



UNITED STATES AIR FORCE AUXILIARY
CIVIL AIR PATROL
HEADQUARTERS
PENNSYLVANIA WING
BLDG 3-108, FT INDIANTOWN GAP, ANNVILLE PA 17003

26 March 2012

OPERATING INSTRUCTION 12-2

PAYMENT OF INVOICES AND COLLECTION OF FEES

References: CAPR 35-1, CAPR 35-3, CAPR-173-1, CAPR 173-3, Memorandum, PA / CC, Aircraft Rates and Methods of Payment to PA Wing CAP.

Invoices

1. All PA Wing events are to be paid by the event payment deadlines published. If payment is not received or payment is returned with insufficient funds, member will be invoiced. If payment is returned for insufficient funds member will be charged for any fees PA Wing incurs.
2. Each customer, squadron, group wing, or individual member will be invoiced monthly for any billable flight time. If flight is billable and the person to be billed is not indicated on the flight log the PIC [Pilot in Command] will be invoiced."
3. Members are required to pay amounts invoiced on a Net-30 basis. Net-30 basis means that the member agrees to pay Civil Air Patrol in full on or before the 30th calendar day (including weekends and holidays) of the date of use of the aircraft, date of event, or the date of invoice, whichever is later.

Arrears

Members failing to pay invoice will be considered as being in arrears after the 60th calendar day, including weekends and holidays, of the date of use. Under provision of CAPR 35-1 and CAPR 35-3, members failing to pay, failing to make arrangements to pay, or failing to make required payment of amounts under a payment arrangement are subject to disciplinary action, based upon amounts in arrearage or days in arrears as follows:

Days in Arrears	Amount in Arrears	Maximum Disciplinary Action
Less than 100	Less than \$100	Verbal counseling
100 or second or subsequent arrearage	\$100 or greater	Member will not be permitted to participate in PA Wing Events and/or be authorized flight releases 60-day suspension and Letter of Counseling
140	Any	180-day suspension includes any suspension previously imposed)
200	Any	Membership Termination for Financial Irresponsibility

Point of Contact

Questions on rates, invoicing, and methods of payment should be directed to Lt Col DeEtte Riley, COMM: 814-880-9083 after 1700 hours or by electronic mail at driley@awandsons.com.