



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

7 December 2006

MEMORANDUM FOR NATIONAL BOARD AND LIAISON REGION COMMANDERS

FROM: CAP-USAF/CC AND HQ CAP/CC
105 S. Hansell St
Maxwell AFB, AL 36112

SUBJECT: New Air Force Assigned Missions

References: AFI 10-2701 IC dated 29 Sep 2006

1. This joint policy letter supersedes CAP-USAF/CC policy memo dated 24 Oct 06 and will remain in effect until rescinded or incorporated into CAP and CAP-USAF instructions.

2. Air Force assigned missions (AFAM) now include "Cost of Doing Business" missions. These missions include, but are not limited to ferry flights to deliver aircraft to maintenance facilities in order to accomplish required maintenance, delivery of aircraft or vehicles to specific locations for mandated inspections, or operational check flights following maintenance. Movement of aircraft due to weather (hurricane repositioning prior to declaration of disaster area) or movement of aircraft for State Director/CAP-USAF access (to make an aircraft available for a State Director or CAP-USAF Liaison Region that does not have easy access to a CAP corporate aircraft) are also included in this policy revision. All flights must be flown by a current and qualified CAP Mission Pilot (including CAP Transport Mission Pilots) and be released by a CAP flight release officer (FRO) IAW CAP regulations. The FRO will note the mission number on the CAPF 99. All "Cost of Doing Business" missions must be pre-approved using the procedures provided in the following paragraphs.

3. The following specific guidelines apply for missions below:

a. Maintenance flights for those wings participating in the Consolidated Aircraft Maintenance Program will be **A-9** missions (maintenance flights in support of aircraft delivery and pickup). The approval level is the Liaison Region after review of the State Director (SD). The preferred method of obtaining approval is thru WMIRS. If that is not possible, the CAP Wg/CC, Mission IC, FRO or CAP POC will send an e-mail to the SD, and copies to the appropriate LR/DO. In the event an e-mail is not practical, the most appropriate method may be used to allow the SD to review and forward to the LR for approval to the CAP official originating the request. All **A-9** flight requests must be loaded into WMIRS as **soon as possible** (if pre-approved by CAP-USAF via other means) and closed out within 24 hours of mission completion.

b. Maintenance flights for those wings who are not participating in the Consolidated Aircraft Maintenance Program will be **B-9** missions. Air Force approval for these flights will be conveyed via the SD's monthly mission number. PICs posted on the SD's authorized list of pilots will use the associated monthly mission number as authorization to fly these pre-approved flights. Note: These sorties are not required to be individually approved by the SD

but will be released by a CAP flight release officer (FRO) IAW CAP regulations. The FRO will note the mission number on the CAPF 99

c. Movement to support CAP/CAP-USAF IG Inspections will be **A-99** missions. The approval level is HQ CAP-USAF after review of the State Director and Liaison Region. The method for obtaining approval is WMIRS. These **A-99** missions must be loaded into WMIRS at least **one week prior** to mission start date and closed out within 24 hours of mission completion

d. Movement of aircraft for State Director/CAP-USAF access will be **A-99** missions funded by CAP-USAF's flying contract with CAP. The approval level is the Liaison Region after review by the State Director. The method for obtaining approval is WMIRS. These **A-99** missions must be loaded into WMIRS at least **one week prior** to mission start date and closed out within 24 hours of mission completion.

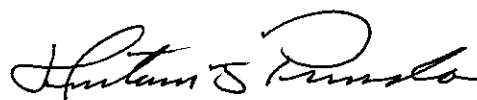
e. Movement of aircraft due to severe weather will be **A-99** missions. The approval level is the Liaison Region after review by the State Director. The preferred method for obtaining approval is WMIRS. If that is not possible, the CAP Wg/CC, Mission IC, or CAP POC will send an e-mail to the appropriate State Director. The SD will review the request and forward it to the LR/DO for approval. In the event an e-mail is not practical, the most appropriate method may be used to allow the SD to review and forward to the LR for approval to the CAP official originating the request. The State Director may approve on his own if time/conditions prevent contacting the LR. These **A-99** missions must be loaded into WMIRS **as soon as possible** (if pre-approved by CAP-USAF via other means) and must be closed out within 24 hours of mission completion.

4. Wings **must** use the WMIRS generated CAPF 108 when seeking reimbursement for all category "A" missions listed above. Also, for those missions with an **A-99** mission symbol, CAP wings should clearly describe in the WMIRS remarks section the type mission they are seeking AFAM approval for so HQ CAP can accurately track these types of missions.

5. If additional missions, not specifically addressed above, are requested as part of "Cost of Doing Business" in support of AFAMs, the CAP Wg/CC, or Mission IC should propose the mission thru the State Director, in-turn to the LR/DO, for approval by HQ CAP-USAF/XO. Questions concerning this policy memorandum should be directed to Lt Col Douglas Goodlin, CAP-USAF/XO, at 334-953-7467 or to the CAP National Operations Center.



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cc:

HQ CAP/EX/XP/MD/DO/GC/FM/LG/NOC/EXS
CAP Operations Committee
HQ CAP-USAF/CV/XO/IG/JA
CAP-USAF LR/CCs
State Directors