

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

GM-87

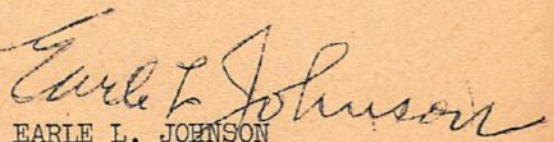
CIVIL AIR PATROL

NATIONAL HEADQUARTERS
WASHINGTON, JUNE 4, 1943

Subject: Enlistment Applications; Officer Appointments

To: All CAP Unit Commanders, for attention of Adjutants

1. A supply of the new CAP enlistment blanks (CAP Form 12-0) is in the mail. Now the enlistment procedure prescribed in CAP Rules, Part 1, will become effective. Supplies of the old enlistment forms may be discarded.
2. Now is the time for all units to recruit to effective strength.
3. Note that the new form is to be made out on the typewriter in duplicate. This will save much clerical time previously spent in copying data onto the old service record forms which will no longer be issued. Local unit commanders will send both copies directly to National Headquarters unless the Wing Commander issues special orders that they continue to go in through Wing channels.
4. After a provisional member completes the prescribed 25 hours of training (temporarily omitting the course on Articles of War to be covered in a training manual which will be mailed you with the 3rd installment of CAP rules) the local unit commander will advise National Headquarters directly and the member's identification card will be sent through channels. In the case of an applicant whose previous experience covers the required subjects, the unit commander may endorse to this effect over the space where he signs the application and the card will be forwarded as soon as investigation is completed.
5. With the identification card, National Headquarters will send the duplicate application for Wing files rather than for local files as in the case of the old service records. Local units may keep their own personnel records and will be aided by the Rating Sheet forms which will be issued. Note that the new applications are printed on heavy paper so to stand up under handling in files and to serve as jackets for other individual records.
6. A new type of identification card, reflecting the new status of CAP, will be issued later. But present members should not make out new applications yet.
7. Do not waste forms. We must be careful in conserving paper.
8. Issuance of appointments of non-commissioned officers from National Headquarters is hereby discontinued.
9. Necessary officer appointments will be processed as before. It is requested that new appointments of officers be minimized at this stage until new standards and manning tables can be issued under CAP Rules.


EARLE L. JOHNSON
National Commander