



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

## CAP REGULATION 173-3

EFFECTIVE 1 OCTOBER 2014

Finance

### PAYMENT FOR MISSION 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 unit responsible for the mission reimbursement.

#### SUMMARY OF CHANGES.

Updates Aircraft Flying Hour Maintenance Payment Rate and establishes implementation date of 1 October 2014. **Note: Shaded areas identify new or revised material.**

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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 actually used while en route to/from and while performing the mission. Only diesel or regular fuel will be reimbursed; “premium,” “super” or higher octane fuel types are not authorized.

(2) Aircraft expenses while en route to/from a mission and while performing the mission. Allowable aircraft expenses are: fuel, lubricants, oxygen service, and for actual missions only – essential hangar fees, and aircraft preheat/de-ice.

(a) For wings not in the consolidated maintenance program, maintenance payments to wings for corporate-owned aircraft will be used exclusively to maintain and upgrade the corporate aircraft fleet. Aircraft Flying Hour Maintenance Payment Rates can be found at Attachment 1.

(b) Aircraft Flying Hour Maintenance Payment Rates were established by National Headquarters Logistics (NHQ/LG) following an in-depth analysis of CAP’s actual maintenance expenditures. Missions funded by the USAF, CAP (both corporate funding and

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CAP's Federal appropriation) and CAP members themselves are billed minor maintenance rates that cover inspection and preventive or routine maintenance costs (see Attachment 1, Table 1). Missions funded by other Federal agencies like FEMA, state agency funded activities, or support to other Department of Defense agencies and organizations through Military Interdepartmental Purchase Requests (MIPR) will be charged a comprehensive maintenance rate covering not only minor maintenance, but also a prorated amount for major maintenance expenses like engine repairs and overhauls (see Attachment 1, Table 2). Existing MIPRs and other modifications to the CAP Cooperative Agreement (CA) will be grandfathered at the present reimbursement rate through their respective periods of performance. Modifications to the CA made after 30 September 2014 will reflect the new rates noted in Attachment 1. More details on aircraft maintenance costs can be found in CAPR 66-1, *CAP Aircraft Maintenance Management*.

(c) Wings may charge more than the published reimbursement rates for members to fly CAP aircraft, but may not charge less than this rate unless they are supplementing and make it whole with funds obtained from other sources. Each wing must collect and set aside the published hourly rates for each hour of flight time the aircraft is flown. This will ensure that there is enough money in the wing aircraft maintenance accounts to cover the reasonable costs of repair. 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 aircraft tail number, all aircraft minor maintenance income and expenses. NHQ will manage tail number accounting for NHQ-reimbursed flying for those wings and regions on the Consolidated Maintenance Program. Wings on the Consolidated Maintenance Program will track aircraft maintenance income for all non-NHQ-reimbursed funds, including state appropriations, state and local government flying and member flying, to help ensure that enough funds are collected and available when NHQ drafts back "B" & "C" mission flying funds quarterly. Wings not on the Consolidated Maintenance Program must track all non-NHQ-reimbursed aircraft maintenance income and expenses. Tail number accounting will be accomplished by utilizing the "class" feature within QuickBooks Premier, the accounting software purchased by National Headquarters for all wing finance departments. 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. Costs must be reasonable and allocable to the mission. A complete copy of the statement itemizing costs that can be attributable to the mission will be provided.

(a) Members may submit copies of their telephone bills with calls and costs identified above the cost of the individual's contract. Costs to add new lines or to cover normal monthly service will not normally be authorized, and must be approved in advance by the CAP National Operations Center (NOC).

(b) Personal cell phone usage will be reimbursed only when expenses exceed allowable minutes in the individual's contract. Copies of bills with line items highlighted are required for reimbursement. Rental or purchase of cell phones for specific events must be approved in advance by the CAP NOC.

(c) Personal data usage for internet access will be reimbursed only when expenses exceed the allowable usage in the individual's contract. Costs to provide additional internet access through leases, temporary installations or rental of equipment to support facilities or personnel for missions or to cover basic monthly service must be approved in advance by the CAP NOC.

(d) Generator fuel receipts will be clearly identified as such, and filed as additional expenses, not as vehicle fuel expenses.

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

(a) Operational Missions. **Overnight stays must be approved in advance through the NOC for all missions.** The NOC will need to know the names and CAPIDs of the specific members required to stay overnight, the number of nights for each person and the city and state where they will be staying in order to approve them with the correct rate and cost estimate. Lodging and per diem are not reimbursable for local travel. All business-related travel within 50 miles of a normal work site or home is considered local travel. 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 for approval. The NOC will only approve overnight stays during missions when safety requirements dictate and/or mission needs dictate and it is more cost effective for the overall mission to do so. 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 only be authorized for training missions when safety needs dictate. Examples of when it may 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 CAP-USAF liaison region and wing commander must both approve the request to be paid from the wing's Air Force training funds. The wing must provide the NOC a detailed list via e-mail or fax of the specific members required (by CAPID) to stay overnight, the number of nights for each person and the city and state where they stayed within 72 hours of the occurrence, and may be required by CAP-USAF prior to approval. Members will not be reimbursed for overnight related expenses until this documentation is provided to the NOC. In the unusual circumstance where the liaison region or wing commander cannot be reached, the incident commander or his/her staff will contact the NOC for approval.

(c) All Air Force Assigned Missions. When pre-approved by the NOC in accordance with paragraph 1a(4)(a), above, all authorized CAP personnel will be reimbursed for meals at a flat rate of \$35 per day unless the full GSA rate is approved in advance and funded by an external customer (see note below). Travel days will be reimbursed at 75% of the daily rate for the location or the \$35 rate, whichever was authorized. Lodging will be reimbursed in accordance with the GSA published rates (<http://www.gsa.gov/perdiem/>), or actual lodging rate, whichever is less. Only room charges and taxes are reimbursable expenses. Incidentals or guest services will not be reimbursed. Every effort should be made to stay within these rates. In very unusual circumstances where lodging cannot be obtained at any facility within the GSA rates,

additional approval must be obtained in advance from the NOC – otherwise the member will only be reimbursed up to the GSA rate. Anything that exceeds the GSA rate by 30 percent or more will not be approved without detailed justification. 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. Note: When CAP's mission participation is being funded by another agency, meals reimbursement up to the full Federal government rate can be authorized by the funding agency. CAP must receive this authorization in writing from the funding agency during the mission coordination process in order to pay members the full Federal government meals rate. This does not apply to SAR, CD, Air Defense, training or cadet orientation flight missions because these are traditionally funded by CAP.

(d) Members who initiate travel on their own without being part of a NOC authorized mission will not be reimbursed.

(5) Certain other miscellaneous expenses may be allowable with prior approval from the NOC and coordination with the customer:

- (a) Airfare to and from a mission area.
- (b) Aeronautical charts or maps when requested to support outside of the normal operating area.
- (c) Ramp fees, if required to operate out of a specific location.
- (d) Routine supplies (toner, copy paper, batteries, etc.) during emergencies.

**Note:** *Supplies and equipment purchased with customer funds that the customer could reutilize after the mission are often required to be returned to the customer.*

(e) Contact the NOC for approval in advance for any expenses deemed necessary to carry out the mission not specifically mentioned above or not already approved in order to avoid not being reimbursed. All expenditures must be reasonable and allocable to the mission, and additional justification or approval may be required depending on what is being requested.

b. Reimbursement from other agencies will be in accordance with the current memorandum of understanding (MOU) or letter of agreement (LOA) with that agency. MOUs and LOAs cannot authorize reimbursement beyond what is required by law or by what is authorized in this regulation. Expenses must still be reasonable and appropriate.

**2. Specific Requirements.** Wings must submit all reimbursement requests (including modifications/corrections) to NHQ using the Web Mission Information Reporting System (WMIRS) e108 for all missions reimbursed by National Headquarters. 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. Wings or members submitting data after 72 hours have passed may not be reimbursed as budgets may be automatically reduced or missions closed after this period; wings must still work with the NOC to generate WMIRS e108s for reimbursement requests of this type to be considered with those submitted beyond the 45 day period (see paragraph 2c). Once the WMIRS e108 is completed and approved by the Wing Commander or his/her designee, the reimbursement request will be automatically transmitted to NHQ for payment.

**a. Members will:**

(1) Submit a CAPF 108, *Reimbursement for Individual CAP Member Expenses*. A separate CAPF 108 is not required for each individual member as long as the wing can account for each of the expenses incurred by each member via some other method. Submit individual expense receipts with explanation when necessary to the wing in accordance with the procedures listed below. Printed copies of the WMIRS e108 worksheets, with expense receipts attached, may be used to account for individual member expenses. Lodging and per diem must be itemized separately by each individual member.

**Note:** *If a charge is made to a wing for fuel paid by a member, a 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.*

(2) Members will submit requests for reimbursement to the wing not later than 15 days after the close of the mission with the exception of commercial communications expenses (see paragraph 1a(3)). Requests for reimbursement of commercial communications expenses may be submitted up to 30 days after the close of the mission. This allows members additional time to receive monthly bills while also providing wings sufficient time to review and approve reimbursement requests within the 45 day approval period (see paragraph 2c).

(3) Members are encouraged to submit these requests electronically via fax or email (to include electronic copies of original receipts) to hasten the reimbursement process.

(4) Members will have a current CAPF 179, *Direct Deposit Sign up – CAP Member*, on file with NHQ/FM in order to be reimbursed directly for expenses. Members without a CAPF 179 on file will be reimbursed through their wing.

**b. Wings will:**

(1) Complete and submit a consolidated WMIRS e108 with receipts. Receipts for all claimed mission expenses (fuel, lodging, etc.) must be uploaded in Portable Document Format (PDF) into WMIRS during the WMIRS e108 submission process. Individual expenses claimed must match costs on the receipts provided. *Be sure scans are clearly readable before any actual hard copy documentation is discarded.* All fuel receipts must be uploaded via the individual air or ground sortie page so they can be “tagged” to that particular sortie. If a receipt is not tied to a specific sortie, such as generator fuel, lodging, communications expense, etc., it must be uploaded in the 108 Reimbursement Worksheet section as an additional expense. Receipt files that will not be “tagged” to a specific sortie should be given a unique/descriptive name, such as 15-1-5058\_Lodging\_CAPID.pdf or 15-T-3589\_CellPhone\_CAPID.pdf. All receipts must be clearly marked to show which particular sortie and mission the expense applies to. A signed certification form of an expense incurred will not qualify as a receipt. Receipts must be issued by the vendor and contain a date/location. If the transaction date is more than one (1) day after the sortie date, a detailed explanation must also be provided with the receipt. For fuel purchases the receipts must also include tail number, gallons, price per gallon and total purchase amount. Fuel receipts that meet these criteria obtained from vendors online are also acceptable. Lodging receipts must show the actual address where the member stayed, not just the logo of the hotel chain; addresses must be verified to determine the GSA rate. A copy of the transaction from a credit/debit card statement or bank statement showing only the vendor and amount is not sufficient. In cases where computer or register generated receipts are not available due to power

outages, hand written receipts from the vendor with vendor identification are acceptable. Partial mission claims may be submitted by selecting the correct option when completing the WMIRS e108. Follow-on partial claims must also be submitted via the WMIRS e108 and will be automatically assigned a sequential alpha character at the end of the mission number (example: original 15-T-4191-A; next follow-on partial 15-T-4191-B). The wing will electronically certify that the reimbursement request is appropriate, and then electronically forward it to NHQ via WMIRS 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 14 November.

**Note:** *All requests for reimbursement to a wing must be submitted via the WMIRS e108 process (paper versions of the form are not acceptable).*

(2) Electronically sign the WMIRS e108. The right to electronically sign a WMIRS e108 is limited to the wing (or region) commander, vice commander and up to three other members designated by the wing (or region) commander. The wing (or region) commander must designate these members via the “Commander’s Corner” module in eServices. The designated individuals will be part of the wing staff and not be CAP employees (such as a wing administrator), wing employees or state employees assigned to CAP.

(3) Member’s claims should be processed for payment as soon as feasible and not delayed in order to consolidate payments or wait for a mission to close. Ensure members’ claims are paid no later than 30 days after receipt of the reimbursement payment.

c. CAP wings must electronically submit WMIRS e108s approved by the wing/region commander or their designee within 45 days after the close of the mission, or risk not being reimbursed.

d. Wings will not schedule/perform any training missions or CAP cadet orientation flights in the last 2 weeks of September, so that an accurate accounting of all expended training funds can be accomplished. The final day for training and cadet orientation flight operations for each fiscal year will be posted in WMIRS. 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.

JOSEPH R. VAZQUEZ  
Major General, CAP  
Commander

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

The rates in these tables are calculated from actual reported maintenance expenses for CAP aircraft. Many factors, such as aircraft age, Airworthiness Directives, design and model, affect CAP expenditures for maintenance. 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 maintenance funds paid to the wing. In addition, the Category “B” and “C” 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 October 2014

**Table 1. “Dry” Hourly Reimbursement Rates for all sorties flown on or after 1 October 2014 on USAF requested CAP or member-funded missions**

Manuf.	Cessna	Cessna	Cessna	Cessna	Cessna	Gippsland	de Havilland	Maule
Model	172	182	SP 182Q	A185F*	206	GA-8	DHC-2*	MT-7-235
Cost/hr	\$38.00	\$45.00	\$82.00	\$95.00	\$62.00	\$50.00	\$148.00	\$65.00

The above rates include only minor maintenance and are not generally related to engine horsepower because engine expenses are managed under CAP’s major maintenance program.

**Table 2. “Dry” Hourly Reimbursement Rates for all sorties flown on or after 1 October 2014 on non-USAF federal, state or local missions funded by external agencies**

Manuf.	Cessna	Cessna	Cessna	Cessna	Cessna	Gippsland	de Havilland	Maule
Model	172	182	SP 182Q	A185F*	206	GA-8	DHC-2*	MT-7-235
Cost/hr	\$60.00	\$75.00	\$90.00	\$130.00	\$105.00	\$100.00	\$148.00	\$136.00

The above rates include both minor and major maintenance expenses like engine replacement expenses that are amortized over the life of the engine.

\* Comprehensive rates for these aircraft types are still under review; though these rates have been adjusted, they do not currently include all maintenance costs.

#### Notes:

1. “Basic Hourly Rate” for single-engine corporate or member-owned/furnished aircraft not listed above: \$38.00.

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 NOC; the NOC will coordinate with the appropriate Air Force approval authority when required for Air Force Assigned Missions (AFAM) and coordinate establishing a reimbursement rate for the aircraft. Wings/regions should send requests well in advance to the NOC at [opscenter@capnhq.gov](mailto:opscenter@capnhq.gov). Once approval has been obtained, the NHQ staff will determine the reimbursement rate and notify the wing/region in writing. Additional requirements for the use of member-owned/furnished aircraft on AFAMs can be found in CAPR 60-1.
- 4.** Aircraft fuel, lubricants, de-icing services 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. All maintenance of gliders requires a control number from NHQ CAP/LG prior to repairs being accomplished. Submit receipts for all expenses incurred to NHQ CAP/LG for payment or reimbursement. Electronic copies of original receipts are acceptable. Tail number accounting principles must be followed for gliders.
- 7.** Fuel and lubricants to operate glider winches are reimbursable to the Wing. Supporting receipts must be attached to the WMIRS e108.
- 8.** Aerial Digital Imaging System (ADIS), Advanced Digital Reconnaissance System (ADRS), Satellite Digital Imaging System (SDIS) and Geospatial Information Interoperability Exploitation Portable (GIIEP) Rates. CAP will charge an additional \$65 an hour to operate and maintain ADIS, ADRS, SDIS or GIIEP, but only when supporting missions that are not funded with CAP's annual Congressional appropriation, when members are funding training personally, or when using customer provided (including AFNORTH provided) ADIS, ADRS, SDIS or GIIEP systems that CAP does not support with operations and maintenance funding. The money collected for ADIS, ADRS, SDIS and GIIEP operations from these missions must be forwarded to NHQ for the systems that NHQ provides to the wings. Wings that have purchased their own systems may keep the money, but must comply with specific program income restrictions. This information can be obtained from NHQ/FM. The hourly charge to operate these systems will begin when the aircraft departs the mission base to execute the sortie and ends when the aircraft returns to the mission base. The rate will not be charged on flights to/from the home base and the mission base unless ADIS, ADRS, SDIS or GIIEP operations are conducted en route.
- 9.** Airborne Real-time Cueing Hyperspectral Enhanced Reconnaissance (ARCHER) Rates. CAP will charge an additional \$235 an hour to operate ARCHER, but only when supporting missions that are not funded with CAP's annual Congressional appropriation, or when members are funding training personally. 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 en route to the mission base.
- 10.** Existing modifications to the Cooperative Agreement (CA) for which funding was based on present day reimbursement rates are grandfathered through the end of their respective periods of performance. Modifications to the CA made after **30 September 2014** will reflect the new rates.