

Membership Transfer

Revised 08 Feb 2021

Logon to **eServices**

Select **Personnel** (left menu)

Select **Membership System**

Click **Membership System**

Select **Transfer**

Enter [**CAPID or name of airman to be transferred**]

Press **Enter** [key]

Select [**destination unit**]

Enter [**transfer date**]

Enter [**comments**] (this is optional)

Click **Submit & Approve Transfer** (button)

https://www.gocivilairpatrol.com/media/cms/R039_002_A74FDA9552C2D.pdf

CAPR 39-2 Civil Air Patrol Membership

1.11 Transfer of Membership

Transfer of Membership. Members may transfer from one unit to another as long as they are members in good standing in their current unit of assignment. Members may not transfer to preclude an adverse action or when placed in suspended status. Individuals who misrepresent their status in order to transfer may be subject to membership termination action as outlined in CAPR 35-3, Membership Termination.

1.11.1. A member who moves from one locality to another may transfer to another unit in the new community. A member may also transfer from one unit to another in the same locality upon approval of the unit commanders concerned. If approved by one, but disapproved by the other, the request will be forwarded to the commander at the next higher echelon for decision. If disapproved by both unit commanders, the transfer will be denied. 6 CAPR 39-2 9 JANUARY 2017

1.11.2. Commanders may initiate transfers for those members under their command to other units under their command. In the event a member objects to such transfer, the request will be forwarded to the commander of the next higher echelon for final decision.

1.11.3. Members do not lose their membership by virtue of a unit deactivation. They may be transferred to another unit in their locality or, if they do not elect to join another unit, they will be transferred to the parent wing holding unit for the duration of their membership year.

1.11.4. Transfer Procedures: 1.11.4.1. When a member transfers to another unit, the gaining unit will normally initiate the transfer through the online transfer application. Once the gaining commander has approved the transfer action the member's record will immediately be updated to reflect the new unit of assignment. A notification of the transfer action will then appear in the losing unit commander's online Commanders Corner. If there is any reason why the transfer is not acceptable to the losing unit, the commander may simply deny the transfer. Losing commanders must deny the transfer action within two months of the notification. Commanders not wishing to use the online application may submit a CAPF 2A, Request for and Approval of Personnel Actions (Section IV, Transfer). The personnel officer initiates the personnel action which is approved by the unit commander and forwards the form to CAP/DP. If there is any reason why the transfer is not acceptable to the losing unit, the losing unit commander must notify CAP/DP within two months. The transfer will then be declared void and the member returned to the losing unit until the problem can be resolved.

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1.11.4.2. When a member transfers, the transferring member will be responsible for ensuring his or her records are delivered to the gaining unit.

1.11.5. For guidance on the acceptance of former cadet members and transfer of achievement credits, refer to CAPR 52-16.