



HEADQUARTERS EFFINGHAM CADET SQUADRON  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
226 Goshen Road  
Rincon, GA 31326-5657

25 September 2017

MEMORANDUM FOR All Members, Effingham Cadet Squadron

FROM: GA-453/CC

SUBJECT: Suspension of the 2013 Standard Operating Procedure

1. In accordance with CAPR 1-2, the Effingham Cadet Squadron Standard Operating Procedure (SOP), dated 2013, is suspended immediately and indefinitely in its entirety.
2. CAPR 1-2 requires compliance for all subordinate units, including squadrons, effective 7 November 2016. The current SOP fails to meet those requirements as it constitutes a directive publication for scheduling, uniforms, and unit standards. It has also not been reviewed IAW that policy since that time for concurrence with National Headquarters-CAP (NHQ).
3. 'Standard Operating Procedure' or 'SOP' is not a recognized format by CAPR 1-2 for unit directives. The replacement document would be an Operating Instruction. New OIs are discouraged by the regulation except where absolutely necessary and require approval by the chain of command through to NHQ to ensure uniformity throughout the entire organization.
4. All members (Cadet, Senior, Aerospace Education Member, and Cadet Sponsor Member) shall comply with the CAP regulations and higher headquarters directives. This is meant to reduce burden on member's ability to participate uniformly across Civil Air Patrol.
5. The point of contact for this memorandum is the undersigned at [jrogers@cap.gov](mailto:jrogers@cap.gov) or by phone at 562-673-5734.

A handwritten signature in blue ink that reads "Jeffrey W. Rogers".

JEFFREY W. ROGERS, Major, CAP  
Commander