



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

3 May 2012

MEMORANDUM FOR RECORD

SUBJECT: Required Information for Non-CAP Passenger Requests

1. According to CAP-USAFI 10-2701, paragraph 3.5.2.7., non-CAP passengers will only be approved when their presence is "essential to the mission." Furthermore, it is a Liaison Region responsibility to weigh the risk of assuming federal liability against the benefits gained in making a determination to submit 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
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 CAP Liaison Region of the request. The Liaison Region will review the request prior to final submission to HQ CAP-USAF/XO. Per CAPR 60-1, paragraph 2-3a, all non-CAP passenger requests require 5 working days notice for passenger approvals on training missions. Requests inside that timeframe may not be approved.
4. Please address any questions concerning flight authorization to the CAP-USAF/XO at DSN 493-7467 or commercial (334) 953-7467.

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