



OFFICE OF THE NATIONAL COMMANDER  
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

29 October 2004

MEMORANDUM FOR WING AND REGION COMMANDERS

FROM: CAP/CC

SUBJECT: Change to 15% Admin Fee for CD Missions

1. The budget news from CAP-USAF is almost all good. However, an item disapproved by CAP-USAF is the administrative fee we included for counterdrug operations. CAP-USAF says it is disallowed by our current statutory authority. The HQ staff has reviewed the controlling documents and reluctantly agrees. Originally that item in our budget was over \$100k but the "war" tax cut it back to \$30k in the final budget we submitted for approval.
2. We have permission from CAP-USAF, our oversight agency, to create a line item for Wing vehicle minor maintenance and transfer the \$30k to it. Wings performing actual counterdrug missions may therefore apply for reimbursement of vehicle minor maintenance to the extent funds are available. Be aware there is no guarantee of reimbursement due to the limited amount of funds.
3. The staff has advised that appropriate changes to CAPR 173-3 and the CAPF 108 will need to be coordinated. Be sure to instruct your staff officers to review these draft changes when they are posted, especially since a staff memo refers to "...these and many other necessary changes."
4. As to activities conducted in FY 2004, CD admin fees reported on the CAPF 108 will be reimbursed, but the forms need to be submitted to NHQ right away. CD admin fees reported on the CAPF 108 for missions conducted in FY 2005 will NOT be reimbursed. For FY 2005 and thereafter it is no longer necessary to enter a "1" in Block 2 of the CAPF 108, and column J of Block 5 on the 108 will now be blank on all missions.

A handwritten signature in black ink, appearing to read "Dwight H. Wheless". The signature is stylized with a large, sweeping initial "D" and a long horizontal stroke at the end.

DWIGHT H. WHELESS  
Major General, CAP  
Commander

Attachment:  
CAP-USAF/CC Ltr, 17 Sep 04

cc:  
HQ CAP/CV/CS/EX/XP/DO/FM/GC/IG/LG  
Region Counterdrug Directors  
Wing Counterdrug Officers  
Wing and Region LG/LGT  
HQ CAP-USAF/CC/CV/XO/FM/IG/JA/LG  
CAP-USAF LR/CC; STATE DIRECTORS



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

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17 September 2004

MEMORANDUM FOR CAP/EX

FROM: CAP-USAF/CC

SUBJECT: FY05 Appropriated Financial Plan/O&M Budget

1. This letter approves the AF auxiliary-CAP FY05 Financial Plan/O&M Budget with exceptions noted below.
2. The most recent Congressional language sets the budget at \$21,588K, a \$190K decrease from the originally anticipated baseline.
3. As discussed with Mr. Rowland, CAP/XP, administrative fees (counterdrug) do not appear to be consistent with statutory authority, DoDGARs, or OMB circular cost principles. The budgeted line item for this expense should be redistributed to another allowable and allocable cost.
4. Travel expenses. CAP must ensure expenses and attendance at meetings/conferences are reasonable and necessary for the minimum number of personnel required for presentations and administrative support. Travel expenses for members of the BOG are only approved for the two scheduled meetings in FY05.
5. This letter does not relieve CAP of its obligation to comply with DoDGARs, OMB Circulars or any other applicable regulatory guidance.
6. Please contact CAP-USAF/FM, Mr. Kevin Root should you need assistance or clarification.

  
GEORGE C. VOGT, Colonel, USAF  
Commander

cc: AETC/LGCQ  
CAP/CC/FM

1st Ind, CAP/EX

MEMORANDUM FOR CAP-USAF/CC

CAP will adjust the budget as directed

  
ALBERT A. ALLENBACK  
Executive Director