



HEADQUARTERS
CIVIL AIR PATROL - NORTHEAST REGION
UNITED STATES AIR FORCE AUXILIARY

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11 December 2014

MEMORANDUM FOR: The Director of Personnel for each NER Wing

FROM: NER Director of Personnel

SUBJECT: NER Personnel Action Submissions

1. Personnel Action Package:

- A. Please assure all signatures required are either on the document or approved in E-Services.
- B. Please use the following computer file name format when generating a PDF or Word Doc:

CAPF number_Wing_Last Name_Action

For example: CAPF2_MEWG_Smith_LtCol (showing grade being promoted to)
CAPF2A_MEWG_Smith_Save Ribbon

- C. Review scanned documents for legibility.
 - D. Please send the completed packet to NER/DP.
2. Promotion Package Instructions: Found on a separate document posted on the NER website.
3. Award Nomination Package Instructions: Found on a separate document posted on NER website.

Cathie Spaulding, Lt Col, CAP

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NER Director of Personnel