FP-307

OFFICE OF CIVILIAN DEFENSE
CIVIL AIR PATROL

GENERAL ORDERS)
NO. 2)

NATIONAL HEADQUARTERS
WASHINGTON, JANUARY 8, 1942

TO: All Wing, Group and Squadron Commanders

SUBJECT: Administrative Procedure

Paragraph 1

When service records accompanied by identification cards reach Wing Commanders, they are to proceed to take the following steps and instruct Group and Squadron Commanders to take similar procedures as the service records and accompanying identification cards proceed through channels.

(A) Carefully review service records and abstract any information essential to files of organization office.

(B) Withold and return to National Commander the service record of any applicant of whom you may disapprove for reasons of disloyalty to the United States or untruth of information furnished by applicant.

(C) If you approve of applicant, transmit service record and identification to proper unit of Wing.

Paragraph 2

When application reaches Squadron Commanders from Group Commanders, procedure will be:

(A) The file of the Squadron is the final repository of the service record.

(B) The Squadron Commander upon receipt of service record and identification card will notify applicant to report for personal interview.

(C) If satisfied with applicant following interview, Squadron Commander will issue applicant identification card and assign to duty in proper classification after applicant has taken oath of allegiance by verbal repetition to Squadron Commander.

(D) Applicant has been assigned to Wing on basis of residence. If applicant for good reason desires assignment in another Wing, Squadron Commander will return application and identification directly to National Headquarters for reassignment. Squadron Commander will notify Group and Wing of action in such cases.

(E) Squadron Commander should notify National Headquarters of final assignment of applicant to Group, Squadron and classification. Classification to be one of following: Pilot, Observer, Mechanic, Radio Operator, or if other ground service, specify particular skill.