

CIVIL AIR PATROL
United States Air Force Auxiliary
Oklahoma Wing
3800 A Ave. Room 309
Mail Stop L-39
Tinker AFB, Oklahoma 73145-9111

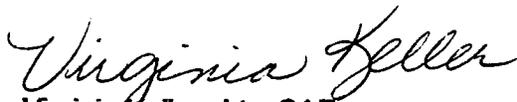
OKWG OPERATING INSTRUCTION
Flight Records, Payments
27, December 1999

FLIGHT RECORDS, PAYMENTS AND RECEIPTS

Effective immediately, units are not to remove the OKWG Form 99 from any corporate Aircraft during the month, even if the aircraft station is changed. Whichever unit is in Possession of an aircraft on the first day of a month, will be responsible for completing The monthly report for each aircraft at that location. The report shall be forwarded to Arrive at the Oklahoma Wing HQ not later than the fifth day of each month. For instance, The report that covers flight activity in July will be accomplished by the unit possessing the Aircraft on 1 August. The report and all OKWG F99's will be forwarded to Wing by 5 August. If aircraft assignment is changed on the first day of the month, the receiving unit is responsible for the report and handling of other documents.

There shall be an envelope attached inside each aircraft binder for remitting payment for non reimbursable flights. For any flight that a mission number has not been recorded, the pilot shall write a check in the amount fo & 15 per Tach hour flown and insert the check in the provided envelope. The date of the flight, and Tach time will be recorded on the check by the pilot. Cash will not be left for payment. Prior to departing the airport after any flight, the pilot must ensure that either a mission number has been entered on the OKWG F99, or proper payment for the flight is inserted in the envelope. Funds from the envelope will be forwarded monthly with the report and all OKWG F99's.

Corporate AvCards will only be used on flights for which fuel reimbursement is provided and a valid mission number is entered on the OKWG F99. AvCards may only be used to Purchase fuel for the aircraft that matches the number on the face of the card. The pilot Using the AvCard shall sign the receipt, and record the mission number and hours flown On the receipt, and insert the receipt into the envelope described abouve. Each receipt shall cover fuel purchased on a single mission number. "OKWSM" mission numbers are not valid for fuel reimbursement, and therefore, may not use the AvCard.


Virginia Keller, LtC, CAP
Acting Wing Commander