weather-related) where overnight stays have not been approved in advance, the mission base staff must contact the NOC duty officer to coordinate approval. Also, please keep in mind that the NOC can only coordinate approval of overnight stays during missions when a) safety requirements dictate and/or b) mission needs dictate and it is more cost effective for the overall mission to do so. Per diem (meals) will only be reimbursed in conjunction with overnight stays. CAP’s exemption from the FAA allows private pilots to receive lodging and meals compensation only on Air Force-assigned missions.

(b) Training Missions. Overnight stays will not normally be authorized for training missions, except when safety needs dictate. Examples of when it can be approved include inclement weather preventing a safe return to home base or when necessary to avoid violating duty day requirements stated in CAPR 60-1. If it is necessary for members to stay overnight as part of a training mission, the state director and wing commander must both approve the request to be paid from the wing's Air Force training funds. In the unusual circumstance when the state director or wing commander cannot be reached, the incident commander or his/her staff can contact the NOC to coordinate approval.

(c) All Air Force Missions. When pre-approved by the NOC in accordance with 1a(4)(a) above, all authorized CAP personnel will be reimbursed per diem at a rate of \$25 per day. Lodging rates will be reimbursed in accordance with the Joint Federal Travel Regulations (JFTR). JFTR lodging rates can be obtained from the following website: (<https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>). Every effort should be made to stay within these rates. In very unusual circumstances where lodging cannot be obtained at any facility within the JFTR rates, additional approval must be obtained in advance from the NOC – otherwise the member will only be reimbursed up to the JFTR rate. Generally, anything that exceeds the JFTR rate by thirty percent or more will not be approved. If ground transportation is required, CAP vehicles should always be used if available. When a CAP vehicle is not available, the most cost effective option should be used whether it be a hotel shuttle, taxi, rental car etc.

b. Reimbursement from other organizations will be in accordance with the current memorandum of understanding (MOU) or letter of agreement (LOA) with that organization.

c. Absolute minimum acceptable documentation for reimbursement/payment of vouchers is that which is stated in this regulation.

## 2. Specific Requirements.

**Note:** Wings must submit all reimbursement requests (including modifications/corrections) to NHQ using the WMIRS-generated Form 108 for all missions reimbursed by National Headquarters. The only exception is CAP Cadet Orientation Flights; see paragraph 4 for these procedures. All sortie data including actual costs must be entered into WMIRS within 72 hours of completing the sortie unless the customer or the NOC requires a shorter turnaround. Once the WMIRS Form 108 is completed, the form should be printed and signed by authorized wing personnel and then faxed to NHQ for payment.

### a. Members will:

**Note:** A CAPF 108, *Reimbursement for Individual CAP Member Expenses*, for each individual member is not required as long as the wing can account for each of the expenses incurred by the member via some other method. Individual expense receipts are still required to be submitted to the wing in accordance with the procedures listed below. Some wings use printed copies of the WMIRS Form 108 worksheets with expense receipts attached as the method to account for individual member expenses.

(1) All member-submitted reimbursement requests for missions and related mission expenses will be forwarded to the wing.

**Note:** If a charge is made to a wing for fuel paid by a member, the original copy of the receipt showing the amount of fuel serviced and the total cost must be attached to the member's reimbursement request to the wing. To ensure timely reimbursement, the member should submit these requests to the wing as soon as possible, but not later than 15 days after the close of the mission.

(2) Attach the original receipts, bills, etc.

(3) For communications costs, attach the original telephone bill with calls and cost identified. If pay telephones were used for official communications, the member may submit a signed statement listing the calls by date, location and number called, and the cost of each individual call. Communication expenses for personal cell phone usage will be reimbursed only when expenses exceed allowable minutes in the individual's contract. Copies of cell phone bills with line items highlighted are required for reimbursement.

**b. Wings will:**

(1) Complete and file a consolidated WMIRS Form 108 with receipts and pertinent mission forms (CAPF 84, *Counterdrug Mission Flight Plan/Briefing Form*, CAPF 122, *Search and Rescue (SAR) Mission Report*, ICS Form 211, *Check-in List*, etc.). A CAPF 84 must be filed with each WMIRS Form 108 submitted for counterdrug missions. Partial mission claims may be submitted by selecting the correct option when completing the WMIRS Form 108. Follow-on partial claims must also be submitted via the WMIRS Form 108 and will be automatically assigned a sequential alpha character at the end of the mission number (example: original 07-T-4191-A; next follow-on partial 07-T-4191-B). The wing will certify that the reimbursement request is appropriate, sign and date the form, and then forward it to NHQ via fax (800.555.7902) or via e-mail to [opscenter@capnhq.gov](mailto:opscenter@capnhq.gov) signifying it as valid for payment. All reimbursement requests for missions flown during the previous fiscal year (1 Oct – 30 Sep) must be submitted to NHQ for payment by 30 November. **Note:** *All requests for reimbursement to a wing must be submitted on a WMIRS-generated Form 108 (modified versions of the form are not acceptable). Except for missions in support of FEMA, receipts need not be submitted with the WMIRS Form 108, when forwarded to NHQ for payment, but will be retained at the wing level in accordance with item 2c below.*

(2) The wing commander or his/her designee must sign and date the WMIRS Form 108 in item 11B. The wing commander may not designate more than four senior wing staff members to approve claims on the WMIRS Form 108. Appointments must be in writing and on file at the wing's office and a copy must be provided to the State Director.

(3) Ensure members' claims are paid no later than 30 days after receipt of the reimbursement payment.

**c. Documentation.** All original mission reimbursement documentation and receipts will be maintained at the wing. See CAPR 10-2, *Files Maintenance and Records Disposition*, for storage and disposition of documentation.

**d. WMIRS Forms 108** will be submitted to NHQ within 30 days after the close of the mission. **WMIRS Forms 108 received at NHQ later than 45 days after the close of the mission will not be reimbursed.**

e. Wings will not schedule/perform any training missions or cadet orientation flights between 15-30 September, so that an accurate accounting of all expended training funds can be accomplished. Wings should be exceptionally diligent to have all mission reimbursement requests turned in as quickly as possible, especially during the month of September. Prompt processing of reimbursement requests will ensure CAP is able to fully utilize all the funding it receives from the Air Force.

**3. Reimbursement Procedures for FEMA and other AF-Assigned Missions.** Funding procedures for FEMA-reimbursed disaster relief missions and other AF-assigned missions are outlined in “Reimbursement Procedures for FEMA and other AF-Assigned Missions” found at Attachment 3.

**4. CAP Cadet Orientation Flights.** Note: On 1 April 2007 the mission tracking and reimbursement process for cadet orientation flights (COF) will change. From that date forward all COF sorties will be entered into WMIRS under the monthly mission number that the State Director approves. Wings should follow the procedures in paragraph 2 b. of this regulation to process reimbursement for COF sorties that occur on or after 1 April 2007. The following guidance will be used to track and reimburse COF sorties that are flown on or before 31 March 2007: The reimbursement process for cadet orientation flights (COF) is similar to that for mission reimbursements. The pilot, or anyone the wing commander designates, enters the flight information through the COF Data Entry link in e-Services. Reimbursement requests must be submitted to NHQ within 30 days after the completion of the flight. **Reimbursement requests received at NHQ later than 45 days after the completion of the flight will not be reimbursed.**

a. The person entering the data forwards any receipts to the wing, just like the current CAPF 108 process. Since the wing will be verifying the fuel/oil and/or tow receipts against the data entered, a note attached to the receipt showing the date, aircraft tail number and pilot CAPID will help find the appropriate record in the system.

b. The wing commander assigns a person to be the Cadet Orientation Flight Administrator (COFA). Wing commanders can assign anyone to this position, and the assignments can be made through e-Services. The Wing Web Security Administrator gives the COFA web permissions to perform his/her duties. The COFA verifies the Cadet Orientation Flights. This verification is done electronically through e-Services.

c. The COFA works with the wing commander to verify and manage the COF program.

d. The COFA also determines which flights will be submitted for reimbursement, and submits the signed "COF Reimbursement Summary" to National Headquarters (fax 800.555.7902).

e. The NHQ validates the summaries and electronically transfers the funds back to the wings.

### **Attachment 1 – Aircraft Flying Hour Minor Maintenance Payment Rates**

The rates in this table are calculated from actual reported minor maintenance expenses for CAP aircraft. Many factors, such as aircraft age, Airworthiness Directives, design, and model, affect CAP expenditures for maintenance. These rates are not generally related to engine horsepower because engine expenses are managed under CAP's major maintenance program. CAP has elected to establish overall fleet rates for only the models of aircraft in the CAP corporate fleet.

Wings participating in the national consolidated maintenance program will not have minor maintenance funds paid to the wing. In addition, the Category "B" and "C" minor maintenance mission funds collected by those wings must be forwarded to NHQ so the funds can be used to maintain the wing's aircraft.

**Effective 1 March 2007**  
**"Dry" Hourly Reimbursement Rates**  
**for all sorties flown on or after 1 March 2007**

<b>Manuf</b>	Maule	Cessna	Cessna	Cessna	Gippsland	Cessna	de Havilland	Cessna
<b>Model</b>	MT-7-235	172	182	206	GA-8	182RG	DHC-2	185
<b>Cost/hr</b>	\$29.00	\$30.00	\$41.00	\$47.00	\$37.00	\$52.00	\$64.00	\$59.00

**Notes:**

1. "Basic Hourly Rate" for single-engine corporate or member-owned/furnished aircraft not listed above: \$30.00.
2. Use of single-engine member-owned or member-furnished aircraft must be approved in advance for all missions.
  - a. Use in Air Force assigned missions requires approval by the appropriate Air Force approval authority. It also requires the member to complete an Air Force hold harmless agreement.
  - b. Use in corporate missions requires approval by the wing/region commander or director of operations/director of emergency services.
  - c. Single-engine member-owned or member-furnished aircraft models that have been approved in accordance with this note but are not listed in the table above will be reimbursed at the "Basic Hourly Rate."
3. The use of all twin-engine aircraft for any mission requires prior approval through the wing/region **and** the appropriate Air Force approval authority (through the National Operations Center.) It also requires the member to complete an Air Force hold harmless agreement. Wings/regions should send requests well in advance to the NOC at opscenter@capnhq.gov. Once approval has been obtained, the NHQ staff will determine the reimbursement rate and notify the wing/region in writing. The "dry" hourly reimbursement rate for the HI Wing Partenavia is \$137.00.
4. Aircraft fuel, lubricants, de-icing payments, and other mission essential supplies are authorized for participation in Air Force-assigned reimbursable missions and are in addition to the above rates (receipts required).

5. Corporate glider tow aircraft are reimbursed at the appropriate rate for their model classification. Reimbursement for non-corporate glider tows participating in the Cadet Glider Flight Orientation Program will be based on the actual cost of the tow (receipts required).
6. Glider maintenance reimbursement will be on an actual cost basis. Submit receipts for all expenses incurred by each glider to NHQ CAP/LGM for payment or reimbursement. Major maintenance of gliders requires a control number from NHQ CAP/LGM **prior** to repairs being accomplished. Major maintenance actions include: fabric replacement, glider repainting, interior work, and avionics replacement. Submit receipts for these actions when repairs are completed. Submit all other maintenance expenses monthly. **ORIGINAL RECEIPTS ARE REQUIRED FOR ALL PAYMENTS/ REIMBURSEMENTS.** Tail number accounting principles must be followed for gliders.
7. To properly figure the reimbursement authorized, multiply the total number of hours flown times the rate allowed for the appropriate aircraft model to determine the amount reimbursed for aircraft minor maintenance. Add to the aircraft minor maintenance reimbursement the total for actual fuel, lubricants, de-icing, and other authorized expenses to determine the "total" reimbursement. Wings participating in the national consolidated maintenance program will list the flying hours flown on the WMIRS Form 108 but will not list the "Aircraft Cost Claimed" in column H.
8. Satellite-transmitted Digital Imaging System (SDIS) Rates. CAP can charge an additional \$65 an hour to operate SDIS but only when supporting missions that are not funded with CAP's annual Congressional appropriation. The money collected for SDIS operation from these missions must be forwarded to NHQ for the systems that NHQ provides to the wings. Wings that have purchased their own SDIS systems may keep the money but must comply with specific program income restrictions. This information can be obtained from HQ CAP/FM. The hourly charge to operate the SDIS system will begin when the aircraft departs the mission base to execute the SDIS sortie and ends when the aircraft returns to the mission base. The SDIS rate will not be charged on flights to/from the home base and the mission base unless SDIS operation is conducted enroute to the mission base.
9. Airborne Real-time Cueing Hyperspectral Enhanced Reconnaissance (ARCHER) Rates. CAP can charge an additional \$235 an hour to operate ARCHER but only when supporting missions that are not funded with CAP's annual Congressional appropriation. The money collected for ARCHER operation from these missions must be forwarded to NHQ. The hourly charge to operate the ARCHER system will begin when the aircraft departs the mission base to execute the ARCHER sortie and ends when the aircraft returns to the mission base. The ARCHER rate will not be charged on flights to/from the home base and the mission base unless ARCHER operation is conducted enroute to the mission base.

## **Attachment 2 – Reimbursement Procedures for GA-8 Aircraft**

Due to the unique capabilities of the ARCHER equipment and the associated trans-regional nature of its mission, the Gippsland GA-8 Airvans will be managed in a significantly different way than other aircraft in the CAP fleet. This attachment contains the details for processing reimbursement for flights, authorizing and paying for major and minor maintenance, and arranging for warranty repairs.

### **PAYMENTS**

Since all maintenance expenses for the GA-8 aircraft will be paid by NHQ, CAP units in the field will coordinate with the specific GA-8 manager (s) of the aircraft being used to ensure that category B and C mission customers, including members, are charged the published hourly rate. NHQ will evaluate CAP Forms 18 quarterly to determine the total amount due for GA-8 flying. Wings/regions that host GA-8 aircraft need to inform NHQ on a quarterly basis the number of hours other wings (or regions) fly their assigned GA-8 aircraft on category B and C missions so the correct wing (or region) can be assessed for the minor maintenance for each of the hours flown. NHQ/FM will, in turn, assess each wing for all category B and category C hours flown. NHQ/FM will notify each wing via e-mail prior to drafting any funds from the wing.

### **WMIRS Form 108**

Each wing will submit a WMIRS Form 108 for all Air Force Assigned missions using standard procedures listed in CAPR 173-3 with one exception: Column G “Hourly Rate Acft Minor Mx”, of the WMIRS Form 108 must be left blank. Be sure to include “Hours Flown” in column F.

Reimbursement for fuel for maintenance or NOC-directed ferry flights will be paid by NHQ from funds set aside for the GA-8 program. NHQ will also reimburse the wing for support aircraft used to transport flight crews to and from the maintenance facility. Submit the mission request in WMIRS. The NOC will issue a mission number to be used for all flights related to the maintenance event. Submit the WMIRS Form 108 with receipts IAW normal procedures. For aircraft that only need to taxi to another location on the field for maintenance, WMIRS Forms 108 may be submitted for fuel reimbursement if desired.

### **MAJOR AND MINOR MAINTENANCE AND REPAIRS**

All major and minor maintenance expenses not covered under the aircraft warranty will be paid by NHQ.

- Minor maintenance will be approved by the maintenance officer responsible for the aircraft.
  - When maintenance is complete fax the invoice directly to NHQ/LGM
    - NHQ/LGM fax number: 334-953-1668.
  - Invoices MUST contain the aircraft tail number.
  - Maintenance officers should print their name clearly and sign the invoice certifying that the work has been accomplished satisfactorily.
- All major maintenance must be approved in advance by NHQ/LG.
- Preferred method of payment for maintenance and repairs is via electronic funds transfer. Vendors should provide their banking information on a Direct Deposit Form. The form contains instructions for faxing and communicating with Financial Management regarding payments.

**Attachment 3 – Reimbursement Procedures for FEMA and other AF-Assigned Missions****GENERAL:**

- a. All expenses will be reimbursed to the wings/regions. *Individuals will not be reimbursed directly from National Headquarters.*
- b. All individual member expenses (including travel, lodging and per diem) must be submitted to the wing. A CAPF 108, *Reimbursement for Individual CAP Member Expenses*, for each individual member is not required as long as the wing can account for each of the expenses incurred by the member via some other method. Individual expense receipts are still required to be submitted to the wing.
- c. Wings: For all expenses requiring documentation, documentation must be legible and attached to the WMIRS Form 108 at the time of filing to NHQ. *Expenses cannot be reimbursed without proper documentation.* For FEMA missions copies of all receipts must be submitted with the WMIRS Form 108 to NHQ. For other AF-Assigned missions, only the receipts specified below must be submitted with the WMIRS Form 108 to NHQ.
- d. All reimbursed travel ***must*** be approved in advance through the CAP National Operations Center (NOC). Members who initiate travel on their own without being part of a NOC authorized mission will not be reimbursed.

**LODGING:**

- a. **Lodging:** Lodging will be reimbursed at Joint Federal Travel Regulation rate or actual lodging rate whichever is less.
- b. **Required Documentation:** Paid hotel receipts are required for all overnight stays. Documentation should indicate dates of stay and all room rate charges. Only room charges and taxes are reimbursable expenses. Incidentals or guests services will not be reimbursed.

**PER DIEM:**

- a. **Rate:** Per Diem will be paid for all travel where an overnight stay is required at a rate of \$25.00 per day.
- b. **Required Documentation:** No additional documentation is required – payments will be based on lodging receipts.

**AIRCRAFT MINOR MAINTENANCE AND FUEL:**

- a. **Rate – Minor maintenance:** For all aircraft – reimbursement rate for all missions will be at the latest hourly rates listed in Attachment 1.
- b. **Required Documentation – Maintenance reimbursement:** All information should be provided on WMIRS Form 108 as to the type of aircraft, hours flown (including GA-8 missions), tail number of aircraft and whether the aircraft is member or corporate owned.
- c. **Rate – Aircraft fuel:** Rate will be actual cost of aircraft fuel.
- d. **Required Documentation – Aircraft fuel:** Legible receipts are required for all a/c fuel purchased for FEMA missions. In cases where computer or register generated receipts are not available due to power outages, hand written receipts from the vendor with some sort of vendor identification are acceptable. Please indicate date, quantity purchased, and amount of purchase on receipt.

**OTHER EXPENSES:**

- a. Allowable expenses for emergency missions include: airfare to and from the mission area with prior approval from the NOC; vehicle fuel to, from, and during the mission; aeronautical maps; ramp fees; and other such expenses as deemed ***necessary to carry out the mission***. Expenditures of a single item exceeding \$500 must be approved in advance by the NOC.
- b. Communication expenses for personal cell phone usage will be reimbursed only when expenses exceed allowable minutes in the individual's contract. Copies of cell phone bills with line items highlighted are required for reimbursement.