CAPF-2a

Request and Approval of Personnel Actions

REQUEST FOR AND APPROVAL OF PERSONNEL ACTIONS

I. PERSONAL DATA

Last Name First 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)

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: ☐ AWARD OF CLASP (For additional award)

☐ Command Service Ribbon	☐ National Cadet Competition Ribbon	☐ Cadet Orientation Pilot Ribbon
☐ Red Service Ribbon	☐ National Color Guard Ribbon	☐ Counter drug Ribbon
☐ "Find" Ribbon	☐ Cadet Advisory Council Ribbon	☐ Encampment Ribbon
☐ Air Search and Rescue Ribbon	☐ Cadet Community Service Ribbon	☐ Recruiter Ribbon
☐ Disaster Relief Ribbon	☐ Cadet Special Activities Ribbon	☐ A. Scott Crossfield Award
☐ IACE Ribbon	Other (Specify) _____	

IV. TRANSFER (CAPM 39-2)

FROM: _____ **TO** _____
(Charter Number) (Charter Number)

NOTE: The gaining unit commander should initiate the transfer form. The losing unit commander has 60 days after the transfer action appears on the Monthly Membership Listing to notify HQ CAP/DP if he/she disapproves of the transfer for any reason. In such cases, the transfer will be voided and the member returned to the losing unit.

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)

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.	Signature of Requester	Typed Name and Grade of Requester	
APPROVED ☐	Signature of Flight/Squadron Commander	Flight/Squadron	Date
APPROVED ☐	Signature of Group Commander	Group	Date
APPROVED ☐	Signature of Wing Commander	Wing	Date
APPROVED ☐	Signature of Region Commander	Region	Date

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, Grade and Date Signature, Grade and Date

_____ _____
Print Name Print Name
Outgoing Officer Incoming Officer

CAPR 39-3
Award of CAP Medals, Ribbons and Certificates

SECTION F - ACTIVITY AND SERVICE RIBBONS

18. Authority to Award Ribbons.

a. Region commanders award activity and service ribbons to members of the region staff and members of the region headquarters.

b. Wing commanders award activity and service ribbons to members of their staffs and to members of units within their wings. Authority to award these activity and service ribbons may be delegated to group and squadron commanders at the discretion of the wing commander.

19. Administration Procedures for Award of Activity and Service Ribbons. The individual member is responsible for preparing and submitting to the unit commander CAP Form 2a, *Request for and Approval of Personnel Actions*, when the requirements for an activity or service ribbon have been completed. The CAP Form 2a is then forwarded by the unit commander to the appropriate approving authority. (If the unit commander has been delegated approving authority by the wing commander as outlined in paragraph 18b, the unit commander simply approves the form and returns it to the recipient for placement in the member's personnel file.) Upon approval, activity and service ribbons are purchased by the awarding unit or by the individual recipient, as appropriate.

CAPR 39-3
Award of CAP Medals, Ribbons and Certificates

SECTION F - ACTIVITY AND SERVICE RIBBONS

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Sections You'll Use

I. PERSONAL DATA

I. PERSONAL DATA			
Last Name First Name Middle Initial	CAPSN	Grade	Charter Number
Duty Assignment	Wing	Unit Name	

Sections You'll Use

I. PERSONAL DATA

- ***Last Name First Name Middle Initial***

I. PERSONAL DATA			
Last Name First Name Middle Initial	**CAPSN**	**Grade**	**Charter Number**
DOE JOHN T			
Duty Assignment	**Wing**	**Unit Name**	

Sections You'll Use

I. PERSONAL DATA

- *Last Name First Name Middle Initial*
- ***CAPSN***

I. PERSONAL DATA			
Last Name First Name Middle Initial	**CAPSN**	**Grade**	**Charter Number**
DOE JOHN T	123456		
Duty Assignment	**Wing**	**Unit Name**	

Sections You'll Use

I. PERSONAL DATA

- *Last Name First Name Middle Initial*
- *CAPSN*
- ***Grade***

I. PERSONAL DATA			
Last Name First Name Middle Initial	**CAPSN**	**Grade**	**Charter Number**
DOE JOHN T	123456	C/TSgt	
Duty Assignment	**Wing**	**Unit Name**	

Sections You'll Use

I. PERSONAL DATA

- *Last Name First Name Middle Initial*
- *CAPSN*
- *Grade*
- ***Charter Number***

I. PERSONAL DATA			
Last Name First Name Middle Initial	**CAPSN**	**Grade**	**Charter Number**
DOE JOHN T	123456	C/TSgt	PCR-CA-295
Duty Assignment	**Wing**	**Unit Name**	

Sections You'll Use

I. PERSONAL DATA

- *Last Name First Name Middle Initial*
- *CAPSN*
- *Grade*
- *Charter Number*
- ***Duty Assignment***

I. PERSONAL DATA			
Last Name First Name Middle Initial	**CAPSN**	**Grade**	**Charter Number**
DOE JOHN T	123456	C/TSgt	PCR-CA-295
Duty Assignment	**Wing**	**Unit Name**	

Sections You'll Use

I. PERSONAL DATA

- *Last Name First Name Middle Initial*
- *CAPSN*
- *Grade*
- *Charter Number*
- ~~*Duty Assignment*~~
- ***Wing***

I. PERSONAL DATA			
Last Name First Name Middle Initial	**CAPSN**	**Grade**	**Charter Number**
DOE JOHN T	123456	C/TSgt	PCR-CA-295
Duty Assignment	**Wing**	**Unit Name**	
	CA		

Sections You'll Use

I. PERSONAL DATA

- *Last Name First Name Middle Initial*
- *CAPSN*
- *Grade*
- *Charter Number*
- ~~*Duty Assignment*~~
- *Wing*
- ***Unit Name***

I. PERSONAL DATA			
Last Name First Name Middle Initial	**CAPSN**	**Grade**	**Charter Number**
DOE JOHN T	123456	C/TSgt	PCR-CA-295
Duty Assignment	**Wing**	**Unit Name**	
	CA	Fullerton Composite Squadron 56	

Sections You'll Use

I. PERSONAL DATA

II. **DUTY ASSIGNMENT/STATUS CHANGE**

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

II. DUTY ASSIGNMENT/STATUS CHANGE (CAPR 35-1)
FROM: _____ (Duty Title/Status) **TO** _____ (Duty Title/Status)
Officers changing duty assignments must complete information on reverse.

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

III. AWARD OF ACTIVITY AND SERVICE RIBBONS (CAPR 39-3)

☐ AWARD ACTIVITY AND SERVICE RIBBON CHECKED BELOW: ☐ AWARD OF CLASP (For additional award)

☐ Command Service Ribbon	☐ National Cadet Competition Ribbon	☐ Cadet Orientation Pilot Ribbon
☐ Red Service Ribbon	☐ National Color Guard Ribbon	☐ Counter drug Ribbon
☐ "Find" Ribbon	☐ Cadet Advisory Council Ribbon	☐ Encampment Ribbon
☐ Air Search and Rescue Ribbon	☐ Cadet Community Service Ribbon	☐ Recruiter Ribbon
☐ Disaster Relief Ribbon	☐ Cadet Special Activities Ribbon	☐ A. Scott Crossfield Award
☐ IACE Ribbon	Other (Specify) _____	

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

III. AWARD OF ACTIVITY AND SERVICE RIBBONS (CAPR 39-3)

[X] AWARD ACTIVITY AND SERVICE RIBBON CHECKED BELOW: [ ] AWARD OF CLASP (For additional award)

[ ] Command Service Ribbon	[ ] National Cadet Competition Ribbon	[ ] Cadet Orientation Pilot Ribbon
[ ] Red Service Ribbon	[ ] National Color Guard Ribbon	[ ] Counter drug Ribbon
[ ] "Find" Ribbon	[ ] Cadet Advisory Council Ribbon	[ ] Encampment Ribbon
[ ] Air Search and Rescue Ribbon	[X] Cadet Community Service Ribbon	[ ] Recruiter Ribbon
[ ] Disaster Relief Ribbon	[ ] Cadet Special Activities Ribbon	[ ] A. Scott Crossfield Award
[ ] IACE Ribbon	Other (Specify)	

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

IV. TRANSFER

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

IV. TRANSFER (CAPM 39-2)

FROM: _____ **TO** _____

(Charter Number) (Charter Number)

NOTE: The gaining unit commander should initiate the transfer form. The losing unit commander has 60 days after the transfer action appears on the Monthly Membership Listing to notify HQ CAP/DP if he/she disapproves of the transfer for any reason. In such cases, the transfer will be voided and the member returned to the losing unit.

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

V. **RETIREMENT**

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

~~V. RETIREMENT~~

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)

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

~~V. RETIREMENT~~

VI. REMARKS

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

~~V. RETIREMENT~~

VI. REMARKS **(SHOULD EXPLAIN REASON FOR AWARD AND CITE APPROPRIATE REGULATION)**

VI. REMARKS (use reverse side of form if additional space is required)

CAP REGULATION 39-9

AWARD OF CAP MEDALS, RIBBONS AND CERTIFICATES

SECTION F - ACTIVITY AND SERVICE RIBBONS

21. Criteria for Award of Service Ribbons

i. Community Service Ribbon. Awarded to members who complete 60 hours of community service outside of Civil Air Patrol. The service must be verified by a volunteer coordinator. Community service projects conducted by CAP units do not qualify for this recognition. A bronze clasp may be added for each additional 60 hours of community service.

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

~~V. RETIREMENT~~

VI. REMARKS

VI. REMARKS (use reverse side of form if additional space is required)
In accordance with Civil Air Patrol Regulation 39-3, Section F, Sub-section 21, Paragraph i; C/TSgt JOHN DOE is being submitted for the Community Service Ribbon, for having performed 60 hours of community service outside of Civil Air Patrol. See attached community service log for details of service and hours performed.

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

~~V. RETIREMENT~~

VI. REMARKS

- **SIGNATURES**

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

~~V. RETIREMENT~~

VI. REMARKS

- ~~SIGNATURES~~

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. PCR-CA-295	**Signature of Requester** //s// Richard Benson //s//	**Typed Name and Grade of Requester** Richard Benson, Capt.	
APPROVED [X]	**Signature of Flight/Squadron Commander** //s// Douglas Miller //s//	**Flight/Squadron** SQ56	**Date** 18MAR16
APPROVED [ ]	**Signature of Group Commander**	**Group**	**Date**
APPROVED [ ]	**Signature of Wing Commander**	**Wing**	**Date**

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

~~V. RETIREMENT~~

VI. REMARKS

- SIGNATURES
- **REVERSE**

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

~~V. RETIREMENT~~

VI. REMARKS

- SIGNATURES
- REVERSE

VI. REMARKS (continued)

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

~~V. RETIREMENT~~

VI. REMARKS

- SIGNATURES
- REVERSE

VI. REMARKS (continued)

- ***Transfer of Duties and Responsibilities***

Sections You'll Use

I. PERSONAL DATA

~~II. DUTY ASSIGNMENT/STATUS CHANGE~~

III. AWARD OF ACTIVITY AND SERVICE RIBBONS

~~IV. TRANSFER~~

~~V. RETIREMENT~~

VI. REMARKS

- SIGNATURES
- REVERSE

VI. REMARKS (continued)

- ~~***Transfer of Duties and Responsibilities***~~

Supporting Documents?

(Attach any documents supporting your qualification for the award.)

Leo Club Vounteer Hour Record Sheet

Student Name: [redacted]

Month/Year: October 2015

	Activity Date	Activity Name/ Description	Leo Hours	Validator Signature	Other Hours	Validator Signature
1	10/4/2015	FHG Church set up and tear down			2.5	Matthew Gartner
2	10/11/2015	FHG Church set up and tear down			2.5	Matthew Gartner
3	10/18/2015	FHG Church set up and tear down			2.5	Matthew Gartner
4	10/25/2015	FHG Church set up and tear down			2.5	Matthew Gartner
5						
6						
7						
8						
9						
10						
11						
12						
13						
		TOTAL HOURS			10	

Matthew Gartner (714) [redacted]
Chardy Lang [redacted]-8817

Total hours
October 2015 : 10.0
November " : 18.5
December " : 39.0
67.5 hours

Award of Clasp

III. AWARD OF ACTIVITY AND SERVICE RIBBONS (CAPR 39-3)

☐ AWARD ACTIVITY AND SERVICE RIBBON CHECKED BELOW: ☒ AWARD OF CLASP (For additional award)

☐ Command Service Ribbon	☐ National Cadet Competition Ribbon	☐ Cadet Orientation Pilot Ribbon
☐ Red Service Ribbon	☐ National Color Guard Ribbon	☐ Counter drug Ribbon
☐ "Find" Ribbon	☐ Cadet Advisory Council Ribbon	☐ Encampment Ribbon
☐ Air Search and Rescue Ribbon	☒ Cadet Community Service Ribbon	☐ Recruiter Ribbon
☐ Disaster Relief Ribbon	☐ Cadet Special Activities Ribbon	☐ A. Scott Crossfield Award
☐ IACE Ribbon	Other (Specify)	

VI. REMARKS (use reverse side of form if additional space is required)

In accordance with Civil Air Patrol regulation 39-3, section f, sub-section 21, paragraph i; C/TSgt JOHN DOE is being submitted for a bronze clasp for Community Service, having performed an additional 60 hour of community service, outside of Civil Air Patrol.

See attached community service log for details of service and hours performed.

QUESTIONS?