

*MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CIVIL AIR PATROL BY THE WASHINGTON
WING
AND
THE WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION
AVIATION DIVISION*



**Washington State
Department of Transportation**
Aviation Division

March 2007

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1. Purpose. The Washington State Department of Transportation (WSDOT), Aviation Division and Civil Air Patrol (CAP) wish to utilize the services of CAP and its volunteers for the public good. This Memorandum of Understanding (MOU) describes the procedures by which WSDOT - Aviation may request CAP mission support as well as the terms under which these missions are authorized, performed, and reimbursed. The memorandum does not, in and of itself, create any legal obligations among the parties or signatories. All previous MOU(s) between CAP and WSDOT – Aviation are superseded by this MOU. *NOTE: No Counterdrug (CD) missions are authorized by this MOU.*

2. Parties. This MOU is between CAP, through its Washington Wing, and the WSDOT – Aviation Division.

a. Civil Air Patrol. CAP is a federally chartered charitable non-profit corporation. [36 U.S.C. §§40301-40307] Missions flown under this MOU are "corporate missions." Although CAP is not a government agency or military service, it acts as the volunteer civilian auxiliary of the United States Air Force (USAF) when the services of CAP are used by any department or agency in any branch of the Federal Government. Only the USAF can assign "Air Force Assigned Missions" (AFAMs). See Attachment AF for a discussion of CAP's status and missions as the Air Force Auxiliary (10 U.S.C. §§9441, 9442) and procedures to request "Air Force assigned missions" (or AFAMs).

(1) Washington Wing, CAP. Washington Wing is an administrative subdivision of CAP and not a separate legal entity from CAP. The Washington Wing Commander is a CAP corporate officer. CAP is generally organized along geographic lines and Washington Wing is defined by the boundaries of the state. Missions under this MOU will be performed by Washington Wing. Contact information is included as Attachment B. (The parties may update Attachment B unilaterally by e-mail or other writing.)

(2) CAP Members. CAP members are volunteers in public service. Members pay an annual membership fee to join and participate in CAP. "Members," as volunteers, are not "employees." Although CAP may have employees in the state, their duties as employees are administrative in nature and

do not include participating in CAP missions. All CAP members shall be deemed members of Washington Wing while performing missions under this MOU and entitled to benefits of such membership that arise under this MOU

(3) CAP-USAF. The United States and Civil Air Patrol - United States Air Force (CAP-USAF) are not a party to this MOU. [See Attachment AF]

b. State of Washington.

(1) WSDOT- Aviation. The Aviation Division is responsible for the conduct and management of all aerial search and rescue within the state. This includes search and rescue efforts involving aircraft and airships. The division is also responsible for search and rescue activities involving electronic emergency signaling devices such as emergency locator transmitters (ELT's) and emergency position indicating radio beacons (EPIRB's). [RCW 47.68.380]

(2) WSDOT – SARDA The WSDOT - Aviation is an integral part of the Washington State Organization for Emergency Management of Resources and is the agency responsible for the State and Regional Disaster Airlift (“SARDA”) program. WSDOT - Aviation is responsible for providing direction and assistance in the managed movement of persons and goods and in the use of special purpose type aircraft in support of National, Regional, State and local essential operations. In addition, WSDOT - Aviation is responsible for the management and control of civil aircraft, other than air-carrier aircraft, available to the State in an emergency. The State Director of Aviation (WSDOT - Aviation) is the Director of SARDA, as cited in the Washington Comprehensive Emergency Management Plan (WA CEMP), Emergency Support Function #1.

WSDOT’s contact information is provided in attachment “B”.

(3) WSDOT - Aviation - Washington Wing Relationship. There is no statutory relationship between Washington State and the Washington Wing of the CAP. Because CAP members are defined as private citizens, they are required to meet the minimum state standards for emergency workers and procedures/policies as defined in the Washington Administrative Code Chapters 118-04 and 468-200 WAC regardless of AFAM or corporate mission status.

3. CAP Mission Capabilities & Limitations.

a. Capabilities.

(1) Objectives. CAP provides an organization of private citizens equipped to respond to local and national emergencies and to serve the public welfare. [36 U.S.C. §40302] CAP can quickly organize large numbers of highly trained volunteers with ready access to up-to-date equipment to provide cost effective support to government agencies.

(2) Operations. Washington Wing assistance to WSDOT - Aviation may include, but is not limited to: aerial missions such as reconnaissance to search for victims, damage assessments, or environmental surveys utilizing visual, photographic, digital, and video techniques; airborne communications support; and airlift (subject to regulatory restrictions discussed in paragraphs 3b and 5g and 5h below). Other support may include: manual labor (e.g. filling sandbags for flood control); radio communications; and ground teams (typically used in search and rescue (SAR) missions). Ground teams are prohibited from participating in CD or other law enforcement missions.

b. Limitations.

(1) Priority of Missions. WSDOT - Aviation understands and acknowledges that the USAF may withdraw CAP from missions in progress under this MOU when necessary to pursue higher priority missions. This is because CAP is the official auxiliary of the Air Force, and there is a priority for employing CAP resources that may affect availability of support to state and local authorities. Priority for utilizing CAP resources is as follows: first, USAF, then other DoD departments and agencies, other Federal departments and agencies, state agencies, and finally, local agencies.

(2) Law. CAP does not have any special exemption from civil or criminal law. Nothing in this MOU shall be read to require any party or signatory to act in violation of the law or applicable regulations. Furthermore, none of the provisions in this MOU is intended to conflict with applicable laws, regulations, or directives governing CAP missions/activities, including but not limited to those discussed below.

(a) Federal Aviation Regulations. Civil Air Patrol pilots, most of whom are Private Pilots, are required to comply with all Federal Aviation Regulations (FARs.) The FARs may prohibit Private Pilots from flying some of the missions (including transport missions except for certain exceptions) contemplated by this MOU. [See Attachment C, CAP Missions and Pilot Limitations]

(b) Assistance to Law Enforcement. CAP regulations limit assistance to law enforcement agencies to "passive assistance." CAP members may not be deputized nor may they take an active part in arrest or detention

activities and have no authority to restrict persons by means of force, active or implied. CAP assistance to law enforcement agencies which may lead to criminal prosecution is restricted to patrol, reconnaissance, and reporting only. Requests for such assistance, unless of an emergency nature, must be approved in advance by the Wing and Region Commanders and coordinated with the National Operations Center (NOC) at 888.211.1812 or opscenter@cap.gov. All CAP flights will be in accordance with CAP Regulation (CAPR) 60-1. [CAPR 900-3 paragraph 3a]

(c) CAP Directives. CAP missions and activities are also limited by CAP regulations. CAP personnel are required to comply with CAP regulations. Failure of CAP members to comply with applicable regulations may result in administrative action. [See References below]

(3) Risk Management. CAP is an organization of non-paid volunteer citizens. As such, CAP members may decline to participate in missions or discontinue missions at any time. Additionally, CAP may decline or suspend CAP missions for any reason, including but not limited to safety, risk, and liability concerns.

4. Emergencies. For emergency missions in which (a) life or property are in imminent peril and (b) local resources are inadequate, please see Attachment AF for criteria and procedures for requesting an AFAM.

5. Requesting Missions - In General. Any and all mission requests may be submitted to the NOC at 888.211.1812 or opscenter@cap.gov. All requests for CAP resources in Washington State will be coordinated through WSDOT –Aviation or the Emergency Management Division when made by cities, counties, tribes, or other agencies. Reimbursement will be made in accordance with this paragraph and paragraph 7. Corporate missions may include, but are not limited to:

a. Air and Ground SAR Operations. See Attachment AF regarding requests for air and ground SAR operations. If the USAF declines to accept the mission, CAP may nevertheless accept the mission as a corporate mission.

b. Mercy Missions. Mercy missions refer to the transport of blood, organs, serum, and medical equipment necessary to relieve a specific time-critical, life-threatening situation where commercial transportation is unavailable. For more information on how to request a Mercy mission, contact the Air Force Rescue Coordination Center (AFRCC) at 800-851-3051.

c. Disaster Mitigation and Relief (DR) Operations. DR missions relate to assistance needed for major disasters or emergencies (including all natural and man-made disasters such as hurricanes, floods, tornados, major storms, earthquakes, oil spills, or other environmental disasters). See Attachment AF

regarding requests for DR missions. If the USAF declines to accept the mission, CAP may nevertheless accept the mission as a corporate mission.

d. SAR/DR Training Missions. See Attachment AF regarding requests for SAR/DR Training Missions. If the USAF declines to accept the mission, CAP may nevertheless accept the mission as a corporate mission.

e. Homeland Security (HLS). See Attachment AF regarding requests for Homeland Security operations. If the USAF declines to accept the mission, CAP may nevertheless accept the mission as a corporate mission.

f. Aerial Reconnaissance of Ground Conditions and Surface Traffic for WSDOT - Aviation. This may include visual or photographic reconnaissance of wildlife, land, forests, roadways and waterways, etc. (Note: in the event of an "environmental disaster", WSDOT - Aviation may be able to request an AFAM in accordance with Attachment AF.) Participation of WSDOT - Aviation personnel in these aerial reconnaissance missions is discussed in paragraph 5g below.

g. WSDOT - Aviation Crewmembers. WSDOT - Aviation may request CAP aircraft and aircrew as an aerial platform from which WSDOT - Aviation officials may perform "aerial work," as "crewmembers." "Aerial work" includes missions such as aerial reconnaissance of ground conditions (discussed in paragraph 5f above) or operation of an airborne repeater. WSDOT - Aviation officials may be authorized to fly aboard CAP aircraft in accordance with CAPR 60-1, *CAP Flight Management*. WSDOT - Aviation officials performing aerial work or duty in the aircraft during flight are crewmembers and not "passengers." [14 C.F.R. §119.1(e) (4)]

h. Air Transportation of Cargo and Passengers. Air transport of cargo and/or passengers on corporate missions shall be in accordance with subparagraphs (1) and (2) below. Such missions shall be performed without reimbursement or payment of any kind from sources outside of CAP due to FAA restrictions. (Note: Transport missions may be funded by the CAP pilot or Washington Wing but such missions may be limited due to availability of funding.)

(1) Human Organs, Tissues, and Medical Supplies. CAP may perform missions to transport organs, tissues, and medical supplies at request of WSDOT - Aviation for humanitarian reasons without accepting reimbursement or payment of any kind from outside sources.

(2) WSDOT - Aviation Officials/Other Non-CAP Passengers. CAP may transport WSDOT - Aviation officials and other non-CAP passengers approved in accordance with CAPR 60-1, paragraph 2-6.

6. Command, Control, Coordination and Cooperation:

a. Immediate command and control over all CAP resources and personnel employed in accordance with this MOU shall rest with CAP at all times. Either WSDOT-Aviation or CAP may suspend or terminate CAP missions conducted pursuant to this MOU at any time without cause.

b. Both Washington Wing and WSDOT - Aviation agree to maintain continual and effective communication and coordination to facilitate the training necessary for effective CAP participation with WSDOT - Aviation emergency service personnel in search & rescue, disaster relief, and other emergency air operations missions.

c. It is in the best interest of both organizations to mutually support each other in the goal of saving lives and protecting property. This MOU will establish the vehicle for WSDOT – Aviation to support CAP with material goods, training, funds when available, and other services. CAP will support WSDOT – Aviation by providing access to facilities owned, leased, or rented by it for the establishment of Mission Bases, Staging Areas, training classrooms, or other mission support equipment at its disposal. Each party agrees to hold the other harmless for loss, damage, destruction, or injuries arising out of the use of any facilities. A separate annual plan will be jointly coordinated by the Director, WSDOT – Aviation and the Washington Wing Commander, on an annual basis, that specifically outlines the mutual support to be provided and the parameters of which it is to be carried out.

7. Reimbursement. Reimbursement to Washington Wing for missions will be as follows:

a. Reimbursement for Corporate Missions. When WSDOT - Aviation reimbursement is required by Washington Wing for missions performed under this MOU, such reimbursement shall be limited to the rates established in the current CAP Regulation 173-3, *Payment for Civil Air Patrol Support* Attachment 1 (a copy of which is provided as Attachment D and incorporated herein by reference). The parties agree that Attachment D, as revised from time to time by CAP and approved by CAP-USAF and the FAA, will be the basis for determining reimbursement. (Updates to Attachment D will be available online. Contact gc@cap.gov.) Additionally, aircraft and automobile fuel and oil will be reimbursed at actual cost.

b. Fuel Only reimbursements. WSDOT – Aviation may also make fuel only reimbursements for aviation and automotive fuel for corporate and non- corporate equipment used by CAP members for actual or training missions. This fuel only option will be prearranged before deployments to mission assignments.

c. Restrictions on Billing. Dual payment/compensation or double billing is prohibited and may not be requested or accepted. For example, if Washington Wing receives or is offered state funds for aircraft operating expenses (fuel, oil, maintenance), Washington Wing may not seek or accept reimbursement for the

same expense from CAP National Headquarters, or from any other source (i.e. another federal agency).

8. Liabilities: Insurance, Workers Compensation & Related Matters.

a. State Protections. There are no state benefits afforded CAP and its members such as workers compensation or liability protection. CAP third party liability and personal injury coverage available to the corporation and its members are generally outlined in CAP regulation 900-5.

b. CAP Protections. In addition to protections afforded in paragraph 8a above (if any), CAP and its members are protected by liability insurance policies as well as member benefits described in CAP Regulation 900-5, *Civil Air Patrol Insurance/Benefits Program* and 112-10, *Indemnification*.

c. No Federal Protections. CAP and its members are not deemed to be instrumentalities of the United States while performing corporate missions. Therefore, Federal Tort Claims Act (FTCA) (10 U.S.C. 9442(b) (2); 28 U.S.C. 2671 *et. seq.*) and Federal Employees Compensation Act (FECA) (5 U.S.C. 8151) do not apply.

9. USAF Provisions.

a. The subject MOU is between CAP Corporation and WSDOT - Aviation and is not an agreement with CAP as the Air Force Auxiliary.

b. The USAF has priority in the use of CAP equipment bought with appropriated funds. The priority for utilizing CAP resources is: (1) USAF; (2) Other DoD departments and agencies; (3) other Federal departments and agencies; (4) State agencies and (5) Local agencies.

c. CAP volunteers flying missions under this MOU are not eligible for FTCA or FECA benefits.

d. No AFAMs will be assigned pursuant to this MOU.

e. Missions flown and funded under this MOU are not eligible for payment or reimbursement from the federal government.

10. Effective Date, Term, Termination, and Approval Provisions.

a. Effective Date. The terms of this MOU will become effective as of the date signed by both parties.

b. Term. This MOU shall be effective for a period of five years from its effective date.

c. Amendment. This MOU embodies the entire terms and understanding of the parties and no other agreements exist between the parties except for those expressly stated herein, to include attachments cited below and executed by the parties. This MOU may be amended by written notice of either party, which expressly identifies itself as a part of this MOU and is signed by an authorized representative of each of the parties. USAF provisions in this MOU are not subject to amendment or revision by either party. [See paragraph 9 and Attachment AF]

d. Termination. Either party may terminate this MOU without cause at any time upon sixty-day (60) day advance written notice of termination signed by their designated representatives. Copies of the termination notice shall be mailed to the designated representatives of each of the parties at addresses shown below. [See Attachment B and the addresses below]

National Headquarters, Civil Air Patrol
Attention: DO
105 So. Hansell Street
Maxwell AFB AL 36112

WSDOT – Aviation
Attention: ES Program Manager
3704 172nd Street NE
Arlington WA 98223

IN WITNESS WHEREOF, this MOU has been executed by the parties herein:

Washington Wing, Civil Air Patrol	Washington Department of Transportation – Aviation Division
By 	By 
David E. Maxwell, Colonel, CAP Wing Commander	John Sibold Director of Aviation
Dated: <u>24 FEB 07</u>	Dated: <u>2/24/07</u>

Attachments:

- AF Air Force Assigned Missions
- B Contact Information
- C Table: CAP Missions and Pilot Limitations
- D CAP Regulation 173-3, *Payment for Civil Air Patrol Support*, Attachment 1, Reimbursement Rates
- E State Protections Afforded CAP & Members

References:

Hotlinks to online sources for these citations can be found at:

Revised Code of Washington

Search and Rescue <http://apps.leg.wa.gov/RCW/default.aspx?cite=47.68.380>

Washington Administrative Code

Emergency Air Operations Air Search & Rescue/Disaster Relief
<http://apps.leg.wa.gov/WAC/default.aspx?cite=468-200&full=true>

Washington Comprehensive Emergency Management Plan

Emergency Support Function #1 Transportation
<http://emd.wa.gov/3-pet/pal/cemp/ESF-01-Trans/cemp-esf-1-trans.pdf>

Emergency Support Function #9 Search and Rescue
<http://emd.wa.gov/3-pet/pal/cemp/ESF-09-sar/cemp-esf-9-sar.pdf>

United States Code <http://uscode.house.gov/search/criteria.shtml>

10 U.S.C. §§ 9441 - 9448, *Organization and Management of Civil Air Patrol*
36 U.S.C. §§40301 – 40307, *Civil Air Patrol*

Code of Federal Regulations <http://www.gpoaccess.gov/cfr/index.html>

14 C.F.R. §119.1, *Applicability* [of common carrier regulations]

CAP Publications <http://cap.globalreach.com/index.cfm?nodeID=5285>

CAP Regulations - 60 series including:
CAP Regulation 60-1, *Flight Management*
CAP Regulation 60-3, *CAP Emergency Services Training and Operational Missions*
CAP Regulation 112-10, *Indemnification*
CAP Regulation 173-3, *Payment for Civil Air Patrol Support**
CAP Regulation 900-3, *Firearms - Assistance to Law Enforcement Officials*
CAP Regulation 900-5, *Civil Air Patrol Insurance/Benefits Program*

AIR FORCE ASSIGNED MISSIONS

1. The following are potential Air Force Assigned Missions (AFAM):

a. Air and Ground Search and Rescue (SAR) Operations. CAP, as the Air Force Auxiliary performs SAR missions to search for, locate, and relieve a distress situation, including overdue aircraft, emergency locator transmitters (ELTs), and persons in distress. For more information on how to request an AFAM SAR mission, contact the Air Force Rescue Coordination Center (AFRCC) at 800-851-3051.

b. Mercy Missions. Mercy missions refer to the transport of blood, organs, serum, and medical equipment necessary to relieve a specific time-critical, life-threatening situation where commercial transportation is unavailable. For more information on how to request a Mercy Mission, contact the Air Force Rescue Coordination Center (AFRCC) at 800-851-3051.

c. Disaster Mitigation and Relief (DR) Operations. DR missions relate to assistance needed for major disasters or emergencies (including all natural and man-made disasters such as hurricanes, floods, tornados, major storms, earthquakes, oil spills or other environmental disasters). For more information on how to request a Disaster Mitigation and Relief mission, contact the Air Force National Security Emergency Preparedness (AFNSEP) duty officer at 800-366-0051.

d. SAR/DR Training Missions. SAR/DR training missions are joint training missions with CAP and the WSDOT - Aviation. For more information on how to request a SAR/DR training mission contact the appropriate State Director. [See attachment B – Contact Information]

e. Homeland Security (HLS). Department of Defense and Air Force policy on HLS missions CAP may be tasked to perform in support of civil authorities is still evolving. For more information on how to request a Homeland Security mission, contact the CAP National Operations Center (NOC) at 888-211-1812, or opscenter@cap.gov.

2. For information on any other AFAM, you may also contact the NOC at 888-211-1812.

Attachment B

CONTACT INFORMATION

Contact Information as of 1 January 2007			
MISSION	CONTACT	PHONE & E-MAIL*	ADDRESS
CIVIL AIR PATROL			
Planning & Miscellaneous	Dave Maxwell Colonel, CAP	W: 253-982-7774 F: 253-982-7779 H: 360-438-8681 P: C: 360-951-6825 E: wawgcc@wawg.cap.gov	Washington Wing HQ Attn: CC 1155 'A' Street PO Box 4459 McChord AFB WA 98438-4459
Homeland Security (HLS) (MOU Paragraph 5e)	CAP National Operations Center	O: 888.211.1812 334.953.5823 DSN 493-5823 Fax: 334.953.4242 Fax: DSN 493.4242 E: opscenter@capnhq.gov	
WSDOT - Aviation			
AFAM / Corporate Missions	Thomas M. Peterson	W: 360-651-6308 F: 360-651-6319 P: 206-991-8044 C: 206-949-1022 E: peterth@wsdot.wa.gov	WSDOT - Aviation 3704 172 nd Street NE Suite K-2 PO Box 3367 Arlington WA 98223
CAP-USAF			
Planning & Miscellaneous- AFAM	CAP-USAF State Director of Liaison Services (SD): Jim Nakauchi	W: 253.982.2413 F: 253.982.3392 H: 360.413.9652 P: C: 360.951.3145 E: james.nakauchi@mcchord.af.mil	Washington Wing HQ Attn: State Director 1155 'A' Street PO Box 4459 McChord AFB WA 98438-4459

Attachment C

TABLE: CAP MISSIONS AND PILOT LIMITATIONS

CAPR 60-1 (EMERGENCY CHANGE 2 CORRECTED COPY) ATTACHMENT 2 (CONT'D) 1 JANUARY 2006 23

CAP MISSIONS AND PILOT LIMITATIONS (CONTINUED)

IF THE PURPOSE OF THE FLIGHT IS	AND ON BOARD ARE	AND THE MISSION IS	AND THE AIRCRAFT IS	THEN MAY BE FLOWN BY	PILOT MAY BE REIMBURSED FOR	REFERENCE
Domestic CAP Cadet Orientation Flights IAW CAPP 52-7	Pilot, CAP Cadets	A AF Reimbursed	Corporate Owned	Private Pilot	Fuel, Oil, Supplemental Oxygen, Fluids, Lubricants, Servicing, Maintenance, Per Diem	Exemption 6771
			Member Furnished	Private Pilot	IAW CAPR 173-3	
		B Not Reimbursed	Corporate Owned	Private Pilot	Fuel, Oil, Supplemental Oxygen, Fluids, Lubricants, Servicing, Maintenance, Per Diem	
			Member Furnished	Private Pilot	IAW CAPR 173-3	
		B Reimbursed with other than AF Funds	Any	Commercial	Any Expenses Authorized by CAP	
AFROTC Orientation Flights	Pilot, AFROTC Cadets	A	Any	Commercial Pilot	Any Expenses Authorized by CAP	
Overseas CAP Orientation Flights	Pilot crewmembers, CAP Cadets	Any	AF Aero Club Owned	Commercial Pilot with Instrument Rating or ATP	Any Expenses Authorized by CAP	Exemption 6771, CAPR 60-1 Para 3-2 f (6)
Transportation	Passengers or Non-CAP Property	A or Not Reimbursed	Any	Private Pilot	See Note 1	FAR 61.113(c), Interpretation 1997-23
				Commercial Pilot	Any Expenses Authorized by CAP	Exemption 6485
		B or C Reimbursed	Any	Not Authorized - Part 135	N/A	FAR 119.1

Note 1: Pilot may not pay less than the pro rata share of the operating expenses, provided the expenses involve only fuel, oil, airport expenditures, or rental fees **OR** pilot may not log flight time.

Attachment D

CAPR 173-3, ATTACHMENT 1, REIMBURSEMENT RATES

4

CAPR 173-3 (C1) ATTACHMENT 1 31 AUGUST 2005

Attachment 1. Aircraft Flying Hour Minor Maintenance Payment Rates

EFFECTIVE 1 SEPTEMBER 2005

Type 1	Type 2	Type 3	Type 4	Type 5	Type 5*
<130HP	130-199 HP	200-249 HP	250-299 HP	300 HP or >	300 HP or >
\$25.00	\$30.00	\$41.00	\$62.00	\$46.00	N/A
AK, HI, & PR Rates					
N/A	N/A	\$45.00	N/A	N/A	\$81.00*
C150 C152	C172-150 C172-160/180/195 C177-180 Beech BE-23 Husky Maule M-4/5/6/7-180 Mooney M20-180 Piper PA-28-140/150 Piper PA-28-160/180/181 Piper Arrow-180	C172RG C172XP C177RG C177-200 C182 Beech BE-33-225 Maule M-4-200 Maule MT-7-235 Mooney M20-201 Mooney 231/252TSE -210 Piper Arrow-200/201/201T Piper PA-28-235	C182RG T182 T182RG C182-250 C182-265 U206-285 C210-285 Beech A36-285 Beech BE 33/35-285 PA-32-260	A185 U206-300 T206 C210-300/310 PA-32-300/301T PA-32R-300/301T PA-32-300 Gippsland GA-8	*DH2 Beaver ONLY

Notes:

- Reimbursement rates have been established to encourage the use of economical, mission capable aircraft.
- Use of member-owned or member-furnished aircraft must be approved in advance by the appropriate Air Force approval authority for all Air Force missions and by the Wing/Region Commander or Director of Operations/Director of Emergency Services for all corporate missions.
- The use of all twin-engine aircraft, for any mission, requires prior approval through the wing/region and the National Operations Center. Wing/Region Commanders (Region Counterdrug Directors for counterdrug missions) should send requests well in advance to the NOC at opscenter@capnhq.gov. Once approval has been obtained from the NOC, the NHQ staff will determine the reimbursement rate and notify the wing/region in writing.
- These rates apply to corporate-owned aircraft. Member-owned or furnished single-engine aircraft add \$19 per hour.
- 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).
- Corporate glider tow aircraft are reimbursed at the appropriate rate for their type 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).
- 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 actions require 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.
- To properly figure the reimbursement authorized, multiply the total number of hours flown times the rate allowed for the appropriate aircraft type classification 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. If a single-engine aircraft is not listed in any of the categories, determine the "Type" from the table above by the aircraft's horsepower (HP) or contact NHQ CAP/LGM at (334) 953-6032.