HEADQUARTERS
ROCKY MOUNTAIN REGION
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 16688
Salt Lake City, UT 84116

19 Dec 05

MEMORANDUM FOR: RMR Wing Commanders
RMLR State Directors

FROM: RMR/CC and RMLR/CC

SUBJECT: Policy Letter 06-01, *CAPF 10 Funding Approval Process for RMR Wings*

1. In order to standardize the process whereby funding requests from RMR Wings are reviewed and approved, the following joint RMR/RMLR policy is in effect as of the date of this letter.

2. The joint RMR/RMLR nature of this policy is intended to be directive in nature for CAP RMR Wing Commanders and CAP-USAF RMLR State Directors.

3. The policy is as follows:

   a. CAPR 60-3 states that "the CAPF 10 must arrive at the CAP-USAF liaison region at least 30 days prior to the activity date." To meet this requirement, no later than 35 days prior to a planned SAR/DR/HLS/CD exercise, a CAPF 10 shall be submitted to RMR/CC by fax or email. The CAPF 10 shall be signed by the CAP Wing Commander and the CAP-USAF State Director for that Wing. The CAPF 10 shall be accompanied by a completed operations plan meeting the requirements of the format attached to this policy letter. If the CAPF 10 is submitted inside the 35 day window, state justification/reason for the late submittal in the "mission scenario" section at the end of the form. [Exception: CAPF 10s for "Form 5/91 evaluations" must be submitted at least 10 days prior to the first 5/91 evaluation]

   b. Once received, the CAPF 10 will be reviewed by RMR/CC to determine whether sufficient funding remains to support the exercise. Additionally, the operations plan will be reviewed by RMR/DO/DOS/DOV. If sufficient funding exists and the operations plan is deemed sound, the CAPF 10 will be signed by RMR/CC and it as well as the operations plan will be forwarded to RMLR/DO for review, approval, and assignment of an USAF Assigned Mission Number. The RMLR/DO will then fax the approved CAPF 10 to the State Director.

   c. If remaining funding is not sufficient to support the exercise or the operations plan is found to be lacking, the documents will be returned to the Wing Commander, with comments, for editing and resubmittal.

d. Within 14 days after the conclusion of an exercise, an email message from the Wing Commander or Incident Commander shall be sent to RMR/CC stating the amount of actual funds expended for the exercise. Delinquent responses may be the basis for denial of subsequent CAPF10 approvals by RMR/CC. A response will be deemed delinquent if not received within the 14 day window stated above.

4. Please direct all questions to the undersigned.

Digitally signed by Russell Chazell
DN: CN = Russell Chazell, C = US
Reason: I am approving this document
Date: 2005.12.24 17:26:10 -07'00'

RUSSELL E. CHAZELL, Col, CAP
Commander
Rocky Mountain Region
Civil Air Patrol

ROBERT SINON, Lt Col, USAF
Commander
Rocky Mountain Liaison Region
CAP-USAF

cc: RMR Wing Commanders
RMR/CV/CS/DO/DOS/DOV

Attachment: Operations Plan Format