



HEADQUARTERS MONTANA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY



28 February 2025

MEMORANDUM FOR MTWG HQ/CC/DC/DO

FROM: MTWG/DAE

SUBJECT: Reimbursement of Expenses for FAA Written Exams Fees and Traveling Star Lab Rental


1. This proposal is intended to enhance both the Emergency Services Program and Aerospace Education Program in Montana Wing. Reimbursement for the cost of taking the Federal Aviation Administration's (FAA) Remote Pilot (UAG) Written Exam, Fundamentals of Instructing (FOI) Written Exam, Advanced Ground Instructor (AGI) Written Exam, and Instrument Ground Instructor (IGI) Written Exam, would enhance both the emergency services and aerospace education programs in Montana Wing. Reimbursement of the cost of renting the Traveling Star Lab from the Museum of the Rockies would also enhance the Aerospace Education Program in Montana Wing. CAP Aerospace Education Members (AEMs) are NOT eligible for any of the reimbursement programs outlined below.

Reimbursement for UAG Exam: Montana Wing HQ will reimburse Montana Wing cadets and seniors for taking and passing the FAA's UAG Written Exam. Montana Wing seniors that participate in CAP's Emergency Services Program and/or Aerospace Education Program, such as squadron AEOs and CEOs, will be eligible for reimbursement. However, no reimbursement will be provided to any Montana Wing personnel who attempts the FAA's UAG Written Exam but fails to successfully pass the exam. Additionally, squadron AEOs and CEOs must have completed a technician rating, or higher, in either the AEO specialty track or the new CEO specialty track to be eligible to receive reimbursement of the \$175 cost of taking the FAA's UAG Written Exam. Cadets and seniors participating in Montana Wing's Emergency Services Program must have completed qualification as an sUAS technician to be eligible for reimbursement. Reimbursement for the \$175 cost of the FAA's UAG Written Exam is intended to aid Montana Wing personnel to maintain CAP's sUAS program within Montana Wing. Maintaining a sufficient pool of sUAS pilots is essential to maintaining Montana Wing's emergency service capability and also sUAS Aerospace Education efforts. Those who wish to apply for reimbursement must first request pre-approval through either the wing Director of Aerospace Education, wing Director of Operations, or the Wing Commander BEFORE registering to take the FAA's UAG Written Exam. The number of annual reimbursements is limited.

Reimbursement for FOI, AGI, & IGI Exams: Montana Wing HQ will reimburse Montana Wing seniors for taking and successfully passing the FAA's FOI, AGI, and IGI Written Exams. Only squadron AEOs and CEOs that hold a private pilot certificate, or higher, are eligible for reimbursement for passing the FAA's FOI, AGI, or IGI Written Exams. However, no reimbursement will be provided to any Montana Wing personnel who attempts the FAA's FOI, AGI or IGI Written Exams but fails to successfully pass the exam. Additionally, applicants must have completed at least a technician rating, or higher, in either the AEO specialty track or the new CEO specialty track as a prerequisite for eligibility to receive reimbursement of the \$175 cost of taking the FAA's FOI, AGI or IGI Written Exams. Reimbursement for the FAA's FOI, AGI, and IGI Written Exams is intended to enhance aviation education in Montana Wing. FAA certified ground instructors are legally qualified to give classroom instruction and then to endorse their student(s) to take the FAA's Private Pilot Written Exam or higher FAA written exam. Those who wish to apply for reimbursement must first request pre-approval through either the wing Director of Aerospace Education, wing Director of Operations or the Wing Commander BEFORE registering to take the FAA's FOI, AGI, or IGI Written Exams. The number of annual reimbursements is limited.

Reimbursement for Traveling Star Lab Rental: Montana Wing HQ will reimburse local squadrons for the cost of renting the Traveling Star Lab from the Museum of the Rockies in Bozeman. The Museum of the Rockies rents out their Traveling Star Lab for one week at a cost of \$175. Assisting local squadrons to rent the Traveling Star Lab would enhance astronomy education in each participating squadron's Aerospace Education Program. Having the Traveling Star Lab available could also be a "main attraction" for an Aerospace Education Open House activity in which the general public could be invited. Squadrons that intend to rent the Traveling Star Lab must first request pre-approval through either the wing Director of Aerospace Education or the Wing Commander BEFORE reserving the Traveling Star Lab for rental. Traveling Star Lab reimbursements will be limited to one per year per squadron.

2. Please direct any questions to the Montana Wing Director of Aerospace Education, Major Steven Heffel at steven.heffel@mtwg.cap.gov.


MATTHEW J. BOLIN, Colonel, CAP
Commander, Montana Wing

Reimbursement(s) Guidelines

Reimbursement for the FAA's Remote Pilot (UAG) Written Exam:

1. The number of reimbursements will be limited for the Remote Pilot (UAG) Written Exam, contingent upon the amount of funds available for the fiscal year.
2. No reimbursement will be given if the FAA's Remote Pilot (UAG) Written Exam is attempted and failed. Proof of passing the FAA written exam must be provided before any reimbursement is processed.
3. Reimbursement must be pre-approved by either the Montana Wing Director of Operations or the Montana Wing Director of Aerospace Education. After pre-approval, reimbursement must also be authorized by either the Montana Wing Commander or the Montana Wing Deputy Commander.
4. To be eligible for reimbursement based upon participation in Montana Wing's Emergency Services Program, cadets and seniors must have completed qualification as an sUAS technician, *or alternatively*,
5. To be eligible for reimbursement based upon participation in Montana Wing's Aerospace Education Program, seniors must have completed at least a technician rating in either the aerospace education officer (AEO) specialty track or CAP's new cyber education officer (CEO) specialty track.
6. Aerospace Education Members (AEMs) are not eligible for this reimbursement.

Reimbursement for the FAA's FOI, AGI, or IGI, Written Exams:

1. The number of reimbursements will be limited for the Fundamentals of Instructing (FOI) Written Exam, the Advanced Ground Instructor (AGI) Written Exam, and the Instrument Ground Instructor (IGI) Written Exam, contingent upon the amount of funds available for the fiscal year. The Basic Ground Instructor (BGI) Written Exam will not be considered for reimbursement.
2. No reimbursement will be given if the FAA's FOI Written Exam, or AGI Written Exam, or the IGI Written Exam is attempted and failed. Proof of passing the FAA written exam(s) must be provided before any reimbursement(s) is processed.
3. Reimbursement(s) must be pre-approved by either the Montana Wing Director of Operations or the Montana Wing Director of Aerospace Education. After pre-approval, reimbursement(s) must also be authorized by either the Montana Wing Commander or the Montana Wing Deputy Commander.
4. To be eligible for reimbursement for passing the FOI Written Exam, squadron AEOs must have completed at least a technician rating in CAP's AEO specialty track *or* squadron CEOs must have completed at least a technician rating in CAP's new CEO specialty track *and* hold at least a private pilot certificate. Successfully passing the FOI Written Exam is also an FAA prerequisite for taking the AGI or IGI Written Exams.
5. To be eligible for reimbursement for passing the AGI Written Exam, squadron AEOs and squadron CEOs must have completed at least a technician rating in their respective specialty track(s) *and* must also hold at least a private pilot certificate. The FOI Written Exam must also have been successfully passed.
6. To be eligible for reimbursement for passing the IGI Written Exam, squadron AEOs and Squadron CEOs must have completed at least a technician rating in their respective specialty track(s) *and* must also hold at least a private pilot certificate with an instrument rating. The FOI Written Exam must also have been successfully passed.
7. Aerospace Education Members (AEMs) are not eligible for any of these reimbursements.

Reimbursement for Renting the Traveling Star Lab:

1. Reimbursements will be limited to one reimbursement annually per squadron and will be contingent upon the amount of funds available for the fiscal year.
2. Reimbursement must be pre-approved by the Montana Wing Director of Aerospace Education. After pre-approval, reimbursements must also be authorized by either the Montana Wing Commander or the Montana Wing Deputy Commander.
3. Aerospace Education Members (AEMs) are not eligible for this reimbursement.