



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 35-5

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Personnel Procedures

CAP OFFICER AND NONCOMMISSIONED OFFICER APPOINTMENTS AND PROMOTIONS

This regulation prescribes the requirement and procedures for promotion and demotion of Civil Air Patrol (CAP) active members (see CAPR 39-2, paragraph 3-1a for definition) to officer and noncommissioned officer grades.

SUMMARY OF CHANGES.

This revision changes the professional development and time-in-grade requirements for duty performance promotions, revises eligibility for mission related skills promotions, eliminates the squadron commander promotion to captain after one year as commander, clarifies the approving authority for the permanent grade of colonel, authorizes a temporary promotion for those serving as Wing Legislative Officers, authorizes the grade of captain for Financial professionals at the Wing and Region level only, prescribes promotion procedures for Noncommissioned Officers, and eliminates the advanced officer grade promotions for former military NCOs. Corrected copy corrects table numbering. **Note: Shaded areas identify new or revised material.**

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SECTION A - GENERAL PROVISIONS

1-1. General. Criteria for promotion of CAP active members (as defined in CAPR 39-2, paragraph 3-1a), will be applied uniformly throughout Civil Air Patrol. CAP unit supplements to this regulation in the form of publications or oral instructions that change the basic policies, criteria, procedures and practices prescribed herein are prohibited.

1-2. Appointment and Promotion Systems. Active adult members may qualify for appointment or promotion to CAP officer or noncommissioned officer grades under the following provisions:

a. Officer Grades.

(1) Duty Performance/Exemplary Performance of Duty. Eligibility criteria for promotion under this system are set forth in section B.

(2) Special Appointments. In consideration of appointment to certain key positions in CAP, special educational qualifications or previous CAP or military experience, certain members are eligible for initial appointment or promotion to a grade commensurate with their position or experience, as outlined in section C.

(3) Mission Related Skills. In recognition of certain special skills and qualifications earned outside CAP, but which are directly related to the CAP mission, certain members are eligible for initial appointment and subsequent promotion to officer grades commensurate with their special skills, as outlined in section D.

(4) Professional Appointments. Chaplains, health services personnel, legal officers, professional educators serving as aerospace education officers and financial professionals serving as finance officers at the wing or region level are eligible for initial appointment and subsequent promotion under the provisions of section E.

b. Noncommissioned Officer (NCO) Grades. Military or former-military NCOs who do not wish to be considered for CAP officer grade may be granted a CAP grade equivalent to the grade held in the active duty military, Reserve or National Guard as outlined in section F. Subsequent promotion criteria is listed in paragraph 6-3.

c. Flight Officer Grades. Members who are ineligible for officer grade because of the minimum age criteria (21 years) may qualify for appointment or promotion to flight officer grades as outlined in section G.

1-3. Member Grades.

a. CAP officer grades are:

- (1) Major General (Maj Gen)
- (2) Brigadier General (Brig Gen)
- (3) Colonel (Col)
- (4) Lieutenant Colonel (Lt Col)
- (5) Major (Maj)
- (6) Captain (Capt)
- (7) First Lieutenant (1st Lt)

- (8) Second Lieutenant (2d Lt)
- b. CAP Flight Officer grades are:**
 - (1) Senior Flight Officer (SFO)
 - (2) Technical Flight Officer (TFO)
 - (3) Flight Officer (FO)
- c. CAP NCO grades are:**
 - (1) Chief Master Sergeant (CMSgt)
 - (2) Senior Master Sergeant (SMSgt)
 - (3) Master Sergeant (MSgt)
 - (4) Technical Sergeant (TSgt)
 - (5) Staff Sergeant (SSgt)

1-4. Initial Grades. All members will be enrolled as CAP members without grade, unless they are specifically exempt from Level I of the Professional Development Program and immediately qualify for an officer grade in consideration of previous CAP experience, as set forth in section C.

1-5. Promoting Authority (see figure 1):

a. Major General. The grade of major general is a temporary grade reserved for members who serve as National Commander, CAP. Promotion to this grade is concurrent with selection to this position by the Board of Governors, except as outlined in paragraph b below. The individual, upon successful completion of his or her assignment as National Commander, automatically retains the permanent grade of major general unless revoked by the Board of Governors. Should this revocation occur the member reverts to their last previous permanent grade. Such appointments are announced in personnel actions published by National Headquarters. Individuals serving in the position of National Commander prior to 1 December 2002 are not eligible for the grade of major general and will retain previous permanent grade of brigadier general.

b. Brigadier General. The grade of brigadier general is a temporary grade reserved for members who serve as National Vice Commander, CAP, after 1 December 2002. Promotion to this grade is concurrent with selection to this position by the National Commander and confirmation by the Board of Governors. Individuals who served in the position of National Vice Commander prior to 3 March 2007 are not eligible for the permanent grade of brigadier general and will return to their previous permanent grade of colonel if not elected as National Commander. The individual, after successfully completing one year as National Vice Commander, upon recommendation by the National Commander and confirmed by the Board of Governors, retains the permanent grade of brigadier general. If not confirmed, the individual is ineligible to remain as National Vice Commander and will revert to his or her previous permanent grade. If an individual is selected for the position of National Commander and has not previously served as National Vice Commander in the grade of brigadier general, he or she will be promoted to the temporary grade of brigadier general for 1 year. At the end of this 1-year period, promotion to the temporary grade of major general will be automatic. Such appointments are announced in personnel actions published by National Headquarters.

c. Colonel. The grade of colonel is reserved for members of the CAP Command Council, region vice commanders, the Chief of the Chaplain Corps, Chief of the Legal Officer Corps, and the CAP Inspector General. The CAP Senior Advisory Group (CSAG) is the only body authorized to otherwise promote members to the grade of colonel. Such promotions are announced in personnel actions published by National Headquarters. All colonel promotions are temporary. The permanent grade of colonel is contingent upon the satisfactory completion of assignment and must be recommended to the National Commander for approval by the commander of the individual concerned.

d. Lieutenant Colonel. The region commander is the promoting authority for promotions to the grade of lieutenant colonel for all members assigned to the region headquarters and subordinate units within the region. This authority will not be delegated. All lieutenant colonel promotions are temporary for 1 year. Individuals promoted to the grade of lieutenant colonel after 1 October 2009 will require specific action by the approving authority to authorize the permanent grade of lieutenant colonel. One year after the initial promotion to lieutenant colonel, the individual member's name will appear in the approving authority's Commander's Corner application. Commanders may confirm the individual's permanent promotion to the grade of lieutenant colonel, extend the temporary grade of lieutenant colonel for an additional year or have the individual revert to the previous grade held prior to promotion to lieutenant colonel.

e. Major. The wing commander is the promoting authority for members assigned to wing headquarters and subordinate units of the wing.

f. Captain. The group commander is the promoting authority for members assigned to group headquarters and subordinate units of the group except professional appointment promotions. The wing commander is the approving authority for professional appointment, group and squadron commander promotions. **NOTE:** In the absence of a group structure, the wing commander is the approving authority for promotions to the grade of captain for members of the wing.

g. First and Second Lieutenant. The squadron commander is the promoting authority for all members assigned to his or her unit for all promotions except professional appointment promotions. The wing commander is the approving authority for all professional appointment and squadron commander promotions.

h. NCO Grades. The squadron commander is the promoting authority for members assigned to his or her unit for the grades of staff sergeant and technical sergeant. The wing commander is the promoting authority for promotions to the grade of master sergeant and the region commander is the promoting authority for the grade of senior master sergeant. The National Commander is the promoting authority for the grade of Chief Master Sergeant.

i. Flight Officers. The unit commander is the promoting authority for members assigned to his or her unit for these grades. **NOTE:** Flight officer grades are not recorded at National Headquarters.

<u>Grade</u>	<u>Promoting Authority</u>
Officer Grades	
Major General	Board of Governors
Brigadier General	Board of Governors
Colonel	Senior Advisory Group*
Lieutenant Colonel	Region Commander
Major	Wing Commander
Captain	Group Commander**
First Lieutenant	Squadron Commander
Second Lieutenant	Squadron Commander
NCO Grades	
Chief Master Sergeant	National Commander
Senior Master Sergeant	Region Commander
Master Sergeant	Wing Commander
Technical Sergeant	Squadron Commander
Staff Sergeant	Squadron Commander
Flight Officer Grades	Squadron Commander
<p>*The CSAG is the approving authority for promotions to colonel not tied to the duty assignments listed in paragraph 1-5c.</p> <p>**If a wing does not have a group structure, the wing commander is the approving authority for promotions to captain.</p> <p>NOTE: Wing commander is approving authority for all professional appointment, group and squadron commander promotions regardless of grade.</p>	

Figure 1. Promoting Authority

i. Changes to CAP Grade Structure. The Air Force has authority over the CAP grade structure. Requests for changes to the CAP General Officer Grade Structure must be approved by the Chief of Staff of the Air Force. Requests for changes to the CAP Grade Structure for Colonels and below will be approved by the CAP-USAF/CC.

1-6. Minimum Officer and Noncommissioned Officer Eligibility Requirements. To qualify for initial appointment to CAP officer or NCO grade, members must meet the following minimum requirements:

- a. Be at least 21 years of age.
- b. Be a high school graduate (or educational equivalent).
- c. Complete Level I of the Professional Development Program (see CAPR 50-17). Former members who have completed Level I training and have less than a 2 year membership break and former cadets who have earned the General Billy Mitchell Award or higher, and have less than a 2 year membership break are exempt from the Foundations portion of Level I training.
- d. Be recommended for promotion by the unit commander.

1-7. Authority to Wear Officer or NCO Grade Insignia.

a. An approved CAP Form (CAPF) 2, *Request for Promotion Action*, (or in the case of initial appointments for chaplains, an approved CAPF 35, *Chaplain Application*), a copy of the member's eServices printout reflecting the new grade or a properly annotated, current membership card issued by National Headquarters is the authority for eligible persons to wear officer or NCO grade insignia on the CAP uniform.

b. Commanders are encouraged to have promotion ceremonies each time a member receives a promotion and issue the CAP promotion oath to those earning officer or NCO grades. The CAP promotion oath is:

I, (full name), having been promoted to the grade of _____ in the Civil Air Patrol, do solemnly swear (or affirm) that I will support and comply with the Constitution, Bylaws and regulations of the Civil Air Patrol; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge all duties and responsibilities as well as obey the orders of the officers appointed over me according to regulations, so help me God.

1-8. Promotion Procedures (not applicable to flight officer or NCO grades).

a. The immediate superior of the individual being recommended for promotion will ensure that the member meets the minimum eligibility criteria outlined in 1-6 above and, in addition, is qualified under the criteria of one of the following promotion methods outlined in section B, C, D or E:

- (1) Duty performance promotions - section B
- (2) Special appointments - section C
- (3) Mission-related skills - section D
- (4) Professional appointments and promotions - section E

b. Duty performance promotions may be processed on-line or by submitting a CAPF 2, *Request for Promotion Action*. On-line promotions may be initiated by the personnel officer or any member designated by the unit commander and provided permission by the web security administrator. Once initiated online, the promotion request will be automatically forwarded to the unit commander for approval. Upon approval of the unit commander, the promotion will be automatically forwarded through the chain of command to the approving authority for final action. When this approval is complete the member's record will be automatically updated. Commanders may print a copy of the on-line promotion screen to place in the members personnel file. The promotion will be effective on the date the promotion request is validated by the final approving authority. Individuals not wishing to use the on-line duty performance promotion system may submit a CAPF 2 in sufficient copies to allow each approving echelon to retain a copy and to provide National Headquarters with one copy. The procedure will follow that outlined in paragraphs 1-8c(1) and c(2) below.

c. Mission related skills, professional appointments and special appointment promotions must be requested by submitting a CAPF 2. Upon ensuring that the individual is qualified for promotion under one of the above methods, a CAPF 2, in sufficient copies to allow each approving echelon to retain a copy and to provide National Headquarters with one copy, will be initiated. The CAPF 2 will indicate only one of the four promotion methods indicated above. For example, if the member is being recommended for promotion under the duty performance or special appointment method, it is not necessary to also include information on mission-related skills.

(1) The CAPF 2 will be forwarded to the unit commander, who will personally approve the form and forward it through channels to the appropriate promoting authority. The promoting authority will forward the approved CAPF 2 to National Headquarters. Forms may be submitted by electronic mail, fax or through the U.S. Postal Service. If submitting by e-mail, complete the form and place the name, title and unit of the approving authority in the signature block of the form and attach to an e-mail addressed to LMMeforms@capnhq.gov. The e-mail must contain the name, title and unit of the signing authority in body of the e-mail. Completed forms may also be transmitted as a scanned document (to include the person's actual signature) via fax or e-mail.

(2) National Headquarters will validate the CAPF 2 and the promotion will appear in the member's electronic personnel record. E-mail confirmation of the promotion action will be sent to the all commanders in the approval chain. The promotion will be effective on the date the promotion request is validated by National Headquarters.

d. In unusual cases where an exceptionally qualified individual does not meet the promotion eligibility criteria of the applicable promotion method outlined in 1-8a above, a waiver may be requested by the unit commander, provided he or she can prove that the member concerned has a skill or background unique to CAP which makes him or her eminently qualified for the grade recommended ahead of his or her peers. Each region commander has authority to waive promotion eligibility criteria for the grades of second lieutenant through captain for exceptionally qualified personnel assigned to the region headquarters and subordinate units within the region. This authority will not be delegated. Requests to waive promotion eligibility criteria for major and lieutenant colonel will be considered by the National Awards and Promotion Team (See para 1-10b.). The following procedures will apply:

(1) A detailed letter of justification, outlining the member's exceptional qualifications and showing how waiver of promotion eligibility would greatly benefit CAP will be forwarded with the CAPF 2. The request for waiver will include full particulars on the member, such as age, professional qualifications, unique business experience, association with other governmental or aviation agencies, educational background, community stature, civic endeavors, prior CAP service, etc.

(2) The CAPF 2 will be routed through channels to the region commander for approval.

(3) Upon approval of a waiver for promotion to second lieutenant through captain, the region commander will sign the CAPF 2 and forward it to NHQ CAP/DP for processing. Forms may be submitted by e-mail, fax or U.S. Postal Service as outlined in paragraph 1-8c(1) above.

(4) CAPFs 2 requesting waivers for promotion to major or lieutenant colonel, approved by the region commander, will be signed and forwarded, along with the letter of justification to the National Awards and Promotion Team for consideration. Forms may be submitted by e-mail, fax or U.S. Postal Service as outlined in paragraph 1-8c(1) above.

(5) The National Awards and Promotion Team will meet periodically to consider requests for waiver of applicable eligibility criteria for promotions to major and lieutenant colonel. Each request will be carefully screened and waivers granted only in those unusual instances where known value to CAP eminently qualifies the member of the grade recommended ahead of his or her contemporaries.

(6) When waivers are approved, National Headquarters will process promotion actions and it will appear in the member's electronic personnel record. E-mail confirmation of the promotion action will be sent to the all commanders in the approval chain.

e. If any commander in the chain of command disapproves a recommendation for promotion or request for waiver, he or she will so indicate, providing a reason for the denial, over his or her signature on the CAPF 2 and will return the CAPF 2 to the initiator through channels. If the National Awards and Promotion Team denies a request for waiver, it will provide a reason for the denial and return the request to the initiator through channels. In neither case does such disapproval preclude the individual from being recommended for promotion at some future date.

1-9. Demotions. If an officer fails to perform the duties satisfactorily or conducts himself or herself in a manner unbecoming his or her grade, the unit commander will recommend demotion to an appropriate grade. The unit commander will initiate this action on a CAPF 2, which will be routed through channels to the promoting authority, who is also the demoting authority. The demoting authority will indicate concurrence or non-concurrence and sign the CAPF 2. If the demoting authority concurs, he or she will forward it to National Headquarters for validation; if the demoting authority non-concurs, he or she will return it through channels to the unit commander. Forms may be submitted by e-mail, fax or U.S. Postal Service as outlined in paragraph 1-8c(1) above. National Headquarters will return the CAPF 2 effecting the demotion through channels showing the member's new grade. After the new grade has been posted to the member's personnel file, the CAPF 2 will be given to the member concerned by the unit commander, or commander's designated representative, who will retrieve and destroy the membership card showing the member's former grade. A new membership card will be forwarded directly to the member concerned. The date the demotion is processed by National Headquarters will become the new date of grade. In order to re-earn a previous grade, the member must complete the time-in-grade requirements from the new date of grade. **NOTE:** Chaplains will not be demoted. A chaplain who fails to perform his or her duties satisfactorily or whose conduct is unbecoming will be terminated from membership in Civil Air Patrol in accordance with CAPR 35-3, *Membership Termination*.

1-10. Promotion Boards.

a. **Officer.** The commander at each echelon will appoint a promotion board to consider all promotion and demotion actions and make recommendations to the promoting authority. The promotion board will consist of at least three officers as follows: personnel officer, professional development officer and one additional officer designated by the commander. The chairman of the promotion board should be equal to or higher than the highest grade being recommended. Appointment to promotion boards will be reflected by appropriate personnel authorizations. The board is responsible for considering all pertinent information pertaining to promotion actions and ensuring that the member being considered for promotion meets the minimum eligibility requirements. The promotion board should meet frequently enough to assure timely consideration of recommendations received. The action by the promotion board will be in the form of a recommendation to the approving authority as to whether the promotion or demotion should be approved or disapproved.

b. Noncommissioned Officer. Board Chairmen will be the appropriate commander (Squadron, Wing, Region or National Commander) for the level of promotion. Board members will be senior in grade to the candidates and will be appointed by the presiding commander. Boards may be held in person or be conducted telephonically and will consist of no less than the Chairman and five Board members.

(1) Promotion boards (Unit level) will be held at least annually for promotion to SSgt and TSgt. Promotion boards for MSgt through CMSgt (CMSgt requires National Commander Approval) will be held as vacancies arise. When no vacancies exist for SNCOs, member cannot be promoted to any of the senior grades.

(2) If a vacancy exists, the member selected for that position will be promoted to the rank commensurate with that position. Under no circumstances will a member be promoted more than one grade to fulfill a vacant position (e.g. a CAP SSgt will not be promoted to CAP MSgt for the purpose of filling a vacancy).

(3) All members being promoted must meet the professional development skill level and time-in-grade criteria for the grade. Members not satisfying promotion eligibility requirements may still be appointed to a vacancy; however they will not be promoted.

c. National Awards and Promotion Team. The function of the National Awards and Promotion Team is to consider recommendations for promotion to major and lieutenant colonel where unusual circumstances might dictate a waiver of applicable eligibility criteria. All promotions considered by this board must have been approved by the region commander concerned and must be fully justified, as outlined in paragraphs 1-8d. The Team will consist of at least three officers appointed by the National Commander. Meetings will be called by the chair as required to assure timely consideration of recommendations received.

SECTION B - DUTY PERFORMANCE PROMOTIONS (Not applicable to NCO grades)

2-1. Eligibility Requirements.

a. General Requirements. To be considered for this type promotion, the member must:

- (1) Be at least 21 years of age.
- (2) Be a high school graduate (or educational equivalent).
- (3) Complete Level I of the Professional Development Program.
- (4) Be performing in an exemplary manner meriting promotion to the grade recommended.
- (5) Be recommended by immediate superior and unit commander.

b. Requirements for Specific Grades. Minimum skill level and time-in-grade requirements for duty performance promotions are outlined in figure 2.

Promotion To	Minimum Skill Level I	Time-In-Grade
2d Lt	Level I	6 months as a member
1st Lt	Level II	18 months as 2d Lt or TFO (or combination thereof)
Captain	Level III	30 months as 1st Lt or SFO (or combination thereof)
Major	Level IV	4 years as Captain
Lt Col	Level V	5 years as Major

Figure 2. Minimum Skill Levels and Time-In-Grade Requirements for Duty Performance Promotions.

NOTE: Members applying for duty performance promotions during the period 11 August 2014 to 11 August 2018 may use the previous duty performance promotion requirements for their next promotion. The member's present date of grade must be prior to 11 August 2014 in order to be eligible for this grandfather clause. This clause may only be used once for the member's next promotion.

SECTION C - SPECIAL APPOINTMENTS

3-1. General. In consideration of appointment to certain key positions in CAP, special educational qualifications or previous CAP or military experience, certain members who meet the minimum requirements outlined in 1-6 above are eligible for initial appointment or promotion to a grade commensurate with their position or experience, as outlined below. Future advancement is subject to qualifying for a higher grade under these provisions or meeting the duty performance eligibility requirements outlined in paragraph 2-1b above, whichever comes first. Promotion procedures are outlined in paragraph 1-8 above. To be considered for this type promotion, the member must meet the following minimum eligibility criteria:

- a. Be at least 21 years of age.
- b. Be a high school graduate (or educational equivalent).
- c. Complete Level I of the Professional Development Program.
- d. Be performing in an exemplary manner meriting promotion to the grade recommended.
- e. Be recommended by immediate superior and unit commander.

3-2. Commander Appointments. Members who meet the minimum eligibility requirements above may be advanced to a grade commensurate with the position, not to exceed those indicated below:

a. Region Commander and Vice Commander. Promotion to the temporary grade of colonel is concurrent with appointment as region commander or vice commander. The permanent grade of colonel for region commanders is contingent upon the satisfactory completion of assignment and approval of the National Commander. The permanent grade of colonel for a region vice commander is contingent upon satisfactory completion of assignment, recommendation of the region commander, and approval of the National Commander.

b. Wing Commander. Promotion to the temporary grade of colonel is concurrent with appointment as wing commander. The permanent grade of colonel is contingent upon the satisfactory completion of assignment, recommendation of the region commander and approval of the National Commander.

c. Group Commander. Wing commanders may advance a member up to the grade of major concurrent with the member's appointment as group commander. **NOTE:** AFIADL 13 or CAP Officer Basic Course must be completed prior to advancement to the grade of major.

d. Squadron Commander. Wing commanders may advance a member to the grade of first lieutenant concurrent with the member's appointment as squadron commander. **NOTE:** Commanders of State Legislative Squadrons may be recommended to the grade of lieutenant colonel concurrent with the member's appointment.

3-3. Wing/Region Legislative Liaison Officers. Commanders may recommend the advancement of a member to the temporary grade of lieutenant colonel concurrent with the member's appointment as the Legislative Liaison Officer. Once the position is vacated, the officer reverts to his/her permanent grade. Time served as a temporary LtCol/Legislative Officer will count toward TIG of their permanent grade - hence, an officer could be promoted, for example, from the permanent grade of Captain to the permanent grade of Major while wearing temporary Lt Col as a wing legislative officer.

3-4. Regular and Reserve Officers of the Armed Forces. Regular, Reserve and National Guard Officers of the Armed Forces or Coast Guard of the United States, active, retired or resigned, may be advanced to a CAP grade equivalent to their grade in the Armed Forces (but not to exceed lieutenant colonel), in recognition of their military knowledge and experience. Such promotions are neither automatic nor mandatory, but are at the discretion of the promoting authority outlined in paragraph 1-5. Additionally, individuals who obtained the grade of warrant officer may be promoted to the CAP grade shown in figure 3 below. The unit commander will initiate initial promotion to officer grade based on prior military service only where proper documentation for that grade exists (a copy of DD Form 214, military identification card or promotion order showing the grade requested is considered sufficient).

CWO Grade	CAP Grade Authorized
CWO 1 or 2	First Lieutenant
CWO 3	Captain
CWO 4 or 5	Major

Figure 3. Warrant officer grade equivalents.

3-5. Regular and Reserve Officers of the Public Health Service or National Oceanic and Atmospheric Administration Commissioned Corps. Regular and Reserve Officers of the U.S. Public Health Service or National Oceanic and Atmospheric Administration Commissioned Corps, whether active or retired, may be promoted to a grade equivalent to their grade in the Commissioned Corps under the same conditions as Regular and Reserve Officers of the Armed Forces (see paragraph 3-4 above).

3-6. Former CAP Cadets. Upon reaching age 21, former CAP cadets who reached certain levels of achievement in the CAP cadet program are eligible for appointment to the officer grades outlined in figure 4. (See figure 8 for grades authorized former cadets under age 21). **NOTE:** These members are exempt from the foundations portion of Level I of the Professional Development Program provided they have less than a 2-year membership break prior to assuming active member status. The CPPT and OPSEC portions must be completed prior to any promotion action.

Cadet Award	Grade Authorized
Mitchell	Second Lieutenant
Earhart	First Lieutenant
Spaatz	Captain

Figure 4. Officer Grades Authorized for Former CAP Cadets Age 21 and Older.

3-7. Former Members. A former member may be reinstated to the same grade held prior to voluntary membership termination, provided he or she qualifies for that grade under current criteria (including applicable professional development criteria). A recommendation for such reinstatement is neither automatic nor mandatory. If approved, the appointment will not be retroactive and the date of grade will be the date validated by National Headquarters upon reinstatement.

3-8. Legislative Members. Federal legislators inducted into the Congressional Squadron are eligible for the honorary grade of lieutenant colonel immediately upon membership. Key staffers may be eligible for advanced promotion at the discretion of the squadron commander with the concurrence of the National Commander. State legislators inducted into State Legislative Squadrons are eligible for the honorary grade of major immediately upon membership. Key staffers and other elected officials may be eligible for advanced promotion at the discretion of the wing commander with the concurrence of the region commander concerned.

3-9. Exceptional Qualifications. In unusual cases, an exceptionally qualified member may be promoted to any CAP grade (not to include the general officer grade) where age, professional qualifications and known value to CAP eminently qualify the member for such grade. In such cases, it must be evident that the member recommended has skills or background so unique and valuable to CAP as to eminently qualify him or her for promotion ahead of his or her peers. Areas of consideration are age, professional qualifications, unique business experience, association with other governmental or aviation agencies, educational background, community stature, civic endeavors, prior CAP service, etc. In such cases, the commander concerned must request a waiver of applicable promotion eligibility criteria through channels from the region commander or National Awards and Promotion Team as appropriate. See paragraph 1-8d for complete details on requesting waivers.

SECTION D - MISSION RELATED SKILLS

4-1. General. In recognition of certain special skills and qualifications earned outside CAP, but which are directly related to the CAP mission, certain members are eligible for initial appointment and subsequent promotion to a grade commensurate with these skills, provided they are contributing these skills to the CAP mission. Promotion procedures are outlined in paragraph 1-8c.

4-2. Eligibility Requirements.

- a. Be at least 21 years of age.
- b. Be a high school graduate (or educational equivalent).
- c. Complete Level I of the Professional Development Program. Upon completion of Level I training, members are encouraged to enter an appropriate functional specialty track, but Level II training is not mandatory for promotion under this section. (It should be noted, however, that members promoted under these provisions will not be eligible for promotion above the grade of captain until they have achieved the appropriate skill level.)
- d. The member must also be certified by the unit commander as contributing his or her special skills to the mission of CAP and performing in an exemplary manner meriting promotion to the grade recommended.
- e. Be recommended by immediate superior and unit commander.
- f. After initial appointment, members may advance to the grades authorized for higher mission related skills as higher ratings are obtained without reference to time-in-grade upon recommendation by the unit commander.

4-3. Initial Grades. Members in this category will be enrolled initially without grade. However, immediately upon completion of Level I, the unit commander may recommend the member for appointment to a grade commensurate with his or her special skill, as outlined in figure 5.

FAA/FCC Rating	Grade
Pilots	
Private	2d Lt
Instrument, Commercial or ATP	1st Lt
CFI/CFII	Capt
Maintenance	
A&P Mechanic	1st Lt
Communicators	
General Radiotelephone Operators License	1st Lt
Instructors	
Ground Instructors	2d Lt

Figure 5. Grades Authorized for Mission Related Skills.

SECTION E -PROFESSIONAL APPOINTMENTS AND PROMOTIONS

5-1. General. This section prescribes the requirements and procedure for initial appointment and subsequent promotion of CAP members who serve as chaplains, character development instructors, health service personnel, legal officers, professional educators serving as aerospace education officers and financial professionals serving as finance officers. For the purpose of this regulation, the following definitions apply:

a. Chaplain. A CAP chaplain is an ordained, ecclesiastically endorsed clergyperson who possesses the qualifications set forth in CAPR 265-1, *The Civil Air Patrol Chaplain Corps*, and who is appointed by the National Commander.

b. Character Development Instructor. A person meeting the requirements for appointment as outlined in CAPR 265-1 who is authorized to provide character development training and non-chaplain professional support.

c. Health Services Personnel. A health professional/technician who possesses the qualifications set forth in CAPR 160-1, *The CAP Health Service Program*.

d. Legal Officer. A CAP legal officer is a licensed attorney authorized to practice law before the highest court of a state or the District of Columbia appointed in accordance with CAPR 111-1, *Qualifications and Duties of Legal Officers*.

e. Aerospace Education Officers. A CAP aerospace education officer is an officer serving in an aerospace education position at any level of CAP. For the purpose of promotion under the professional appointments method the aerospace education officer must also be fully certified as a professional educator (teacher, counselor or administrator) by the state department of education in the member's state of residence or have served as a college or university professor (full, associate or assistant) or other faculty member.

f. Finance Officers. For the purpose of promotion under the professional appointments method the finance officer must be a financial professional assigned at the wing or region level, contributing these skills to Civil Air Patrol.

5-2. Training Requirements. Professional personnel must complete Level I prior to appointment to CAP officer grade. Health Service personnel, professional educators serving as aerospace education officers are exempt from all other training requirements prescribed for promotion to additional grades. Chaplains and legal officers must meet all requirements as outlined in paragraph 5-4a(3) and 5-4a(5) for promotion to additional grades. After initial appointment, financial professionals must meet all requirements outlined in paragraph 2-1 for subsequent promotions.

5-3. Initial Appointment. Upon completion of Level I, unit commanders may recommend health service personnel, legal officers, professional educators serving as aerospace education officers and financial professionals serving as wing or region finance officers for an appropriate grade commensurate with their CAP position (see figure 6) and professional qualifications as outlined below. Members applying and qualifying for the CAP chaplaincy will be appointed to the appropriate grade upon acceptance by National Headquarters. **NOTE:** Members in these categories who are members of the Armed Forces are also eligible for consideration to higher grades equivalent to their Armed Forces grade under the provision of paragraph 3-4 of this regulation. However, in no case will the grade exceed lieutenant colonel.

a. Chaplains. Concurrent with appointment as a chaplain in CAP, chaplains may be appointed to an appropriate grade as outlined below. Requirements for appointment as CAP chaplains are outlined in CAPR 265-1.

(1) First Lieutenant. A clergyperson with a bachelor's degree from a nationally accredited college (listed in the Higher Education Directory or recognized by the Armed Forces Chaplains Board) and at least 5 years ministry experience meets the qualifications for a chaplain waiver appointment as outlined in CAPR 265-1.

(2) Captain. A clergyperson with a bachelor's degree and seminary degree or a bachelor's degree and more than 7 years of ministry experience.

(3) Major. A clergyperson with an earned doctorate degree in a ministry related field and 1 year time-in-grade as a captain.

b. Character Development Instructors. Concurrent with appointment as a character development instructor in CAP, the member may be appointed to the grade of second lieutenant.

c. Health Service Personnel. Upon successful completion of Level I, unit commanders may initiate a CAPF 2 on health service personnel recommending appointment to an appropriate grade, as outlined below. The member's qualifications will be evaluated by the wing health service program officer, who will provide his or her comments and recommendations to the wing commander prior to approval. (Specific qualifications for medical personnel are outlined in CAPR 160-1.)

(1) Second Lieutenant. Licensed practical or vocational nurse, paramedic or other health technician.

(2) First Lieutenant. Registered nurse, physician assistant or other health professional with a bachelor's or master's degree as outlined in CAPR 160-1.

(3) Captain. Licensed physician, dentist or other health professional with an earned doctorate degree in a health care discipline.

(4) Major. Licensed physician appointed a unit health service program officer in accordance with CAPR 160-1 who has served 1 year time-in-grade as a captain.

d. Aerospace Education Officers. Upon successful completion of Level I, the unit commander may initiate a CAPF 2 on qualified aerospace education officers, recommending appointment to an appropriate grade, as outlined below:

(1) First Lieutenant. A professional educator who is a graduate of a recognized college or university and is certified by the state department of education or a university professor (full, associate or assistant) or other faculty member.

(2) Captain. A professional educator who has served as a teacher, counselor, school administrator, college or university professor (full, associate or assistant) or other faculty member for a minimum of 5 years. The professional education service requirement is reduced from 5 years to 3 years for members with an earned master's degree.

(3) Major. A professional educator with an earned doctorate degree who has served as a teacher, counselor, school administrator, college or university professor (full, associate or assistant) or other faculty member, for a minimum of 5 years and has served 1 year time-in-grade as a captain may be appointed to the grade of major.

e. Legal Officers. Upon successful completion of Level I, the unit commander may initiate a CAPF 2 requesting appointment to the grade of captain for licensed attorneys appointed as CAP legal officers. The member's qualifications will be evaluated by the wing legal officer who will provide his or her comments and recommendations to the wing commander prior to approval.

f. Finance Officers. Upon successful completion of Level I, the wing or region commander may initiate a CAPF 2 requesting appointment to the grade of captain for a licensed CPA appointed as wing or region finance officer. The member's qualifications will be evaluated by the NHQ Chief Financial Officer who will provide his or her comments and recommendations to the wing or region commander prior to approval.

Grade	Chaplain (CAPR 265-1)	Character Development Instructor (CAPR 265-1)	Health Service Personnel (CAPR 160-1)	Aerospace Education Officer	Legal Officers (CAPR 111-1)	Finance Officers
2d Lt		Sixty hours of study beyond high school	Licensed practical or vocational nurse, paramedic, EMT or other health technician			
1st Lt	Bachelor's Degree, and 5 years ministry experience		Registered nurse, physician assistant or health professional with a bachelor's or master's degree	Graduate of recognized college or university and certified by state department of education or a university professor or faculty member		
Captain	Bachelor's Degree and Seminary Degree or Bachelor's Degree and more than 7 years ministry experience,		Licensed physician, dentist or other health professional with an earned doctorate degree in a health care discipline	Five years service as teacher, counselor, school administrator, college or university professor or other faculty member. Five years reduced to 3 with Masters degree	Licensed attorney appointed as legal officers	Certified Public Accountant (CPA) serving as Wing or Region Finance Officer
Major	Earned Doctorate degree in ministry related field and 1 year as captain		Licensed physician appointed unit health service program officer with 1 year as captain	Five years as professional educator and an earned doctorate degree with 1 year as captain		

Figure 6. Grades Authorized for Initial Professional Appointments and Promotions.

5-4. Promotions.

a. After initial appointment, professional personnel may be eligible for future promotions by satisfying the requirements outlined in paragraph 2-1, except:

(1) Health service personnel are exempt from professional development requirements after Level I.

(2) Professional educators serving as aerospace education officers are exempt from professional development requirements after Level I for the purpose of promotion under the professional promotion category, but are encouraged to complete all available aerospace education or finance related training.

(3) CAP Chaplains must complete the training requirements outlined in CAPR 265-1, as well as the training and time-in-grade requirements outlined in paragraph 2-1 of this regulation to be eligible for subsequent promotions.

(4) After initial appointment, character development instructors and financial professionals must meet the regular professional development and time-in-grade requirements to qualify for subsequent promotions.

(5) CAP legal officers must complete the time-in-grade and training requirements outlined in paragraph 2-1 of this regulation to be eligible for subsequent promotions, except that completion of the National Legal Officers College is required prior to promotion to the grade of lieutenant colonel.

(6) Members may advance to the grades authorized in figure 6 (2d Lt through major) as higher professional qualifications or experience are obtained (i.e., advanced degrees or years of continued professional experience) without reference to time-in-grade except the grade of major requires 1 year time-in-grade as a captain.

b. The promotion procedures outlined in paragraph 1-8 are applicable to professional personnel except that the wing health service program officer and wing legal officer will evaluate qualifications of their personnel (health service program officers and legal officers) prior to approval by the wing commander.

SECTION F- NONCOMMISSIONED OFFICER APPOINTMENTS AND PROMOTIONS

6-1. General. This section prescribes the requirements and procedures for appointment and promotions to CAP noncommissioned officer (NCO) grades.

6-2. Initial Eligibility requirements.

a. Currently, those CAP members who are military or former military NCOs and do not wish to be considered for CAP officer grades may be appointed to a CAP NCO grade under provisions of this section. The CAP initial grade granted will be equivalent to the grade held in the active duty military, Reserve or National Guard. **NOTE:** NCOs desiring to enter the officer program must satisfy the requirements outlined in paragraph 1-6 and any additional requirements the type of promotion being requested may require.

b. The member must also have completed Level I of the Professional Development Program and served 6 months in CAP.

c. Members who meet the eligibility requirement outlined above may assume a CAP NCO grade equivalent to their military grade upon presentation of documentation to the unit commander (a copy of DD Form 214, military identification card or promotion order showing the grade requested is considered sufficient). The CAPF 2 will be annotated to reflect the NCO grade authorized and forward this form to National Headquarters for recording. Forms may be submitted by e-mail, fax or U.S. Postal Service as outlined in paragraph 1-8c(1) above. The member is authorized to wear the grade (CAP distinctive chevrons only) on the CAP uniform as soon as the NCO grade is reflected in eServices.

6-3. Subsequent Promotions. Subsequent promotions must meet the minimum skill level and time-in-grade requirements and be considered by the appropriate Promotion Board. Time-in-grade requirements are based on the member's grade in CAP and is not affected by a currently serving member's time in military grade. Once a member enters the NCO program, promotion is based entirely on the above criteria and is not affected by a currently serving member's military promotion. Members eligible for promotion may only be promoted if selected for the positions

identified in Figure 8. Where “**any position**” is listed, there are no limits to the number of members promotable to the respective grade. Promotion limits exist only for key NCO leadership positions. Promotions to the grade of CAP SSgt or TSgt are **permanent**. Promotions to the rank of CAP MSgt, SMSgt and CMSgt are **temporary**. Minimum tenure must be met before the grade becomes permanent. Professional Development levels and time-in-grade requirements are non-waiverable. Request for waivers based on duty performance may be requested. The request should include a CAP Form 2 as well as letter of justification. All waivers to duty position requirements for the grades of senior NCOs (MSgt, SMSgt, CMSgt) must be submitted along with supporting documentation through the region commander to the National Commander.

Promotion to	Minimum Skill Level	Time-in-Grade
SSgt	Level I	6 Months (SM)
TSgt	(Level II)	12 Months
MSgt	(Level III)	24 Months
SMSgt	Level IV	36 Months
CMSgt	Level V	48 Months

Figure 7. Professional Development Skill Level and Time-in-Grade Requirements for NCO Promotions (Note: See CAPR 50-17 for minimum skill levels in the PD program.)

Promotion to	Authorized	Position Held	Minimum Tenure
SSgt	No Limit	Any position	NA
TSgt	No Limit	Any position	NA
MSgt	*One per Squadron/Flight	Squadron/Flight NCO	2 years
SMSgt	*One per Gp/Wg/Region	NCO Advisor	3 years
CMSgt	*One per Wing/Region	Senior NCO Advisor	4 years
CMSgt	Nation Headquarters	Command or National Chief	3 years

Figure 8. Manning Authorization Requirements for NCO Promotion

NOTES: Selection for Command or National Chief is NOT a promotable position, rather only sitting Chiefs are eligible for this position.

- CMSgts will be promoted into key leadership positions. As such, tenure rules as applicable to wing and region commanders will apply, namely one year in probationary status and three years of continuance for a maximum of four years in position to which the CMSgt is appointed. The National Command Chief will serve at the pleasure of the National Commander and does not have a tenure limit.

- Tenure for MSGt is 2 years; tenure for SMSgt is 3 years.

- With region commander approval, SNCO members will retain their rank following successful completion of their assignment.

- Members removed early from positions for cause will revert to the rank attained prior to selection. Any member removed for cause could be subject to Membership Action Review Panel proceedings.

*Indicates the number of “promotable” duty positions authorized per unit, not the number of MSGts, SMSgts or CMSgts that can be assigned to a squadron/wing/or region

SECTION G - FLIGHT OFFICER GRADES

7-1. General. Only members between 18 and 20 years of age will be appointed to or promoted to the flight officer grades. This category is designed as a transition for cadets transferring to active member status and for those members who are otherwise eligible for CAP officer grade except that they have not yet reached the minimum age of 21. Upon reaching age 21, the member will be appointed to an appropriate officer grade or will be classified as a member without grade until he or she is eligible for promotion to officer grade. Since FO promotions are approved at the local levels, these grades are not recorded by National Headquarters and are not reflected on the membership card. **NOTE:** See figure 2.

7-2. Authorized Grades. Authorized grades in this category are flight officer (FO), technical flight officer (TFO) and senior flight officer (SFO). There is no limit to the number of members who may be promoted to the grade of flight officer in a unit. Promotions should be based upon the requirements of the unit and qualifications of the member.

7-3. Promotion Authority. Each commander (region, wing, group or squadron) is the promoting authority for members assigned to his or her unit.

7-4. Promotion Eligibility Requirements.

a. General.

(1) **Age.** To qualify for promotion to flight officer grade, individual must be at least 18, but not yet 21.

(2) **Training.** Members must complete Level I of the Professional Development Program to qualify for promotion to flight officer grades. Former CAP cadets who have earned the Billy Mitchell Award or higher and apply for membership within 2 years of their cadet membership expiration date are exempt from the Foundations portion of Level I training.

(3) **Leadership qualities.** Individuals recommended for promotion to flight officer grade must be occupying positions of supervision or leadership within the unit.

b. Requirements for Specific Grades. Minimum skill levels and time-in-grade requirements for promotion to flight officer grades are outlined in figure 8.

Promotion To	Minimum Skill Level	Time-In-Grade
FO	Level I	3 months as member
TFO	Tech Rating (Specialty Track)	6 months as FO
SFO	Level II	12 months as TFO

Figure 9. Minimum Skill Levels and Time-In-Grade Requirements for Promotion to Flight Officer Grades.

c. Special Provisions. In consideration of past training and experience, former CAP cadets who have earned certain awards are eligible for flight officer grades without reference to the training and time-in-grade requirements outlined in figure 9. The awards and grades authorized for each are outlined in figure 10.

Award	Initial Grade	Grade at Age 21
Mitchell	FO	2d Lt
Earhart	TFO	1st Lt
Spaatz	SFO	Capt

Figure 10. Flight Officer Grades Authorized for Former CAP Cadets Who Have Earned Certain Awards.

7-5. Promotion/Demotion Procedures.

a. Recommendations for promotion or demotion will be initiated by the member's immediate superior on a CAPF 2 and will be forwarded through channels to the appropriate commander having final approving authority. Commanders will personally sign the CAPFs 2; this authority may not be delegated to a staff officer.

b. When the final approving authority indicates his or her approval of the promotion or demotion by signing the CAPF 2, the form then becomes the promotion or demotion order. The approved CAPF 2 will be returned through channels to the member concerned. The member's unit personnel records will be annotated to show his or her new grade.

c. CAPF 2 will be submitted to the approving authority in the number of copies he or she directs.

CHARLES L. CARR, JR.
Major General, CAP
Commander



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CHANGE 1

CAP REGULATION 35-5

22 AUGUST 2014

Personnel Procedures

**CAP OFFICER AND NONCOMMISSIONED OFFICER APPOINTMENTS AND
PROMOTIONS**

CAP Regulation 35-5, 11 August 2014, is changed as follows:

Page-Insert Change.

Remove	Insert
1/2	1/2
5/6	5/6
11/12	11/12

Note: Shaded areas identify new or revised material (page 5, paragraph 1-5c and page 11, Figure 2 NOTE).

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