

# REQUEST FOR PROMOTION ACTION

## I. PERSONAL DATA

NAME (LAST, FIRST, MIDDLE INITIAL)	CAPID	CHARTER NO.	WING	UNIT NAME
CURRENT GRADE	DATE OF CURRENT GRADE	DATE JOINED CAP	CURRENT DUTY ASSIGNMENT	

## II. TRAINING DATA

<b>LEVEL I</b> <input type="checkbox"/> Orientation Course <input type="checkbox"/> Cadet Protection Program Training _____/_____ Mo/Yr Completed _____/_____ Mo/Yr Completed Required for Level I effective 1 Jan 91	<b>SPECIALTY TRAINING</b> Highest Rating Earned Specialty Number _____ <input type="checkbox"/> Tech _____ Mo/Yr Completed <input type="checkbox"/> Sr _____ Mo/Yr Completed <input type="checkbox"/> Master _____ Mo/Yr Completed	<b>LEVEL II</b> _____/_____ Date of COP Award	<b>LEVEL III</b> _____/_____ Date of Loening Award	<b>LEVEL IV</b> _____/_____ Date of Garber Award	<b>LEVEL V</b> _____/_____ Date of Wilson Award
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## III. OFFICER GRADE REQUESTED

2d Lt       1st Lt       Capt       Maj       Lt Col

I certify that the above member has completed all requirements for promotion to the grade indicated in accordance with CAPR 35-5.  
Promotion method used (Check one of the following four methods):

### (1) DUTY PERFORMANCE

PROMOTION TO	SKILL LEVEL REQUIRED	MINIMUM TIME-IN-GRADE
<input type="checkbox"/> 2d Lt	Level I	6 months as member
<input type="checkbox"/> 1st Lt	Technician Rating (Specialty Track)	12 months as 2d Lt or TFO (or combination thereof)
<input type="checkbox"/> Capt	Level II (COP Award)	18 months as 1st Lt or SFO (or combination thereof)
<input type="checkbox"/> Maj	Level III (Loening Award)	3 years as Capt
* <input type="checkbox"/> Lt Col	Level IV (Garber Award)	4 years as Maj

\*Requires region approval.

### (2) SPECIAL APPOINTMENT/PROMOTION

Group Commander       Mitchell       Former Member Grade Reinstatement  
 Squadron Commander       Earhart  
 Officer of the Armed Forces       Spaatz  
 Officer of the PHS  
\* Exceptional Qualifications (waivers) \*Requires region approval.

NOTES: 1. List qualifications in Item IX, Reverse Side.  
2. List supporting documents reviewed in Item VIII, Reverse Side.

### (3) MISSION RELATED SKILL

<b>PILOT</b> <input type="checkbox"/> Private <input type="checkbox"/> Instrument or Commercial <input type="checkbox"/> CFI or Higher	<b>COMMUNICATOR</b> <input type="checkbox"/> General Radiotelephone Operator License <input type="checkbox"/> Second Class License <input type="checkbox"/> First Class License	<b>MAINTENANCE</b> <input type="checkbox"/> A or P Mechanic <input type="checkbox"/> A & P Mechanic <input type="checkbox"/> A & P Mechanic w/ Inspection Authorization	<b>GROUND INSTRUCTOR</b> <input type="checkbox"/> Basic Instructor <input type="checkbox"/> Advanced Instructor <input type="checkbox"/> Instrument Instructor
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### (4) PROFESSIONAL APPOINTMENT/PROMOTION

<b>INITIAL APPOINTMENT</b> * <input type="checkbox"/> Aerospace Education Officer * <input type="checkbox"/> Medical Officer * <input type="checkbox"/> Legal Officer	<b>SUBSEQUENT PROMOTION</b> <input type="checkbox"/> AE Officer <input type="checkbox"/> Chaplain <input type="checkbox"/> Medical Officer <input type="checkbox"/> Legal Officer
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\*List qualifications in Item VIII, Reverse Side.  
NOTE: Initial appointments for chaplains are made by National Headquarters with the concurrence of the wing chaplain via CAP Form 35 (See CAPR 265-1).

## IV. NCO GRADE REQUESTED

Check appropriate grade equivalent to NCO grade earned in active duty Armed Forces:

Sgt       TSgt       MSgt       SMSgt       CMSgt

NOTE: The member is authorized to wear the grade on the CAP uniform as soon as verification of the military NCO grade is received.

## V. DEMOTION REQUESTED

REDUCE MEMBER TO GRADE CHECKED (Enter reasons in Section VIII, on reverse side.)

SM       FO       TFO       2d Lt       1st Lt       Capt       Maj       Lt Col

### VI. FLIGHT OFFICER GRADE REQUESTED

Check appropriate grade and promotion method. *NOTE: Approval by the appropriate commander constitutes evidence of promotion. This promotion does not require action by National Headquarters.*

**DUTY PERFORMANCE**

- FO, Level I and 3 months as member
- TFO, Tech rating (Specialty Track) and 6 months as FO
- SFO, Level II and 12 months as TFO

- FO, Mitchell Award
- TFO, Earhart Award
- SFO, Spaatz Award

FORMER CADET

### VII. ACTION BY REGIONAL HEADQUARTERS AND BELOW

REQUESTED BY CC	NAME/RANK OF FLIGHT OR SQDN CMDR	FLT OR SQ	DATE
APPROVED <input type="checkbox"/>	NAME/RANK OF GROUP COMMANDER	GROUP	ACTION NO. & DATE
APPROVED <input type="checkbox"/>	NAME/RANK OF CHAIRMAN OF WING PROMOTION BOARD	WING	
APPROVED <input type="checkbox"/>	NAME/RANK OF WING COMMANDER	WING	
APPROVED <input type="checkbox"/>	NAME/RANK OF CHAIRMAN OF REGION PROMOTION BOARD	REGION	
APPROVED <input type="checkbox"/>	NAME/RANK OF REGION COMMANDER	REGION	

### VIII. ACTION BY NATIONAL HEADQUARTERS

- APPROVED** A new membership card is enclosed for presentation to the individual showing his/her new grade. This endorsement constitutes evidence of promotion or demotion. No orders will be issued.
- DISAPPROVED** Reasons are stated in the attached letter.

### IX. REMARKS

INSTRUCTIONS AND GUIDANCE FOR COMPLETING CAP FORM 2. (Refer to paragraph 8, CAPR 35-5 and Memorandum (24 Sep 04), for administrative procedures. Additional guidance on each promotion method is contained in the references indicated below.)

**ITEM**

- I. Self-explanatory.
- II. Complete all applicable blocks. All training (Levels I thru IV) must be validated by TTN and the accompanying award must appear in the member's master file at National Headquarters prior to promotion. Promotions will not be processed until this has been accomplished.
  - Level I.** Effective 1 January 1991 both the Unit Orientation Course and Cadet Protection Training must be completed to satisfy the Level I requirement. The only exceptions are former cadets with the Billy Mitchell Award or former senior members who completed the Unit Orientation Course with less than a two-year membership break. These members must complete the Cadet Protection Training only in order to receive credit for Level I completion through TTN.
  - Specialty Training.** Chaplains must complete the CAP Chaplain's Course (ECI Course 02210/CAPP 221) to qualify for promotion to major after initial appointment. Specify technician rating in specialty track number 221 to indicate completion of course. ECI 221A must be completed prior to promotion to lieutenant colonel.
- III. Indicate grade requested in this block and check the appropriate promotion method block below. **Check only one promotion method.** For example, a member being promoted under the duty performance method should not also check mission-related skills.
  - (1) **Duty Performance.** Ensure that the member has the minimum skill level (and accompanying training awards) and necessary time-in-grade for the grade recommended. (See Section B, CAPR 35-5.)
  - (2) **Special Appointment/Promotion.** Note that exceptional qualifications promotions (waivers) require a detailed letter of justification and approval of the region commander, regardless of grade being recommended. Former members who are being recommended for grade reinstatement must meet the current training criteria for the grade requested. (See Section C, CAPR 35-5.)
  - (3) **Mission-Related Skill.** Promotion under this method may be made without regard to Level II training or time-in-grade. (See Section D, CAPR 35-5.)
  - (4) **Professional Appointments/Promotions.** Aerospace education, medical, and legal officers are not subject to Level II training, but time-in-grade is required for promotion after the initial appointment unless higher professional qualifications are obtained which meet the initial appointment criteria for grade recommended. Chaplains must complete the ECI Course 02210 or the technician rating in specialty track No. 221 before they are eligible for promotion to major after initial appointment. Chaplains must complete ECI 221A prior to promotion of lieutenant colonel. Additional training for chaplains and aerospace education officers is encouraged but not required for subsequent promotion. (See Section E, CAPR 35-5.)
- IV. Self-explanatory
- V. Recommendations for demotion will follow the same administrative procedures as promotions to include consideration by the appropriate promotion board. Final action rests with the promoting authority (see paragraphs 9 and 10, CAPR 35-5.)
- VI. Flight officer promotions are restricted to senior members not yet 21 years of age. The wing commander may approve these promotions or promoting authority may be delegated to the group or squadron commander. (See Section F, CAPR 35-5.)
- VII. Only the promoting authority is authorized to approve promotions and this form should bear his/her personal signature. Stamped signatures are not acceptable. Deputy commanders are authorized to approve promotions only in the prolonged absence of the commander. Promotions to the grades of major and lieutenant colonel require region approval. All exceptional qualifications promotions (waivers), regardless of grade recommended, require region approval.
- VIII. Self-explanatory.