

## TRAVEL OUT OF WING PENNSYLVANIA WING REQUIREMENTS

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All travel outside of the Wing (air or ground) must be authorized by the Wing Commander and in some cases, regional or national authorities. IAW CAP Regulation 60-1, 2-5, flights out of wing are to be coordinated and authorized by the appropriate level of command depending on the geographic limits of the flight. Pennsylvania Wing members and assets will comply with the following in implementing reporting and authorization requirements for out of wing travel.

### 1. Travel to Contiguous States:

- A. Airports within 10 NM - Day trips (not overnight) to airports in contiguous states within 10 nm of the Pennsylvania border are authorized without prior notice or authorization. Longer stays or overnights require pre-approval as described below.
- B. Other – Trips to locations beyond the 10 NM limit or of longer duration than a few hours during the day, including any overnight stay requires pre-authorization. Pre-authorization for contiguous states can be accomplished by mailing, faxing or e-mailing a PAWG Form 99c or the equivalent information to Wing Headquarters at least 48 hours in advance of the trip. The 99c information must include:
- Requestor – Person requesting authorization, include contact numbers.
  - Date of Travel – include time of departure
  - Return Date – include estimated time of arrival
  - Aircraft/Vehicle – include ID number and owner
  - PIC/Driver/Crew – List all crew personnel, include contact numbers.
  - Mission Number/Mission Type (Symbol) – include both as well as why trip is necessary.
  - Passengers/Cargo – list all other personnel going along, seniors, cadets and others. List any cargo being transported.
  - Departure/Route/Destination – list departure point, route of travel, stops and destination. If the return trip will differ, list the return routing. List the destination. Include contact and recall numbers. For stays including overnights, list where you will be staying.
  - Travel or Overnight (RON) Justification – list the reason for the travel (mission) including the benefit to CAP. If it is necessary to Remain OverNight (RON) enter the justification here as well.

As long as the request for authorization arrives at Wing HQ 48 or more hours in advance, these missions are to be considered approved without receiving signed authorization. If there are questions regarding the information provided, Wing HQ will contact you at one of the contact numbers provided above. If the request is not received at HQ at least 48 hours in advance, the trip is not authorized unless you make positive contact with Wing HQ to ascertain it has been received, reviewed and approved.