



YUMA COMPOSITE SQUADRON 508
CIVIL AIR PATROL SWR-AZ WING
UNITED STATES AIR FORCE AUXILIARY
3490 Fortuna Ave
Yuma, AZ 85365

Composite Squadron 508
Duty Officer Assignment Procedure

1. Senior members desiring unit duty officer assignment(s) or changes shall review the related specialty track pamphlet(s), review CAPR 35-1 "Assignment and Duty Status", and express areas of interest to the unit Commander, Deputy Commander, Personnel Officer, or Professional Development Officer.
2. The duty request will be forwarded to the Executive Leadership Committee (ELC) for review and approval.
3. The ELC's decision to approve, disapprove, change, or revoke duty assignment(s) will be based on the following priorities:
 - a. Best interests of the unit.
 - b. Best interests of the individual.
 - c. Individual's qualifications and related experience.
4. The ELC reserves the right to interview duty officer candidates if more information is necessary or in the event of multiple candidates requesting the same assignment.
5. Appropriate staff shall be notified of the ELC's decision as soon as possible, and duty officer assignment changes will become effective at the time of entry into eServices and/or personnel record.

CAPID: _____

Date: _____

Name: _____

Rank: _____

Duty/Request:

Remarks/Decision: