OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 SOUTH HANSELL STREET
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

8 April 2004

MEMORANDUM FOR ALL COMMANDERS

SUBJECT: Changes in Procedures to Record Cadet Orientation Flights

1. Your Corporate Team has created a new on-line web system to enter Cadet Orientation Flight (COF) data. This should make your job easier and the process much quicker with fewer errors. Your National Board recently endorsed these changes, which are effective immediately for those who enter or verify COF data. Complete instructions are on-line at http://level2.cap.gov/index.cfm?nodeID=5751.

2. Your Region Commander manages the allocation of funds to the wings. Your Wing Commander, or his/her designee, manages the flying program for the wing and may issue further guidance (for example: allowing duplicate rides, establishing ferrying times, etc.).

3. I thank the COF Review Team, Col Rex Glasgow, CAP (NCR/CC), Col Austyn Granville, CAP (NYWG/CC), and Lt Col Warren Vest, CAP (VA Wing) for their invaluable leadership in designing these changes and working closely with the Corporate Team. Also, I thank the following members who served on the on-line testing team and who worked closely with the Corporate Team to provide you with a great tool: Sue Spranger and Byron Schmidt (ID Wing), Bob Koob (KY Wing), Bill Hughes (NY Wing), Clyde Robichaux (LA Wing), Roger Caires (HI Wing), John Emerson (AL Wing), John Lierenz (DE Wing), Kevin Sliwinski (MN Wing), and Deb Merrick (FL Wing).

4. Your Corporate Team can help you with the new procedures:
   a. Questions or problems with the **on-line process** can be sent to cof@capnhq.gov.
   b. Questions or problems with the **Reimbursement Summary** can be sent to Norm Ginther at nginther@cap.gov.
   c. Questions or problems with the **reimbursements** can be sent to Lori Milner at lmilner@cap.gov.
   d. Questions or problems with the **COF syllabus** can be sent to Rob Smith at rsmith@cap.gov.

5. Please, ensure widest dissemination of these changes to all affected personnel. Thank you for your leadership in flying our cadets safely and professionally.

RICHARD L. BOWLING
Major General, CAP
Commander

cc:
NEC
HQ CAP/EX/FM/DO/LM/LMP/LMPD