



**HEADQUARTERS
GREAT LAKES REGION, CIVIL AIR PATROL
United States Air Force Auxiliary
900 Beechwood Road
Columbus, OH 43227-1206**



29 March 2010

MEMORANDUM FOR WING/CC & WING/DP – GLR/CAP

FROM: GLR/DP

SUBJECT: Clarifications Regarding Promotion Procedures

1. This memorandum supercedes Memorandum For Wing/CC & Wing/DP – GLR/CAP, dated 5 April 2008, Subject: Clarifications Regarding Promotion Procedures.
2. The following is intended to assist you when submitting promotions to Great Lakes Region based on Duty performance and Special Appointments.
 - a. **ALL PROMOTIONS ARE ATTRIBUTED TO:**
 - i. Reward for knowledge and performance of assigned duties since the last promotion;
 - ii. The member considered for promotion is ready for greater responsibilities.
 - b. **MINIMUM AND ELIGIBILITY REQUIREMENTS:**
 - i. Minimum requirements are those requirements the member ***must meet*** before qualifying for initial appointment to officer grade or for promotion. Once the minimum requirements are met, the member ***may be*** promoted. However, promotions should never be viewed as ***automatic***;
 - ii. Former or current military officer promotions likewise ***should never be viewed*** as automatic;
 - iii. Eligibility requirements differ in that the individual for promotion ***“must be performing in an exemplary manner meriting promotion to the grade recommended.”*** This requirement is extremely important when contemplating submitting a promotion request. Utilizing section IX (Remarks) of the CAPF 2 provides opportunity to explain why the individual should be promoted. This section should be completed with great care in explaining the member’s past and current activities. ***Be complete, but also be succinct. Attaching additional recommendation letters and/or memoranda is encouraged.***
 - iv. **WHEN SUBMITTING A PROMOTION REQUEST TO REGION FOR APPROVAL PLEASE KEEP IN MIND:**
 - (1) Requests for promotions to Lieutenant Colonel and Special Appointment requests are reviewed by the Region Promotions and Awards Committee. It is this committee which will recommend approval or disapproval to the Region Commander.



- (2) When providing a write-up on the individual, in keeping with items 1.a., 1.b. and 1.c. above, explain what the member has accomplished and *how he or she performs his or her assigned duties*; i.e., do they attend encampments, SAR/DR training, etc.
- (3) *Do not quote the regulation, i.e., IAW CAPR-35-5, the individual*
- (4) Regularly attending meetings, while important, does not equate to an automatic promotion;
- (5) The promise of promotions *should be avoided* as a tool for keeping individuals from leaving CAP;
- (6) Special appointments simply for promotional purposes must be avoided.

c. **REQUEST FOR DUTY PERFORMANCE PROMOTION LIEUTENANT COLONEL:**

- i. **REQUESTING COMMANDER:** The Requesting Commander will enter the promotion request into the On-line Duty Performance Promotion Module and send a completed CAPF 2 and any supporting documents to the Wing Commander. *NOTE: Follow wing procedures in the event you have groups in the chain of command;*
- ii. **WING COMMANDER:** If the Wing Commander approves the promotion, he or she will do so via the On-line Duty Performance Promotion Module and forward a completed CAPF 2, with any supporting documentation, by email, fax, or U.S. Mail to GLR/DP. The preferred method of submission is to complete an electronic CAPF 2 and email it to GLR/DP. If the Wing Commander disapproves the request, a proper annotation is made through the On-line Duty Performance Promotion Module and nothing is sent to Region Headquarters;
- iii. **GLR/DP:** Immediately upon receipt of the completed CAPF 2 and any supporting documentation by email, fax or U.S. Mail, the GLR/DP emails the request and any supporting documents to the Chairman, Region Promotion & Awards Committee, the Region Chief of Staff and other committee members. The GLR/DP notifies the Wing Commander that the request was received.
- iv. **CHAIRMAN REGION PROMOTION & AWARDS COMMITTEE:** Schedules a monthly meeting of the GLR/PAC to review promotion requests. The Chairman of the GLR/PAC will prepare a written report within seven (7) days of the GLR/PAC meeting to the GLR/CC recommending approval or disapproval of the requested promotions along with the CAPF 2 and any supporting documentation. Should the request for promotion not be approved, the reason for the disapproval will also accompany the CAPF 2.



- v. **REGION COMMANDER:** Within seven (7) days of receiving the report of the GLR/PAC the GLR/CC will approve or disapprove the requests for promotion via the On-line Duty Performance Promotion Module. If disapproved the GLR/CC notify the Wing Commander.

d. **REQUESTS FOR NONDUTY PERFORMANCE PROMOTIONS:**

- i. **WING COMMANDER:** The Wing Commander will forward a completed CAPF 2 along with any supporting documentation, either email, fax, or U.S. Mail to GLR/DP. The preferred method of submission is to complete an electronic CAPF 2 and email it to the GLR/DP;
- ii. **GLR/DP:** Immediately upon receipt of the completed CAPF 2 and any supporting documentation by email, fax or U.S. Mail, the GLR/DP emails the request and any supporting documents to the GLR/CS, Chairman, Region Promotion & Awards Committee, and other committee members. If received by fax or U.S. Mail, the GLR/DP forwards the request to the Chairman of the GLR/PAC and other committee members. The GLR/DP notifies the Wing Commander that the request was received.
- iii. **CHAIRMAN REGION GLR/PAC:** Schedules a monthly meeting of the GLR/PAC to review promotion requests. The Chairman of the GLR/PAC will prepare a written report within seven (7) days of the GLR/PAC meeting to the GLR/CC recommending approval or disapproval of the requested promotion along with the CAPF 2 and any supporting documentation. Should the request for promotion not be approved, the reason for the disapproval will also accompany the CAPF 2.
- iv. **REGION COMMANDER: REGION COMMANDER:** Within seven (7) days of receiving the report of the GLR/PAC will approve or disapprove the request and notify the Wing Commander and forwards the approved CAPF 2 to NHQ/DP.

e. **GLR/PAC PROCESSING PROCEDURES:**

- (1) In accordance with current procedures, all requests for promotion must be received by the GLR/DP no later than the 18th of the month and will be entered into the GLR/PAC Promotions & Awards Database;
- (2) The GLR/PAC will meet once per month. The meetings will take place as close to the end of the month as possible, giving consideration to the schedules of the GLR/PAC members.
- (3) The agenda for the GLR/PAC meetings will only contain those matters received on or prior to the 18th of the month in which the meeting takes place;



- (4) The Chairman of the GLR/PAC will prepare a written report within seven (7) days of the GLR/PAC meeting to the GLR/CC recommending approval or disapproval of the requested promotion along with the CAPF 2 and any supporting documentation. Should the request for promotion not be approved, the reason for the disapproval will also accompany the CAPF 2.

A handwritten signature in blue ink that reads "Fred R. Rosenberg".

FRED R. ROSENBERG, LTC, CAP
Director of Administration and Personnel, GLR, CAP