



CAWG General Emergency Services Course



Introduction

This is the first course that any member planning to be involved in CAP Emergency Services (ES) Operations should take. It is geared for the entry-level personnel primarily, but also discusses important topics in ES that all members need to know about.

Upon completion of this course, students should take the CAPT 116 online test. This course does not cover all the questions on the test. Many of the questions come from the regulations mentioned in the course. Once a member has passed the current CAPT 116, they are considered 101 qualified in the GES specialty qualification, and can then receive training in other specialties as outlined on the appropriate CAPF 101Ts. Also the member, after passing the 116 and submitting the certificate (available online) to their unit commander, will receive a 101 card. This card is required along with a current membership card to be admitted onto a mission base; either training or actual.

This course is expected to take three to six hours including written examinations and question and answer periods.

CAP Emergency Services

- Search and Rescue (ground and air)
- Disaster Relief
- Reconnaissance
- Counterdrug
- Transportation

CAP has a variety of ES missions. CAP is primarily known for its Air Search And Rescue (SAR) capability, but is involved in several other areas. During disasters CAP members are often called upon to provide communications or mission management support, establish shelters in heavily damaged areas, transport specialty teams or government officials to disaster sites, or take overhead photos of damage done by storms or other calamities.

CAP participates in the War on Drugs in the US as well through its Counterdrug program. Using the skills learned to support search and rescue and disaster relief operations, aircrews routinely fly spotting missions to locate drug plots and clandestine airfields and our crews also transport DEA and Customs agents along with many other law enforcement personnel when requested. It is important to remember that CAP does not actively participate in law enforcement.

MOUs (Memoranda of Understanding)

An MOU is a written agreement that establishes the basis for mutual cooperation and coordination between CAP and other organizations and agencies.

- State & Local Emergency Management Agencies
- Federal Emergency Management Agency (FEMA)
- Red Cross
- National Oceanic and Atmospheric Admin. (NOAA)
- US Coast Guard Auxiliary (USCG)
- U.S. Customs (USC)

CAP routinely works with many agencies throughout the United States. The main players in the ES arena are listed above, but there are many others at the national level, as well as several hundred at the local level.

These MOUs delineate the requirements for both agencies when working joint operations; including contact information for resources, reimbursement procedures and liability coverage.

Three areas of qualification

- ? Ground and Urban Direction Finding Teams
 - o Ground Team Leader
 - o Ground Team Member
 - o Urban DF Team
- ? Aircrews
 - o Scanner
 - o Observer
 - o Mission Pilot

CAP personnel participating in ES operations primarily fall into three categories: Ground & Urban DF Teams, Aircrews, and Mission Base Staff. Not every position is required for every mission, but these are the areas that are most common.

Also, if any of you have any specialty skills such as training in Critical Incident Stress Management, Collapse Rescue, or other useful areas inform your unit ES staff so that they can have that technical specialty added to your 101 card and have you listed as a resource in that area.

It takes several personnel to make every mission happen and the requirements vary depending on the type and depth of the mission.

Each of these specialties has requirements for training and qualification as well as specific job requirements. These are outlined in the emergency services regulations

Mission Base Personnel

- | | |
|----------------------------------|---------------------------------|
| ? Incident Commander | ? Ground Branch Director |
| ? Liaison Officer | ? Planning Section Chief |
| ? Mission Chaplain | ? Logistics Section Chief |
| ? Information Officer | ? Finance / Admin Section Chief |
| ? Safety Officer | ? Flight Line Supervisor |
| ? Operations Section Chief | ? Communications Unit Leader |
| ? Air Operations Branch Director | ? Mission Staff Assistant |

Qualification

- ? General ES Course (this course)
- ? CAPF 100 – form used to apply for GES or a specialty
- ? CAPF 101 – this is the card you carry to sign in at mission/training bases
- ? CAPF 101T – training form that show requirements for a specialty
 - o Can train for three concurrently
 - o Mission Staff Assistant is the recommended qualification to move into from here for those without a planned track

To get involved in missions, the first thing that you need to do is complete the GES course, including final exam (CAPT 116) which can be found online at:

<https://data.ntc.cap.gov/ntc/ops/tests/default.cfm?Message=Ok&CFID=41799&CFTOKEN=97356606>

Once you have successfully completed this course, you apply for your GES qualification on a CAPF 100 via the Wing Management Utility (WMU) which can be found at: <http://wmu.nat.cap.gov/>

Once that is done, your local unit can issue you your first CAPF 101, the “101 card”, with your GES specialty annotated.

When you have your 101 card you can participate in missions. Your 101 card is basically a license to learn. With your new 101 card you can apply (again on a CAPF 100) to train in up to three additional specialties concurrently by requesting CAPF 101Ts for the specialties you want to train for. If you don't have a track in mind it is

recommended that you start training for the Mission Staff Assistant position, as this will allow you to experience many areas of the mission, and see other things that you might be interested in. It is advisable that each member keep copies of all qualification documentation. If you move, you will want to transfer your qualifications. That requires documentation There is always the possibility that your files will get lost or damaged so it is a good idea to have backup paperwork.

How the majority of our search missions are initiated

The Air Force Rescue Coordination Center (AFRCC) controls all search missions in the Continental United States. AFRCC receives information concerning possible missing aircraft and ELT's (Emergency Locating Transmitters) from a variety of sources, including FAA air traffic controllers, law enforcement officials, and satellites that pick up ELT signals. After AFRCC has determined the need for a mission, they assign an agency the responsibility for conducting the search. Over 80% (4 out of 5) search missions activated by AFRCC are assigned to Civil Air Patrol.

When AFRCC has obtained sufficient evidence to warrant activating a search in California Wing, the controller on duty at AFRCC notifies the Wing Mission Alerting Officer (WAMO). The WAMO makes contact with an Incident Commander (IC) who initiates the required mission. They will discuss the search information and a decision will be made on the location of the mission search base. The IC will then call the appropriate Group Alerting Officers (GAO) who then alerts the Groups and Squadrons.

Sign-In at Mission Base

- ? Individual qualifications need to be known to mission planners, thus personnel are normally requested individually to participate
- ? Sign-in confers FECA/FTCA coverage

Each member participating in ES missions must be logged in to receive credit towards their training and qualification, and to also receive FECA and FTCA coverage. ES personnel are required to participate in missions in the areas of their qualification at least once every 24 months in order to maintain qualification as outlined in Attachment 4 to CAPR 60-3. Mission personnel also must be approved to be on missions, indicated by the approval of assignment (signing in), to get Federal Employee Compensation Act and Federal Torts Claim Act coverage. Members over the age of 18 or their heirs are eligible for compensation should you be injured, killed, or have your equipment damaged while on an approved mission.

When you arrive at the mission base, the first thing you **MUST** do is sign in on the ICS 211 (Figure 1) or 211c (Figure 2), Mission Register. If you have driven to the base, sign your vehicle in on the ICS 218 (Figure 3), Aircraft/Vehicle Log or the ICS 211c for small bases. It is VERY IMPORTANT that you sign in immediately for several reasons; you will be covered by insurance, your availability for assignment will be established, your participation in the mission will be verified and your emergency contact information will be instantly accessible if it should be needed. Figures 1, 2 and 3 show the proper way to fill in the forms.

MISSION AUTHORIZATION/PERSONNEL REGISTER				BASE	MISSION NUMBER	DATE	PAGE 1 OF PAGES	
PERSONNEL						NOTIFY IN CASE OF AN EMERGENCY		
NAME (Last Name, First Name)	GRADE	CAPSN	HOME UNIT	DUTY THIS MISSION	101 CARD CHECKED	NAME	PHONE OR ADDRESS	
SMITH, GEORGE	CPT	153332	CA171	MRS	✓	GRACE SMITH	805-666-6844	
ALMOND, HARRY	1LT	147361	CA171	MP-T	✓	JOAN ALMOND	805-665-1122	
ADAMS, RUTH	MAJ	173387	CA171	OBS	✓	RALPH DALBER	916-725-8088	

Figure 1, ICS 211

The most important rule for filling out forms is to enter data accurately and legibly. If your handwriting is poor, print; if your printing is poor, have another crewmember fill out the form.

Some general rules to follow are: do not use "Liquid Paper" when making corrections to any forms; when correcting forms, draw a single line through the error and initial. Do not use signature labels or stamped signatures.

COMPOSITE MISSION REGISTER		MISSION NUMBER	DATE	MISSION BASE		PAGE No. OF PAGES	
		PLR 00-076	23 JUN 00	CABLE, CA		1 -	

PERSONNEL	Last name, First name	GRADE	CAPSN	UNIT CHARTER	DUTY THIS MISSION	101 CARD CHECKED	NOTIFY IN CASE OF EMERGENCY		FIND SAVE
							NAME	PHONE	
1	SMITH, HENRY	CPT	146587	CA101	MPS	✓	SYLVIA SMITH	209-731-0654	
2	ADAMS, JOSEPH	1LT	138461	CA102	OBS	✓	MARY ADAMS	661-832-7430	
3									
4									
5									
6									
7									
8									

VEHICLE											
	LICENSE NUMBER	MAKE/TYPER	DRIVER	HOME BASE	COMM TYPE	CALL SIGN	BEGINNING MILEAGE	MILEAGE & TIME		TOTAL MILEAGE	TOTAL HRS
							TIME OUT	ENDING MILEAGE	TIME IN		
1	2DH6142	VOLVO	J. ADAMS	HEMET	-	-	139,230	06.20			
2											
3											
4											
5											

AIRCRAFT																
	N NUMBER	MAKE/TYPER	PILOT	HOME BASE	COMM TYPE	CALL SIGN	AREA ASSIGNED	ETE	ETD	TIME			TOTAL SORTIES	FLIGHT TIME		TOTAL HRS
										ATD	ETA	ATA		INBOUND	TO/FRM GRID	OUTBOUND
1	9238H	C-182	H. SMITH	SLO	VHF FM	CPF 438										
2																
3																

Figure 2, CAWG Form 103

Aircraft / Vehicle Check-In CAWG ICS 218				Incident Name / Number				Date:			Incident Base			Page of Pages	
Aircraft								Vehicles							
	C/M	N-Number	CAPF #	Horsepower	Pilot	Based	108?		C/M	License No.	Make / Model	Driver	Based	108?	
1	C	N1234	400	200	JOHN DOE	SBP	Y	1	M	12345	FORD TRUCK	JOHN SMITH	MBF	NO	
2	M	N4321	422	220	BILL JOEL	CCR	Y	2	C	54321	CHEVY BLAZER	JIM FRANK	RIM	Y	
3								3							
4								4							

Figure 3, ICS 218

Acronyms

CAP is full of acronyms and here are a few important ones related to ES that you should know.

- AFRCC - The Air Force Rescue Coordination Center
- ALNOT - FAA alert notice for missing aircraft
- ETD - Estimated time of departure (engine start)
- ETA - Estimated time of arrive (engine off)
- ETE - Estimated time in route (engine start to engine off)
- ATA - Actual time of arrival (engine off)
- ATD - Actual time of departure (engine start)

ATE – Actual time in route (engine start to engine off)
CAPR – Civil Air Patrol Regulation
CD – Counterdrug
DF – Direction finder
DOB – Date of birth
ELT – Emergency locator Transmitter
EOC – Emergency Operations Center (Control center for state/area)
FAA – Federal Aviation Administration
FEMA – Federal Emergency Management Agency
FSS – Flight Service Station
IFR – Instrument Flight Rules (flying in the clouds and/or on instruments alone)
IC – Incident Commander
NTAP – National Track Analysis Program
OES – Office of Emergency Services
RON – Remain over night
RTB – Return to base
SAR – Search and Rescue
SAREX – Search and Rescue Exercise
USAF – United States Air Force
VFR – Visual Flight Rules (good weather flying)
ZULU – Proword for Greenwich Mean Time (time AFRCC goes by)

Risk and CAP Missions

- ? Travel to and from mission base
- ? Operating without proper rest or nourishment
- ? Electrical or antenna wires
- ? Turning propellers
- ? Do not take unnecessary risks

Safety is a major concern for our operations. If you get hurt on a CAP mission you have coverage, but you also detract from the mission. Remember that there are many possible hazards involved in ES missions and you need to be aware of what is going on around you. The above are just a few examples of common hazards on our missions.

Member Responsibility

- ? CAP ES members should obtain and read copies of the current operations and emergency services publications
- ? CAP members have NO special dispensations over an ordinary citizen
- ? Members must perform mission duties on actual or training missions to keep their specialties current every two years per CAPR 60-3 para. 2-4
- ? Individuals who put themselves, other members, or the corporation in jeopardy by disregarding laws and policies may be subject to restraining action.

CAP has certain obligations to take on missions, but so do members. Every person involved in CAP ES Missions needs to understand their job, and basic ES requirements. These are outlined in our governing ES regulations and training materials.

CAPR 60-3 - This regulation prescribes concepts, policies, and standards that govern all Civil Air Patrol (CAP) supervisory, ground, and flight personnel in the training, qualification, and execution of CAP operational missions.

CAPR 60-4 Volume 1, Part 1 - This regulation provides instructions and samples of Incident Command System (ICS) forms and CAP forms required for use on CAP emergency services missions.

CAPR 60-4 Volume 1, Part 2 - This regulation provides blank Incident Command System (ICS) forms required for use on CAP emergency services missions.

- CAPR 60-4 Volume 2 - This regulation prescribes CAP forms required for use in CAP emergency services training.
- CAPR 60-5 - This regulation prescribes concepts, policies, and standards that govern all Civil Air Patrol (CAP) personnel in the training, qualification and implementation of Critical Incident Stress Teams (CIST).

Approved Policy Letters, Supplements, Operating Instructions, etc.
Task Guides for each specialty

Remember also that CAP members are normal citizens, and must operate within the law.

If you don't operate within the regulations and/or the law, there will be consequences. Your membership may be suspended or terminated, privileges revoked, or even worse you could be hurt or killed. Laws, rules and regulations are normally written to protect the public, including you. Follow them.

Medical Assistances

The CAP will not normally be used for routine patient transfers or medical evacuations; however, CAP may be used to transport persons who are seriously ill, injured, or in distress to locations where facilities are suitable, or when other suitable modes of patient transportation (commercial or public) are not readily available. Prior to dispatching an aircraft or vehicle on this type of mission, the AFRCC or other controlling agency will obtain the best medical evaluation to determine the need for assistance. This is not to be interpreted to mean that decisions of medical authorities are final in deciding whether a mission will be performed. This type of mission is normally categorized as a rescue mission, with authorization obtained through the AFRCC. If the requested activity cannot be accomplished as an Air Force assigned mission, prior approval as a CAP corporate mission must be obtained as stated in CAPR 60-1.

Bloodborne Pathogens

- ? Diseases transferred by contact with human blood and body fluids
 - o Hepatitis B
 - o AIDS
 - o Others
- ? Exposure exists at accident/crash sites

You need to know that we have missions that can put you in contact with blood or blood products and thus this issue needs to be addressed. Ground teams working at a crash site or aircrews transporting blood need to understand the precautions necessary to protect themselves. Essentially, stay away or use the right equipment to protect yourself, should you become involved in that area.

- ? Prevent by staying away from blood and body fluids
 - o Engineering controls
 - o Work practice controls
 - o Personal protective equipment
 - o Universal precautions

Should you get involved in missions where you could be exposed to bloodborne pathogens, training will be provided in these areas so that you know how to protect yourself.

Engineering controls are the structural or mechanical devices CAP provides for its' ES personnel

Hand washing facilities

Eye wash stations

Sharps containers

Biohazard labels

Work Practice Controls are the behaviors necessary to use engineering controls effectively.

Using sharps containers

Using an eye wash station

Washing your hands after removal of personal protective equipment

Personal Protective Equipment is equipment provided by CAP at no cost to you, which it is to your advantage to use, and should be reported to supervisors when not in working order

Latex gloves

Masks

Aprons, Gowns, or Tyvek suits

Face shields

Universal precautions is the concept that all blood and certain body fluids are to be treated as if contaminated with Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), or other bloodborne pathogens..

Negligence

- ? Failure to exercise that degree of care that a reasonable person would exercise under the same circumstances
- ? Degrees - Slight, Ordinary, Gross
- ? Key = perform to your level of training
- ? Not normally a problem
- ? Protection through "Good Samaritan" laws

In order to prevent litigation or loss of insurance coverage, it is vital that all personnel operate at their level of competence. You can be held accountable when something goes wrong to varying degrees from the unintentional mistake to specific decision to do something wrong. Either way, you must accept the consequences of your actions – nobody else can do that for you.

In many states there are laws to protect volunteer responders at varying levels, which are commonly referred to as Good Samaritan laws. You are encouraged to find out what the legal coverage in your area is before your participate. Good Samaritan laws normally grant some level of immunity from prosecution as long as you did what a normal person with your skills would do in a similar situation. This is sometimes limited to people who have completed a certain level of training or members of certain groups so know what your local requirements are. If you can't find it, contact your wing legal counsel – they probably know what it is, or can get it for you.

Posse Comitatus

- ? Prohibits CAP from engaging in law enforcement activities other than reconnaissance of property or transport of personnel and equipment, while on an Air Force mission
- ? CAP members may not carry firearms, participate in detention or arrest of persons or seizure of property or conduct surveillance of personnel and equipment
- ? CAP members may not be deputized
- ? No authority to restrict persons by force
- ? May provide passive assistance to law enforcement
- ? Can do passive site surveillance (NTSB)
- ? No trespass allowed
- ? **NO** special dispensations

Because CAP is a federal organization chartered by congress we have certain limitations in the scope of our duties. Firearms are strictly prohibited on CAP missions except where required by law for survival purposes, and even then in controlled settings as outlined in CAPR 900-3. CAP has no authority to trespass or enter onto private property. CAP members have no special dispensations from the laws of the land when conducting missions. We will contact local law enforcement for support as required.

Assistance to Law Enforcement

CAP units and members engaged in ES activities may provide passive assistance to law enforcement officers and agencies. CAP members may not be deputized nor take an active part in arrest or detention activities and have no authority to restrict persons by means of force, actual or implied.

- ? CAP assistance to law enforcement agencies that 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 NHQ CAP/DO. All CAP flight activities will be in accordance with CAPR 60-1.
- ? Assistance may also be a by-product of the normal conduct of a CAP mission. In some instances, such as during an airborne search, CAP members may observe suspicious activities and as concerned citizens, should report those observations to proper authorities.

- ? When requested by the proper law enforcement authority, CAP members may provide crash site surveillance and/or crowd control duties during an emergency/disaster situation. When on such a mission, the senior CAP member present will ensure the above restrictions are understood and will contact the nearest law enforcement officer if assistance is required.

Interact with the Media

- ? Why must information be controlled?
- ? To whom do we direct questions and why?
 - o Target details influence witness interviews
 - o Undue speculation
 - o Family needs to know first
- ? You can answer general questions about CAP
- ? You Should:
 - o Be friendly and courteous
 - o
 - o Direct them to person responsible for media
 - o Be alert for information bystanders may have
- ? You Should Not:
 - o Discuss target description or events
 - o Discuss search or results
 - o Give opinions
 - o Be rude or officious
- ? Never say "No Comment" - Direct them to appropriate leader.

Information to be released on missions is controlled for many reasons. In some cases the families of those that were lost or those affected by a disaster do not want their names or pertinent information released, and that is their right. We will also limit some information released so that we can limit false reports coming into the mission base. For example we often don't release the tail number, type or markings of missing aircraft that we are looking for so that we know when someone reports one that doesn't fit the description. We can then put aside the report as invalid, or at least inaccurate.

Personnel involved in missions at every level have the potential of being approached by a member of the press or other interested individuals for information. These people should be directed to the appropriate points of contact for the mission, namely the Incident Commander and/or the Information Officer. Those personnel will release information when it is appropriate. This avoids problems of confusion and bad publicity. Don't be afraid to answer general questions about CAP though. Just saying no comment is often an indicator of someone trying to cover something up. Answering general questions about what CAP does is perfectly acceptable – just don't be too specific about a particular mission – let the IC or the IO handle that. And don't lie about what CAP is doing. There is no reason to try to over-glorify what we do – we save many lives every year through our efforts nationwide and the only thing lying does is make us look bad when you get caught.

Reimbursement

CAP members and units may be reimbursed for designated expenses incurred during USAF-assigned missions when that mission includes a specific mission number assigned by an Air Force agency/agent. State, Red Cross, or other agencies may provide reimbursement and/or funding for other missions according to prearranged agreements. Review CAPR 173-3, *Payment for Civil Air Patrol Support*, for current reimbursement policies and procedures.

- ? Limited reimbursement available on Air Force reimbursable missions for:
 - o Aircraft flight hours
 - o Member-owned aircraft maintenance
 - o Communications
 - o Vehicle fuel and oil
- ? CAPF 108 is the required reimbursement form
- ? CAPR 173-3 gives the policies and procedures for reimbursement

Below is the top portion of the 108 and some notes showing the most common errors

Enter your COMPLETE AND LEGIBLE FULL NAME, RANK and CAP ID Number.

Enter Your Complete Address with ZIP Code. Your Check Will Be Sent To This Address. Phone Numbers With Area Code Are Needed For Fast Problem Resolution

Double-check the mission number

CAP PAYMENT/REIMBURSEMENT DOCUMENT FOR AVIATION/AUTOMOTIVE/MISCELLANEOUS EXPENSES				1. MISSION NUMBER		START DATE:		STOP DATE:					
2. TYPE MISSION: <input type="checkbox"/> SAR/DR <input type="checkbox"/> EVAL/TRNG <input type="checkbox"/> CUSTOMS <input type="checkbox"/> DEA/USFS <input type="checkbox"/> FAA <input type="checkbox"/> OTHER			3. CLAIMANT (Wing/Member)			4. MAILING ADDRESS/PHONE NUMBER							
5. INVOICE (Print or Type) <i>Please read the instructions on the reverse</i>										<input type="checkbox"/> FINAL	<input type="checkbox"/> PARTIAL	\$ ESTIMATE OUTSTANDING	
A. DATE	B. TYPE AIRCRAFT OR VEHICLE	C. AIRCRAFT ID/VEHICLE LICENSE	D. AIRCRAFT/VEHICLE OWNER		E. HOURS FLOWN	F. HOURLY RATE	G. AIRCRAFT COST CLAIMED	H. FUEL AND OIL COST CLAIMED	I. COMM COST CLAIMED	J. ADMIN (IF APPLICABLE)	K. OTHER COST CLAIMED	L. SUB-TOTAL CLAIMED	
			CORP	MBR									
5/16/02										FOOD	\$25.00	\$25.00	
16-17 MAY 02										LODGING	\$96.00	\$96.00	

Enter each date aircraft was flown or vehicle driven. Do not mix aircraft and vehicles on the same 108

Enter the Hours Flown or Miles Driven in Column E. For Vehicles, Write "Miles" over the mileage in Column "E"

Top of half of 108

Attach Original Receipts for Comm, costs.

Add Fuel and Oil Costs Together. Attach Original Receipts for Fuel/Oil for Both Corporate and Member-owned Planes/Vehicles.

Add Figures Both Across the Rows and Down the Columns.

108 DO NOT'S

- ? Do not combine vehicle and aircraft expenses on one form. Valid miscellaneous expenses (attach original receipt) may be submitted individually or included on a vehicle or aircraft 108.

108 Reminders

- ? Vehicles are only reimbursed for the actual cost of gas and oil. Original receipts are required.
- ? The mileage driven is a required entry. Mileage is used to compute and audit reasonable miles per gallon. If you're submitting a 108 on a Honda Civic that traveled 100 miles on 20 gallons of gas, be sure to annotate the extenuating circumstances on the 108.
- ? For Aircraft, Be Sure to Use the Current Hourly Rates Found in CAPR 173-3, Atch 3. Rates Can Change. To the 173-3 Rate Add \$10 Per Hour for Single Engine Member-owned Planes, and \$20 Per Hour for Twin Engine Member-owned Planes.
- ? Add Figures Both Across the Rows and Down the Columns. The Row Sum Must Match the Column Sum. If They Don't, Find and Correct the Error and Enter the Correct Total in Block 11.
- ? **IMPORTANT!!!** CAWG Policy Letter 01-05 States That Completed CAP Forms 108 Should Be In The IC's Hands Within 14 Days After a Mission Closes. 108s Are Processed as Mission Packages. A Late 108 Can Delay Everyone's Reimbursement and/or May Result in the Rejection of the Delinquent 108.
- ? LODGING (when approved) If you share a room, you **MUST** write your name on your roommate's motel receipt **and** on your 108 write, "shared room with (roommate's name)". Up to \$75.00 per day (actual cost is allowed for lodging when approved receipt **IS** required) Refer to figure above.
- ? FOOD (when approved) Place amount in Other Cost column and write "Food" under it. This amount is usually a fixed amount, check with IC. \$25.00 per day (flat rate) is paid for food (receipt NOT required) when you **spend the night** and approved. Refer to figure above.

The Row Sum Must Match the Column Sum. If They Don't, Find and Correct the Error and Enter

Sign AND date the form. More than 25% forget to do this delaying their reimbursement

TOTAL CLAIMED BY CATEGORY						6. ACFT COST	7. FUEL/OIL	8. COMM	9. ADMIN	10. OTHER	11. GRAND TOTAL	
						\$	\$	\$	\$	\$	\$	
12. CERTIFICATIONS									SIGNATURES AND DATES			
A. CAP MEMBER: I CERTIFY THAT THE AMOUNTS CLAIMED WERE PAID FROM MY PERSONAL FUNDS FOR PARTICIPATION IN THE LISTED USAF AUTHORIZED MISSION AND ACCURATELY REFLECT HOURS FLOWN, AUTOMOTIVE FUEL/OIL USED, AND/OR OTHER MISCELLANEOUS COSTS INCURRED.												
B. WING COMMANDER: I CERTIFY THE ABOVE EXPENSES ARE A DIRECT RESULT OF SUPPORT/PARTICIPATION IN THE ABOVE LISTED USAF AUTHORIZED MISSION.												
C. WING LIAISON OFFICER/LNCO: I CERTIFY THIS CLAIM IS TRUE AND PROPER FOR PAYMENT.												
D. CAP-USAF/GOVERNMENT OFFICIAL AUTHORIZED TO RECEIVE SUPPLIES/SERVICES-RECEIVED Printed Name, Title, Mailing Address, and Telephone Number						E. MORD NUMBER						
CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM. "THE CLAIMANT SHALL FORFEIT AND PAY TO THE UNITED STATES THE SUM OF TWO THOUSAND DOLLARS PLUS DOUBLE THE AMOUNT OF DAMAGES SUSTAINED BY THE UNITED STATES." (SEE 31 U.S.C. 3729) (APPLICABLE TO ALL SIGNATORIES)						CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM. "FINE OF NOT MORE THAN TEN THOUSAND DOLLARS OR NOT MORE THAN FIVE YEARS IN PRISON OR BOTH." (SEE 18 U.S.C. 287.1001) (APPLICABLE TO ALL SIGNATORIES)						

CAPF 108, MAR 00

PREVIOUS EDITIONS WILL NOT BE USED.

OPR/ROUTING: FM

Bottom half of 108

CAP ES Partner Agencies

- ? Air Force Rescue Coordination Center (AFRCC)
- ? Air Force National Security Emergency Preparedness (AFNSEP)
- ? Federal Emergency Management Agency (FEMA)
- ? Red Cross
- ? National Transportation Safety Board (NTSB)