



HEADQUARTERS
CIVIL AIR PATROL NV WING
UNITED STATES AIR FORCE AUXILIARY
PO BOX 339
SPARKS NV 89432-0339

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MEMORANDUM TO WING STAFF AND SQUADRON COMMANDERS

From: NV/CC

Subject: Flight Release Procedures

1. This memorandum supersedes the memorandum with same subject dated 31 December 2006.
2. All flight releases, whether via a CAPF 99, CAPF 104 or CAPF 84, must be issued electronically through the WMU or IMU. Manual releases may be given when a computer is not readily available, but must be retroactively entered electronically at the first opportunity.
3. It is the responsibility of the PIC to understand the proper mission symbol and mission number for the flight. DO NOT GUESS. If there is any doubt whatsoever, ask the point of contact for the mission or call the NV/DO for guidance.
4. Most flights released on a CAPF 99 will be under a "monthly State Director" mission number. In these cases, the proper mission number will be automatically inserted by the WMU. The pilot/FRO should not change this mission number unless specifically directed to do so for some special reason.
5. Some flights released on a CAPF 99 will require a unique mission number to be inserted by the pilot/FRO. If the mission number is blank, then a unique mission number is expected. The pilot/FRO should obtain this number from the point of contact for the mission. If in doubt, contact the NV/DO for instructions.
6. Every flight requires a mission number – there are no exceptions. If the mission number is blank, some action is required.
7. Here are a few special notes:
 - a. Maintenance flights can now be flown as B9 missions, but only by mission pilots. Other pilots can fly maintenance flights as C9. As always, there is better insurance

- coverage on B flights, so squadrons should try to have these flights flown by mission pilots.
- b. All reimbursable flights are paid on a CAPF 108 generated from WMIRS. No manually prepared CAPF 108's will be honored. See the separate instructions for preparing 108's.
 - c. There may be special circumstances where overriding a WMU-suggested mission number is appropriate. For example, we could run a special training mission as a B12 and choose to obtain a specific mission number from the NOC for that specific mission. But a WMU-suggested mission number should never be overridden unless the pilot/FRO has specific instructions to do so.
8. Summary – there are really only two rules for a pilot/FRO to follow:
- a. If the WMU suggests a mission number, do not change it unless you are absolutely certain what you are doing.
 - b. If the WMU does not suggest a mission number you must obtain one from the person in charge of the mission.



RALPH L. MILLER, COL, CAP
NV/CC