

Memo

To: STAFF MEMBERS, GROUP COMMANDERS, SQUADRON COMMANDERS
From: Maj DEETTE K. RILEY, FINANCE OFFICER
CC:
Date: August 27, 2004
Re: EXCERPTS FROM AIRCRAFT ACCOUNTING PLAN

Please find attached excerpts from the Aircraft Accounting Plan Revised – 23 December 2002. It is important that you review and distribute these items to the pilots throughout our membership. National Civil Air Patrol has requested that the Finance Committee develop a written policy on overdue invoicing and the Finance Department needs your help to expedite flight logs, CAPF 108s and invoices in a timely manner. Please advise if you have any recommendations or changes.

CAPF 108 GENERATION

1. **The CAO will generate all CAPF 108s for all PAWG corporate aircraft. There will be no exceptions!** However, it will still remain the member's own responsibility to generate CAPF 108 that may apply to the mission use of private aircraft, corporate and private vehicles, and any other communications/administrative expenses that are associated with the mission. The CAO will generate consolidated CAPF 108s and batch them to facilitate the generation of invoices at PAWG HQ. It is critical that the flight logs and fuel slips arrive for the CAO at PAWG HQ within the prescribed times (5th of each month). **Failure or delays to forward the flight logs and fuel slips to the CAO in a timely manner may result in PAWG being denied payment for missions flown. Pilots, Aircraft OICs and/or the Incident Commander may become responsible for the costs.**

2. PAWG HQ EX will review and sign the CAPF 108s and the CAO will fax the CAPF 108s to National CAP for payment. **In order to properly generate the CAPF 108 the PIC will be responsible for a properly documented flight log, fuel slips, and completed CAPF 84 or CAPF 104.** This includes a properly authorized and valid mission number for all missions. **Failure of the PIC to have a valid mission number, or an unreconcilable difference between the flight time reported on the CAPF 84/104, will result in his/her being invoiced personally for the flight time. The flight time recorded on the flight log must equal the flight time reported on the CAPF 84/104.** In addition, the pilot in the absence of a mission coordinator at his home location should fill out a CAPF 103 and CAPF 121 prior to his departure.

THE NUTS AND BOLTS

1. The responsibilities of the pilot-in-command(PIC).
 - a. Aircraft Flight Logs – The PIC of each flight will be responsible for properly filling out the flight log. **Note: All blocks must be filled on the flight log!** Of particular note the PIC must specify to whom the flight is to be billed to. Note: if it is an “A” Flight, so long as the mission number is recorded on the flight log and the total time is equal to the times reported on the CAPF 84/122, the flight will be charged to the mission number. **In the absence of a valid mission number the PIC will be charged for the flight.** Prior to invoicing the PIC a reasonable attempt will be made to contact the pilot, in order to resolve the discrepancy by the State Director. It is not the intention of PAWG to have any pilot pay for any “A” mission flying. It is clearly the intent of PAWG to insure that the proper paper work relating to missions is submitted in a correct, complete, and timely manner.
 - b. Fuel Slips – The PIC will be responsible for documenting the following information on each fuel slip: date, aircraft tail number, tachometer reading, name and/or legible signature of the PIC or a crew member, gallons used, and for “A” mission flights the mission number and total hobbs hours since last refueling the aircraft.

METHODS OF PAYMENT

1. Each customer, squadron, group, wing, or individual member will be invoiced monthly for their flight time. Payments for flight time owed are due prior to the last day of the following month. **Pilots who fail to keep their accounts current can be grounded pending full payment of their account.** Further disciplinary/legal action will be considered by the Wing Commander for those pilots who fail to reconcile their accounts in a reasonable amount of time, including membership action under the financial responsibility regulation.
2. Payments in advance (BlockTime) will be accepted. Those advanced payments at or exceeding \$250 will be given a 10% credit allowance. For example, if a pilot pays \$350 in advance, he will receive a \$35 credit on his account. An additional 10% credit in flight time will be available for blocktime pre-payments of \$1,000 or more. Note: In either case the \$250 is the minimum to earn the credit and is not an incremental amount. Any amount over \$250 will receive the applicable 10% credit.
3. Payments for individual, squadron, or group flight time that is not reimbursed by National CAP will be sent directly to PAWG HQ and deposited in the aircraft maintenance account by the PAWG CAO. **Questions regarding individual, squadron and group accounts should be addressed to the PAWG CAO at HQ.**

AIRCRAFT PAPERWORK

1. **Aircraft flight logs will be faxed or overnight mailed to the CAO NLT the 5th of the following month.** This will allow the CAO to generate CAPF 108s in a timely manner. Individual fuel slips will be forwarded to the CAO by the aircraft OIC NLT the 5th of the following month.
2. All mission paperwork for reimbursable missions, including but not limited to the CAPF 103, 104, 121, IC 211 and IC sign-in or resource inventory forms, CAPF 122, and, if applicable, CAPF 84s will be forwarded to the PAWG HQ within 14 days of closing the mission. This applies to all reimbursable missions, actual or training, CN, DR, SAR, or any other local, state or federal tasking for which we receive reimbursement from an outside source. Pilots must ensure that the IC is forwarding mission paperwork since unreimbursed missions are billed to the pilot. It should be noted that the above mentioned CAPF 84s are for the mission and finance files only, and does not alter in any way the requirement to submit the CAPF 84 through the CD channels within 24 hours of a CD flight.

2. Responsibilities of the Aircraft OIC

- a. The aircraft OIC will insure that the assigned aircraft are clean, well maintained, air worthy, and safe to fly at all times.
- b. Any time an aircraft is deployed or assigned on a temporary basis to another airport, the responsibility of the deployed aircraft will be transferred to an OIC from the new airport. It will be the responsibility of the primary OIC to insure that an OIC is assigned at the deployed airport.
- c. The aircraft OIC will be responsible for the timely submission of the aircraft flight logs and fuel slips to the CAO. The OIC will insure that these two items reach the CAO no later than the 5th of the following month.

APPENDIX 1 – ADDRESSES

1. Pennsylvania Wing CAP Headquarters:

PA Wing Civil Air Patrol
Building 3-108
Fort Indiantown Gap
Annville PA 17003

VOX – 717-861-2335
FAX – 717-861-2164
EMAIL – pawghqcap@aol.com

2. Pennsylvania Wing Aircraft Maintenance Officer – LGM

LtCol Michael F. Hayes
584 New Road
Southampton PA 18966

VOX – 215-357-8749
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3. Pennsylvania Wing Central Accounting Office – CAO

Phil Richardson
PA Wing Civil Air Patrol
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