



## CALIFORNIA WING OPERATING INSTRUCTION 05

1 July 2009

Operations

### CAPF108 PROCESSING

#### Background

CAPR 173-3 describes new rules for submitting reimbursement requests for Air Force Approved Missions (AFAM). The following policy defines the procedures and timing to implement those rules in California Wing.

#### Policy

1. Most reimbursable missions will be documented by the member forwarding a current CAPF108, receipt(s) and supporting documents to the designated location within 24 hours of completing the flight or ground trip. The CAWGF10 *COF Worksheet* replaces the CAPF108 for CAP Cadet Orientation Flights. These documents with accompanying receipts represent financial backup for the information posted to WMIRS and they determine how to handle the reimbursement. The documents will be computer prepared for legibility, and the CAPF108 must be signed. Legible copies may be forwarded by scanned email attachment to [f108@cawg.cap.gov](mailto:f108@cawg.cap.gov), by facsimile machine or by US Mail to the location designated in Paragraph 4. The original documents will be retained on file by the member.

2. All reimbursable CAP flights will be associated with an appropriate mission number and will be posted to the Wing Management Utility (WMU/IMU) Assisted CAPF99 flight release process or, if done by the IC or designated Mission Manager, directly to the Web Mission Information Reporting System (WMIRS) at the sortie level. Sorties will NOT be combined, either on the computer programs or the CAPF108.

3. Procedure and Timing:

a. Flight releases will be approved by the Incident Commander or designated Flight Release Officer assigned to the mission or flight activity.

b. The flight or trip will be closed upon return to home base by the member contacting the IC or the designated FRO by telephone or email. It is the responsibility of the member to provide all sortie information necessary to complete the sortie entry, including ATD, ATA, total Hobbs time, fuel used (gallons and cost) etc. This notification should be made as soon as possible, but must be made within 24 hours of returning to base. In the event notification is not made within two hours of estimated arrival, the IC or designee will contact the member to verify the sortie concluded safely and to obtain the closing information, if available.

c. The IC or designee will post the sortie information to WMIRS based on the verbal notification within 72 hours of sortie completion. The Orientation Pilot will close his/her own release through the WMU, causing an automatic update of WMIRS, also within 72 hours of sortie completion.

d. Immediately following the notification, the member will prepare CAPF108 by computer and forward with attached receipt(s) to the designated location. For orientation flights, CAPF108, receipts and Flight Information Sheets (for AFROTC cadets), or CAWGF10 with

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Distribution: 1 Ea Unit

OPR: DO

Approved by: CA-001/CC

receipts (for CAP cadets) will be prepared and forwarded to CAWG/DO.

e. When the CAPF108 or CAWGF10 is received, data will be reviewed and adjusted as necessary to agree with WMIRS. It is the member's responsibility to ensure that the information on the completed CAPF108 matches the verbal information provided to the IC or FRO and entered into WMIRS. In case of a discrepancy the data entered into WMIRS will prevail. In case no CAPF108 is submitted for use of a CAP Corporate aircraft, the CAWG Staff member will prepare CAPF108 to insure wing will receive proper maintenance reimbursement.

f. The IC or designee will verify all mission paperwork for accuracy and completeness, and then forward the complete mission package to the location described in Paragraph 5 below within 7 days of completing the mission.

4. Designated locations for CAPF108 Submission

CAPF108 and supporting documents will be forwarded by the member within 24 hours to the destination below. Submission may be done by scanned email attachment, FAX transmission, US Mail or FEDEX. Write the Mission Number and Mission Symbol on the outside of the envelope.

<b>Mission Symbol</b>	<b>Send</b>	<b>Destination - Staff Member</b>
<b>A1/A2/A9/A18/A20/A99/A911</b>	CAPF108, Fuel Receipt	Email to: <a href="mailto:f108@cawg.cap.gov">f108@cawg.cap.gov</a> FAX to: 818-989-8108 Mail to: CAP CAWG/DO POB 7688, Van Nuys CA 91409-7688 FEDEX to: 15900 Victory Bl, Van Nuys CA 91406
<b>A6/A8</b>	CAPF108, AFROTC/AFJROTC Flight Information Sheets, Fuel Receipt	
<b>A15</b>	CAWGF10, Fuel Receipt	
Any <b>B</b> mission flown at request of and funded by an outside agency	CAPF108, Fuel Receipt	
<b>A3/A4</b>	CAPF108, Fuel Receipt	Mail to: Maj Jennifer Waite, CD Administrative Officer, 1415 N. Fancher, Fresno CA 92737
<b>A5/A7</b>	CAPF108, Fuel Receipt	FAX or Mail to: IC or Designee specified for the exercise

5. Mission packages will be forwarded by the IC or designee to a CAWG Staff member within 7 days as follows:
  - a. CD missions will be sent to Maj Jennifer Waite, CD Administrative Officer, 1415 N. Fancher, Fresno CA 92737
  - b. Training missions will be sent to Lt Col Joseph Orchard, SAREX Coordinator, PO Box 111209, Big Bear Lake CA 92315
  - c. All other mission packages will be sent to CAP CAWG/DO, PO Box 7688, Van Nuys CA 91409-7688, or via FEDEX to 15900 Victory Blvd, Van Nuys CA 91406.
  
6. Upon receipt of the mission packages, all data will again be reviewed by the CAWG HQ staff member for accuracy and completeness. Any remaining discrepancies will be resolved with the member if possible, or forwarded to Wing Operations for resolution. Finally, a consolidated CAPF108 will be generated from WMIRS and submitted to NOC for reimbursement within 30 days of mission completion. The package will then be promptly forwarded to CAWG/FMA for posting the reimbursement information into QuickBooks, and eventual generation of the reimbursement check.
  
7. CAWG/FM Section will generate a copy of the CAPF108, without receipt(s), for file as financial backup for the reimbursement check. The original CAPF108 and receipt(s) will be retained in the CAWG/DO file.

Certified 1 Jul 09, Lt Col Ronald G. Butts, DO