



## 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) senior members to officer and noncommissioned officer grades. **Note: Shaded areas identify new or revised material.**

#### SUMMARY OF CHANGES.

Includes provisions for professional appointments for financial professionals serving as finance officers, changes the initial grade authorized for individuals appointed as CAP chaplains, clarifies the subsequent promotion policy for professional appointments, updates references to the Air Force Institute for Advanced Distributed Learning (AFIADL) and provides for region vice commanders not previously serving as corporation officers to revert to the grade of lieutenant colonel.

#### SECTION A - GENERAL PROVISIONS

**1. General.** Criteria for promotion of CAP senior members 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.

**2. Appointment and Promotion Systems.** Senior 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 senior 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 senior 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, medical personnel, legal officers and professional educators serving as aerospace education officers are eligible for initial appointment and subsequent promotion under the provisions of section E.

**b. Flight Officer Grades.** Senior 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 F.

**c. Noncommissioned Officer (NCO) Grades.** Military or ex-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 G.

**3. Senior 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)
- 6) Sergeant (Sgt)

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

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

**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.

**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.

**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.

**d. Lieutenant Colonel.** 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.

**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 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/her unit for all promotions except professional appointment promotions. The wing commander is the approving authority for all professional appointment promotions.

**h. Flight Officer and NCO Grades.** The squadron commander is the promoting authority for members assigned to his/her unit for these grades. NOTE: Flight Officer and NCO grades are not recorded at National Headquarters.

<u>Grade</u>	<u>Promoting Authority</u>
Major General	National Board/Chief of Staff, USAF
Brigadier General	National Board/Chief of Staff, USAF
Colonel	National Executive Committee
Lieutenant Colonel	Region Commander
Major	Wing Commander
Captain	Group Commander
First Lieutenant	Squadron Commander
Second Lieutenant	Squadron Commander
Flight 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.**

**6. Minimum Eligibility Requirements.** To qualify for initial appointment to CAP officer grade, senior 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 Senior Member Professional Development Program (see CAPR 50-17). NOTE: 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 Level I training requirements.
- d. Complete Cadet Protection Program Training (CPPT).
- e. Be recommended for promotion by the unit commander.

**7. Authority to Wear Officer Grade Insignia.** An approved CAPF 2, *Request for Promotion Action*, (or in the case of initial appointments for chaplains, an approved CAPF 35) and a properly annotated, current membership card issued by National Headquarters is the authority for eligible persons to wear officer grade insignia on the CAP uniform. NOTE: Since flight officer and NCO promotions are approved at the local levels (region, wing or subordinate units as appropriate), these grades are not recorded by National Headquarters and are not reflected on the membership card.

**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 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. Upon ensuring that the individual is qualified for promotion under one of the above methods, the immediate superior will initiate a CAPF 2 in sufficient copies to allow each approving echelon to retain a copy and to provide National Headquarters with one copy. NOTE: the CAPF 2 should 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.

c. The CAPF 2 will be forwarded to the unit commander, who will personally sign the form and forward it through channels to the appropriate promoting authority. The promoting authority will forward the approved CAPF 2 to National Headquarters.

d. National Headquarters will validate the CAPF 2 and return it to the member's unit of assignment with a membership card showing the member's new grade. (NOTE: Promotion requests for unit commanders will be returned to the commander of the next higher echelon for appropriate presentation.) These documents will then be forwarded to the member concerned

and personnel records will be posted to reflect the promotion. The promotion will be effective on the date the promotion request is validated by National Headquarters.

e. In unusual cases where an exceptionally qualified individual does not meet the promotion eligibility criteria of the applicable promotion method outlined in 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 Promotion Review Board. 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/LMM for processing.

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 Promotion Review Board for consideration.

5) The National Promotion Review Board 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 the approved CAPF 2 and new membership card will be routed to the unit, wing, or region headquarters as appropriate.

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

**9. Demotions.** If an officer fails to perform the duties satisfactorily or conducts himself/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 approval or disapproval and sign the CAPF 2. If approved, he or she will forward it to National Headquarters for validation; if disapproved, he or she will return it through channels to the unit commander. National Headquarters will return the CAPF 2 effecting the demotion through channels with a membership card showing the senior member's new grade. After the new grade has been posted to the member's personnel file, the CAPF 2 and membership card 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. 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 35-5.

## **10. Promotion Boards.**

a. The commander at each echelon may 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 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. National Promotion Review Board. The function of the National Promotion Review Board 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 8e and 18. The board will meet as required to assure timely consideration of recommendations received.

**SECTION B - DUTY PERFORMANCE PROMOTIONS**

**11. 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 Senior Member Professional Development Program.
- 4) Complete Cadet Protection Program Training (CPPT).
- 5) Be performing in an exemplary manner meriting promotion to the grade recommended.
- 6) 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 1	6 months as senior member
1st Lt	Tech Rating (Specialty Tract)	12 months as 2d Lt or TFO (or combination thereof)
Captain	Level II	18 months as 1st 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.**

**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:

- 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.
- d. Complete Cadet Protection Program Training (CPPT).
- e. Be performing in an exemplary manner meriting promotion to the grade recommended.
- f. 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:

**a. 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: Civil Air Patrol Senior Officer Course (CAPSOC) (AFIADL 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 1 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 grade shown in figure 3 below. *NOTE: 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.**

**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 4. (See figure 7 for grades authorized former cadets under age 21). *NOTE: These members are exempt from the orientation portion of Level I of the Senior Member Professional Development Program provided they have less than a 2-year membership break prior to assuming senior member status. The CPPT must be completed prior to any promotion action.*

CADET AWARD	GRADE AUTHORIZED
Mitchell	Second Lieutenant
Earhart	First Lieutenant
Spaatz	Captain

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

**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 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.

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

**Figure 5. Grades Authorized for Mission Related Skills.**

**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.

<b>Grade</b>	<b>Chaplains</b> (CAPR 265-1)	<b>Moral Leadership</b> (CAPR 265-1)	<b>Health Service Personnel</b> (CAPR 160-1)	<b>Professional Educators</b>	<b>Legal Officers</b> (CAPR 111-1)	<b>Finance Officers</b>
<b>2d Lt</b>		Sixty hours of study beyond high school	Licensed practical or vocational nurse, paramedic, EMT or other health technician			
<b>1st Lt</b>	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
<b>Captain</b>			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)
<b>Major</b>			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.**

**24. Training Requirements.** Professional personnel must complete Level I and CPPT prior to appointment to CAP officer grade. Health Service personnel, legal officers, professional educators serving as aerospace education officers and financial professionals serving as finance officers are exempt from all other training requirements prescribed for promotion to additional grades. Completion of 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.

## SECTION F- NONCOMMISSIONED OFFICER GRADES

27. **General.** This section prescribes the requirements and procedures for appointment to CAP noncommissioned officer (NCO) grades.

### 28. Eligibility requirements.

a. 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 grade under provisions of this section. The CAP grade granted will be equivalent to the grade held in the active duty military, Reserve or National Guard.

b. The member must also have completed Level I and CPPT of the Senior Member Professional Development Program.

29. **Procedures.** 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. The member is authorized to wear the grade on the CAP uniform as soon as verification of the military NCO grade is received.

## SECTION G - FLIGHT OFFICER GRADES

30. **General.** Only senior members under 21 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 senior member status and for those senior 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 senior member without grade until he or she is eligible for promotion to officer grade. NOTE: See figure 2.

31. **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.

32. **Promotion Authority.** Each commander (region, wing, group, squadron) is the promoting authority for senior members assigned to his/her unit.

**33. 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 and CPPT of the Senior Member Professional Development Program to qualify for promotion to flight officer grades. *NOTE: Former CAP cadets who have earned the Billy Mitchell Award or higher and apply for senior membership within 2 years of their cadet membership expiration date are exempt from Level I training requirements.*
- 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 7.

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 7. 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 6. The awards and grades authorized for each are outlined in figure 8.

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

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

**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.