

OFFICE OF CIVILIAN DEFENSE  
CIVIL AIR PATROL

GENERAL ORDERS )  
NO. 2-a )  
Amended )

NATIONAL HEADQUARTERS  
WASHINGTON, FEBRUARY 18, 1942

(NOTE: General Order No. 2 of January 12, 1942 is to be removed from files and replaced by this General Order No. 2-a)

WING, GROUP AND SQUADRON ADMINISTRATIVE PROCEDURE

1. General

Changes in paragraphs 1-a, 1-c, 1-d, 2-a, 2-e, 2-f and added paragraphs 1-e, 2-g clarify the procedure in assignment and reassignment of applicants.

(a) When service records accompanied by identification cards reach Wing Commanders, they are to take the following steps and instruct Group and Squadron Commanders as to the proper procedure to be followed in handling the service records and accompanying identification cards.

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

(c) Withhold and return to the National Headquarters the service record and identification card of any applicant of whom the Wing Commander may disapprove because of disloyalty to the United States or other reasons. Such service record and identification card shall in each case be accompanied by a complete statement of reasons for their return.

(d) If the applicant is approved, transmit service record and identification card to proper Group Commander.

(e) Group Commanders will review the service record, assign the applicant to the proper Squadron and forward the service record and identification card to the Squadron Commander.

2. Squadron Responsibility

(a) When service record and identification card reach the Squadron Commanders from the Group Commanders, the procedure will be:

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

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

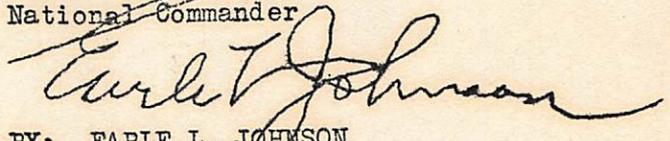
(d) If satisfied with applicant following interview, Squadron Commander will issue applicant identification card and assign to duty in proper classification after applicant has taken oath of allegiance by verbal repetition to Squadron Commander. If not satisfied, the Squadron Commander will return service record and identification card to the Group Commander with full statement of reason for his action. The Group Commander will either assign the applicant to another Squadron or else return service record and identification card through the Wing Commander to National Headquarters with his recommendations.

(e) If a member desires reassignment to another Squadron in the Wing to which he was originally assigned, Squadron Commander will forward the request via Group Headquarters to Wing Headquarters together with recommendations as to action to be taken. Wing Headquarters will either reassign or turn down request. If the desired reassignment is to another Wing, Wing Headquarters will refer the request to National Headquarters with recommendations as to action to be taken. In case of reassignment within a Wing, the service record will be forwarded via Group Headquarters to Wing Headquarters for reforwarding through Group Headquarters to the new Squadron Commander. National Headquarters shall be notified of such reassignment. In case of reassignment to another Wing, the service record will be forwarded through channels to National Headquarters for reforwarding. Applicant will retain his identification card. Reassignments normally will not be made for personal reasons and it must be emphasized that assignments are normally made on a basis of residence.

(f) Squadron Commander should forward to National Headquarters through Group and Wing Headquarters, notification of final assignment and classification of applicant stating Group and Squadron. Classification shall be one of the following: Pilot, Observer, Mechanic, Radio Operator, Photographer, Control Tower Operator, Doctor, Nurse, Motor Vehicle Operator, Clerical Worker, or Airport Helper. While classifications will be made by Squadron Commanders, it will be noted that flying personnel will be rated by National Headquarters after qualification has been determined.

(g) In the event of resignation, dismissal or death of a member, the Squadron Commander shall return service record and identification card through Group and Wing Headquarters to National Headquarters together with a complete statement of the circumstances. If the identification card cannot be obtained, a written explanation shall be made.

JOHN F. CURRY  
Major General, Air Corps  
National Commander

  
BY: EARLE L. JOHNSON  
Executive Officer

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