



8 May 2015

Finance

IN WG MISSION AND AIRCRAFT REIMBURSEMENT PROCEDURES

SUMMARY OF CHANGES:

OI 07-04 outlines revised Indiana Wing procedures for submission and processing of mission reimbursement and related financial paperwork. This revision contains significant process changes from the previous edition. Revisions are highlighted with a gray background. Pilots are now required to upload IN WG Form 996 with their fuel receipt(s) into WMIRS for each sortie, and instructions on how to properly complete the form have been added. IN WG Form 994 has been retired. Contact information for Wing Headquarters and INWG/IT has also been updated.

1. Purpose: This OI contains the instructions required for IN WG personnel involved in emergency services and other CAP operations. It is vital that all personnel performing these missions know and understand the processes and responsibilities required for mission reimbursement.

2. Responsibilities:

- a. The **Wing Commander (CC)** is responsible for:
 - 1) Formulating mission reimbursement policy and procedures
 - 2) Reviewing monthly reports on reimbursements
 - 3) Enforcing compliance through the Wing operations staff and subordinate unit commanders
 - 4) The Wing Commander, or a designated individual, will review for approval all requests for outside agency reimbursements that fund Wing operations
 - 5) The Wing Commander, or a designated individual, will provide final review of all e108s for submission to NHQ
- b. The **Director of Operations (DO)** will:
 - 1) Ensure Operations staff understand this procedure and provide initial and remedial training to Indiana Wing mission personnel
 - 2) Ensure completed tach sheets for each IN WG aircraft are available to Wing staff
 - 3) Ensure that all WMIRS entries are audited against aircraft tach sheets and complete the monthly Form 18
 - 4) Assist the Indiana Wing finance staff to ensure successful execution of this operating instruction
- c. The **Director of Emergency Services (ES)** will:
 - 1) Ensure Emergency Services staff understand this procedure
 - 2) Provide initial and remedial training to Indiana Wing mission personnel, especially incident commanders, finance and admin section chiefs, and ground team leaders
 - 3) Assist the Indiana Wing finance staff to ensure successful execution of this operating instruction
- d. The **Standardization/Evaluation Officer (DOV)** will:
 - 1) Authorize Form 5 and Form 91 pilot evaluations
 - 2) Monitor spending on funded pilot evaluations, and ensure that such spending does not exceed the Wing's annual training budget

- e. The **Finance Officer (FM)** will:
- 1) Ensure 100% of Wing reimbursements related to funded missions and other flying-related activities are captured IAW CAP policy
 - 2) Ensure that all unfunded (B/C) air sorties result in reimbursement for aircraft fuel, and maintenance fees at the hourly rates established by CAP and IN WG
 - 3) Generate and submit, through the Wing Commander or designee, cumulative WMIRS e-108s that are submitted to NHQ
 - 4) Advise the CC and DO on the status of the monthly mission reimbursement process
- f. The **Wing Administrator (WA)** will assist the CC, ES, DO and FM in the execution of this OI, including auditing tach sheets, generating electronic invoices, auditing and uploading any IN WG Form 996s submitted outside of WMIRS, accepting payments by CAP personnel for unfunded flights, auditing Wing credit card and fuel charge cards, and making entries in Quickbooks.
- g. **All Indiana Wing incident commanders, finance and admin section chiefs, flight release officers, ground team leaders, pilots and vehicle drivers** are required to understand and properly utilize these procedures.

3. Administrative Coordination:

a. **IN WG contact information:**

- 1) Email Contact for the Wing Administrator: wa@inwg.cap.gov
- 2) Telephone Contact: Phone 317-247-3300 x75328
- 3) Mailing Address:

Indiana Wing Civil Air Patrol
 Attention: Mission Finances
 PO Box 421102
 Indianapolis, IN 46242-1102

b. **Rosters and IN WG Forms:** Wing Staff Roster and IN WG forms are maintained on the IN WG Website (<http://www.indiana-wing.org/>). Staff changes are announced from time to time through this Website. Members are responsible for obtaining a user name and password and checking the information to make sure they are using the correct mail and email addresses as Wing staff officer appointments do change from time to time. To request a password to the Indiana Wing Website, send an email to it@inwg.cap.gov. Please include your CAP ID Number and requested login ID name, which can be a name or a function – example: IN WG/IT is for Indiana Wing/Information Technology Officer.

c. **Monthly Audit Process:** On or before:

- 5th of the month: Aircraft tach sheets for the prior month will be transmitted by flying unit DOs to the Wing DO (or designated person) and WA.
- 12th of the month: DO (or designated person) will validate all WMIRS entries against tach sheets. A discrepancy report will be transmitted to all parties concerned.
- 15th of the month: FM will generate a list of all unpaid "B" and "C" sorties and document any payment discrepancies, invoice pilots for fuel and maintenance expenditures, and refund excess member reimbursements.
- 15th of the month: For externally funded missions, WA will bill external organizations for any agreed to mission expenses incurred on their behalf by IN WG
- 15th of the month: WA will audit all mission records for charges that involve other CAP wings. WA will bill other wings for mission expenses incurred on their behalf by IN WG. WA will coordinate payment to IN WG for expenses of mission expenses paid by IN WG on behalf of

other Wings. Exception: B/C flying of KY WG aircraft by IN WG pilots will be handled by KY WG.

- 15th of the month: FM and/or WA will generate WMIRS e-108s for prior month's funded missions.

d. End of month processing:

- WA receives notifications of reimbursement from NHQ
- WA enters deposits into QB
- WA reconciles all reimbursements, including member reimbursements
- WA reconciles WMIRS against fuel charged to the Wing fuel account
- WA informs FM and CC of any discrepancies
- Wing staff resolves discrepancies
- WA makes out checks for CAPF 108 reimbursements to members

4. Mission Processing Requirements:

a. **Background:** Indiana Wing is required to cover AVCARD fuel expenditures from Wing funds while awaiting reimbursement from NHQ for funded missions. For unfunded missions, we pay Avcard's fuel bill and CAP for the minor maintenance costs of each aircraft. Members pay Wing for fuel purchased on Avcard, and the maintenance charges collected by NHQ. The Wing operating budget is about \$15,000 a year from member dues. IN WG maintains a small financial reserve. AVCARD, major vehicle expenditures, and mission support expenditures can run over \$15,000 a month in the summer. Timely reporting is absolutely critical to ensure quick reimbursement from NHQ and uninterrupted Wing financial and mission capability.

b. **"A" Mission Symbols:** "A" missions are typically considered, "Funded Missions." AVCARD use for aviation fuel is authorized, and fuel expenditures for ground support for some missions are paid. Lodging and per diem may also be authorized for A1 and A2 missions. NHQ reimburses IN WG for fuel. Through the Consolidated Maintenance Management Program (CMMP), NHQ pays all aircraft maintenance services direct to the service shop. Local shop repairs may be authorized, but prior authorization MUST be received in advance through DO/DOM.

c. **"B" & "C" Mission Symbols:** These missions are typically, but not always, "Unfunded Missions" for aviation-related and other activities.

- 1) AVCARD use for aviation fuel is authorized, but optional. IN WG collects fuel expenses on Avcard and required maintenance fees through electronic invoicing of the PIC or person responsible, and reimburses Avcard and CAP. These missions also require pilot reporting of fuel use and expense in WMIRS. All Avcard receipts must be uploaded in WMIRS.
- 2) B and C missions may be funded by CAP, or other sources, including Indiana Department of Homeland Security, Indiana National Guard, Red Cross, and other public agencies. Pilots will be notified if a B or C mission is to be funded. **Externally Funded B or C missions are treated as A missions for expense processing purposes.**

d. **Aircraft Refueling:** The general principle that should be followed is that an aircraft must not be flown on a different mission number or type (A, B, C) between refuelings. This is crucial to ensure expenses track with the mission flown. Local requirements (such as multiple orientation flights in a set period or a passenger pick up sortie) may require fuel at the end of a series of sorties.

In situations where the FBO is closed or otherwise unable to fuel the aircraft, the PIC is expected to have the aircraft fueled the next morning, and process the receipt **IAW paragraph 5(b) of this document**. At the beginning of a mission, if an aircraft is found to be low on fuel, fuel the aircraft, notify the prior pilot of the issue, and arrange to have that pilot retrieve the receipt and process it per **paragraph 5(b) of this**

document. Even short maintenance trips to a repair facility require refilling the aircraft if it is going to remain overnight at the facility or go out on a different mission number or type after servicing.

To increase useful load, selected Wing aircraft are normally fueled at less than full capacity. Wing pilots are expected to be aware of normal fuel loads for all Wing aircraft. Normal fueling is found in the weight and balance spreadsheet on the Wing's website at: http://indiana-wing.org/IN001/index.php5?title=Aircraft_Documents. A user ID and password are required to access this page. Normal fuel load information is also included on IN WG Form 996.

If an aircraft is overfilled the excess fuel will be charged to the next sortie(s). IN WG FM will manually adjust fuel reimbursement claims in WMIRS and bill pilots for fuel in the event a member-funded sortie is used to burn excess fuel. If an aircraft is under filled the fuel required to bring the fuel level up to normal will be charged to the prior sortie. The pilot discovering a fueling issue should report details to IN WG DO, FM and WA within 24 hours.

All member-funded B and C flights will incur a fuel expense. Members are expected to pay for member-funded B and C flying from personal funds either direct to the FBO or to the Wing if the Avcard is used. **All B and C mission fuel invoices showing the amount of fuel purchased and cost will be uploaded to WMIRS, along with a completed IN WG Form 996.** If an aircraft is found to be overfueled prior to a B or C sortie, the member should fill the aircraft to only the level expected for that aircraft (example, to the 64 gallon level for C812Ts) and notify INWG DO, FM and WA. If an aircraft is under-fueled or not fueled on a B or C flight, the PIC or person responsible will be billed for the fuel used. Fuel will be billed at up to 10.5 gallons per hour for all aircraft except the GA-8, which will be billed at up to 14 gallons per hour. Fuel prices will be determined from the prior fuel purchase at the location where the B or C flight terminated. Members are expected to report all fueling issues to INWG DO, FM and WA within 24 hours. Current e-mail contacts for these officers are in the Wing staff directory on the Wing website.

If a pilot uses the Wing Avcard for a member-funded sortie the pilot, or person designated by the pilot, will be invoiced for the fuel.

5. General Reporting Requirements:

a. **WMIRS:** Flying sorties, whether reimbursed or not, and ground sorties where reimbursement is authorized and requested, will be entered in WMIRS. All air sorties must be entered in WMIRS and released IAW CAPR 60-1 prior to departure. A1, A2, A3 and all disaster relief missions also require use of WMIRS Form 104.

b. Flying Sortie Reimbursement Requirements:

- 1) Pilots will, in most cases, enter data into WMIRS, including all applicable data fields, and will scan and upload fuel receipts into WMIRS. Uploaded fuel receipts must be legible, in PDF file format, and submitted with the IN WG Form 996. All applicable fields on the IN WG Form 996 must be completed; required fields for all sorties include member name and CAP ID, tail number of aircraft, mission number, sortie number (including additional sorties if flown), sortie date, total Hobbs time, total tach time, gallons of fuel, dollar amount of fuel, receipt total, and vendor name. If oil is purchased, the number of quarts and the dollar amount of oil purchased must also be completed and reflected in the receipt total. If the fuel receipt date is different from the sortie date, the fuel receipt date must be noted on the Form 996 and the reason for the different date listed (for example, the FBO was closed upon completion of the sortie, and refueled the next day). The fuel receipt must then be attached to the IN WG Form 996 and uploaded into WMIRS.

- 2) If a pilot cannot produce a satisfactory scanned receipt for uploading, the fuel receipt will be attached to a **IN WG Form 996** and e-mailed or mailed to Wing HQ. **Use of U.S. mail is discouraged due to possible delays.** There are numerous free programs that will generate PDF files from any document.
- 3) If a pilot's unit is paying for the sortie, the pilot will need to seek reimbursement from the unit after paying for fuel and maintenance charges.
- 4) If for any reason there is a need to purchase aviation fuel for a **funded** A, B, or C mission using anything other than the AVCARD, either upload a signed CAPF 108 with the signed fuel receipt or enroll in CAP Direct Deposit and request direct reimbursement via WMIRS.
- 5) **For funded missions, failure to submit receipts for fuel charged to the Wing AVCARD may result in an invoice to the PIC.**

c. Ground Sortie and Other Reimbursed Expenses Requirements:

- 1) All mission expenses that are to be reimbursed to an individual member require WMIRS entry. If the member is enrolled in the CAP Direct Deposit program, fuel expense reimbursement will be by EFT direct to the member. No CAPF 108 is required in this case. However, the member must annotate the fuel receipt with the mission number, CAP member number and signature. A scanned copy of the annotated receipt must be uploaded to the WMIRS ground sortie being reimbursed.

If the member is not enrolled in CAP Direct Deposit, or if there are reimbursable expenses other than fuel, a signed CAPF 108 submission is required, along with receipts. The 108 and receipts must be scanned and uploaded to the WMIRS ground sortie being reimbursed.

Members are strongly encouraged to enroll in CAP Direct Deposit. EFT reimbursement will be much faster and more secure than manual paperwork.

See the process for vehicle Fleet Card use below. Ground sorties and non-fuel expense entries will usually be entered by the Incident Commander or their designated individual, such as the Finance and Admin Section Chief. Since ground releases do not work the same as an air release through an FRO, it is normal practice for whomever grants the vehicle release for the mission to enter the sortie.

- 2) Normally, these expenses would be auto fuel or communications related expenses purchased with personal funds in support of funded missions.
- 3) Other possible needs for a manual CAPF 108 form include pre-authorized hotel accommodations, per diem, and any other authorized mission-related expenses.
- 4) The IN WG Form 925 is the correct form for reimbursement from Wing-funds for non-mission related activities. The CAPF 108 is not to be used for non-mission reimbursements.

d. Requirements for CAP Vehicle Fuel Expenses Charged to the Wing Fleet Card:

- 1) Fleet cards will be used for Corporate-owned vehicle fuel expenses only. Only users approved by the Wing Commander under the IN WG "Super Fleet" policy will have a PIN number to use the vehicle fleet card.
- 2) Fleet card use is pre-authorized only for CAP A1, A2 and A5 missions where CAP NHQ has authorized vehicle fuel expense reimbursement. A sortie release from the incident commander, or designee, is required in advance of departure of the vehicle.
- 3) Any other use for fuel expenses requires prior permission from IN WG/FM or CC.
- 4) Fuel receipts will be emailed or mailed to Wing HQ, or given to the IC if appropriate. A CAPF 108 will not be submitted with the fleet card fuel receipt.
- 5) Submitted fuel receipts are required to have following items written on the receipt: Mission number, WMIRS sortie number, vehicle CAP ID number, member name, member CAP ID.

- 6) Noncompliance with this paragraph may require member reimbursement to Indiana Wing for the associated expenses

e. **Accuracy:** Please make every attempt to be accurate and complete with your paperwork. It is important that WMIRS, tach sheets, IN WG Form 996s and CAPF 108s are legible, correct and consistent. All CAPF 108s must be hand signed. Typed names do not constitute a signature. Errors result in delays in reimbursement to both Wing and members.

6. Amplified Reporting Procedures by Mission Type (Funded versus Unfunded):

a. General Funded Mission Procedure:

- 1) *Aircraft Fuel Expenses:* Unless an IC is assigned, the PIC will enter sortie information and upload fuel receipts into WMIRS. If an IC is assigned, the pilot will coordinate WMIRS entry with the IC and, if applicable, the mission base staff. Uploaded receipt files can be named by Mission Number and Sortie Number (Example: 10-T-5437 Sortie 5.pdf) and will include the IN WG Form 996. If the PIC cannot generate a legible PDF scan of a fuel receipt WMIRS entry will be completed, and an IN WG Form 996 and the fuel receipt(s) will be mailed to the Wing office per the mailing address information on page 2. **Mailing is strongly discouraged due to delays in delivery resulting in a potentially negative impact on the pilot's financial standing with the Wing.**
- 2) *Vehicle Fuel Expenses:* Vehicle drivers on funded missions will use the Wing fleet card (corporate vehicles only), submit for reimbursement via WMIRS and CAP Direct Deposit, or submit a signed CAPF 108 for reimbursement. **Members are strongly encouraged to enroll in CAP Direct Deposit. EFT reimbursement will be much faster and more secure than manual paperwork.** Funded ground sorties will normally be entered by the IC or his designee when the release for travel is given. For manual CAPF 108 submissions vehicle information, including make, model, year, license number and correct mileage must be completed to be properly reimbursed. Signed CAPF 108 requests for reimbursements and annotated receipts will be uploaded to WMIRS. If applicable, Wing VISA and vehicle fleet card fuel receipts will also be uploaded.

b. General Unfunded Mission Procedure: Unfunded missions are B or C missions where the pilot pays for fuel and maintenance fees and drivers pay for vehicle fuel.

- 1) *Aircraft Fuel and Maintenance:* Pilots will complete a WMIRS entry for a B or C sortie, including an uploaded fuel receipt and IN WG Form 996. If the PIC is not paying, enter "Bill (member name)" in the WMIRS Tracking Cell and note it on the IN WG Form 996. IN WG will e-mail the member named an invoice based on WMIRS. The member named will EFT their payment to INWG. If no member is named the PIC will be invoiced. Electronic invoicing is now the preferred standard for IN WG flight cost payment.
- 2) B/C procedures for KY Wing aircraft are very similar to IN WG. When flying KY WG aircraft you should use the KY WG MultiService fuel card in the aircraft to purchase fuel and oil. Be sure to upload your annotated fuel receipt and IN WG Form 996 into the sortie. Enter "Bill (member name)" in the Tracking Cell at the top of the sortie. KY WG will send an invoice for both fuel and Mx fees to the person designated in the Tracking Cell. IN WG members will pay KY WG directly.
- 3) *Vehicle Fuel Expenses:* Drivers are not required to report unfunded ground sorties in WMIRS, however, for accountability purposes, incident commanders may require ground release with sortie entry in advance of travel depending on the type of mission, regardless of whether funding is requested.

c. Additional requirements, by Mission Symbol (See Appendix 1: CAP mission symbols):

A1 (AFRCC SAR), A2 (AFNSEP DR):

- 1) Mission pilots and drivers will coordinate WMIRS entry with the IC.
- 2) Form 104, WMIRS or paper form will be used for briefing and de-briefing.
- 3) Any Wing vehicle fleet card receipts will be uploaded to WMIRS.
- 4) **Members are strongly encouraged to enroll in CAP Direct Deposit for fuel reimbursement. EFT reimbursement will be much faster and more secure than manual paperwork.** Any CAPF 108 requests for reimbursements will be sent to IN WG HQ. Scanned and emailed is the preferred method of transmittal. U.S. mail may also be used, but is discouraged due to possible delays in delivery.

A5 (SAR/DR Training):

- 1) Mission base staff enters inbound and mission sortie (air and ground) WMIRS information, and upload aircraft fuel receipts/IN WG Forms 996 as required into WMIRS, as sorties are concluded
- 2) Pilots enter outbound sortie information and upload fuel receipts/IN WG Forms 996 into WMIRS
- 3) Mission base staff will enter outbound ground sortie information, including fuel expense amounts and CAP Direct Deposit payment instructions, into WMIRS. **Members are strongly encouraged to enroll in CAP Direct Deposit for fuel reimbursement. EFT reimbursement will be much faster and more secure than manual paperwork.** Fleet card fuel receipts to be reimbursed to IN WG HQ will be uploaded to WMIRS; personal reimbursements require a signed CAPF 108 only if the member is not enrolled in CAP Direct deposit, or if there are reimbursable expenses other than fuel. Vehicle information, including make, model, year, license number and correct mileage must be completed in WMIRS or on a manual CAPF 108 to be properly reimbursed. Scanned and emailed is the preferred method of transmittal. U.S. mail may also be used, but is discouraged due to possible delays in delivery.

A3 (CD actual), A4 (CD Training) Missions:

- 1) Pilots are required to complete WMIRS and WMIRS Form(s) 104 within 24 hrs of completed sortie(s) IAW IN WG CDO requirements. For A3, missions submit to the CDO one WMIRS Form 104 for the actual search portion and show the sortie number in the WMIRS Tracking Number box. Additional sorties/doglegs, in support of the A3 main search sortie, must be shown in the Form 104 Remarks section. Do not complete WMIRS Form 104 for non-search sorties.

A7 (USAF funded CAPF 5/91 checkrides) and B17 (unfunded, USAF insured CAPF 5/91 checkrides):

- 1) Pilot requests (directly from INWG DOV) and completes checkride IAW CAPR 60-1, IN WG Supplement 1 CAPR 60-1 and IN WG CAPF5/CAPF91 Checkride Protocol

A6, A8, A9, A15 and A20 flights released under the monthly "A" mission number:

1) **A6 AFROTC Orientation Flights:**

- a) Pilot receives request for AFROTC flights from IN WG AFROTC coordinator
- b) Pilot accepts and flies AFROTC O-Flight assignment
- c) Pilot completes WMIRS entries and uploads fuel receipts/IN WG Forms 996, and copies of AFROTC Flight Orientation Information Sheets
- d) Uploaded fuel receipt files and AFROTC Flight Orientation Information Sheets will be named by Mission Number and Sortie Number (Example: 10-T-5437 Sortie 5.pdf).
- e) If the pilot cannot generate legible PDF scans of the fuel receipt(s) or Information Sheets these must be sent, with an IN WG Form 996, to the Wing office

2) **A8 AF JROTC Orientation Flights:**

- a) Pilot receives request for AF JROTC flights from IN WG JROTC coordinator

- b) Pilot checks A8 funding availability in WMIRS. Different from all other A missions, funding in this case includes both fuel and maintenance charges. In WMIRS, click on Reports, then AFJROTC Activity Report.
 - c) Pilot enters planned sorties into WMIRS
 - d) Pilot accepts and flies AF JROTC O-Flight assignment within the budgeted funding limit
 - e) Pilot completes WMIRS entries and uploads fuel receipts
 - f) Uploaded fuel receipt files will be named by Mission Number and Sortie Number (Example: 10-T-5437 Sortie 5.pdf)
 - g) If the pilot cannot generate legible PDF scans of the fuel receipt(s) they must be sent, with an IN WG Form 994, to the Wing office
- 3) **A9 Maintenance Flights:**
- a) Only INWG/CC and specifically designated FROs (CV/DO/DOM) can approve A9 flights.
 - b) Only specifically designated FROs (CV/DO/DOM) can release A9 flights.
- 4) **A15 and A20 Cadet Orientation Flights:**
- a) Pilot accepts request for O-Flights via the pilot's unit or Group Commander
 - b) Pilot, or O-Flight coordinator, verifies flight and O-Flight information and enters into WMIRS, along with fuel receipts, within 24 hours of O-Flight completion

B9 Wing-Funded maintenance flight (Requires INWG/CC approval):

- 1) Pilots will use the Wing AVCARD for fuel purchases
- 2) Only specifically designated FROs (CC/DO/DOM) can request and release B9 flights

B15 and B20 – Unfunded Cadet Orientation Flights:

- 1) Pilot accepts request for O-Flights from a requesting unit or Group Commander
- 2) Pilot, or O-Flight coordinator, enters Cadet and flight information into WMIRS

All C flights funded by Wing:

- 1) Pilot must receive written Wing Finance Committee authorization for Wing Funding

B21/C21: NHQ-Assigned flights, handled on a case-by-case basis with the IN WG CC, DO and FM

All Others: All other Mission Symbols are handled on a case-by-case basis through the CC/DO/FM. Disaster relief sorties require submission of WMIRS Form 104.

7. Enrolling in Funded Mission Fuel Expense Direct Reimbursement:

CAP now has a procedure for direct EFT of funded mission fuel expenses. To use this program you must enroll for the program and request direct reimbursement in WMIRS. **This procedure applies only to missions funded by CAP.** Wing, unit and externally funded mission reimbursement is unchanged.

No signed 108 is required, however the requester must upload a SIGNED fuel receipt for the sortie.

To enroll the member must fill out a request and send to the e-mail address shown on the form. A scanned voided check must also be sent with the form. You may not receive an acknowledgement of the form submission. The form can be found on the Wing website at: [http://indiana-wing.org/IN001/index.php5?title=Member Resources#Financial Management](http://indiana-wing.org/IN001/index.php5?title=Member_Resources#Financial_Management) (Login Required)

A partial screen shot of a sample WMIRS reimbursement request, before the receipt is uploaded, is shown below. Note the CAP ID and check box for Direct (EFT) payment.

Est. Man Hours	Est. Depart Time (Z)	Objective	Reimbursed To (CAPID Or Unit)
3	13 : 00	Not a real request	IN 381500 <input checked="" type="checkbox"/> Direct (EFT) Pay To Member (Optional) Upload Receipt
Actual Depart Time (Z)	Actual Miles Driven	Vehicle Fuel/Oil (\$)	Thomas E Elam CAPID Look Up
13 : 20	65	20	
Mission Effectiveness	Reason if not Successful		
	[Please Select Reason]		

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↑
Note CAP ID and
Direct Pay Check box

MATTHEW CREED, Col, CAP
Commander, Indiana Wing Civil Air Patrol