

CAP MOU Registration No. _____

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CIVIL AIR PATROL - FLORIDA WING
AND
NASSAU COUNTY BOARD OF COMMISSIONERS**

1. Purpose. The Nassau County Board of Commissioners (COUNTY) 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 the COUNTY may request CAP mission support, as well as the terms under which 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 All previous MOU(s) between CAP and COUNTY are superseded by this agreement. *NOTE: No Counterdrug (CD) missions are authorized by this MOU.*

2. Parties. This MOU is between CAP, through its Florida Wing, and the COUNTY.

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 a 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 United States Air Force (USAF) can determine "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) Florida Wing, CAP. Florida Wing is an administrative subdivision of CAP and not a separate legal entity from CAP. The Florida Wing Commander is a CAP corporate officer. CAP is generally organized along geographic lines and Florida Wing's jurisdiction is defined by the boundaries of the state. Missions under this MOU will be performed by Florida Wing. Contact information is included at Attachment B. (The parties may update Attachment B as necessary.)

(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. Florida Wing may use CAP members of units from outside the Florida Wing or the state of Florida to perform missions under this MOU. All CAP members shall be deemed members of Florida Wing while performing missions under this MOU and entitled to benefits of such membership that arise under this MOU.

(3) **CAP-USAF.** The Civil Air Patrol - United States Air Force (CAP-USAF) are not a party to this agreement. (See Attachment AF.)

b. Nassau County Board of Commissioners.

(1) **Emergency Management Department.** The Nassau County Board of Commissioners, through its Emergency Management Department (EMD), provides the coordination of disaster preparation, response and recovery services within Nassau County including incorporated areas. This includes the selection and utilization of various resources and organizations capable of rendering services. Under Chapter 252 of the Florida Statutes, the COUNTY, through the EMD, also coordinates the relief activities of both public and private relief or disaster assistance organizations that agree to volunteer their services under the direction and guidance of COUNTY authorities. The COUNTY may utilize personnel and facilities of Florida Wing CAP for relief or disaster assistance organizations, churches, temples and synagogues in the distribution of food, relief supplies, medicines and other items and temporary shelters as part of the restoration or reconstruction of community services and essential facilities when deemed necessary. (EMD contact information is found in Attachment B).

(2) **Other State or Local Agencies.** N/A

(3) **Nassau County Board of Commissioners - Florida Wing Relationship.** There is no statutory relationship between the COUNTY and the Florida Wing CAP.

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.** Florida Wing CAP assistance to the COUNTY may include, but is not limited to: aerial missions such as reconnaissance to search for missing personnel, damage assessments, 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 civil defense or other law enforcement missions.

b. Limitations.

(1) Priority of Missions. The COUNTY understands and acknowledges that the USAF may withdraw CAP assets from missions in progress under this MOU when necessary to pursue higher priority missions. 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 agreement shall be read to require any party or signatory to act in violation of applicable laws or regulations. Furthermore, none of the provisions in this MOU are 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 are required to comply with Federal Aviation Regulations (FARs.) The FARs may prohibit "private" pilots from flying some missions (e.g., transport missions requiring a "commercial" pilot rating) 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 CAPR 60-1. and 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 is 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. 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 Search and Rescue (SAR) Operations. See Attachment AF regarding requests for air and ground SAR operations. If the Air Force declines to accept the mission, CAP may nevertheless accept the request 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 impractical or 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 Air Force declines to accept the mission, CAP may nevertheless accept the request as a corporate mission.

d. SAR/DR Training Missions. See Attachment AF regarding requests for air and ground SAR/DR Training Missions. If the Air Force declines to accept the mission, CAP may nevertheless accept the request as a corporate mission.

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

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

g. Agency Crewmembers. The COUNTY may request CAP aircraft and aircrew as an aerial platform from which COUNTY officials may perform "aerial work," as "crew members." "Aerial work" includes missions such as aerial reconnaissance of ground conditions (discussed in paragraph 5f above) or operation of airborne communications equipment. COUNTY officials may be authorized to fly aboard CAP aircraft in accordance with CAPR 60-1, *CAP Flight Management*. COUNTY 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 Florida Wing CAP 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, medical supplies at request of COUNTY for humanitarian reasons without accepting reimbursement or payment of any kind from outside sources.

(2) COUNTY Officials/Other Non-CAP Passengers. CAP may transport COUNTY 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. Mutual consent should be the norm; nevertheless, any party to this agreement may suspend or terminate CAP missions conducted pursuant to this MOU without cause.

b. Both Florida Wing CAP and the COUNTY agree to maintain continual and effective communication and coordination to facilitate the training necessary for effective CAP participation with County personnel in disaster relief missions.

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

a. Reimbursement for Corporate Missions. When COUNTY reimbursement is required by Florida Wing for missions performed under this MOU, such reimbursement shall be limited to the rates established in the current Civil Air Patrol 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 Civil Air Patrol 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. Restrictions on Billing. Dual payment/compensation or double billing is prohibited and may not be requested or accepted. For example, if the Florida Wing receives or is offered state funds for aircraft operating expenses (fuel, oil, maintenance), Florida 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 Florida 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.

d. Indemnification. CAP shall indemnify, defend and hold the COUNTY and its employees and agents harmless from and against all claims, losses, liabilities, damages, costs and expenses including reasonable attorneys' fees, costs and expenses arising from any negligence or willful misconduct of CAP's agents, employees, or contractors in or about the COUNTY arising from any emergency operations or flights. Nothing herein is intended to serve as a waiver of sovereign immunity by the COUNTY.

9. Air Force Provisions.

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

b. The United States Air Force 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 Air Force Assigned Missions (AFAM) 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 (5) 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 agreement and is signed by an authorized representative of each of the parties. Air Force provisions in this MOU are not subject to amendment or revision by either party. (See paragraph 9 and Attachment AF.)

d. Termination. The parties may terminate this MOU at any time upon sixty (60) days 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).

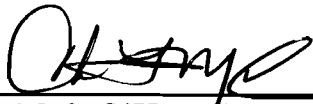
National Headquarters, Civil Air Patrol
Attention: DO
105 S. Hansell Street
Maxwell AFB, AL 36112

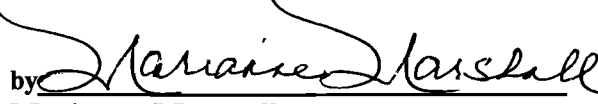
Nassau County Board of County
Commissioners
Attn: Chair
P.O. Box 1010
Fernandina Bch, FL 32035-1010

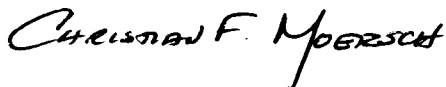
IN WITNESS WHEREOF, this MOU has been executed by the parties herein:

Civil Air Patrol

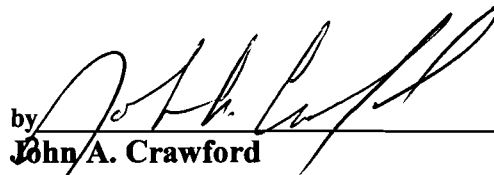
**State of Florida
County of Nassau**

by 
Patrick S. O'Key, Colonel
Wing Commander
Dated: 23 Jul 08

by 
Marianne Marshall
Chair, BOCC
Dated: 7-9-08

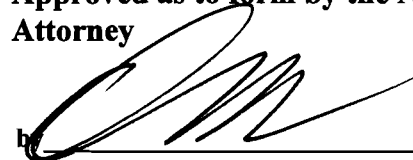


Attest as to the Chair's Signature

by 
John A. Crawford
Its: Ex-Officio Clerk
Dated: 7-14-08

ESK 7/14/08

**Approved as to form by the Nassau County
Attorney**

by 
David A. Hallman
Dated: 7-9-08

Attachments:

- AF Untitled AF Involvement Attachment
- 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

References:

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

United States Code <http://uscode.house.gov/usc.htm>

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*

Attachment AF
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 State Agency. 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 above AFAM, you may also contact the NOC at 888-211-1812.

Attachment B
CONTACT INFORMATION

Contact Information as of Feb 2008			
MISSION	CONTACT	PHONE & E-MAIL*	ADDRESS
CIVIL AIR PATROL			
Fernandina Beach CAP Senior Squadron Contact Infomation	Nick Feakes Commander, Fernandina Beach Senior Sqd	Tel: (904) 415-0131 Email: nfeakes@hotmail.com	Mailing Address: PO Box 6282 Fernandina Beach, FL 32035
	Mickey Baity Operations Officer, Fernandina Beach Senior Squadron	Tel: (904) 556-6136 Email: mbaity@att.net	Location Address: 1010 Airport Road Fernandina Beach, FL 32034

MOU Activation Procedures

- 1) Contact (primary) Nick Feakes, CAP Senior Squadron Commander, Fernandina Beach, at (904) 415-0131 or email nfeakes@hotmail.com, or (alternate) Mickey Baity at (904) 556-6136 or mbaity@att.net to request CAP resource support.
- 2) NCEM will provide CAP with a written resource assistance request (*emails are permissible*) outlining the specifics of the CAP assistance.
- 3) CAP will process resource request to include liaison with Florida Wing and the National Operation Center. All post-event resource request paperwork, billing, etc. will be completed by CAP.

Attachment C
TABLE: CAP MISSIONS AND PILOT LIMITATIONS

22

CAPR 60-1 (C1) ATTACHMENT 2 (CONT'D) 19 OCTOBER 2004

CAP MISSIONS AND PILOT LIMITATIONS

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
Search and Locate	Pilot crewmembers, CAP members, Armed Services, Authorized Government Employees	A or B Reimbursed or Not Reimbursed	Corporate Owned	Private Pilot	Fuel, Oil, Supplemental Oxygen, Fluids, Lubricants, Servicing, Maintenance, Per Diem	Exemption 6771B
			Member Furnished	Private Pilot	In accordance with CAPR 173-3	Exemption 6771B
		C Reimbursed or Not Reimbursed	See Aerial Work Operations			
	Other Passengers	A	Any	Private Pilot	Fuel, oil, airport expenditures, or rental fees	FAR 61.113(e)
		B or C Reimbursed	Any	Commercial Pilot or ATP	Any Expenses Authorized by CAP	FAR 119.1(e)(4)
		Not Reimbursed	Any	Private Pilot	See Note 1	FAR 61.113(a); FAR 61.113(c); FAR 119.1(e)(4); FAA Interpretation 1997-23
Aerial Work Operations (Aerial imaging, radio relay)	Crewmembers (FAR 1.1)	Any	Any	Private Pilot	See Note 1	FAR 61.113(a); FAR 61.113(c); FAR 119.1(e)(4); FAA Interpretation 1997-23
	Passengers or Non-CAP Property	Reimbursed	Any	Commercial Pilot or ATP	Any Expenses Authorized by CAP	FAR 119.1(e)(4)
		Not Reimbursed	Any	Private Pilot	See Note 1	FAR 61.113(a); FAR 61.113(c); FAR 119.1(e)(4); FAA Interpretation 1997-23

Continued on Next Page

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 C (cont'd.)

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	Any	Not Authorized	N/A	FAR 119.1

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 Gippaland GA-8	*DH2 Beaver ONLY

Notes:

1. Reimbursement rates have been established to encourage the use of economical, mission capable aircraft.
2. 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.
3. 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.
4. These rates apply to corporate-owned aircraft. Member-owned or furnished single-engine aircraft add \$19 per hour.
5. 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).
6. 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).
7. 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.
8. 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.