

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

LEVEL I <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	SPECIALTY TRAINING 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	LEVEL II _____/_____ Date of COP Award	LEVEL III _____/_____ Date of Loening Award	LEVEL IV _____/_____ Date of Garber Award	LEVEL V _____/_____ 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	Level II (Davis Award)	18 months as 2d Lt or TFO (or combination thereof)
<input type="checkbox"/> Capt	Level III (Loening Award)	30 months as 1st Lt or SFO (or combination thereof)
<input type="checkbox"/> Maj	Level IV (Garber Award)	4 years as Capt
<input type="checkbox"/> Lt Col	Level V (Wilson Award)	5 years as Maj

*Requires region approval.

(2) SPECIAL APPOINTMENT/PROMOTION

<input type="checkbox"/> Group Commander	<input type="checkbox"/> Mitchell	<input type="checkbox"/> Former Member Grade Reinstatement
<input type="checkbox"/> Squadron Commander	<input type="checkbox"/> Earhart	<input type="checkbox"/> Wg/Rg Legislative Liaison Officer
<input type="checkbox"/> Officer of the Armed Forces	<input type="checkbox"/> Spaatz	
<input type="checkbox"/> Officer of the PHS/NOAA		

* 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

PILOT <input type="checkbox"/> Private <input type="checkbox"/> Instrument, Commercial, ATP <input type="checkbox"/> CFI/CFII	COMMUNICATOR <input type="checkbox"/> General Radiotelephone <input type="checkbox"/> Operator License	MAINTENANCE <input type="checkbox"/> A & P Mechanic	<input type="checkbox"/> GROUND INSTRUCTOR
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(4) PROFESSIONAL APPOINTMENT/PROMOTION

INITIAL APPOINTMENT * <input type="checkbox"/> Aerospace Education Officer * <input type="checkbox"/> Health Services Officer * <input type="checkbox"/> Legal Officer * <input type="checkbox"/> Wg/Rg Finance Officer	SUBSEQUENT PROMOTION <input type="checkbox"/> AE Officer <input type="checkbox"/> Health Services 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

(1) PROMOTION TO FORMER MILITARY NCO GRADE

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

Sgt TSgt MSgt SMSgt CMSgt

(2) NCO DUTY PERFORMANCE

PROMOTION TO	SKILL LEVEL REQUIRED	MINIMUM TIME-IN-GRADE
<input type="checkbox"/> SSgt	Level I	6 months as member
<input type="checkbox"/> TSgt	Level II (Davis Award)	12 months as SSgt
<input type="checkbox"/> MSgt	Level III (Loening Award)	24 months as TSgt
<input type="checkbox"/> SMSgt	Level IV (Garber Award)	36 months as MSgt
<input type="checkbox"/> CMSgt	Level V (Wilson Award)	48 months as SMSgt

*Requires National Commander approval.

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

FORMER CADET

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

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 V) must be validated by DPR 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.

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 and health services officers are not subject to training requirements after Level I, 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.

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. Self-explanatory.

VIII. Self-explanatory.