



Civil Air Patrol
US Air Force Auxiliary

**Florida Wing
Headquarters**

Bulletin Board Circular

Subject: Group Comm Officer ROA issuing authority
Initiated By: Maj Paul Blyston, Director of Communications
Directed To: All Units

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Unit Commanders make sure your Unit Comm Officers receive this information.

I am giving the Group Comm Officers authority to make, sign, and distribute ROA cards for their respective groups. I am providing them with the templates for printing sheets of business card stock, front and back, for ROA cards. They can only issue these if 1Lt Bob Colbert, Wing DCL, has received and processed the applications and they are on the web site <http://roa.communitatics.com>.

When classes are held, whether it be at unit, group, or wing level, a cover sheet list of all applicants from the Form 22's, giving Name, CAPID, whether Basic or Advanced training should be prepared. A copy of this goes with the Form 22's to Wing DCL, and copy goes to Group Comm Officer. The Group Comm Officer can then check the roa.communitatics.com page. When their list of individuals has been processed by Wing DCL and appears on the web site, they can then make the cards, sign them, and distribute to their units.

The Group Comm Officers will then have first hand knowledge of who in their groups have been issued cards. Hopefully this will speed up the card distribution. Many have been delayed only because the applicants were sent to wing headquarters rather than to 1Lt Bob Colbert directly for processing.