



CALIFORNIA WING SUPPLEMENT 1

CAP REGULATION 173-3

8 November 2016

DRAFT

Finance

FINANCIAL MANAGEMENT PROCEDURE 4 - REIMBURSEMENT FOR MISSIONS

CAP Regulation 173-3, dated 1 October 2015, is supplemented as follows:

SUMMARY OF CHANGES

Updated text to implement use of the Shell Fleet Navigator credit cards for funded AFAM fuel purchases. Relaxed the 48-hour requirement for closing sorties to 72 hours, matching CAPR 173-3. Reformatted document to comply with CAPR 1-2 and the FMP template.

2.2.4 Before a member can participate in the direct deposit program, he/she must apply by completing a CAPF 179, *Direct Deposit Sign-up* form and providing a voided blank check to National HQ. A copy of this form is available for download from

http://www.capmembers.com/forms_publications_regulations/forms/

The completed form and voided check should be submitted on initial sign-up and whenever a member's bank information changes. Send by email attachment to deposits@capnhq.gov, or by fax to CAP NHQ/FM at **334-953-4285**. If sent by email, request a receipt to verify the message arrived. Otherwise, there will be no acknowledgment. Questions should be directed to deposits@capnhq.gov.

2.6 Added National Headquarters (NHQ) has implemented a new process of payment for Air Force Approved and Funded Missions (AFAM). Each corporate aircraft and vehicle will be issued a unique Shell Fleet Navigator credit card, and charges to each card will be paid by NHQ. Initially, use of the Shell card is limited to fuel and oil purchases, plus in the case of vehicles all maintenance formerly covered by the WEX cards. The Shell card may be used at any station where Master Card is accepted. The following instructions apply to all members of CAWG who participate in funded missions and who may refuel our corporate assets.

2.6.1 Added The Shell Fleet Navigator card will be the preferred means used to purchase fuel and oil for all of the following "A" and "B" mission symbols. Fuel for other "B" and "C" missions will continue to be paid by members and in some cases reimbursed by NHQ or CAWG through existing processes. All processing done in WMIRS does not change beyond checking the "NHQ Shell Card Paid" box when closing the sortie. The PIC/driver remains responsible to close the sortie and submit the e108.

A1	AFRCC Search and Rescue missions
A2	Missions flown under a mission number issued by AFNSEP
A3	Counterdrug Actual missions – Also see Paragraph 2.7.1 below.
A5	SAR/DR training missions, evaluation missions, CAPR 123-3 inspections (if authorized through WMIRS training request)
A6	AFROTC orientation flights
A7	CAPF5 & 91 check rides
A8	AFJROTC orientation flights
A9	Maintenance flights supporting Consolidated Contract Maintenance
A12	Proficiency Flights IAW TPS/MPS pilot profiles
A15	CAP orientation flights IAW CAPP 52-7
A17	NCPSC and Flight Clinic flights
A18	Homeland Security missions
A20	Glider tow plane operations supporting Glider Orientation flights IAW CAPP 52-7. Includes tow pilot training.
A23	Technically Advanced Aircraft training flights and those supporting aircraft upgrades
A50	CAPR 123-3 Inspections paid with training funds
A99	Missions specifically approved by USAF – low-level survey, courier, etc.
B10	Support requested by Federal Emergency Management Agency (FEMA) and approved by the USAF approval authority.
B11	Flights supporting National Oceanic and Atmospheric Administration (NOAA) and National Weather Service (NWS) mission number and flown IAW the NOAA and NWS MOU.
B13	Support to federal or national agencies approved by USAF approval authority.
B21	NHQ directed and funded missions.

2.6.2 Added The Shell Fleet Navigator card may be used **only** for the corporate aircraft or vehicle to which it is assigned. **It will not be used with any other aircraft or vehicle.** Since it is asset-specific, the card will move with the airplane/vehicle whenever the asset is reassigned. Use of the card may require input of specific information depending on the vendor's equipment software, including:

Driver ID or Pin – The left four digits of the aircraft Tail Number or CAP Vehicle ID. If there are not four digits in the number, append a zero on the right.

Ex. Tail # N948CP – Pin = **9480**

Ex. Tail # N5347G – Pin = **5347**

Ex. Vehicle ID 04491 – Pin = **0449**

NOTE: This numbering convention will result in duplicate Pins for some CAWG vehicles. NHQ has stated duplicate Pins will not cause a problem.

ZIP Code – Enter **36112**, the NHQ zip code.

Odometer – For vehicles, enter the actual odometer reading in whole numbers at the time of refueling. If prompted at an aircraft fueling station, enter any numbers. The prompt is meaningless for aircraft, but may be part of the vendor's software.

NOTE: Use of the Shell Fleet card eliminates the need for NHQ to process the majority of today's wing or member-paid fuel reimbursements, which is a significant cost savings to the corporation. In the event a fuel vendor cannot accept the Shell card, the purchase may be completed with personal funds and costs recovered through the direct deposit process. Refusal of the card will probably be caused by incompatible Merchant Category Codes (MCC) between the vendor and NHQ records. **All such refusals should be promptly reported to CAWG/FM so the problem can be corrected.**

2.6.3 Added All qualifying missions will be documented electronically by the member posting actual sortie data to the Web Mission Information Reporting System (WMIRS) within **72** hours of completing the sortie. The member requests NHQ payment of the fuel/oil charges on the WMIRS sortie screen by checking the "NHQ Shell Card Paid" box. Insure the adjoining "Wing Paid" and "Direct Pay to Member" boxes are left blank.

NOTE: The Shell Fleet card is currently limited to fuel and oil charges. If a member has also spent personal funds for authorized Lodging (RON), or any qualifying Misc. Expense such as oxygen, bridge tolls, etc., he/she must submit a second e108 to recover these costs through the direct deposit process. Upload an annotated receipt for each expense claimed. Receipts for additional expense shall be annotated with the mission number and member CAPID before scanning. Ramp fees (also known as Facilities, Infrastructure, or other titles) that are included as part of the fuel bill may be paid with the Shell card, but should be shown as a separate line item identified as a "Ramp Fee" on the e108. These extra charges are typically waived for CAP and a waiver should always be requested.

2.6.4 Added The member provides additional information required by CAPR 173-3 on fuel receipts. Use of the CAWGF 14, *California Wing Fuel Card* is recommended in place of directly annotating the receipt. This form provides a standard presentation of the data which expedites the review/approval process. The member completes the form per the instructions below, 'Inserts' the pre-scanned fuel receipt, and saves the combined document. The member uploads the saved CAWGF 14/fuel receipt. WMIRS allows 15 days for this upload, but it must be done before creating the e108.

NOTE 1: Receipt files are uploaded **to the sorties where refueling occurred**. Any corrections to the receipt or unusual conditions should be noted on the CAWGF14 during completion.

NOTE 2: **At the end of each day's flying, or if the Mission Symbol changes during the day's flight activity, it is imperative the aircraft be refueled and a receipt retained. NHQ will NOT accept prorated receipts, especially when mixing a funded sortie with an unfunded sortie on the same fuel load. All WMIRS sorties should have the fuel usage posted whenever refueling occurs. Uploading receipts for unfunded sorties is optional.**

2.6.5 Added The member generates an e108 in WMIRS.

NOTE: Under WMIRS 2.0 only those sorties with fuel receipts must be posted to the e108. 'No fuel' sorties must be closed out as normal, but the "Wing Paid," "NHQ Shell Card Paid," "Reimburse to CAPID" and the "Direct Pay to Member" boxes may be left blank. WMIRS will generate a report of the hours flown on unlocked no fuel sorties for billing of the maintenance charges.

2.7 Added The CAWGF 14, *California Wing Fuel Card* provides a checklist of mandatory annotations required on fuel receipts for reimbursable missions. The Fuel Card should be used on all missions except the following:

- Selected training missions where a variation of the Fuel Card is used to provide additional information.
- Counterdrug operations at Imperial, CA. WMIRS input for these missions is done by CAWG staff. Fuel receipts are directly annotated as described in 2.8.5, below.

Preparation of the CAWGF 14 is self-explanatory based on the field names. CAPR 173-3 requires the mission number, WMIRS sortie number(s), aircraft tail number or vehicle ID/license number, total hours flown or miles travelled, purchaser Name and CAPID, vendor name, location and date of service to be shown on each fuel receipt. While it is not necessary to repeat information already printed on the inserted receipt, completing all fields on the CAWGF 14 will expedite the review process, and is therefore recommended. Three entries require special attention:

- Sortie #(s) – Enter all sorties included on this fuel load.
- Date of Service – The form expects military date format (dd-Mmm-yy) and will convert numeric entries (nn/nn/nn) when tabbing to the next field. Be careful to enter numbers in dd/mm/yy order.
- Hobbs Hrs./Miles – Enter the total flight time or miles travelled on this fuel load. It may be necessary to include sorties flown/driven by others if refueling did not occur on change of pilot/driver.

If the refueling occurs more than one day after the sortie, insert a brief explanation in the area at the bottom of the form. Also, explain any apparent fuel burn over 15 gph (reported gallons divided by total Hobbs hrs). **Review the combined CAWGF 14/receipt image for legibility before uploading to WMIRS.**

2.8 Added Because the following operations have unique requirements which require special handling, they will be processed as documented below. The following procedures apply to counter drug (CD) operations at Imperial, CA and other large scale CD activities which may be held throughout California.

2.8.1 Added Member completes sortie. Because the Shell Fleet card must be used only for the aircraft to which it is assigned, an aircrew member either personally refuels the aircraft or supervises the refueling and provides the vendor with the credit card. Member obtains the fuel receipt.

2.8.2 Added Member contacts IC/MM, or base staff designee, and provides actual data for mission paperwork – ATD, ATA, Hobbs/Tach readings, fuel used (gallons and cost) etc.

2.8.3 Added Member provides the fuel receipt annotated with the mission number, sortie number and Hobbs hours. See Paragraph 2.8.5, below.

NOTE: Occasionally, aircraft flying from Northern California will have their fuel tanks topped off before departure, and then be refueled after landing at Imperial. The IC/MM should insure all receipts for inbound sorties are collected and clearly annotated.

2.8.4 Added IC/MM or designee posts actual data to the WMIRS sortie within **72** hours of landing. Check the “NHQ Shell Card Paid,” box and insure the “Wing Paid,” and “Direct Pay to Member” boxes are left blank.

2.8.5 Added Each corporate vehicle assigned to Imperial operations should be refueled as required but at least at the close of the final weekend each month, so data can be recorded in WMIRS and be available for monthly vehicle usage reporting.

2.8.6 Added Each Monday, the Dep CDO receives pdf copies of each Imperial fuel receipt by email attachment from the vendor. Each pdf receipt is matched to its corresponding WMIRS sortie and to the original receipts to insure all sorties have been included. WMIRS data is compared to the receipt(s) for each sortie. WMIRS fuel data will be adjusted as necessary to match the receipt(s). Other discrepancies are resolved by consulting with the member. Finally, the mission number, sortie number and Hobbs hours are posted to the pdf receipt along with any pertinent comments. Receipts will be verified as legible, then uploaded to the sortie.

Note: Uploading the pdf copies in place of the original fuel receipts improves legibility and eliminates scanning of fuel receipts, except for any additional “inbound” receipts.

2.8.7 Added Dep CDO creates a partial e108 in WMIRS for reimbursement of fuel costs to NHQ.

NOTE: The Dep CDO or IC/MM may also submit lodging claims on separate e108s as a courtesy to the member. The member is still responsible to see these member-paid expenses have been timely claimed.

2.9 Added Cadet orientation glider flights, including operations conducted for California Wing cadets at Byron Airport, CA by Nevada Wing pilots, sometimes use commercial glider tow aircraft. The glider PIC or CAP Project Officer will normally pay tow charges from personal funds which will be recovered as follows:

2.9.1 Added WMIRS sortie data will be input by the glider PIC or Project Officer for each glider flight within **72** hours of completing the flight. This action will credit the cadet with the orientation flight in eServices.

2.9.2 Added The glider PIC or Project Officer will submit an e108 to WMIRS using the Misc. Expenses function located in the Support section. The entry will be identified as “Comm. Glider Tow” and Mission Symbol “A20”. The scanned receipt from the tow operator will be uploaded to support the claim. Reimbursement will be by direct deposit to the member CAPID.

2.10 Added CAWG is occasionally requested to perform a mission by a local agency. These missions are not funded by the USAF, **will not use** the Shell Fleet Navigator card for fuel purchases and **may not** be part of the Direct Deposit program. Instead, members are paid by check from CAWG funds, which in turn may be reimbursed by the requesting agency. Each of these missions is flown under unique mission numbers and mission symbols, and each must be separately identified so billing/reimbursements can be processed correctly. Each has unique approval and processing requirements described below. **Each of the following missions is exempt from the monthly collection of B & C flying funds, i.e., the member does not “rent” the aircraft.** In all cases, posting of sortie completion data within **72** hours of sortie completion and uploading of annotated receipts in WMIRS is the responsibility of the participants involved. Members then seek reimbursement either by submitting an e108 into WMIRS or sending a CAPF108 and scanned receipt(s) by email attachment to F108@cawg.cap.gov, or by fax to 818-989-8108, or by US Mail to
 CAWG HQ, Civil Air Patrol
 PO Box 7688
 Van Nuys CA 91409-7688

CAWG Finance will close WMIRS as required, process member payments and prepare a summary CAPF108 for billing the agency as appropriate.

- **B14** – Support to state or local agencies (Cal OES or Red Cross, or other agencies), but with unfunded AFAM status for insurance. **C14** is the counterpart for Cal OES support missions which are not approved as AFAM, and are instead covered by CAP insurance. The request is received by Operations and the appropriate mission number and symbol is determined. A WMIRS mission is generated and is approved by the Wing Commander. CAPF108 is identified with mission number, mission symbol, and by writing “CAL OES”, “RED CROSS” or “OTHER” as applicable in Block 2, along with additional information as instructed by the IC. CAPF108 and CAWGF 14/receipt(s) are forwarded to CAWG for processing. CAWG Finance will reimburse the participant by check paid from wing funds for fuel and other authorized charges claimed, with follow-up billing to the requesting agency.
- **B99** – Occasionally CAWG will be requested to perform a mission funded by a DOD agency other than the USAF. These missions are covered by FECA/FTCA insurance and may be funded through a Military Interdepartmental Purchase Request (MIPR). Alternate per diem rates may apply as specified in the MIPR and documented in the mission description. Transfer of funds is handled at the National HQ level. WMIRS documentation and reimbursement is treated similar to A99 missions, i.e., the posting of sortie data, uploading of CAWGF 14/receipts, and generation of e108s. Reimbursement of fuel costs is by direct deposit to each participant. Any non-CAWG participant who is not part of the Direct Deposit process is reimbursed through the manual CAPF108 process by check from CAWG Finance.
- **B18** – Homeland Security Missions (AFAM) and **C18** - Homeland Security Missions not designated as AFAM. The CAPF108 is identified with mission number, mission symbol, and by writing “HLS” in Block 2. CAPF108 and CAWGF 14/receipt(s) are forwarded to CAWG for processing.

- **C19** – Teacher Orientation Program flights for Aerospace Education Members. Funding comes from CAP/AE section - contact ae@capnhq.gov for **pre-approval** of the expenditure. A WMIRS “C” mission is generated by Operations and approved by the Wing Commander. Fuel reimbursement is through the WMIRS e108 process and is made by direct deposit to the member’s account.
- **C99** - Other missions specifically approved by the National/Region/Wing Commander.
- **C911** – Emergency missions pre-approved by Wing Commander and paid from wing funds. This type of mission is very infrequently used. CAPF108 should be identified with the unique mission number and symbol, and by writing “C911” in Block 2. CAPF108 and CAWGF 14/receipt(s) are forwarded to CAWG for processing. CAWG Finance will reimburse fuel and other authorized charges as indicated on the CAPF108.

2.11 Added CAPF 108, *Reimbursement for Individual CAP Member Expense* is an Excel or pdf template that may be obtained from

http://www.capmembers.com/forms_publications_regulations/forms/

The document provides financial backup for validating the data entered in WMIRS, and eventually posted to QuickBooks. After validating WMIRS sortie data and perhaps generation of a WMIRS e108, the CAPF108 is filed at CAWG HQ. The CAPF108 will be computer prepared for legibility, and to facilitate transmission to HQ. The following data must be posted:

- Block 1: Enter Mission Number, Start and Stop Date
- Block 2: Indicate Type Mission by checking the box. Enter Mission Symbol. For authorized B and C missions, enter to the right of mission symbol “Cal OES,” “Red Cross,” “Other,” “C911,” etc. as appropriate.
- Block 3: Enter Name and CAPID
- Block 4: Enter Mailing Address
- Block 4b: Enter daytime telephone number and email address
- Block 5: Enter Date, Type Aircraft or Vehicle Make/Model, Aircraft N Number or Vehicle ID/License number, Hours Flown/Number of Miles driven, fuel and Oil Cost Claimed, Lodging & Per Diem Cost, Communications/Other Cost (explain Comm/Other costs). Attach receipts for lodging, communications and other costs. Enter data at the sortie level so it can be more easily validated to WMIRS entries.
- Block 5G: Enter the hourly aircraft rate per CAPR 173-3, Attachment 1. Be sure to use Table 1 or Table 2 appropriate to the client. This action causes the proper maintenance cost to be calculated and posted to Block 5H.
- Block 11A: Type Name and Date. It is no longer necessary to sign the form. Without the need for a signature, the form can be attached to an email and easily sent to F108@cawg.cap.gov for processing.

Approved by Finance Committee: 8 November 2016
