



**MEMORANDUM OF UNDERSTANDING**  
*Between the*  
**Civil Air Patrol**  
*And*  
**The Salvation Army**  
*Relating to*  
**Participation in Disaster Assistance**

**A. PURPOSE:** The purpose of this agreement is to define and establish procedures and practices for continued cooperation between The Salvation Army and the Civil Air Patrol in disaster and emergency situations.

**B. RESPONSIBILITIES:**

1. **THE SALVATION ARMY:** The Salvation Army, since its first charter on May 12, 1899 (amended July 14, 1982), has provided emergency services to individuals and groups in time of emergencies and disasters of every description. The service has received public recognition. The Congress of the United States of America enacted the Disaster Relief Act of 1970, which was amended by the Disaster Relief Act of 1974. The Salvation Army, in Public Law 93 - 288 is recognized as a participating agency in the dissemination of disaster relief. The Salvation Army in the United States is a part of the international Salvation Army that responds to disasters in all parts of the world.

2. **CIVIL AIR PATROL:** By Act of Incorporation, Section 40301 - 40307, Title 36 United States Code, the Civil Air Patrol (CAP) is chartered to:

a. Provide an organization to encourage and aid citizens of the United States in contributing their efforts, services and resources in developing aviation and in maintaining air supremacy.

b. Provide an organization to encourage and develop, by example, the voluntary contribution of private citizens to the public welfare.

c. Provide aviation education and training, especially to its senior and cadet members.

d. Encourage and foster civil aviation in local communities.

e. Provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.

f. Assist the Department of the Air Force in fulfilling its non-combat programs and missions.

**C. MISSION LIMITATIONS:** Activities conducted pursuant to this agreement are limited as follows:

1. CAP members providing assistance to The Salvation Army must comply with CAP directives.

2. CAP support is provided only "if available" as determined by the Wing Commander. Air Force directed missions have priority over missions conducted in support of The Salvation Army pursuant to this MOU.

3. Salvation Army representatives have authorized passenger status aboard CAP aircraft pursuant to all official, approved Salvation Army disaster relief missions and/or Salvation Army supported CAP missions, but only upon the approval of the Salvation Army Divisional Commander or designated representative and the CAP Wing Commander or designated representative. Salvation Army representatives must complete a CAP Form 9, *Release (For Non CAP Members)*, prior to flight.

4. Any party to this MOU may suspend or terminate CAP missions conducted pursuant to it at any time and for any reason to include, but not limited to, unsafe operating conditions.

**D. MISSION DEFINITIONS:**

1. A disaster is an occurrence such as hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, blizzard, pestilence, famine, fire, explosion, volcanic eruption, building collapse, commercial transportation wreck/spill, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

2. **AIR FORCE REIMBURSED MISSION ACTIVITIES:** In order to satisfy its noncombatant responsibilities for assisting in national and local emergencies, the Air Force, through the Air Force National Security Emergency Preparedness Office (AFNSEP) may use CAP to assist in disaster response. Whenever CAP is supporting the Air Force during a disaster, assistance to The Salvation Army may be directed by the controlling agency as a part of the mission. In this event, while on an Air Force assigned reimbursed mission, the USAF in accordance with current Air Force and CAP directives will make reimbursement to CAP. The Salvation Army will make no repayment.

3. **SALVATION ARMY REIMBURSED MISSION ACTIVITY:** The disaster may not warrant Air Force assigned reimbursed mission authorization to CAP. In such instances, Civil Air Patrol Wing Commanders are authorized to provide emergency services to any representative of the Salvation Army duly authorized by the Divisional Commander, who makes application and agrees to reimburse for this service.

4. All CAP missions authorized in accordance with and performed under this MOU are Air Force assigned missions, whether reimbursed by the Air Force or by the Salvation Army. Air Force assigned mission status provides Federal Tort Claims Act (FTCA) coverage for all participating CAP members and Federal Employees Compensation Act (FECA) Coverage for all participating CAP members 18 years of age and older.

#### **E. MISSION COOPERATION:**

1. **CAP SUPPORT TO THE SALVATION ARMY:** CAP may furnish emergency transportation by air of such medical supplies, materials and Salvation Army representatives as may be necessary in carrying on official Salvation Army work. In addition to air transportation, CAP assistance may include:

a. Communications in the form of both equipment and personnel to support Salvation Army relief operations.

b. Ground transportation in the form of vehicles and drivers to be used in support of Salvation Army relief operations.

c. Personnel to provide support staffs in Salvation Army shelters, feeding units, supply operations and other disaster related operations.

d. The Salvation Army will provide any necessary briefing, training and operational supervision in cooperation with local CAP unit commanders or their designees.

2. **SALVATION ARMY SUPPORT TO CAP:** When CAP is engaged in search and rescue or disaster operations in remote or devastated areas, or in CAP training operations, the CAP Incident Commander may request Salvation Army support in the following areas:

a. Feeding of CAP members engaged in such operations.

b. Use of Salvation Army disaster vehicles where needed and available.

c. Assistance with counseling, guidance and religious services as needed, within the capabilities of both organizations.

d. Other assistance to support Civil Air Patrol actions where emergency disaster occurs, within the limits of both organizations

#### **F. SALVATION ARMY REIMBURSEMENT TO CAP:**

1. When an Air Force reimbursed mission is not authorized for CAP, The Salvation Army unit utilizing CAP services will reimburse CAP or its members for certain costs as allowed in CAPR 173-3 when expended on missions carried out on request of a duly authorized representative of The Salvation Army.

2. CAPR 173-3 reflects USAF approved reimbursements. The aircraft hourly reimbursement schedule is attached and incorporated by reference into this agreement. This schedule is reviewed annually and may be changed from time to time. CAP will furnish The Salvation Army National Headquarters a copy of any change, to become effective upon receipt by The Salvation Army.

**AIRCRAFT FLYING HOUR MINOR MAINTENANCE PAYMENT RATES  
EFFECTIVE 3 MAY 2002**

Type 1	Type 2	Type 3	Type 4	Type 5
\$22.00	\$30.00	\$32.00	\$42.00	\$47.00
<b>&lt;130HP</b>	<b>130-199 HP</b>	<b>200-249 HP</b>	<b>250-299 HP</b>	<b>300 HP or &gt;</b>
C150 C152	C172-150 C172-160/180/195 C177-180 Beech BE-23 Husky Maule M-4/5/6/7-180 Mooney M20-180 Piper PA-28-140/150 Piper PA-28-160/180 /181 Piper Arrow-180	C172RG C172XP C177RG C177-200 C182 Beech BE-33-225 Maule M-4-200 Maule MT-7-235 Mooney M20-201 Mooney 231/252TSE -210 Piper Arrow-200/201 /201T Piper PA-28-235	C182RG T182 C182-250 C182-265 U206-285 C210-285 Beech A36-285 Beech BE 33/35-285 Piper PA-32-260	T182RG U206-300 T206 C210-300/310 DH2 Beaver Piper PA-32-300/301T Piper PA-32R-300 /301T Piper PA-32-300

**Notes:**

1. Reimbursement rates have been established to encourage the use of economical, mission capable aircraft.
2. Use of member-furnished single-engine aircraft shall be approved in advance by the Wing/Region Commander or Director of Operations (Wing Counterdrug Officers/Region Counterdrug Directors and Wing/Region Directors of Emergency Services can be delegated this approval authority by the Wing/Region Commander).
3. Aircraft fuel, lubricants and de-icing payments are authorized for participation in Air Force assigned reimbursable missions and are in addition to the above rates (receipts required).
4. Corporate glider tow aircraft are reimbursed at the appropriate rate for their type classification. Reimbursement for non-corporate glider tows participating in the Cadet Programs Glider Flight Orientation Program will be based on the actual cost of the tow (receipts required).
5. Glider Flight Reimbursement will be on an actual cost basis until sufficient data is collected to determine an appropriate and accurate reimbursement rate. Submit receipts for all expenses incurred by each glider to NHQ CAP/LGM for payment or reimbursement. Major maintenance actions require a control number from NHQ CAP/LGM prior to repairs being accomplished. Major maintenance actions include: fabric replacement, glider repainting, interior work and avionics replacement. Submit receipts for these actions when repairs are completed. Submit all other maintenance expenses monthly. ORIGINAL RECEIPTS ARE REQUIRED FOR ALL PAYMENTS/REIMBURSEMENTS. Tail number accounting principles must be followed for gliders just as they are for powered aircraft.
6. These rates apply to corporate-owned aircraft. Member-furnished single-engine aircraft add \$10 per hour for normally aspirated engines and \$17 per hour for turbocharged engines.
7. Alaska, Hawaii, and Puerto Rico will increase these aircraft rates by 15% to offset the higher cost of living in these areas.
8. To properly figure the reimbursement authorized, multiply the total number of hours flown times the rate allowed for the appropriate aircraft type classification to determine the amount reimbursed for aircraft minor maintenance. Add to the aircraft minor maintenance reimbursement, the total for actual fuel, lubricants and de-icing expenses. The sum of these amounts will then be multiplied by 15% (for CD missions only) to determine the administration, operation and equipment fee reimbursement. Add the sum of the aircraft minor maintenance reimbursement plus actual fuel and oil expenses to the administrative fee reimbursement (if applicable) to determine the "total" reimbursement. If a single-engine aircraft is not listed in any of the categories, determine the "Type" from the table above by the aircraft's horsepower (HP) or contact NHQ CAP/LGM at (334) 953-6032.
9. The use of all twin-engine aircraft, for any mission, requires prior approval from the wing/region and NHQ CAP/DO. Wing/Region Commanders (Region Counterdrug Directors for counterdrug missions) should send approved requests well in advance to doadmin@capnhq.gov. Once approval has been obtained from NHQ CAP/DO, the NHQ staff will determine the reimbursement rate and notify the wing/region in writing.

3. Salvation Army representatives requesting such reimbursable services from the Civil Air Patrol will have prior approval from their Divisional Headquarters before initiating such a request.

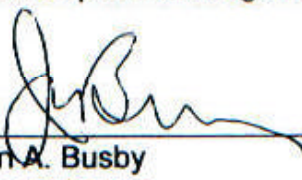
4. The requesting Salvation Army representative will keep a complete log of Civil Air Patrol's participation and will attach it to the Civil Air Patrol final request for reimbursement sent to The Salvation Army unit initiating such action.


5. Not more than forty-five days following the closing date of the mission, the Civil Air Patrol will present to The Salvation Army unit representative a completed CAP Form 108 certifying reimbursement costs, to be paid by The Salvation Army unit utilizing the services.


6. Salvation Army representatives requesting or using CAP aircraft service without Air Force mission authorization will forward to The Salvation Army a report for each aircraft engaged in service. The report will include the following information:

- a. A brief statement covering the need for this service.
- b. The type of aircraft and its registration number.
- c. The date of utilization.
- d. The total hours flown by each aircraft.

**G. EFFECTIVE DATE:** This agreement shall be effective from the date it has been executed by representatives of all parties and supersedes all previous agreements between the parties. The term of this agreement is five (5) years from its effective date. This MOU will be automatically renewed for an additional 5 year period at the end of each term, absent objection by any party. Any party may terminate this agreement upon written notice to the other party. The provisions of this agreement may be amended at any time upon mutual agreement of the parties.

  
\_\_\_\_\_  
John A. Busby                      5/17/02  
Commissioner                      Date  
National Commander  
The Salvation Army

  
\_\_\_\_\_  
Richard L. Bowling                      17 May 02  
Brigadier General, CAP                      Date  
National Commander, Civil Air Patrol

  
\_\_\_\_\_  
Albert A. Allenback                      17 MAY 02  
Colonel, USAF                      Date  
Commander, CAP-USAF

  
\_\_\_\_\_  
J. Scott Hamilton                      17 May 02  
Colonel, CAP                      Date  
Acting Executive Director

## **THE SALVATION ARMY DIVISIONAL HEADQUARTERS**

### **Central Territory**

#### **Eastern Michigan Division**

16130 Northland Drive  
Southfield, MI 48075-5218  
Phone: 248/443-5500  
Fax: 248/443-6815

#### **Midland Division**

1130 Hampton Avenue  
St. Louis, MO 63139-3147  
Phone: 314/646-3000  
Fax: 314/646-3203

#### **Heartland Division**

401 NE Adams Street  
Peoria, IL 61603-4201  
Phone: 309/655-7220  
Fax: 309/655-7256

#### **Northern Division**

2445 Prior Avenue  
Roseville, MN 55113  
Phone: 651/746-3400  
Fax: 651/746-3419

#### **Indiana Division**

3100 N. Meridian Street  
Indianapolis, IN 46208-4718  
Phone: 317/937-7000  
Fax: 317/937-7017

#### **Western Division**

3612 Cuming Street  
Omaha, NE 68131-1900  
Phone: 402/898-5900  
Fax: 402/898-5962

#### **Kansas & Western Missouri Division**

3637 Broadway  
Kansas City, MO 64111-2503  
Phone: 816/756-1455  
Fax: 816/756-1382

#### **Western Michigan & Northern Indiana**

1215 E. Fulton  
Grand Rapids, MI 49503-3849  
Phone: 616/459-3433  
Fax: 616/356-1021

#### **Metropolitan Division**

5040 N. Pulaski  
Chicago, IL 60630-2788  
Phone: 773/725-1100  
Fax: 773/725-9270

#### **Wisconsin & Upper Michigan Division**

4757 N. 76<sup>th</sup> Street  
Milwaukee, WI 53218  
Phone: 414/462-5226  
Fax: 414/462-1652

## THE SALVATION ARMY DIVISIONAL HEADQUARTERS

### Eastern Territory

#### **Eastern Pennsylvania & Delaware**

701 N. Broad Street  
Philadelphia, PA 19123  
Phone: 215/787-2837  
Fax: 215/787-2849

#### **Northern New England Division**

297 Cumberland Avenue  
Portland, ME 04101  
Phone: 207/774-6304  
Fax: 207/774-3387

#### **Empire State Division**

200 Twin Oaks Drive  
Syracuse, NY 13206  
Phone: 315/434-1310  
Fax: 315/434-1312

#### **Puerto Rico & Virgin Islands Division**

1327 Americo Miranda Avenue  
Rio Piedras, PR 00921-2118  
Phone: 787/273-6000  
Fax: 787/781-3668

#### **Greater New York Division**

120 W. 14<sup>th</sup> Street  
New York, NY 10011  
Phone: 212/337-7201  
Fax: 212/675-0456

#### **Southern New England Division**

855 Asylum Avenue  
Hartford, CT 06105  
Phone: 860/543-8400  
Fax: 860/247-3105 x-110

#### **Massachusetts Division**

147 Berkeley Street  
Boston, MA 02116-5197  
Phone: 617/542-5420  
Fax: 617/338-7988

#### **Southwest Ohio & Northeast Kentucky**

114 E. Central Parkway  
Cincinnati, OH 45210  
Phone: 513/762-5600  
Fax: 513/762-5679

#### **New Jersey Division**

4 Gary Road  
Union, NJ 07083-5598  
Phone: 908/851-9300  
Fax: 908/688-4460

#### **Western Pennsylvania Division**

424 Third Avenue  
Pittsburgh, PA 15219  
Phone: 412/394-4800  
Fax: (412) 261-5790

#### **Northeast Ohio Division**

2507 E. 22<sup>nd</sup> Street  
Cleveland, OH 44115-3202  
Phone: 216/861-8185  
Fax: 216/861-0737

## THE SALVATION ARMY DIVISIONAL HEADQUARTERS

### Southern Territory

#### **Alabama, Louisiana & Mississippi**

1450 Riverside Drive  
Jackson, MS 39202  
Phone: 601/969-7560  
Fax: 601/949-5025

#### **Maryland & Northern West Virginia**

814 Light Street  
Baltimore, MD 21230  
Phone: 410/347-9944  
Fax: 410/752 0853

#### **Arkansas & Oklahoma Division**

5101 N. Pennsylvania Avenue  
Oklahoma City, OK 73112  
Phone: 405/840-0735  
Fax: 405/840-0460

#### **National Capital & Virginia Division**

2626 Pennsylvania Avenue  
Washington DC 20037  
Phone: 202/756-2600  
Fax: 202/756-2660

#### **Florida Division**

3101 Lake Ellen Lane  
Tampa, FL 33618  
Phone: 813/962-6611  
Fax: 813/963-6471

#### **North & South Carolina Division**

501 Archdale Drive  
Charlotte, NC 28217-4237  
Phone: 704/522-4970  
Fax: 704/522-4988

#### **Georgia Division**

675 Seminole Avenue, NE  
Atlanta, GA 30307  
Phone: 404/873-3101  
Fax: 404/876-5759

#### **Texas Division**

6500 Harry Hines Boulevard  
Dallas, TX 75235  
Phone: 214/353-2731  
Fax: 214/956-9436

#### **Kentucky & Tennessee Division**

216 W. Chestnut Street  
Louisville, KY 40202  
Phone: 502/583-5391  
Fax: 502/625-1197



## THE SALVATION ARMY DIVISIONAL HEADQUARTERS

### Western Territory

#### **Alaska Division**

143 E. 9<sup>th</sup> Avenue  
Anchorage, AK 99501-3618  
Phone: 907/276-2515  
Fax: 907/278-6323

#### **Intermountain Division**

1370 Pennsylvania Street  
Denver, CO 80203-2475  
Phone: 303/861-4833  
Fax: 303/866-9260

#### **Cascade Division**

1785 NE Sandy Boulevard  
Portland, OR 97232-2872  
Phone: 503/234-0825  
Fax: 503/731-0165

#### **Northwest Division**

111 Queen Anne Avenue, N  
Seattle, WA 98109-4955  
Phone: 206/281-4600  
Fax: 206/286-0182

#### **Del Oro Division**

3755 N. Freeway Boulevard  
Sacramento, CA 95834-1906  
Phone: 916/563-3700  
Fax: 916/648-0587

#### **Sierra Del Mar Division**

2350 Fifth Avenue  
San Diego, CA 92101-6304  
Phone: 619/231-6000  
Fax: 619/231-6002

#### **Golden State Division**

832 Folsom Street  
San Francisco, CA 94107-1123  
Phone: 415/553-3500  
Fax: 415/543-8684

#### **Southern California Division**

900 W. 9<sup>th</sup> Street  
Los Angeles, CA 90015-1356  
Phone: 213/896-9160  
Fax: 213/627-6189

#### **Hawaiian & Pacific Islands Division**

2950 Manoa Road  
Honolulu, HI 96822-1798  
Phone: 808/988-2136  
Fax: 808/988-7249

#### **Southwest Division**

2707 E. Van Buren Street  
Phoenix, AZ 85008-6039  
Phone: 602/267-4100  
Fax: 602/267-4183