



MARYLAND WING FINANCIAL MANAGEMENT PROCEDURES

1 May 2016

B & C FLYING PAYMENT PROCEDURE

Background

CAPR 173-1 defines financial procedures for all CAP units. The wing commander is required to establish certain procedures with limits to insure proper control of corporate funds at and below wing level. Maryland Wing (MDWG) strives to ensure the financial solvency of the wing and the units below wing. A formal MDWG procedure for the collection of maintenance money for B & C flights is required.

The following procedure applies to the B & C missions listed below, which are not reimbursed or funded by USAF funds from CAP National Headquarters (CAP NHQ). These missions are paid by MDWG members or by MDWG funds. **This new procedure does not make any changes to the existing fuel payments for B & C flight activity.**

B & C Mission Symbol Flying Definitions

1. Civil Air Patrol flight mission symbols are partially established to help track financial accountability of flights performed by CAP pilots. A list of these symbols can be found in the Aircraft information file (aka Aircraft binder) or can be acquired from the unit commander and/or aircraft manager. The list is published by CAP HQ and can also be found on the back of the CAPF 99 document or on the CAP NHQ website at:
http://www.capmembers.com/media/cms/07_AIF_FLT_LOG_2_0CDCA22F00708.doc
2. Presently there are four classes of symbols within the approved mission list. They are:
 - a. "A" Air Force Assigned Missions (AFAM) – Reimbursable with USAF funding by submission of an e108 in WMIRS. Minor maintenance charges are collected from the USAF and retained at CAP NHQ for "A" missions. Regions and their subordinate units are not involved.
 - b. "B" AFAM – USAF non-reimbursable (may be reimbursed by non-Air Force agencies) or **paid by a Civil Air Patrol member.**
 - c. "C" CAP Corporate missions (flown and funded under CAP corporate missions) or **paid by a Civil Air Patrol member or a non-CAP agency.**
 - d. "L" USAF liaison personnel flying.
3. The following B & C mission symbols are to be paid by members or units within Maryland Wing. National Headquarters may add, delete or modify mission symbols as necessary. Additional B & C mission symbols not included below are exempt from payment since they are flown under special procedures and funded by the requesting agency or by MDWG. It is the responsibility of the Pilot in Command (PIC) to ensure the correct symbol is being used

in WMIRS and the Aircraft Flight Time Log.

- a. **B5:** AF training missions paid with corporate or member funding.
- b. **B7:** CAPF 5 and 91 evaluations not reimbursed with AF funds (may be paid with corporate or member funding).
- c. **B9:** Maintenance ferry flights or airworthy aircraft to and from Consolidated Maintenance Contract Program (CMCP) facilities not reimbursed with AF funds; other CAP-USAF and NHQ/LG approved maintenance flights. (All B9 flights must be flown by current and qualified TMPs, MPs, or Cadet Orientation Pilots).
- d. **B12:** Proficiency flights by qualified transport mission pilots and mission pilots conducted pursuant to guidelines published by HQ CAP-USAF in the pilot profiles on the Stan/Eval website. (May be paid with corporate or member funding).
- e. **B15:** CAP cadet orientation flights IAW CAPP 52-7, *Cadet Orientation Flight Syllabus* (not reimbursed with AF funds).
- f. **B16:** Orientation flights for IACE cadets and their escorts.
- g. **B17:** National Check Pilot Standardization Course and Flight Clinic sorties flown under an Air Force mission number (not reimbursed with AF funds).
- h. **B20:** Glider tow plane operation sorties supporting CAPP 52-7, *Cadet Orientation Flight Syllabus*. This includes non-reimbursed ferry flights and tow pilot training.
- i. **B23:** Technically Advanced Aircraft (TAA) training sorties and sorties supporting aircraft upgrades.
- j. **B50:** CAPR 123-3 inspections paid for with corporate or member funds. (CAPR 123-3 inspections are only authorized as a B50 mission through a training mission request via WMIRS).
- k. **C7:** CAPF 5 and 91 evaluations not designated as an AFAM.
- l. **C8:** Air transportation flights to and from squadron or higher, official conferences or meetings.
- m. **C9:** Maintenance flights associated with actual maintenance or operational checks of powered or glider aircraft; ferry flights or airworthy aircraft to and from Consolidated Maintenance Contract Program (CMCP) facilities not reimbursed with AF funds; other NHQ/LG approved maintenance flights. (All C9 flights must be flown by current and qualified TMPs, MPs, or Cadet Orientation Pilots).
- n. **C12:** Proficiency flights not designated as an AFAM.
- o. **C16:** Cadet flight training including individual instruction, flight academies, and cadet encampments (not Cadet Orientation Flights).
- p. **C17:** national Check Pilot Standardization Course sorties flown and funded under CAP corporate missions.
- q. **C20:** Glider tow plane flights for non-USAF missions (includes ferry/training flights).
- r. **C23:** Technically Advanced Aircraft (TAA) training and aircraft upgrades.
- s. **C25:** CAP pilot flight training by senior members holding a private pilot certificate or higher leading to an additional airman rating, certificate or endorsement.
- t. **C26:** CAP pilot flight training approved for senior members not holding a private pilot certificate or higher leading to an initial FAA certificate, rating or endorsement IAW CAPR 60-1 (Solo, Private Pilot, Balloon, or Glider).

Introduction

1. Maryland Wing offers a new process of collecting maintenance payments from flying members for B & C mission flights. The process features electronic payment for the Pilot of Record (POR). **The POR is the member signing out the aircraft and may not necessarily be the PIC** as recorded and reported by the WMIRS Wing Report for each flight flown under these missions. This process will begin on **1 May 2016**.
2. In summary, the process is a direct payment method through an ACH bank draw payment. POR's will be required to sign up for the payment program with their bank information upon receiving their first notice of a payment due from MDWG Wing Banker accounts receivable software. Sign up is required only once unless a new bank is chosen by the POR. If a pilot declines to use the new method of payment, he/she must mail payment by check made payable to *Civil Air Patrol* and supported by a MDWG Form 33, *Maryland Wing Manual B & C Payment*, to MDWG Finance.

If the flight is being paid in part or in full by another member, the POR will be required to manually complete a MDWG Form 33 and attach it to an email to MDWG Finance. Finance will shift the sortie to the paying member's invoice if the email is received before month end. Payments made through the Wing Banker accounts receivable software eliminates the need for squadron finance officers, commanders, and /or aircraft managers to collect payments from flying members and then make deposits on their behalf. It also improves the collection and solvency of the squadrons as draft backs will no longer be required at squadron level.

Pilot Responsibilities

1. Beginning 1 May 2016, pilots will no longer leave a check in the aircraft. All flights made after midnight 30 April 2016 will be billed under the new procedure.
2. At the conclusion of each month, all flight activities under pilot reimbursable mission symbols B & C will be uploaded from WMIRS into the MDWG QuickBooks accounting software. QuickBooks will generate an automated invoice sent by email to the POR for all aircraft flown that month. Attached to the invoice will be an alphabetized POR detail report in .pdf format to assist PORs in reconciling their flight activities. The report will show all reported pilot flight activities for the month. The POR will receive the invoice on or about the 15th of each month. The POR should review the invoice along with the detailed report for accuracy. Any discrepancy in the billing must be immediately reported to wa@mdcap.org. Once the invoice is reconciled, the POR may then select payment through an enrolled ACH payment (pilot generated checking account bank transfer) by clicking the Pay button within the email.
3. If the POR declines to use the ACH payment method, he/she must manually complete a MDWG Form 33, attach a check made payable to *Civil Air Patrol*, and send both by USPS mail to:

Maryland Wing Headquarters
 ATTN: Finance
 3085 Hernwood Road
 Woodstock, MD 21163

4. If the flight is being paid in part or in full by another member, the POR must manually complete a MDWG Form 33 and send an email to wa@mdcap.org with the MDWG F33 attached. If this is done prior to the end of the month, the sortie will be shifted to the paying member's account and will appear on his/her monthly statement.

Preparation of MDWG Form 33

1. Enter the detail information to include the POR Unit of assignment, name and CAPID, sortie date(s), mission number, sortie number (s), tail number, total Hobbs time, check number and amount.
2. If the payment was made by someone other than the POR, enter the name and CAPID of the payee.
3. A separate MDWG F33 must be prepared to explain each check submitted to MDWG Finance to insure proper allocation of the funds to the correct account.
4. Forward the MDWG F33 with the corresponding check made payable to *Civil Air Patrol* to USPS mail to:

Maryland Wing Headquarters
 ATTN: Finance
 3085 Hernwood Road
 Woodstock, MD 21163

Payment by Pilots Assigned Outside of MDWG Units

PORs who are assigned to a unit outside of Maryland Wing can also sign up and participate in the direct billing process by sending a request to join by email to wa@mdcap.org with the following data:

Name
 CAPID
 Unit Name/Charter Number
 Postal mailing address, including city, state, and zip code
 Email address

Payments made by PORs from units outside of MDWG will be coded directly to the MDWG account and will come under the review of the Maryland Wing commander. PORs who are assigned to a unit outside of Maryland Wing who decline to use the ACH payment option must then follow the procedures described in section **Pilot Responsibilities** (paragraph 3) above.

MDWG Finance Responsibilities

1. After the tenth (10th) of each month, MDWG/FM generates a CAPF 18, *Wing Monthly Aircraft Utilization* report, for the preceding month in WMIRS and compares it to the WMIRS Wing Report for consistency. If the two reports agree on time and dollars flown, a WMIRS to QuickBooks Excel procedure will be run with the results subsequently posted into QuickBooks. The WMIRS to QuickBooks program calculates the amount to be charged to each POR.
2. An invoice is created from QuickBooks for each pilot and will be emailed within three (3) business days following the posting into QuickBooks. Attached to the invoice will be an alphabetized POR detail report in .pdf format that will list all pilot sorties to assist in reconciling their flight activities.
3. Payments made through the ACH procedure are automatically posted to QuickBooks and recorded into the POR accounts receivable record within three (3) business days from payment. Funds are deposited into the Maryland Wing account. Each invoice will have a minor administrative fee for the transfer which will be added to each invoice emailed to the POR.
4. PORs assigned to Wing HQ and those assigned outside of Maryland Wing will have their payments posted to the Maryland Wing account.
5. Each month the total amount for all flights by pilot is calculated by the WMIRS to QuickBooks program. Funds paid by pilots will be deposited to the MDWG General Account where it will be held until a further transfer to CAP NHQ is completed.
6. A QuickBooks accounts receivable aging report is generate each month and emailed to the Wing Commander. This report is intended as an aid to collecting delinquent payments from personnel.
7. Invoices not paid within 15 days of receipt will accrue a ten percent (10%) late fee. An additional ten percent (10%) late fee will be applied for each subsequent 15 days the payment is delinquent.
8. Any POR whose account is in arrears and aging past due by 60 days may be restricted from future flying until payment (including late fees) is made current. The wing finance officer will notify the POR's unit commander when this occurs.

Finance Officer Duties below Wing

The changeover to this process will cause some overlap in collections and deposits. After 30 June 2016, squadron finance officers will no longer collect payments from pilots or make aircraft deposits on their behalf nor will draft back reconciliations need to be made at the squadron level. All squadron finance officers should reconcile with Wing Banker draft back reports prior to 1 June 2016 to ensure their squadron has been reimbursed by their assigned pilots for fiscal year 2016 and before.

Approved by the Maryland Wing Finance Committee: 19 March 2016

A handwritten signature in black ink, appearing to read "Joseph R. Winter", with a long horizontal stroke extending to the right.

JOSEPH R. WINTER, Colonel, CAP
Commander