

15 MAY 1997

Transportation

TRAVEL OF CIVIL AIR PATROL MEMBERS VIA MILITARY AIRCRAFT AND USE OF MILITARY FACILITIES AND VEHICLES

This regulation establishes procedures to be used by Civil Air Patrol (CAP) personnel to obtain authorization for transportation of CAP members on military aircraft and use of military facilities and vehicles.

1. Authority.

a. The Department of Defense (DoD) allows CAP members to travel on military aircraft as passengers under certain conditions and for specific purposes. These conditions and purposes are found in DoD 4515.13R, *Air Transportation Eligibility*, and the DoD Airlift Passenger Eligibility for FYXX CAP Programs letter which is published annually by HQ CAP-USAF/XOO and distributed to each liaison region (LR) and wing liaison office (LO).

b. CAP members are authorized use of Air Force facilities, services, and military vehicle transportation in support of CAP officially sponsored and approved programs (AFI 36-5001, *Organization and Function of the Civil Air Patrol*).

2. Definitions.

a. **Military Aircraft:** Aircraft assigned to and/or controlled by the Armed Forces of the United States.

b. **DoD Airlift Passenger Eligibility for FYXX CAP Programs Letter:** A HQ USAF approved document that specifies which CAP programs are eligible for military airlift.

c. **CAP National Events:** National Congress on Aviation and Space Education, National Board, and National Cadet Competition.

d. **CAP-USAF Rental Aircraft:** Civil aircraft rented by HQ CAP-USAF or CAP-USAF liaison personnel under United States Government contract. All CAP-USAF rental aircraft are considered military aircraft.

e. **Military Orientation Flights:** Flights in DoD-owned aircraft performed within the local flying area and terminated at the point of origin without intermediate stops.

f. **Transportation Authorization (TA):** A document authorizing airlift on military aircraft for CAP members. It is prepared and approved as prescribed in CAPR 10-3, *Administrative Authorizations*.

g. **Military Support Authorization (MSA):** A document that authorizes CAP members use of Air Force facilities, services, and ground transportation when use is separate from military air transportation and, members do

not possess a TA showing authorized use. It is prepared and approved in accordance with CAPR 10-3.

3. Travel Via Military Aircraft.

a. Military airlift is authorized for:

(1) **Senior Members.** Senior members (including escorts for cadet programs) are authorized military airlift for those programs outlined in the DoD Airlift Passenger Eligibility for FYXX CAP Programs letter. TAs or MSAs are not required for orientation flights, however, passengers must be manifested for each flight.

(2) **CAP Cadets.** CAP cadets are authorized military airlift for the programs outlined in the DoD Airlift Passenger Eligibility for FYXX CAP Programs letter. All cadets under 18 years of age must have written parental approval in accordance with Attachment 1 before they will be permitted to fly on military aircraft. Cadets and senior member escorts are authorized to participate in orientation flights. TAs or MSAs are not required for orientation flights, however, passengers must be manifested for each flight.

b. While using military aircraft for travel, senior members and cadets may wear either civilian attire or any CAP uniform except flight suits or fatigues, described in CAPM 39-1, *CAP Uniform Manual*. Members are encouraged to wear appropriate civilian attire (no jeans, T-shirts, shorts, sandals, etc.) or either the CAP jumpsuit or blazer combination. For a military aircraft orientation flight, members will wear one of the uniforms described in CAPM 39-1, appropriate to the mission. The dress requirement for IACE airlift travel is as published in the *IACE Guide for Participants*.

c. CAP members are eligible passengers on CAP-USAF rental aircraft when the travel is in conjunction with a CAP-USAF liaison mission and a valid CAP duty requirement exists. CAP pilots may also travel as a safety observer for liaison officers performing simulated instrument flying. For further information consult CAP-USAF Instruction 11 -408, *Aircrew Standardization Evaluation and Administration*.

4. **Airlift Request Procedures.** Airlift Requests are divided into two categories: CAP national events and regional events. For CAP national events, HQ CAP-USAF/XOO is

Supersedes CAPR 76-1, 5 December 1980. (See signature page for Summary of Changes.)

OPR: DO

Distribution: In accordance with CAPR 5-4.

the office responsible for obtaining, coordinating and approving the requested airlift. Local airlift is coordinated and requested by the wing liaison officer, reviewed by the liaison regions (LRs), and validated by HQ CAP-USAF/XOO.

a. Minimum Airlift Group Size. There must be at least 20 passengers per pickup point for any airlift except when utilizing a C-26 aircraft. There must be at least 7 passengers per pickup point for C-26 airlift (the C-26 carries only 12-14 passengers).

b. CAP National Event Airlift Coordinated by HQ CAP-USAF/XOO.

(1) The CAP-USAF LR director of operations, (or designee) will:

(a) Coordinate with the wing commanders and wing LOs in their region to establish the airlift requirement.

(b) Submit CAP national event airlift requests to arrive at HQ CAP-USAF/XOO **not later than 6 months before date of travel.** Use CAP Form 72, CAP Military Airlift (*MILAIR*) Request Form, (Attachment 2).

(c) Notify HQ CAP-USAF/XOO as quickly as possible if, for any reason, changes to or cancellation of the mission is required.

(d) Prior to the mission, the LR requesting airlift will ensure passengers are eligible for travel and will ensure passenger manifests DD Form 2131 (Attachment 3) are prepared for the outbound and return trips. A group leader will be assigned to each mission. The LR or LO briefs the group leader on his/her duties as the point of contact for passengers, LR airlift coordinators, and airlift units, and the necessity to be aware of passengers' names, locations, etc., throughout the travel period.

(2) HQ CAP-USAF/XOO will forward requests to the National Guard Bureau, HQ AFRES, and AMC, and maintain records of airlift actions. HQ CAP-USAF/XOO will provide a telephone notification of support/nonsupport to the LR at the earliest possible date but NLT 10 duty days before travel date.

c. Locally Coordinated Airlift.

(1) Wing liaison offices will:

(a) Determine passenger eligibility before request-

ing airlift based on DoD Airlift Passenger Eligibility for FYXX CAP Programs letter. .

(b) Ensure necessary arrangements are coordinated at the host facility for ground transportation, quarters, etc.

(c) Submit a completed CAP Form 72, military airlift request, to HQ CAP-USAF/XOO through their LRs (for LR review) to arrive at HQ CAP-USAF/XOO not later than 45 days prior to the airlift.

(2) Liaison regions will coordinate on the CAP Form 72 and forward it to arrive at HQ CAP-USAF/XOO not later than 45 days prior to the airlift.

(3) HQ CAP-USAF/XOO will validate, approve or disapprove the CAP Form 72, and notify the LR and wing LO.

5. TAs and MSAs. Separate MSAs are not required when use of facilities and services are in conjunction with military airlift support and individuals possess a TA which lists the facilities and services authorized. MSAs are not required for routine business meetings on host bases where billeting, messing, or transportation support is not used.

a. All TAs for military airlift and MSAs for CAP activities on military installations will be prepared in accordance with CAPR 10-3 and must bear the signature element of a USAF approving official, which can be the wing LO.

b. TAs and MSAs must be submitted to the USAF approving official as far in advance of the travel or activity as possible. For cadet travel, parental consent statements must accompany the TA when submitted for approval.

c. The CAP unit requesting military airlift or military facility support will be responsible for reproducing and distributing USAF approved TAs and MSAs to participating/ attending members.

d. A TA is NOT required (DoD Reg 4515.13R) for orientation flights. (Only appropriate ID and parental permission in writing (if under age 18) is required for orientation flights). A TA is required when CAP members are receiving transportation to a CAP event where DoD airlift has been approved via the annual airlift letter or special authorization has been received from AF/LGT.



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Attachments:

1. Parental Consent Statement
2. CAP Form 72, *CAP Military Airlift (MILAIR) Request Form*
3. DD Form 2131, *Passenger Manifest*

SUMMARY OF CHANGES

Adds CAPF 72, *CAP Military Airlift (MILAIR) Request Form*, and DD Form 2131, *Passenger Manifest*, procedures and examples. Establishes new category of CAP National Events. Adds 20 passenger minimum per pickup point rule. Deletes listing of Air Force support.

NOTE: Changes from superseded publication are identified in the document by placing a bold vertical bar outside the appropriate margin.

Attachment 1. Parental Consent Statement

CAPR 76-1 Attachment 1 (E)

A1

PARENTAL CONSENT STATEMENT

(Date)

1.

(Name: Last First Middle Initial) (CAPSN)
is hereby granted permission to travel by military or CAP-USAF government contract aircraft for the purpose of participating
in Civil Air Patrol's _____
(Activity) (Date(s))

2. I understand that military airlift and facilities are provided at the convenience of the military and that my dependent may be required to defray the cost of commercial transportation to or from activity location and or quarters.

(Signature of Parent or Legal Guardian)


(Typed or Printed Name of Parent or Legal Guardian)

NOTE: Written parental approval is required for CAP cadets under 18 years of age before they will be permitted to fly on military/CAP-USAF government contract aircraft.

Attachment 2. CAP Form 72, CAP Military Airlift (MILAIR) Request Form

A2

(E) CAPR 76-1 Attachment 2

CAP MILITARY AIRLIFT (MILAIR) REQUEST FORM					
1	TO: HQ CAP-USAF/XOO PHONE: COMM 1-334-953-7457/4229 DSN 493-7457/4229; FAX: COMM 1-334-953-6342; DSN 493-6342			2	FROM:
3	FLIGHT ITINERARY (See Note a)				
LEG	DATE	DEPARTURE STATION	TIME	ARRIVAL STATION	TIME
A	2 Feb	Maxwell AFB AL	0800	Andrews AFB MD	1000
B	4 Feb	Andrews AFB MD	0800	Maxwell AFB AL	1000
C					
D					
4	PASSENGER LIST (See Note b)				
	NAME		GRADE	BRANCH	
	To be determined (TBD) 45 Passengers				
5	PURPOSE OF TRAVEL				
	Base visit for senior members to tour Tower and Base Operations.				
6	FLYING UNIT/POC/DSN/REQUIREMENTS (See Note c)				
	133 ARW/Maj Smith/555-5555/No Man-days or Per Diem.				
7	GROUP LEADER (See Note d)				
	NAME	WORK PHONE/FAX	HOME PHONE (AREA CODE + NO.)		
	John Doe	555-333-3333	333-555-1234		
8	CAP-USAF AIRLIFT COORDINATOR SIGNATURE (See Note e)				
	 John Jones CAP-USAF Region DO				
	NOTES: a. (Block 3) Provide the actual airport or military installation, and the state. Use local times. b. (Block 4) List senior traveler first. List the first five passengers on this worksheet and attach a separate listing of all other passengers. c. (Block 6) List flying unit, point of contact, DSN phone number and any requirements the unit may have (man-days, per diem, opportune number, etc.). d. (Block 7) Group leader's name, work and home phone numbers, and fax number, if available. If the group leader is not known at the time this form is completed, leave this block blank. When the group leader is identified, call HQ CAP-USAF/XOO and the validator will fill in the information. e. (Block 8) LR airlift coordinator's signature and signature block.				

Attachment 3. DD Form 2131, Passenger Manifest

CAPR 76-1 Attachment 3 (E)

A3

PASSENGER MANIFEST							
5. LINE NO. a	GRADE b.	NAME AND SSN c.	d. CHECKED PIECES	d. BAGGAGE WEIGHT	PAX WEIGHT e.	PAID GROUND TRANS FEE	PAID FOR RETURN BOX LUNCH
01	CAP CPT	ROBERT JONES 555-55-5555	2	70	175	YES	YES
02	CAP COL	JIMMIE JONES 444-44-4444	2	50	175	YES	YES
03	CAP COL	JERRY JOHNSON 333-33-3333	1	65	175	YES	NO
04	CAP MAJ	BARRY SMITH 222-22-2222	2	55	175	YES	NO
05	CAP COL	BRENDA LEWIS 111-11-1111	3	60	175	YES	YES
06	CAP COL	ROGER HARTSINE 777-77-7777	1	20	175	YES	NO
07	LT COL	WILLIAM HAND 888-88-8888	4	70	175	YES	YES
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
7		TOTALS: PASSENGERS AND BAGGAGE WEIGHT	15	390	1225		
6. I CERTIFY THAT NO UNAUTHORIZED WEAPONS / AMMUNITION / EXPLOSIVE DEVICES, OR OTHER PROHIBITED ITEMS ARE IN THE POSSESSION OF THOSE PERSONNEL FOR WHOM I AM THE DESIGNATED MANIFESTING REPRESENTATIVE OR TROOP COMMANDER, AND THAT THEIR AUTHORIZED WEAPONS HAVE BEEN CLEARED.							
a. DATE 2 SEPT 96	B. PRINTED NAME AND GRADE RONALD JOHANSON, LT COL, USAF		c. SIGNATURE <i>Ronald Johanson</i>				