



NATIONAL CAPITAL WING SUPPLEMENT 1

CAP REGULATION 173-1

5 February 2026

APPROVED/D. DUTTON/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURES

CAP Regulation 173-1, dated 15 November 2012, is supplemented as follows:

Paragraph 10d Added. Internal Controls. National Capital Wing will utilize the following general procedures as internal controls:

10d(1) Internal Finance Website. An internal website is maintained at Finance.NatCapWing.org, which provides transparency to all members of the wing.

10d(2) Squadron Accountability. The duties of the squadron finance committees are summarized on the internal finance website, which includes a matrix of all financial management items due to the wing. If any item listed is marked as missing, then no reimbursements or payments will be allowed until that item is submitted.

If a unit/squadron is more than 30 days past due for any item listed in the matrix mentioned above, then that unit will be placed on a financial freeze by the wing. The wing finance committee will determine how to best rectify the financial risk and may only lift the freeze via a majority vote.

10d(3) Butler Flight Scholarship Procedures. The Colonel Roland Butler Flight Scholarship is a National Capital Wing flight scholarship program. The background and administration of the program is outlined below.

10d(3)(i) Background. Colonel Roland Butler was the primary founder of the National Capital Wing—National Flight Academy (NFA) in 1997. Butler was the first director of the National Capital Wing-NFA and continued as director for five years. It later became the National Flight Academy—Middle East Region (now Mid-Atlantic Region) and then a national cadet special activity. In 2017, the academy was renamed after Col Butler. After he passed away in 2002, the National Capital Wing command staff initiated the Colonel Roland Butler Scholarship Fund to help support deserving cadets with financial needs in the wing to attend any NFA—Power.

10d(3)(ii) Administration. The selection committee is the wing finance committee and will follow these procedures:

- The wing director of operations and the wing director of cadet programs must be present for the selection vote.
- The committee must decide at least two weeks prior to the payment due date for the NFA.
- Candidates will be decided after the NCSA primary and alternate statuses have been awarded.
- NATCAPWG/CP will announce deadlines and application procedures in a timely manner.

- To apply, cadets will submit a letter to NATCAPWG/CP via email at cp@natcapwg.cap.gov indicating their desire to apply for the scholarship to include their reason for applying, future goals, school GPA, and an endorsement by their squadron commander by 30 March.
- The recipient will prepare a wing disbursement form using the NFA name in the payee field. It must be submitted to NATCAPWG/WA via email at wa@natcapwg.cap.gov at least two weeks before the NFA's due date.
- Fundraising should be conducted regularly to maintain scholarship funding. The minimum goal for each year shall be equal to the cost of the flight academy for that year.

Paragraph 13 Added. Member Paid Flying. National Capital Wing aircrew flying “B” and “C” missions will be billed at a rate determined by the finance committee.

Paragraph 18 Added. Disbursements. All requests for reimbursement or payments will be made via the NATCAPWG/FM Form 1: *Disbursement Request*. The form is located on the internal finance site at Finance.NatCapWing.org. The unit budget categories are derived from the classes assigned in QuickBooks, which are outlined on the unit budget worksheets available on the internal finance site.

Paragraph 20e Added. Credit Cards. Wing credit cards are issued through PNC Bank. Cards may be issued to members within the wing with the approval of the wing finance committee based upon a demonstrated business need. Cards are also issued for each corporate vehicle.

Card users must email to receipts@natcapwg.cap.gov the scanned receipt information to NATCAPWG/WA as soon as practical, but no more than 21 days, following each transaction with:

- Transaction Total
- Payee Name (In case the receipt is hard to read.)
- Item Description (What is it being used for?)
- Unit Budget Category Class (Ensure you note if this is for a squadron or the wing HQ. The class must match the list of classes from the budget worksheet.)

All receipts are archived at <https://groups.google.com/u/1/a/natcapwg.cap.gov/g/receipts> automatically when sent to the proper email address.

Statements detailing each cardholder’s transactions are electronically issued. Upon receipt, each account is reviewed for compliance. If the charge is not a justifiable business expense, the wing finance committee will determine appropriate action.

If a card is lost or stolen, immediately notify PNC Bank at 1-800-685-4039 and NATCAPWG/FM.

Paragraph 24 Added. Travel. All travel must be approved prior to the actual travel start date. Members of the wing may be reimbursed for actual travel expenses incurred while on official CAP business. The most practical and lowest cost of travel must be obtained by the member. Members have the duty to avoid impropriety or even the appearance of impropriety in any travel expenses.

Travel requests will be made by emailing the wing finance committee at finance@natcapwg.cap.gov. The request must include the reason and purpose for travel, a statement explaining why the travel benefits the wing, and the total projected costs, e.g., transportation, lodging, meals, etc. The requester may attend (in-person or virtually) the meeting to address questions about the travel. A majority vote of the wing finance committee is required to approve the request.

Upon returning from travel, the member must submit a NATCAPWG/FM Form 1: *Disbursement Request*, detailing all expenses incurred with original receipts to the wing administrator within 30 days. The form is located on the internal finance site at Finance.NatCapWing.org. The reimbursement form and scan of all receipts will be processed through DocuSign for approval to pay.

Paragraph 26 Added. Fundraising Approvals. All requests for fundraising approvals from the wing commander must be emailed to fundraiser@natcapwg.cap.gov. All fundraising approvals are automatically archived at <https://groups.google.com/u/1/a/natcapwg.cap.gov/g/fundraiser> when sent to the proper email address.

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Wing Commander