



**HEADQUARTERS
CIVIL AIR PATROL ILLINOIS WING**
United States Air Force Auxiliary
PO Box 397
West Chicago, IL 60186-0397

1 October 2013

MEMORANDUM FOR ALL PERSONNEL

FROM: CC

SUBJECT: Financial Management Procedure 04 – Mission Symbols A9, B9, and C8

1. The mission symbol **A9** is to be used for ALL approved consolidated maintenance and chase plane flights. These releases are to be coordinated with the Wing maintenance staff.
2. The mission symbol **B9 or C9** will NOT be used for maintenance and mission support without the specific approval of the ILWG/CC or ILWG/DO. If these mission symbols are used, the Wing will always pay for the aircraft rental and fuel; no category is required on the FRO report or the Flight Log.
3. The mission symbol **C8** will be used for squadron and higher meetings and conferences. Funding approval for C8-I and C8-II must be received from the ILWG/CC or ILWG/DO.
4. The mission symbol **C16** will be used on all cadet training, and Fremouw flights when approved by the ILWG/CC or ILWG/DO.

6. There will be four categories for reimbursement of C flight releases.

<u>CATEGORY</u>	<u>AIRCRAFT RENTAL</u>	<u>FUEL</u>	<u>FRO</u>
C8-I	IL Wing pays	IL Wing pays	Wing Staff FRO
C8-II	IL Wing pays	Member pays	Wing Staff FRO
C8-III	Member pays	Member pays	Any FRO

7. C-8 Category I missions are in direct support of the Wing; e.g. movement of aircraft for maintenance, repositioning of aircraft for airport closure or movement to support planned flying activities. Category II missions enhance the capability of the person or persons presenting a class, seminar, or staff briefing. Category III is for instances when using the aircraft is beneficial to the member in attending a function. The approving authority for all categories other than Category III is the Illinois Wing Commander or Director of Operations.

RICKEY L. OETH, Colonel, CAP
Commander