

R E S T R I C T E D .

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
500 FIFTH AVENUE
NEW YORK 18, NEW YORK

Operations Directive)
No. .16)

1 July 1944

REIMBURSEMENT SCHEDULES FOR SEARCH AND COURIER
MISSIONS AND MISCELLANEOUS SERVICES

(This Operations Directive supersedes Operations Directive No. 16-D,
15 April 1944.)

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10825 EAST BLVD., CLEVELAND, OHIO 44106

1. General

a. The Reimbursement Schedules presented herein cover the Per Diem Allowances for personnel and the Hourly Rates paid for the use of aircraft on active duty assignment in the performance of all authorized Civil Air Patrol operations involving Search and Courier Missions and Miscellaneous Services. Such operations may be performed only at the request of, and with funds furnished by the Federal or any State government of the United States, or any subdivision, unit, department or agency thereof, by the American Red Cross, or by any war industry. These schedules do not apply to operations involving Forest Patrol, Pipe Line Patrol, Tow Target and Tracking Service, or demonstration and/or familiarization flights for Cadet Recruitment.

b. All requests for CAP Search, Courier, or Miscellaneous Services made by agencies of the Federal Government, and all arrangements incident thereto, will in each case be cleared with and approved by National Headquarters.

c. Except in cases of emergency, complete arrangements as to procedure to be followed in making reimbursement for services performed under the schedules included herein will be worked out with the requesting agency before said missions are undertaken.

d. All missions will in each case be covered by official Operations Orders in accordance with the provisions of Operations Directive No. 5, this Headquarters, "Operations Orders for Flight Missions", 6 March 1942.

e. Operations reports, on forms which will be furnished by National Headquarters, will be submitted to National Headquarters in single copy each day, in connection with all missions which are paid through National Headquarters.

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f. Except as otherwise specifically indicated in Operations Directives, this Headquarters, a summary report will be forwarded in single copy to National Headquarters, on Form No. 646, the 1st and 15th of each month covering all missions performed during the preceding half-month period.

2. Per Diem for Personnel

a. Until further notice, the following Per Diem Schedules will apply to such personnel as may be authorized by National Headquarters for the particular operation involved:

- (1) Operations Officer..... \$8.00
- (2) Assistant Operations Officer..... 8.00
- (3) Pilots (including pilot-observers)... 8.00
- (4) Observers (non-pilot)..... 7.00
- (5) Mechanics..... 7.00
- (6) Service Technicians..... 5.00
- (7) Clerk Technicians..... 5.00

b. In case personnel are on duty for less than a full day, specify the time in quarterly fractions of a day and compute the amount due on per diem vouchers accordingly. Example: 3/4 day - Pilot - Amount due \$6.00.

3. Hourly Rates for Aircraft

Until further notice, the Hourly Reimbursement Rates paid for the use of aircraft in the performance of authorized missions will be as shown in Column 2 of the following Schedule of Hourly Rates.

4. Schedule of Hourly Rates

(1) *H.P.	(2) Reimbursement	(3) Depreciation	(4) Liability Insurance
50-60	\$ 5.62	\$ 2.00	\$ 0.13
65-75	6.57	2.50	0.13
80-120	10.52	3.50	0.13
125-165	14.52	5.00	0.13
175-220	16.02	5.00	0.13
225-245	18.77	5.00	0.13
250-295	22.22	6.25	0.13
300-345	27.87	7.50	0.13
350-395	33.42	8.75	0.13
400-445	40.87	10.00	0.13

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* The proper Hourly Rate to be paid for the use of an airplane is determined by the horsepower rating (maximum, except take-off) recorded by the Civil Aeronautics Administration for the particular airplane in question. The manufacturer's horsepower rating of an engine is not necessarily the same as the "maximum, except take-off" rating recorded by the Civil Aeronautics Administration.

5. Insurance

a. Complete information relative required CAP insurance coverage and procedure is presented in General Memorandum No. 61-B, this Headquarters, "Insurance Information", 1 July 1944. The Hourly Rates for the required liability insurance for aircraft engaged in the performance of authorized Search and Courier Missions and Miscellaneous Services are set forth in Column 4 of the foregoing Schedule of Hourly Rates.

b. No personal accident insurance is included under the Civil Air Patrol Special Insurance Policy. However, protection is available under the War Civilian Security Program (WCSP), which affords payments covering medical care and also certain disability and death benefits. Such benefits are in the form of monthly cash payments with a maximum of \$85.00 per month. In addition, medical care and hospitalization are available at Army hospitals to CAP members on official active duty assignment for the armed forces.

6. Payment of Aircraft Expenses

All expenses, both tangible and intangible, incident to the operation, inspection, maintenance, overhaul, repair, depreciation, replacement, and insurance of aircraft engaged in the operations covered by these schedules will be paid out of the reimbursements received for the use of said aircraft, as set forth in Column 2 of the Schedule of Hourly Rates presented in paragraph 4 hereof, as no other payments will be made for the use of said aircraft.

7. Submission of Vouchers

a. All Per Diem and Aircraft Vouchers paid through National Headquarters will be submitted to this Headquarters as of the fifteenth and last day of each month. No vouchers calling for payments in excess of the rates scheduled herein will be approved, nor will payments be approved for personnel or airplanes exceeding the number authorized.

b. In the preparation of vouchers, the only functional titles used in referring to personnel will be the titles listed in paragraph 2 hereof.

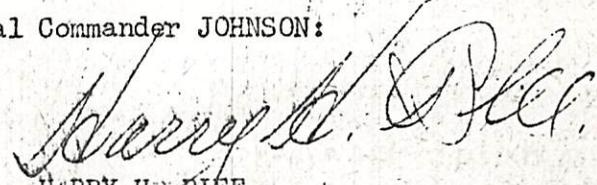
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c. All Per Diem and Aircraft Vouchers will, in each case, be verified and signed by the payee prior to presentation for payment. Under no circumstances will voucher forms be signed in blank before preparation of vouchers.

By direction of National Commander JOHNSON:



HARRY H. BLEE
Colonel, Air Corps
Operations Officer

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