

CIVIL AIR PATROL
United States Air Force Auxiliary
Virginia Wing
7401 Airfield Drive, Richmond, VA 23237

VA Wing Supplement 1
CAPR 35-1
31 JAN 03

Personnel Procedures

ASSIGNMENT AND DUTY STATUS

CAPR 35-1, 1 December 1994, is supplemented as follows:

3a. (Add) Provide a roster of key personnel to Virginia Wing not later than 31 January each year on VA form 4. Each unit will provide updates when changes occur during the year.

3b. (Add) CAPF 2a "Request and Approval of Personnel Actions" will be sent to Virginia Wing only when directed in Wing Supplements. For most changes of staff at the squadron, submit a new VA form 4 to wing instead.

5c. (Add) Members transferring to "PATRON" member status, and who are not paying group, squadron or flight dues may be transferred to the Virginia Headquarters Squadron, charter number VA000 (formerly 45000), at the discretion of the Wing commander.

PATRICIA B. KENNEDY, Lt Col, CAP
Administrative Officer

TIMOTHY J. CRAMER, COL, CAP
Commander

Supersedes VA Wg Supplement 1, 15 MAR 00

OPR: DP

DISTRIBUTION; 1 each Group, Squadron, and Flight
1 copy to MER HQ/DP