



KENTUCKY WING
Civil Air Patrol
United States Air Force Auxiliary
P.O. Box 4665, Frankfort, KY 40604-4665



20 February 2011

MEMORANDUM FOR KYWG Squadron Commanders

FROM: LT. COL. JOE BRICKMAN, CAP
Chairman, Wing Promotion and Awards Board

SUBJECT: KYWG Procedures for promotion requests

1. Recently, there have been many questions regarding the procedure to request a promotion for members. This memorandum has been written to clear up those questions. These procedures are a combination of CAPR 35-5, CAPR 39-3 and the guidance of the GLR promotion board. Promotions in Civil Air Patrol are not guaranteed. The Wing Promotion Board is a required advisory/review panel to the Wing Commander. The WPB does not approve or deny, the WPB only recommends an action.
2. The following are categories of promotions and their corresponding procedure:
3. Duty Performance Promotion (2Lt and 1Lt)
 - a. Approving authority for promotions to 2Lt and 1Lt is the Squadron Commander.
 - b. Promotions are entered into eServices and approved at the squadron level.
 - c. A CAPF 2 should be completed and kept for your records (this is optional)
 - d. Member must meet all time-in-grade and training requirements to be eligible for promotion, as shown in the promotion module of "Commanders Corner" in eServices.
 - e. Member must be in good standing.
4. Duty Performance Promotion (Captain and Major)
 - a. Approving Authority for promotions to Captain and Major is the Wing Commander. (KYWG does not have Groups, therefore the Wing Commander becomes the approving authority for promotions to Captain)
 - b. A CAPF 2 will need to be completed and forwarded to the Wing Promotion Board for review.
 - c. Member must meet all time-in-grade and training requirements to be considered for promotion.
 - d. Members seeking promotion to Major must also include an overall summary (resume-like) of their Civil Air Patrol experiences. This should also specify positions held, ES ratings obtained and Squadron/Wing activities participated in since the members last promotion.
 - e. Once the promotion board reviews the promotion request, it will be forwarded to the Wing Commander with a recommendation.
 - f. Member must be in good standing.
 - g. If approved, the Wing Commander will ask for a promotion request to be entered into eServices by the Squadron Commander or designee, which will then be forwarded to the Wing Commander for approval.
5. Duty Performance Promotion (Lieutenant Colonel)
 - a. Approving Authority for promotions to Lt. Col. is the Region Commander.

- b. A CAPF 2 is required to be completed and electronically forwarded (as .doc or .docx) to the Wing Promotion Board.
- c. A resume-like summary of the candidates CAP experiences, positions and ratings must be included with the CAPF2. An emphasis must be made to highlight those positions held at the Wing level, as well as any ES ratings and activities that have been participated in SINCE the date of last promotion. Highlighting Wing positions and activities is highly recommended. Additionally, there must also be information regarding your future plans and goals within Civil Air Patrol.
- d. A letter of reference is highly recommended from the Squadron Commander or higher.
- e. Members must meet all time-in-grade and training requirements to be considered for promotion.
- f. Member must be in good standing and must be active in their membership.
- g. The WPB will then review and recommend action to the Wing Commander.
- h. If approved, the promotion request will be forwarded to the Region Promotion Board for further review and recommendation to the Region Commander.
- i. All promotions to the rank of Lieutenant Colonel are probationary for a period of one (1) year. After that year, the Region Commander has the option to make the promotion permanent, extend the probationary period or demote the individual to their previous rank.

6. Special Promotions

- a. Approving authority for special promotions can be Wing, Region or National depending on the circumstances and requested grade of rank.
- b. All special promotions require a CAPF 2 to be completed (in .doc or .docx) and forwarded to the Wing Promotion Board.
- c. Member must have first completed level I of the senior membership training program to be eligible for consideration.
- d. All special promotions require the appropriate supportive documentation as outlined in CAPR 35-5.
- e. All special promotions require a letter of support from both their immediate CAP supervisor AND the Squadron Commander or higher indicating the justification for the promotion and how the member will better benefit the squadron and/or wing.
- f. Additional information may be requested for further clarification.
- g. Member must be performing in an exemplary manner meriting promotion to the grade recommended. (this should be included in the letter of support, 6-e)
- h. Wing promotion board will review all special promotion requests, regardless of rank.
- i. WPB will submit its recommendation to the Wing Commander for approval, forward or denial.

7. Mission Related Skills Promotions

- a. Approving authority for mission related skills promotion requests can be Wing or Region depending on the requested grade of rank.
- b. All promotions requests of this manner are required to complete a CAPF 2 (in .doc or .docx) and forward it to the Wing Promotion Board for review.
- c. Supporting documentation must be included in the request (i.e. transcripts, rating certificates, etc)
- d. A letter of Support from the Squadron Commander is required to be included in this promotion request.
- e. The member's skills must directly relate to the CAP mission(s) and MUST be contributing these skills to the mission(s) of CAP and the Squadron and/or Wing. (this should be included in the letter referenced in 7-d)
- f. Level I of the senior membership training program must be completed prior to request.
- g. The member must be in good standing and active participant in the Squadron and/or Wing.
- h. The Wing promotion board will review all mission related skills promotions, regardless of rank.
- i. WPB will forward its recommendation to the Wing Commander for approval, forward or denial.

8. Professional Appointment/Promotions

- a. Approving authority for professional appointments and promotions can be the Wing, Region or National, depending on the circumstances and grade of rank requested.
- b. All professional appointments and promotion requests are required to submit a CAPF 2 (in .doc or .docx) to the Wing Promotion Board.
- c. All required supportive documentation must be included with the request. (transcripts, licensures and documentation of professional experience as indicated in CAPR 35-5, section E)
- d. The member must be actively performing that function within the CAP squadron or wing.
- e. The member must be in good standing and an active participant in the Squadron and/or Wing.
- f. All professional appointments and promotions will be reviewed by the Wing Promotion Board, regardless of rank being requested. Additional documentation may be requested for clarification.
- g. The WPB will review the request and forward its recommendation to the Wing Commander to approve, forward or deny.

9. The Wing Promotion Board will meet frequently enough to meet the needs of the Wing. Promotion reviews will be conducted at the earliest possible time. However, the board may take an extended period of time to review certain promotion requests. If the decision to deny a request has been made, the Wing Commander (or his designee) will notify the member of his decision and the reason behind it. Keep in mind, CAP promotions are not guaranteed. There is more to getting promoted than simply meeting the requirements. Promotions are not intended to be a sales pitch, but merely a possible achievement.

Joseph A. Brickman

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Chairman, KYWG Promotion Board

CC:

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KYWG Promotion Board

KYWG Staff

Distribution:

KYWG Squadron Commanders