



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 35-1

18 MARCH 2009

Personnel Procedures

ASSIGNMENT AND DUTY STATUS

This regulation prescribes policy and procedures for the assignment of senior members as well as which member types are eligible for duty assignment. It also prescribes policy and procedures for suspended status which applies to both cadets and senior members. **Note: Shaded areas identify new or revised material.**

SUMMARY OF CHANGES.

This revision updates the duty assignment process to utilize the online system, requires NHQ CAP/DP be notified of all membership suspensions; establishes new procedures for extending membership suspensions; and clarifies what membership types are eligible for duty assignments and the requirement to certify that all records, property and assets of the duty position are properly accounted for.

SECTION A--DUTY ASSIGNMENTS

1-1. Assignment of Duty. A unit commander is authorized to assign personnel to specific duties and positions within his/her unit; remove personnel from specific duties and positions within his/her unit; and reassign personnel from one duty position to another within his/her unit.

1-2. Eligibility for Assignment:

a. To be eligible for assignment to a CAP duty position, members must have completed Level I training, including the Operations Security (OPSEC) training. Senior members who are former cadets that completed the Billy Mitchell Award are exempt from the foundations portion of Level I, but must still complete the cadet protection and OPSEC portions of the training. **NOTE:** This exemption does not apply if the member has had a break in service of two years or longer.

b. Additionally, when assigned to an authorized duty position, the member will also enroll in the appropriate specialty track of the CAP Senior Member Professional Development Program unless he/she has already earned the master's rating in that specialty. When a member is assigned to more than one duty position, he/she will enroll in the specialty track for the primary duty. Training in remaining specialties is encouraged. **NOTE:** For promotion purposes, the highest skill rating earned, in any specialty, will be considered, regardless of the member's skill level in his or her primary duty.

1-3. Assignment Actions. Duty positions are normally assigned by using the on-line duty assignment application available in eServices. Only the basic duty positions outlined in CAPR 20-1, *Organization of Civil Air Patrol*, are reflected in the on-line application. Duty assignments may be initiated by the personnel officer or any member designated by the unit commander and provided permission by the Web Security Administrator. The individual's record will be automatically updated to reflect the new position. An automatic e-mail will be forwarded to both the individual assuming the new duty position and the individual leaving the position reminding them of the responsibility to properly account for the records, property and assets of this position. A copy of the online duty assignment screen may be printed to place in the member's personnel file.

a. Commanders not wishing to use the on-line application submit a CAPF 2a, Request for and Approval of Personnel Actions (Section II, Duty Assignment Change). The personnel officer initiates the personnel action which is approved by the unit commander and forwards the form to NHQ CAP/DP. Both the individual assuming the new duty position and the individual leaving the position must sign the CAPF 2a signifying that the records, property and assets for this position are properly accounted for. A copy will be filed in the individual member's personnel file and a copy retained by the personnel officer.

b. As an option to the preparation of separate CAPFs 2a for each duty position assigned, duty assignment changes may be reflected in published personnel authorizations in accordance with CAPR 10-3, Administrative Authorizations. A copy of the personnel authorization will be filed in each individual's personnel file. Commanders choosing to use this option must ensure that the individuals concerned are aware of their responsibility to properly account for the records, property and assets of the position.

c. Commanders who have implemented additional duty positions or titles not reflected in the on-line application must prepare CAPFs 2a or published personnel authorizations to assign members to these positions; however, this information is not forwarded to National Headquarters and the assignments will not appear in the on-line record. Also, assignments to committees, boards, etc., or special one-time duty assignments do not require a CAPF 2a, but will be reflected in published personnel authorizations. A copy of the CAPF 2a or personnel authorization will be filed in each individual's personnel file.

SECTION B--DUTY STATUS

2-1. Active Status. Any member who maintains current membership as a cadet, senior, fifty-year or life member, unless otherwise provided for in this section, is considered in active status and is entitled to attend meetings, participate in CAP activities, wear the CAP uniform, and exercise other privileges of membership. Other membership categories such as Patron, Cadet Sponsor, Aerospace Education Members, etc., are not eligible to hold duty assignments or considered in active status.

2-2. Suspended Member Status. Commanders may place any member in suspended status under the conditions outlined below. Members in suspended status are prohibited from attending meetings, participating in CAP activities, wearing the CAP uniform or otherwise exercising the privileges of membership. A suspended member must also turn in his/her membership card to the unit commander for the duration of the suspension. Suspended status is not intended as a routine personnel action and commanders will use discretion in placing members in this status.

a. Conditions for Suspension:

(1) **Proposed Membership Termination.** A member is automatically considered in suspended status upon notification of membership termination proceedings under CAPR 35-3, *Membership Termination*. The suspension is effective until the termination process is complete including appeal periods.

(2) **Regulatory Infractions or Misconduct.** A unit commander or higher commander may suspend a member for up to 60 days for misconduct or regulatory infractions. Suspensions in excess of 60 days require approval of the wing commander (or commander at the next higher echelon if the suspension is initiated at wing or region level). Suspensions under the provisions of this paragraph will not exceed a total of 180 days.

(3) **Suspected Cadet Abuse or Unfavorable Information.** Any member may be suspended for alleged or suspected cadet abuse, any time other information is received which, if substantiated, would make the member subject to termination, or while an internal investigation of such allegations is pending. The suspension is effective for up to 60 days and may be continued beyond that time in the event criminal actions are pending or further internal investigation is required. Additional 60 day suspensions will be approved by the next higher authority with justification why the extension is required. Suspensions pending an internal investigation may not exceed 180 days without approval of the National Executive Committee.

b. Notification Procedures. Members being suspended pending termination are notified by letter of their suspended status under the provisions of CAPR 35-3. Other members will be notified via CAPF 2a as follows:

(1) Section II, *Duty Assignment/Status Change*, will be completed to show the member transferred from "Active Status" to "Suspended Status." Include reasons for the suspension in the Remarks Section (Section VII). If the member is suspended for alleged cadet abuse, include the following statement, "Suspended under provisions of CAPR 52-10." The term of suspension, i.e., 30 days, 60 days, will also be included.

(2) The CAPF 2a, signed by the commander, will be delivered to the member personally or by certified mail to ensure receipt.

(3) A copy of the CAPF 2a will be retained in the unit file and a copy will be forwarded to NHQ CAP/DP for processing. Members in suspended status will be removed from the active membership rolls and will not be authorized access to eServices.

c. Final Disposition of Suspension. Suspensions are automatically lifted at the end of the specified period unless extended or removed earlier by the commander concerned. If the member has been suspended for alleged cadet abuse, the recommendation of action to be taken must be coordinated in advance with the General Counsel (877-227-9142, extension 234, Fax 205-265-4352). Upon approval of the final action by the wing (or region commander if appropriate), the commander initiates the appropriate personnel actions. Sensitive matters should be marked "sensitive information."

2-3. Retired Status. A member in good standing with a minimum of 20 years service as a senior member, not necessarily continuous, is eligible to retire from Civil Air Patrol. (NOTE: Members having 10 years service as of 1 December 1994 may retire with 12 years service.) Applications for retirement will not be considered if demotion or membership termination action is pending. See CAPR 39-2, *CAP Membership*, for complete information on retired status. Commanders may request retirement for a member by using the on-line application in eServices or by submitting a CAP Form 2a to NHQ CAP/DP. Once retired, members will not actively participate in any capacity.