



**HEADQUARTERS
CIVIL AIR PATROL ILLINOIS WING**
United States Air Force Auxiliary
PO Box 397
West Chicago, IL 60186-0397

1 October 2013

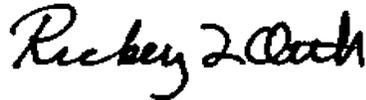
MEMORANDUM FOR ALL PERSONNEL

FROM: CC

SUBJECT: Financial Management Procedure 01 – Failure of Payment

1. Illinois Wing aircraft are for the use of all CAP members; however, it is a privilege and not a right to use these aircraft. As good stewards of Illinois Wing, prompt attention to your financial obligations is mandatory.
2. The Wing Aircraft Management Officer (AMGTO) collects the Aircraft Flight-time Logs from the aircraft POCs for each aircraft and compiles the Wing pilot billing. Improper annotation on the Aircraft Flight-time Log leads to incorrect reporting by the AMGTO to Wing Finance for pilot billing. It is your responsibility as pilot-in-command (PIC) to ensure correct annotation on the Aircraft Flight-time Log and confirming who should be billed if not the PIC, as in the case of check rides.
3. The Wing Administrator (WA) receives a pilot billing report from the AMGTO each month. From this report, the WA generates the monthly pilot invoicing via email to Wing members. Any disputes regarding invoices require your contacting the AMGTO for correction. If payments have been made and Wing Finance inadvertently did not apply it to your account, please contact the WA and provide supporting documentation regarding such payments.
4. In addition to updating their records in eServices, it is also the pilot's responsibility to inform Wing Finance of contact information changes (i.e. Mailing and email address changes) to ensure pilots receive time critical invoices/finance communications.
5. Illinois Wing subscribes to an electronic payment program for pilot billing. Members are responsible for additional bank processing fees incurred when making electronic payments and/or applicable bank fees associated with insufficient funds, closed accounts, or stop payments. Checks are no longer accepted for pilot payments after 1 October 2013, except as directed by the Wing Commander under special circumstances. Paying by check without prior Wing Commander authorization will result in member billable flight releases being suspended (this includes but is not limited to B-12, B-17, C-8 and C-17) until the pilot complies with ILWG e-payment process.
6. Failure to make payments when due will result in receiving a statement of your past due account, along with current invoice(s) if applicable.
 - a. Pilot Billing Invoices are payable upon receipt.
 - b. Failure to pay within 30 (monitored by Wing Finance based on date emailed) days will generate a warning letter stating what is past due and the potential penalties outlined in c and d below.

- c. Failure to pay within 60 days will result in the pilot's name being removed from the Pilot Authorization Letter until resolution of the financial account, and a \$50.00 late payment penalty being assessed to the pilot's account.
 - d. Failure to pay within 90 days will result in continued suspension of CAP flying privileges, an additional \$75.00 late payment assessment added to the pilot's account, and a warning of disciplinary action which may result in membership termination. Members who receive two 90-day warning letters within a 12-month period will result in disciplinary action, which may result in membership termination.
 - e. Members who demonstrate a recurrent pattern of late payments and/or failing to respond to wing collection efforts, may be required at the direction of the Wing Commander, to establish a cash balance on their account as a form of deposit to resume flying privileges. In that case, if necessary, the member deposit held on account may be applied to satisfy both outstanding billing charges and incurred late fees. Additional wing disciplinary action would be determined on a case-by-case basis
 - f. In unusual circumstances, the Illinois Wing Finance Committee may approve payment plans for members experiencing unusual circumstances (i.e. Loss of employment, hospitalization). Members are encouraged to inform the ILWG Finance Committee and/or Director of Finance when unusual circumstances occur.
7. Final consideration regarding disputes lies with the Finance Committee and the Wing Commander.



RICKEY L. OETH, Colonel, CAP
Commander