

Chase

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

CIVIL AIR PATROL

GM-33

NATIONAL HEADQUARTERS
WASHINGTON, JUNE 15, 1942

Subject: Discharge of Members

To: All Unit Commanders

1. All CAP units should secure the discharge of members who are wilfully inactive in the Patrol or whose conduct makes their continued membership undesirable.
2. The service record and identification card of each discharged member should be returned through CAP channels to National Headquarters.
3. Members in the armed services or on aviation duties such as ferrying or flight instruction outside the Patrol may retain their identification cards, but headquarters should receive their service records with the notation that they are not available for Patrol duty.
4. Wing Commanders may approve discharges as follows:
 - a. Honorable Discharge with Commendation--For members who have been proficient but who can no longer carry out their CAP duties because of ill health or wartime duties outside the Patrol. Discharge should be optional in such cases especially if there is a prospect of the member returning to duty or rendering intermittent service, but members so discharged are eligible for immediate reinstatement. Headquarters wants to confine its files insofar as possible to those currently available for duty.
 - b. Honorable Discharge--For those who lack qualifications for work in the Patrol and for whom there is no likely place in nearby units; also for those who are inactive through lack of interest. In such cases, return of identification cards should be sought in a friendly manner, leaving the door open to possible later service.
 - c. Discharge--For infraction of CAP rules not serious enough to warrant revocation of license.
 - d. Dishonorable Discharge--For infraction so serious as to warrant recommendation for permanent revocation of pilot, mechanic, and radio licenses.
5. The Wing Commander should furnish each discharged member with a signed statement as follows: "This will certify that (insert member's name and CAP serial number) has been (honorably discharged with commendation, honorably discharged, discharged, or dishonorably discharged) from membership and duties in the Civil Air Patrol. (Signature), Wing Commander, (Wing No. and date)." Send copy to National Headquarters.
6. Discharge of a member of the Civil Air Patrol may be effected on approval of the Wing Commander on signed resignation and surrender of identification card. In case of dishonorable discharge, the resignation may be accepted only if accompanied by a notarized statement by the member, acknowledging specific charges as the reason for discharge.

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7. In cases where a member does not choose to resign, his discharge may be effected by action of special Boards. Resignation should be suggested under the most lenient terms possible under the circumstances, but there must be no pressure to demand resignations or to abrogate the right of a member to a full, fair and open hearing.

8. For the conduct of such hearings, the Group Board shall be composed of the Group Commander and his Group Staff. In States where there are no Group Commands, the Squadron Commander and his Squadron Staff may function as the Squadron Board. The Wing Board shall be composed of the Wing Commander and his Wing Staff. A Task Force Board shall be composed of the Task Force Commander and not less than two or more than four of the officers next in rank under his command. The National Board shall be composed of the officers assigned to duty at National Headquarters. Such Commanders and Officers now serving or hereafter appointed to these posts are hereby designated by the National Commander as ex officio members of said Boards. Three members of such a Board shall constitute a quorum thereof. A Board shall meet within one month of the filing of a case before it.

9. For the discharge of a member other than a Wing, Group, or Squadron Commander, or a member of an active-duty Task Force under the jurisdiction of National Headquarters, the Group Board has first jurisdiction, or the Squadron Board in a State where no Group exists. The case for discharge shall be filed in writing by the Commander of the Squadron to which the member is assigned. If the member is on a Group Staff, the case shall be filed with the Group Board by the Group Commander and if on a Wing Staff by the Wing Commander with the nearest Group Board. The member shall be notified in writing as to the pending action and the time of the hearing. The case for discharge shall be presented either in person or in writing by the Commander, or unit Staff Officer deputized by him, of the unit to which the member is assigned. The member may answer either in person or in writing. Both sides may call witnesses.

10. If the Group Board, by majority vote, decides on discharge, a written report, stating whether the discharge is honorable or dishonorable and citing the reasons, shall be transmitted within 10 days to the Wing Board for review. A copy shall be sent to the member with due notice of the time when the Wing Board will meet on the case. Procedure as to receipt of oral or written testimony and as to appearances will be the same as for the Group Board. Action by majority vote of the Wing Board will be final. If the vote is for discharge, the Wing Commander shall send a copy stating the decision and the reasons, to the member, to the member's commanding officer, and to National Headquarters. The member's service record and identification card shall thereupon be returned to National Headquarters.

11. In the case of a member of a Task Force outside the jurisdiction of a Wing Command, the Task Force Board shall hold the first hearing and send its findings to the National Board of review, with proceedings same as above outlined.

12. In the case of a Squadron or Group Commander, the Wing Board shall have first jurisdiction and send the findings to the National Board. The case of a Squadron Commander shall be brought by his Group or Wing Commander and of a Group Commander by his Wing Commander. In the case of a Wing Commander, the case shall be brought by the Regional Commander to the Wing Board in a nearby State and the findings sent to the National Board for review.

Earle L. Johnson
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National Commander