

CIVIL AIR PATROL  
United States Air Force Auxiliary  
Virginia Wing  
7401 Airfield Drive, Richmond, VA 23237-2250

VA Wing Supplement 1  
CAPR 35-3  
1 MAR 03

Personnel Procedures

MEMBERSHIP TERMINATION

CAPR 35-3, 16 March 1981, is supplemented as follows:

3.a. (4) (Add). Checks received at Wing HQ which are not honored by the banking institution on which they are drawn will be handled in the following manner:

1. Individual will be notified of the infraction and given 30 days to reimburse Wing HQ the amount of the check plus service charge.
2. If reimbursement is not received within 30 days, Unit Commander will be notified and 10 working days will be allowed for reimbursement to reach Wing Hqtrs.
3. Membership termination action will be initiated by Wing HQ if reimbursement is not received.
4. A member who has two or more unredeemable checks payable to Wing Hqtrs. within a 6-month period will have termination procedures initiated at Wing Headquarters.

6a. (Add) The original CAP Form 2B will be sent to Virginia Wing, Attn.: Wing Commander for his review and endorsement. Approved CAPF 2B's will be forwarded to National Headquarters, Civil Air Patrol, by the Commander Virginia Wing. Information copies will be forwarded to MER/CC, and the Unit originating the termination action. Disapproved CAPF 2B's will be returned to the originating unit with a letter of explanation.

6c. (Add) The completed CAP Form 2B will be sent to Virginia Wing, Attn.: Wing commander for his review and endorsement. Approved CAPF 2B's will be forwarded to National Headquarters, Civil Air Patrol, by the Commander Virginia Wing. Information copies will be forwarded to MER/CC, and the Unit originating the termination action. Disapproved CAPF 2B's will be returned to the originating unit with a letter of explanation.

6d. (Add). No unit in the Virginia Wing is authorized to send a CAPF 2B to National Headquarters, Civil Air Patrol. In the event such an action is taken, the Commander, Virginia Wing reserves the right to reverse such action. Any Unit Commander who initiates such an action and does not adhere to this supplement is required to reply by letter within 30 days to explain such action. Failure to reply could be cause for said commander's removal from office.

10b. Approved CAPF 2B's will be forwarded to National Headquarters, Civil Air Patrol, by the Commander, Virginia Wing.

PATRICIA B. KENNEDY, Lt Col, CAP  
Administrative Officer

TIMOTHY J. CRAMER, COL, CAP  
Wing Commander

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OPR: DP

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