REQUEST FOR AND APPROVAL OF PERSONNEL ACTIONS

I. PERSONAL DATA					
Last Name First N	Name Middle Initial	CAPSN	Grade	Charter Number	
Duty Assignment		Wing	Unit Name		
II. DUTY ASSIGNMENT/STATUS CHANGE (CAPR 35-1)					
FROM: TO (Duty Title/Status) (Duty Title/Status)					
(Duty Title/Status) (Duty Title/Status)					
Officers changing duty assignments must complete information on reverse.					
III. AWARD OF ACTIVITY AND SERVICE RIBBONS (CAPR 39-3)					
AWARD ACTIVITY AND SERVICE RIBBON CHECKED BELOW: Command Service Ribbon Red Service Ribbon Red Service Ribbon Cadet Competition Ribbon Counter drug Ribbon Recruiter Ribbon Air Search and Rescue Ribbon Cadet Community Service Ribbon Cadet Special Activities Ribbon A. Scott Crossfield Award Counter drug Ribbon Co					
IV. TRANSFER (CAPM 39-2)					
FROM:	(Classica Nasalas)	ТО	(Classica N	-1	
FROM: TO					
V. RETIREMENT (CAPR 39-1)					
The above named individual is eligible for retirement from Civil Air Patrol in accordance with CAPR 35-1. His/her period of CAP service is indicated below (if this period of service is not continuous, please explain in the remarks section.					
FROM: TO (Date)					
(Date) (Date)					
VI. REMARKS (use reverse side of form if additional space is required)					
I certify that all pertinent directives have been complied with and that this action is in the best interest of Civil Air Patrol.					
Unit Charter No.	Unit Charter No. Signature of Requester Typed Name and Grade of Requester				
APPROVED	Signature of Flight/Squad	ron Commander	Flight/Squadron	Date	
APPROVED	Signature of Group Comm	nander	Group	Date	
APPROVED	Signature of Wing Comma	ander	Wing	Date	
APPROVED	Signature of Region Com	nander	Region	Date	

OPR/ROUTING: DP

VI. REMARKS (Continued)					
Transfer of Duties and Responsibilities					
"We the undersigned officers of the Civil Air Patrol jointly certify that to the best of our knowledge and belief, all					
CAP property, assets, and records for this duty assignment, in the possession of (Unit Number) are properly					
accounted for in accordance with applicable CAP regulations and supplements thereto."					
Duty Position being exchanged:					
Signature Cooks and Date	Signature Crade and Date				
Signature, Grade and Date	Signature, Grade and Date				
Print Name	Print Name				
Outgoing Officer	Incoming Officer				