



DEPARTMENT OF THE AIR FORCE
CIVIL AIR PATROL-UNITED STATES AIR FORCE (CAP-USAF) (ACC)
MAXWELL AIR FORCE BASE, ALABAMA



25 July 2018

MEMORANDUM FOR RECORD

SUBJECT: Required Information for Non-CAP Passenger Requests

1. According to CAP-USAFI 10-2701, Non-CAP passengers will only be approved when their presence is “essential to the mission.” The Mission Approval Authority (CAP-USAF, 1AF, 11AF or PACAF) is also the approval authority for Non-CAP passengers. Furthermore, it is Mission Approval Authority responsibility to weigh the risk of assuming federal liability against the benefits gained in making a determination to approve the request.
2. As a minimum, the follow information is required to be submitted at the time of request:
 - a. Name, rank, and the agency the individual is associated with
 - b. Mission symbol and flight profile
 - c. Name of requesting agency
 - d. Justification/purpose for the non-CAP passenger on the mission
 - e. WMIRS mission number
 - f. Number of sorties requested
 - g. For Distinguished Visitors (O-6 and above), any special handling requests
3. CAP wings should enter all required information into WMIRS as an attachment in the Mission Files of the respective mission. CAP wings will notify the Mission Approval Authority and the National Operations Center of the passenger request. Per CAPR 70-1, paragraph 9.10.9.2.2., all non-CAP passenger requests require 5 working days’ notice for passenger approvals. Requests inside that time frame may not be approved. Exceptions will be allowed for critical, life threatening or other compelling missions. Passenger approval is still considered valid if the passenger name changes after submission as long as the type of individual (GS, DOD, FEMA, USFS, etc), number of individuals and the purpose stays the same. The new name must be entered into WMIRS prior to departure.
4. Carrying non-CAP minors requires the consent of the parents/guardians.
5. Please address any questions concerning flight authorization to the CAP-USAF/DO at DSN 493-7467 or commercial (334) 953-7467.

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