



HEADQUARTERS
CIVIL AIR PATROL - NORTHEAST REGION
UNITED STATES AIR FORCE AUXILIARY
PO Box 16132
McGUIRE AFB, NJ 08641-6132



CONNECTICUT • MAINE • MASSACHUSETTS • NEW HAMPSHIRE • NEW JERSEY • NEW YORK • PENNSYLVANIA • RHODE ISLAND • VERMONT

12 April 2006

MEMORANDUM FOR: NER WING COMMANDERS AND STAFF

FROM: NER-001/CC

SUBJECT: Change of NER Mailing Address and Mailing Procedures

1. Please update your records for the NER HQ mailing address to:
HQ Northeast Region
PO Box 16132
McGuire AFB, NJ 08641-6132
2. To speed processing of personnel actions, awards, and other NER business requiring department specific attention please send correspondence directly to the address listed for the director of that department. Specific addresses can be found in the NER directory.
3. To speed processing of your requests all CAP forms should be typed. CAP forms are available as easily filled in MS Word documents that are downloadable from the National website. Illegible handwriting has caused major delays in processing and will be returned to the sender.

ROBERT DIDUCH Col, CAP
Commander

cc: NER-NER-001 STAFF
NER WING COMMANDERS