



CAP REGULATION 173-1

18 October 2019

Finance

FINANCIAL MANAGEMENT PROCEDURE – BUTLER FLIGHT SCHOLARSHIP

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

Paragraph 10 Added. NatCap Wing will utilize the following general procedures as internal controls:

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.

Background. Colonel Roland Butler was the primary founder of the VA—National Flight Academy (NFA) in 1997. Butler was the first director of the VA-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 NATCAPWG command staff initiated the Colonel Roland Butler Scholarship Fund to help support deserving cadets with financial needs in the National Capital Wing to attend any NFA—Power.

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 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 indorsement by their squadron commander **by 30 January**.
- A wing disbursement form will be prepared by the recipient using the NFA name in the payee field of the form. It must be submitted to NATCAPWG/WA via email at wa@natcapwg.cap.gov at least two weeks prior to the due date for the NFA.
- Fundraising should be conducted on a regular basis to maintain funding for the scholarship. The minimum goal for each year shall be equal to the cost of flight academy for that year.

JANON D. ELLIS, Col, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
No Compliance Elements					