

CADET ORIENTATION FLIGHT PROGRAM INSTRUCTIONS

All COFs are reimbursed at the published rates found in CAPR 173-3, *Payment for Civil Air Patrol Support*.

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

- Member enters data on the COF Worksheet (link below) dated May 2004. (No CAPF108 required.)
http://level2.cap.gov/documents/u_040804182732.xls
If you need help with data entry on the COF Worksheet, please Call Wing Headquarters.
- Mail the **COF Worksheet** with **original receipt** to Wing Headquarters and your reimbursement will be sent to your respective squadron.
- The old CAPF 7 and CAPF 7T became obsolete on 1 June 2004.
- Do not mail in the data entry worksheets to National Headquarters.

The Cadet Orientation Flight Syllabus (Glider & Powered) is located in the CAP Pamphlet 52-7.

If you do not want reimbursement but want to make sure that the cadet gets credit for the flight. Fill out all of the information normally, but be sure to have zeros in the fuel cost and ferrying time. One of your syllabus choices when you enter cadets is the code, "75 – Not Reimbursed." Be sure to use this syllabus code.

If your orientation flight was canceled and you want to submit ferrying time with no cadet flights. Fill out all of the information normally, but be sure to indicate your fuel cost and ferrying time. One of your syllabus choices when you enter cadets is the code, "50 – Incomplete." Be sure to use this syllabus code and enter zero for the flight time.

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- Certificate of First Flight (link below)
<http://level2.cap.gov/documents/certificate.doc>