

PROMOTION REQUIREMENTS for CAP Members

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AIR FORCE OFFICER RANKS

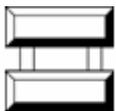
Second Lieutenant (O-1) (2nd Lt)



First Lieutenant (O-2) (1st Lt)



Captain (O-3) (Capt)



Major (O-4) (Maj)



Lieutenant Colonel (O-5) (Lt Col)



Colonel (O-6) (Col)



Brigadier General (O-7) (Brig Gen)



Major General (O8) (Maj Gen)



Army Air Corps



AIR FORCE NCO RANKS

Chief Master Sergeant (E-9) (CMsgt)



Senior Master Sergeant (E-8) (SMsgt)



Master Sergeant (E-7) (Msgt)



Technical Sergeant (E-6) (Tsgt)



Staff Sergeant (E-5) (Ssgt)



CAP Flight Officers Rank

Flight Officer:



Technical Flight Officer



Senior Flight Officer



NOTE:

The following is a compilation of CAP Regulation 50-17 and CAP 35-5. It is provided as a quick way of evaluating the promotion and training requirements for CAP members, and is not to be treated as an authoritative document, but instead it is provided to assist CAP members in understanding how the two different regulations are inter-related. Since regulations change from time to time, it is recommended that an individual using this document consult the actual regulations when an actual promotion is being evaluated or submitted.

Individual sections of the pertinent regulations are included, and marked.

John W. Talbott, Lt Col, CAP

The following are the requirements for promotion to the various ranks for senior members in Civil Air Patrol (CAP):

(See CAPR 35-5 for further details.)

Initially, all Civil Air Patrol members who are 18 years or older are considered senior members, (with no senior member rank worn), when they join Civil Air Patrol.

NOTE: ONLY after the compilations of Level 1 (CAP Orientation, Human Relations, and Cadet Protection (CPPT) courses and submitting a FINGERPRINT CARD) are senior members eligible to wear officer rank. CAPR 50-17(E) Chapter 3 LEVEL I, ORIENTATION 3-1. Participation.

“CAP requires senior members to complete Level I training *prior* to receiving an assigned duty position in the unit, working with cadets, enrolling in ECI courses, or becoming eligible for promotion.”

For those who are 18 and not yet 21, the following ranks apply Flight Officer (FO), Technical Flight Officer (TFO), and Senior Flight Officer (SFO).

The criteria for Flight Officer are completion of level one, three months Time In Grade (TIG) and recommendation of one’s supervisor

(NOTE: A recommendation for promotion statement is required by the individual’s supervisor for all promotions. (If this is left blank, it will slow up promotions that go to higher headquarters)

For promotion to TFO, one needs to have six months TIG, and be awarded a technical rating in one of the

various specialty tracks. (Example: Personnel, Cadet Programs, etc.)

For promotion to SFO, one needs to complete 18 months as a TFO, and have completed level 2: (Attend Squadron Leadership School, complete the CAP Officer course ECI Course 13 or military equivalent, and completes the requirements for a Technician rating in a specialty track (this is completed for promotion to TFO), resulting in the award of the Certificate of Proficiency.)

Note: For cadets who transition to senior between 18 - 20 years, **IF** they have completed the following cadet awards and Level one (Completion of CPPT and the rest of level one as required, prior to any promotion.), will be eligible for the award of the following officer ranks:

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

Figure 8. Flight Officer Grades Authorized for Former CAP Cadets Who Have Earned Certain Awards.

(CAP REGULATION 35-5 (E)) (Cadets who become Senior Members and have completed the Mitchell award or higher, are exempt from taking the orientation course, but are still required to take the CPPT and Human Relations courses.) For cadets who have not attained these cadet ranks, they will fall under the above listed requirements. (I.E., they have to take all parts of the Level one training and then will go through the flight officer’s ranks.)

When an 18 – 20 year old member, who has held a flight officer rank, (FO, TFO, SFO), turns 21 years old, they may transition to the following ranks:

Current Grade	Grade upon turning 21
TFO	2 nd Lt
SFO	1 st Lt

Depending on the TIG, these members may transition to the next rank upon turning 21 years old, and completion of required training. (I.E., 2nd Lt to 1st Lt, or 1st Lt to Captain) **if** they have the required amount of TIG. (I.E., time as a TFO plus time as a 2nd Lt equals to 12 months then they are eligible for promotion to 1st Lt)

NCO PROMOTIONS:

1. Only those CAP members who are military or ex-military NCOs and do not wish to be considered for CAP officer grades may be appointed to a CAP NCO rank. The CAP grade granted will be equivalent to the grade held in the Active Military, Reserves, or National Guard. (Members, who initially take the NCO rank, may become eligible for promotion to CAP Officers ranks at a future time under the duty performance requirements, or special appointments, when that criteria is met.)
2. After Six month on **National Headquarters** membership rolls, and with the recommendation of their

supervisor (**Required for all promotions!**), one becomes eligible for promotion to Second Lieutenant. (2nd Lt) under the duty performance requirements.

NOTE: All promotions below the rank of Captain (1st Lt, 2nd Lt, SFO, TFO, FO, and NCO grades) are accomplished by the Unit to which a member is assigned.

If the rank is 1st Lt or 2nd Lt, (**ONLY**) - the unit processes the CAP Form 2, ensuring that it is filled in correctly; (**especially the remarks section on the back of the form, (which is filled in with the recommendation from the individuals supervisor)**). After meeting the promotion board, the completed paperwork is signed by the unit commander, and it is then sent to National Headquarters/DP to ensure the promotion becomes effective for the member.

All Flight Officer Promotions (Flight Officer, Technical Flight Officer, and Senior Flight Officer), and NCO grades are completed at the unit level, and **are not** sent to National HQ. These promotion forms (CAP Form 2) are only provided to National ***when*** they are used to verify the time in grade requirements for the appropriate rank: TFO and 2nd Lt time towards 1st Lt, or SFO and 1st Lt time towards Captain. (**See CAPR 35-5 for further details.**)

CAPR 50-17(E) Chapter 4 LEVEL II, TECHNICAL TRAINING 4-1. Technical Training.

“This training provides opportunities to learn new skills for CAP and for individual growth and leadership.

Criteria for completion of this level include:

- a. Completion of Level I training.
- b. Attainment of technician rating in a CAP specialty track.
- c. Completion of CAP Senior Officer Course (AFIADL 00013 correspondence course).
- d. Completion of Squadron Leadership School (SLS).”

After the award of **Certificate of Proficiency, (COP)**, and 18 months time-in-grade as first lieutenant or SFO (or combination of the two) one becomes eligible for promotion to captain (see CAPR 35-5).

Note: all promotions for Captain through Lt Col are **sent** to Wing Headquarters. All promotions below Captain are now accomplished at the UNIT LEVEL.

NOTE: 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 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.

CAP Flight Officers Rank

Flight Officer:



Technical Flight Officer



Senior Flight Officer



Second Lieutenant (O-1)



First Lieutenant (O-2)



Captain (O-3)



CAPR 50-17(E) 11 **Chapter 5**
LEVEL III, MANAGEMENT 5-1.
Management.

“CAP designed training at this level for senior members serving as squadron, group, or wing commanders and for staff officers.

Criteria for completion of this level include:

- a. Complete Level II training.
- b. One year of experience in a command or staff position.
- c. Attain the senior rating in any specialty track.
- d. Attend two wing, region, or national conferences. These conferences afford CAP members abroad view of the CAP Corporation’s organization and expose them to the issues confronting CAP. The National Congress on Aviation and Space Education or a region/wing aerospace education conference is credited as conferences. Conferences attended prior to entry into Level III training count toward fulfillment of this requirement if the member registered as an attendee.
- e. Complete the Corporate Learning Course (CLC).”

After the award of the **Grover Loening Aerospace Award** and three-year TIG as a Captain, one becomes eligible for Promotion to Major.

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

There are several special provisions for promotion to 2nd LT, 1st LT, Captain, and Major; for individuals who have certain professional certification. (I. E., Aerospace Education, Doctors, Finance officer, Lawyers, Pilots, etc.) (If you’re interested: See attachment 1, talk with your Personnel Officer AND **See CAPR 35-5 for further details.**)

Note: all promotions for Captain through Lt Col are **sent** to Wing Headquarters

Major (O-4)



CAPR 50-17(E) 13 Chapter 6
LEVEL IV, COMMAND AND STAFF
6-1. Command and Staff.

“CAP designed this level for members who desire to become high-level leaders in CAP.

Criteria for completion of this level include:

- a. Complete Level III training.
- b. Attain a master rating in any specialty track.
- c. Prepare and deliver a CAP-related presentation to a non-CAP group **or** prepare an aerospace manuscript for publication. This requirement provides a forum for promoting CAP among civic organizations, church groups, governmental agencies, school groups, and similar organizations.
- d. Complete Region Staff College (RSC) or it's approved PME equivalent (CAPR 50-17(E) Attachment 2).
- e. Occupy a command or staff position for a total of 2 years of service to CAP.
- f. Serve as a staff member at a national, region, or wing conference, **or** serve as a staff member at a SLS or CLC.)”

After the award of the **Paul E. Garber Award**, and 4 years TIG as a major, one becomes eligible for promotion to Lieutenant Colonel. “

NOTE: The region commander is the promoting authority for promotions to the grade of lieutenant colonel for all senior 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. If officers fail to perform their duties satisfactorily or conduct themselves in a manner unbecoming the grade, the unit commander may recommend that they revert to their prior grade. Procedures for demotion are outlined in paragraph 9. Commanders are cautioned to initiate paperwork in sufficient time to arrive at National Headquarters prior to 1 year from the effective date of the promotion. Unless National Headquarters hears to the contrary prior to the end of the year, the grade becomes permanent.

Note: all promotions for Captain through Lt Col are **sent** to Wing Headquarters.

Lieutenant Colonel (O-5)



CAPR 50-17(E) **LEVEL V,
EXECUTIVE**

7-1. Executive. “This is the highest level of CAP career development and is for those officers performing duty as commanders or staff officers. As such, only the most dedicated senior members achieve this level.

To complete this level, members must:

- a. Complete Level IV.
- b. Perform in a command or staff position for a total of 3 years service to CAP.
- c. Conduct a Level I Orientation Course **and** one of the following:
 - (1) Serve in a director capacity of a SLS, CLC, or Unit Commanders Course (UCC) such as course director, curriculum director, or administration director.
 - OR**
 - (2) Serve as a staff member for a Region Staff College or National Staff College.
- d. Attend National Staff College or complete its approved PME equivalent as listed in Attachment 2 (CAPR 50-17(E).)”

Gill Robb Wilson Award.

Successful completion of Level V training qualifies the CAP officer for the Wilson Award. This is the highest training award given to a senior member. The award honors an airman, poet, writer, and founder of CAP.

(Although Level 5 does not provide a promotion, it is highly recommended for those who wish to attain the highest ranks of CAP)

NOTE: CAPR 35-5

Major General (08) (Maj. Gen.)



a. **Major General.** The grade of major general is reserved for members who serve as National Commander, CAP. Promotion to this grade is concurrent with election to this position by the National Board and concurrence of the Chief of Staff, United States Air Force. 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.

Brigadier General (O-7)



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 election to this position by the National Board and concurrence of the Chief of Staff, United States Air Force. The individual will revert to their previous grade when no

longer serving as National Vice Commander unless elected to the position of National Commander. If an individual is elected to the position of National Commander and has not previously served as National Vice Commander in the grade of brigadier general, he/she will be promoted to the grade of brigadier general for 1 year. At the end of this 1-year period, promotion to the grade of major general will be with the concurrence of the Chief of Staff, United States Air Force and the National Executive Committee. Such appointments are announced in personnel actions published by National Headquarters.

Colonel (O-6)



c. **Colonel.** The grade of colonel is reserved for members of the National Board, region vice commanders, the Chief of the Chaplain Service, CAP Inspector General, National Safety Officer, National Historian, and the Chief of the CAP Health Program. The National Executive Committee (NEC) is the only agency authorized to otherwise promote senior 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 by the commander of the individual concerned.

Promotions are not automatic!

NOTE: All promotions must meet the either the minimum time in grade and training requirements for duty performance or meet any additional requirements for special promotions. (See attachment 1 for further details.)

1. This training must be reflected at National level - so that it can be verified. This is accomplished via either the Senior Training Report, CAP

Form 2a, CAP Form 11, CAP Form 24, etc.

Various individuals are required to accomplish this – Personnel officer; Senior Programs officer; Supervisor; SLS and CLC Directors; and Commanders (Wing and Unit).

2. One's supervisor must make a recommend for promotion. (This recommendation is used to fill in the remark's section of the CAP Form 2.) (When this

is left off, it will cause a slow down of the promotion process at all levels.)

3. Once recommended, then a CAP Form 2 (Request for Promotion Action) is completed.
4. After the CAP Form 2 is verified (at local, wing, or region level (as needed)), it is processed through the required promotion board.
5. After a recommendation by the promotion board, the unit commander either signs the CAP Form 2 or documents the reason why the action is not completed, taking further action as needed.
6. If the commander signs the CAP Form 2, a Personnel Authorization number will be assigned.
7. Next, the CAP Form 2 is either kept at the unit (NCO, FO, TFO, or SFO); sent straight to National (2nd Lt or 1st Lt); or to Wing (Captain, Major, Lt Col and professional. (Be sure to keep a copy of the form before sending it out!))
8. When the CAP Form 2 is sent to wing the following process will happen:
 - a) it will be verified,
 - b) process through the Wing Promotion board, and
 - c) signed by the Wing Commander.

(If the promotion is not approved, documentation will

be provided to the sending unit as to the reason why, and what actions will need to be completed before re-submission of the CAP form 2.)

9. When the Wing commander signs the CAP Form 2, a Personnel Authorization number will be assigned.
10. For promotions below the rank of Lt Col, the next action is to send (fax) the CAP Form 2 to National.
11. For Lt Col promotions, the CAP Form 2 is sent to Region, where it is processed. If approved, then the form will be sent to national. If not approved, the CAP Form 2 is returned to wing with documentation as to any problems, and what further action is to be taken. Wing will provide a response to the sending unit when this happens.
12. Last of all, and ultimately, the CAP Form 2 is verified at National Headquarters CAP -- if it is complete and accurate when compared to the national database and all levels have approved and recommend the promotion, then the promotion paperwork is accomplished. Otherwise it is returned to the sending unit for further clarification or action, and possible re-submission.

IF THE CAP FORM 2 IS NOT COMPLETE, OR IF THERE ARE ANY PROBLEMS VERIFYING IT, THE PROMOTION PROCESS WILL BE DELAYED!

When in doubt, consult:

(CAPR 35-5 for further details.)

Attachment 1

Grade	Promoting Authority
Major General	National Board/Chief of Staff, USAF
Brig General	National Board/Chief of Staff, USAF
Colonel	National Executive Committee
Lieutenant Colonel	Region Commander
Major	Wing Commander
Captain	Group Commander
1st Lieutenant	Squadron Commander
2nd Lieutenant	Squadron Commander
Flt Officers/NCOs	Squadron Commander

If a wing does not have a group structure, the wing commander is the approving authority for promotions to captain. NOTE: Wing commander is approving authority for all professional appointments regardless of grade.

**Figure 1. Promoting authority.
(CAP REGULATION 35-5 (E))**

Promotion to	Minimum To Skill Level	Time-In-Grade
2nd Lt	Level I	6 months as senior member
1st Lt	Tech Rating (Specialty Track)	12 months as 2 nd Lt or TFO (or combination thereof)
Captain	Level II	18 months as 1 st Lt or SFO (or combination thereof)
Major	Level III	3 years as Captain
Lt Col	Level IV	4 years as Major

**Figure 2. Minimum Skill Levels and Time-In-Grade
Requirements for Duty Performance Promotions.
(CAP REGULATION 35-5 (E))**

Requirements for Duty Performance Promotions.

SECTION C - SPECIAL APPOINTMENTS

12. General. In consideration of appointment to certain key positions in CAP, special educational qualifications, or previous CAP or military experience, certain senior members who meet the minimum requirements outlined in 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

- 11b above, whichever comes first. Promotion procedures are outlined in paragraph 8 above. To be considered for this type promotion, the member must meet the following minimum eligibility criteria:
- Be at least 21 years of age.
 - Be a high school graduate (or educational equivalent).
 - Complete Level I of the Senior Member Training program and pass the Level I examination.
 - Complete Cadet Protection Program training.
 - Be performing in an exemplary manner meriting promotion to the grade recommended.
 - Be recommended by immediate superior and unit commander

13. Commander Appointments. Senior members who meet the minimum eligibility requirements above may be advanced to a grade commensurate with the position, not to exceed those indicated below:

- Region Commander and Vice Commander.** Promotion to the temporary grade of colonel is concurrent with appointment as region commander or vice commander. Region vice commanders, who have not served as corporate officers, will revert to the

grade of lieutenant colonel (regardless of grade prior to appointment) upon completion of assignment as vice commander, unless approved by the National Executive Committee.

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 recommendation of the region commander upon the wing commander's satisfactory completion of assignment as wing commander.

c. Group Commander. Wing commanders may advance a senior member up to the grade of major with the approval of the region commander concurrent with the member's appointment as group commander. NOTE: ECI Course 13 must be completed prior to advancement to the grade of major.

d. Squadron Commander. Wing commanders may advance a senior member to the grade of first lieutenant concurrent with the member's appointment as squadron commander. He or she becomes eligible for promotion to captain at the end of one year's service as squadron commander. NOTE: Commanders of State Legislative Squadrons may be advanced to the grade of lieutenant colonel concurrent with the member's appointment.

14. Wing Legislative Liaison Officers. Wing commanders may advance a senior member to the grade of lieutenant colonel concurrent with the member's appointment as the Wing Legislative Liaison Officer.

15. Regular and Reserve Officers of the Armed Forces.

Regular and Reserve officers of the Armed Forces 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 5. This provision also includes members of the Reserve components (Air National Guard, Army, Navy, Marine Corps, and Coast Guard Reserve). Additionally, individuals who obtained the grade of warrant officer may be promoted to the CAP grad shown in figure three below. NOTE: Initial promotion to officer grade based on prior military service will be initiated by the unit commander only where proper documentation for the grade exists (a copy of DD Form 214, military identification card, or promotion order showing the grade requested is considered sufficient).

CWO 1 or 2	First Lieutenant
CWO 3	Captain
CWO 4 or 5	Major

Figure 3. Warrant officer grade equivalents.

16. Regular and Reserve Officers of the Public Health Service Commissioned Corps.

Regular and Reserve Officers of the U.S. Public Health Service 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 14 above).

17. 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 senior member officer grades outlined in figure 3. (See figure 5 for grades authorized former cadets under age 21). NOTE: These members are exempt from the orientation portion of Level I of the Senior Member Training Program provided they have less than a two year membership break prior to assuming senior member status. The Cadet Protection Program training must be completed prior to any promotion action.

<u>CADET AWARD</u>	<u>GRADE AUTHORIZED</u>
Mitchell	Second Lieutenant
Earhart	First Lieutenant
Spatz	Captain

Figure 4. Senior Member Officer Grades Authorized for Former CAP Cadets Age 21 and Older. (CAP REGULATION 35-5 (E))

18. 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 senior member training 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.”

19. 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 Promotion Review Board as appropriate. See paragraph 8e for complete details on requesting waivers.

SECTION D - MISSION RELATED SKILLS

20. General. In recognition of certain special skills and qualifications earned outside CAP, but which are directly related to the CAP mission, certain senior 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 8.

21. 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 Senior Member Training Program and pass the Level I examination. 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. Complete Cadet Protection Program training.
- e. 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.
- f. Be recommended by immediate superior and unit commander.
- g. 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.

22. Initial Grades. Members in this category will be enrolled initially as senior members without grade. However, immediately upon completion of Level I and Cadet

Protection Program training, the unit commander may recommend the member for appointment to a grade

commensurate with his or her special skill, as outlined in Figure 4.

FAA/FCC Rating	Grade
Pilots	
Private	2 nd Lt
Instrument or Commercial CFI/CFII or ATP	1 st Lt
	Capt
Maintenance	
A or P Mechanic	2 nd Lt
A&P Mechanic	1 st Lt
A&P Mechanic w/Inspection Authorization	Capt
Communicators	
General Radiotelephone Operators License	1 st Lt
Ground Instructors	
Basic Instructor	2 nd Lt
Advanced Instructor	1 st Lt
Instrument Instructor	Capt

Figure 5. Grades Authorized for Mission Related Skills.
(CAP REGULATION 35-5 (E))

SECTION E - PROFESSIONAL APPOINTMENTS AND PROMOTIONS

23. General.

General. In recognition of certain special skills and qualifications earned outside CAP, but which are directly related to the CAP mission, certain senior 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 8.

21. 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 Senior Member 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. Complete Cadet Protection Program Training (CPPT).

e. 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.

f. Be recommended by immediate superior and unit commander.

g. 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.

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

SECTION E -PROFESSIONAL APPOINTMENTS AND PROMOTIONS

23. General. This section prescribes the requirements and procedure for initial appointment and subsequent promotion of CAP members who serve as chaplains, moral leadership officers, 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 and who is appointed by the National Commander.

b. Moral Leadership Officer. A person meeting the requirements for appointment as outlined in CAPR 265-1 who is authorized to provide moral leadership training and non-chaplain professional support.

c. Health Services Personnel. A health professional/technician who possess the qualifications set forth in CAPR 160-1.

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.

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. A CAP finance officer is an officer serving as finance officer at any level of CAP. For the purpose of promotion under the professional appointments method the finance officer must be financial professional contributing these skills to Civil Air Patrol.

(NOTE: The wing commander is the approving authority for ALL professional appointment promotions. Per CAPR 35-5, Paragraph 5 F.)

FAA/FCC Rating		Grade
	Pilots	
Private		2 nd Lt.
Instrument or Commercial		1 st Lt.
CFI/CFII or ATP		Capt
	Maintenance	
A or P Mechanic		2 nd Lt.
A&P Mechanic		1 st Lt.
A&P Mechanic w/Inspection Authorization		Capt
	Communicators	
General Radiotelephone Operators License		1 st Lt.
	Ground Instructors	
Basic Instructor		2 nd Lt.
Advanced Instructor		1 st Lt.
Instrument Instructor		Capt

**Figure 5. Grades
Authorized for Mission
Related Skills.
(CAP REGULATION 35-5
(E))**

24. Training Requirements.

Professional personnel must complete Level I and Cadet Protection Program training prior to appointment to CAP officer grade. Medical personnel, legal officers, and professional educators serving as aerospace education officers are exempt from all other training requirements prescribed for promotion to additional grades. Completion of ECI Course 02210/CAPP 221 is required for all chaplain promotions after initial appointment. Chaplains are exempt from all other training requirements prescribed for promotion to additional grades.

25. Initial Appointment.

Upon completion of Level I and CPPT, unit commanders may recommend health service personnel, legal officers, professional educators serving as aerospace education officers and financial professionals serving as 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 15 of this regulation. However in no case will the grade exceed lieutenant colonel.

a. Chaplains. Concurrent with appointment as chaplain in CAP, chaplains may be appointed to the grade of first lieutenant. Requirements for appointment as CAP chaplains are outlined in CAPR 265-1, The CAP Chaplain Program.

b. Moral Leadership Officers. Concurrent with appointment as a Moral Leadership Officer in CAP, the member may be appointed to the grade of second lieutenant.

c. Health Service Personnel. Upon successful completion of Level I and CPPT, 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 bachelors or masters 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. Legal Officers. Upon successful completion of Level I orientation and CPPT, the unit commander may initiate a CAPF 2 on CAP legal officers recommending an appointment to an appropriate grade as outlined below. 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.

1) Captain. A licensed attorney appointed CAP legal officer.

2) Major. A licensed attorney appointed as CAP legal officer who has been engaged in the practice of his or her profession for at least 10 years since being admitted to practice and has served 1 year time-in-grade as captain.

e. Aerospace Education Officers. Upon successful completion of Level I and CPPT, 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 masters 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.

f. Finance Officers. Upon successful completion of Level I and CPPT, the unit commander may initiate a CAPF 2 on qualified finance officers, recommending appointment to an appropriate grade, as outlined below.

1) First Lieutenant. A financial professional with an associates degree in accounting and two years verified work experience in the accounting profession or a high school diploma and five years of verified work experience in the accounting profession.

2) Captain. A financial professional with a bachelors degree in accounting and two years verified work experience in the accounting profession or a masters degree in accounting, certified public accountant (CPA) or certified management accountant (CMA).

3) Major. A financial professional with a masters degree in accounting, certified public accountant (CPA) or certified management accountant (CMA) that has served 1 year time-in-grade as a captain may be appointed to the grade of major.

26. Promotions.

a. After initial appointment, professional personnel may be eligible for future promotions by satisfying the requirements outlined in paragraph 11, except:

1) Health service personnel and legal

officers are exempt from senior member training requirements after Level I and CPPT. Legal officers, however, must complete the National Legal Officers' College prior to promotion to the grade of lieutenant colonel.

2) Professional educators serving as

aerospace education officers and financial professional service as finance officers are exempt from senior member training requirements after Level I and CPPT 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 CAPP 221 for all promotions after initial appointment. CAPP 221A must be completed prior to promotion to the grade of lieutenant colonel. Additional related training is encouraged but not required for promotion.

4) After initial appointment, moral leadership officers must meet the regular senior member training and time-in-grade requirements to qualify for subsequent promotions.

5) Members may advance to the grades authorized in figure 6 (2Lt 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-trade as a captain. Promotions to the grade of lieutenant colonel must meet the time-in-grade requirement.

b. The promotion procedures outlined for senior members in paragraph 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.

Grade	Chaplains	Moral Leadership	Health Service Personnel	Professional Educators	Legal Officers	Finance Officers
	(CAPR 265-1)	(CAPR 265-1)	(CAPR 160-1)		(CAPR 111-1)	
2d Lt		Sixty hours of study beyond high school	Licensed practical or vocational nurse, paramedic, EMT or other health technician			
1st Lt	College degree, (practical experience)		Registered nurse, physician assistant or health professional with a bachelors or masters degree	Graduate of recognized college or university and certified by state department of education or a university professor or faculty member		Associate Degree in accounting with two years work experience or high school diploma with five years work experience
Captain			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 three with Masters degree	Licensed attorney appointed as legal officers	Bachelors Degree in accounting with two years work experience or Masters Degree in accounting, Certified Public Accountant (CPA) or Certified Management Accountant (CMA)
Major			Licensed physician appointed unit health service program officer with one year as captain	Five years as professional educator and an earned doctorate degree with one year as captain	Ten years service as attorney with one year as captain	Masters Degree in accounting, Certified Public Accountant (CPA) or Certified Management Accountant (CMA) with one year as captain

Figure 6. Grades Authorized for Professional Appointments and Promotions.
(CAP REGULATION 35-5 (E))

6. Promotions.

a. After initial appointment, professional personnel may be eligible for future promotions by satisfying the requirements outlined in paragraph 11, except:

1) Health service personnel and legal officers are exempt from senior member training requirements after Level I and CPPT. Legal officers, however, must complete the National Legal Officers' College prior to promotion to the grade of lieutenant colonel.

2) Professional educators serving as aerospace education officers and financial professional service as finance officers are exempt from senior member training requirements after Level I and CPPT 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 CAPP 221 for all promotions after initial appointment. CAPP 221A must be completed prior to promotion to the grade of lieutenant colonel. Additional related training is encouraged but not required for promotion.

4) After initial appointment, moral leadership officers must meet the regular senior member training and time-in-grade requirements to qualify for subsequent promotions.

5) Members may advance to the grades authorized in figure 6 (2Lt 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-trade as a captain. Promotions to the grade of lieutenant colonel must meet the time-in-grade requirement.

b. The promotion procedures outlined for senior members in paragraph 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.

34. Promotion/Demotion Procedures.

a. Recommendations for promotion or demotion will be initiated by the senior 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 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 senior member concerned. The member's unit personnel records will be annotated to show his or her new 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.

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

ACRONYMS

ACRONYM	Definitions
A&P	Air Frame and Power
AFIADL	Air Force Institute for Advanced Distributed Learning
ATP	Aircraft Train and Power
CAP	Civil Air Patrol
CAPP	Civil Air Patrol Pamphlet
CAPR	Civil Air Patrol Regulation
Capt	Captain
CFI	Certified Flight Instrument
CFII	Certified Flight Instrument Instructor
CLC	Corporate Learning Course
Col	Colonel
COP	Certificate of Proficiency
CPPT	Cadet Protection Program Training
ECI	Extension Course Institute
EMT	Emergency Medical Technician
FAA	Federal Aviation agency
FCC	Federal Communication Commission
FO	Flight Officer
Lt	Lieutenant
Lt Col	Lieutenant Colonel
Maj	Major
NCO	Non Commissioned Officer
PME	Professional Military Education
RSC	Region Staff College
SFO	Senior Flight Officer
SLS	Squadron Leadership School
TFO	Technical Flight Officer
TIG	Time In Grade