



North Central Region

Civil Air Patrol

Vice Commander

2516 6th St NW, Minot, North Dakota 58703

MEMORANDUM FOR: NCR Wing Commanders and NCR Staff

9 Jan 2005

FROM: CV

SUBJECT: NCR Promotion Board Policies and Procedures

1. The North Central Region Promotion Board has been working diligently on a supplement to CAPR 35-5. As changes in electronic record keeping have been progressing rapidly at NHQ CAP, the supplement seems to become out of date as soon as it is changed.
2. In view of this situation, I have elected to author an interim policy letter delineating the requirements for submission of promotion requests to the NCR Promotion Board for consideration. Please see the attachment. This policy letter will be updated as necessary.

For the Commander

Thomas D. Weston, Col, CAP

Vice Commander

Chairman, NCR Promotion

Board

Attch:

Promotion Submission Procedures

Attachment to NCR Promotion Board Policies and Procedures
9 Jan 06

1. All promotions requiring NCR Commander approval will initially be reviewed by the NCR Promotion Board
2. Electronic submission is preferred
 - a. Duty performance promotions should be initiated through the Membership/Promotions function on NHQ E-Services.
 - b. CAPF 2 downloaded from http://level2.cap.gov/visitors/member_services/publications/forms_word.cfm may be used for non-duty performance promotion requests.
 - c. Submit to dp@ncr.cap.gov
3. Hard copy CAPF 2 may be used as a last resort; this method will be substantially slower than the electronic methods.
4. The Region Commander considers promotion requests for Civil Air Patrol Lieutenant Colonel. This is the highest “earnable” rank in Civil Air Patrol; higher rank (Colonel, Brigadier General, Major General) is conferred only by a special duty assignment. As such, Lt. Col. applicants are expected to have the highest qualifications and standards. Thus, the NCR Promotion Board requires more than just basic eligibility for a member to be approved for promotion. The following lists additional requirements for submission:
 - a. All personnel being submitted for promotion will have a specialty track assigned, and annotation of current duty position. If these areas are not accomplished, the promotion request will not be considered further.
 - b. All personnel will have a “letter of recommendation” accompany the promotion request. This letter will indicate why the member should be considered for promotion to Lt. Col. It should include current and past CAP activities, and future expectations of the member. This endorsement is to come from the member’s unit commander or higher authority. The endorsement may be submitted as a formal letter, as a letter by attachment to and e-mail, or simply written as text in an e-mail accompanying the CAPF 2, or separately if a duty performance promotion.
 - 1) Military member promotion endorsements should include CAP activities to date, any special skills the military member may have which are used to support CAP activities, and future duty positions these members are planning to fill.

2) Exceptional Qualification promotion requests will require a substantial endorsement as outlined in CAPR 35- 5, SectionC, para 19. This endorsement needs to clearly indicate how the exceptional qualifications have benefited or will benefit CAP.

5. The NCR promotion board will review the application when all of the above prerequisites are accomplished and received at NCR/HQ/DP. If all is accomplished, the member will be scheduled for a short telephone interview by members of the board. On completion of this interview, a promotion recommendation will be forwarded to the NCR Commander for final decision.