

**Personnel Procedures**

**CAP OFFICER AND NONCOMMISSIONED OFFICER  
APPOINTMENTS AND PROMOTIONS**

CAPR 35-5, 21 August 2004, is supplemented as follows:

**8c.** Added. 1) Within Washington Wing, all promotion actions requiring Wing or Region approval will be routed through the appropriate Group Headquarters.

**8e1)a).** Added. When requesting a waiver use a CAP Form 2 (Request for Promotion Action), on the form mark the Section III, Officer Grade Requested box, then the section (2) Special Appointment/Promotion box, and then the **Exceptional Qualification** box and attach a letter of recommendation The final approval authority for promotion is as follows:

**ALL GRADES** Unit Commander directly to Group Commander directly to Wing Promotion Board directly to Wing Commander directly to Region Commander.

**9a.** Added. All demotion actions requiring Wing and/or Region approval will be routed through the appropriated Group Headquarters.

**11c.** Added. **DUTY PERFORMANCE:** Final approval authority for promotion is as follows:

**2d Lt** Unit Commander directly to National Headquarters.

**1st Lt** Unit Commander directly to National Headquarters.

**Captain** Unit Commander directly to Group Commander directly to National Headquarters.

**Major** Unit Commander directly to Group Commander directly to Wing Promotion Board directly to Wing Commander directly to National Headquarters.

**Lt Colonel** Unit Commander directly to Group Commander directly to to Wing Promotion Board directly to Wing Commander directly to Region Commander.

**12g.** Added. **SPECIAL APPOINTMENTS:** Final approval authority for promotion is as follows:

**2d Lt** Unit Commander directly to National Headquarters.

**1st Lt** Unit Commander directly to National Headquarters.

**Captain** Unit Commander directly to Group Commander directly to National Headquarters.

**Major** Unit Commander directly to Group Commander directly to to Wing Promotion Board directly to Wing Commander directly to National Headquarters.

**Lt Colonel** Unit Commander directly to Group Commander directly to to Wing Promotion Board directly to Wing Commander directly to Region Commander.

**13d1).** Added. When requesting a promotion based on appointment as Squadron commander or Completion of one-year service as Squadron/CC, the Group/CC and Wing/CC must sign the request.

**15a.** Added. **Military Officers** obtaining the same grade held in the active duty military will have a CAP Form 2 (Request for Promotion Action), with a photocopy of documentation showing the military grade (DDD-214, ID Card or orders showing the grade) held while in the military attached. The final approval authority for promotion is as follows:

**2d Lt** Unit Commander directly to National Headquarters.

**1st Lt** Unit Commander directly to National Headquarters.

**Captain** Unit Commander directly to Group Commander directly to National Headquarters.

**Major** Unit Commander directly to Group Commander directly to to Wing Promotion Board directly to Wing Commander directly to National Headquarters.

**Lt Colonel** Unit Commander directly to Group Commander directly to to Wing Promotion Board directly to Wing Commander directly to Region Commander.

**21h.** Added. **MISSION RELATED SKILLS:**  
Final approval authority for promotion is as follows:

**2d Lt** Unit Commander directly to National Headquarters.

**1st Lt** Unit Commander directly to National Headquarters.

**Captain** Unit Commander directly to Group Commander directly to National Headquarters.

**Major** Unit Commander directly to Group Commander directly to Wing Promotion Board directly to Wing Commander directly to National Headquarters.

**Lt Colonel** Unit Commander directly to Group Commander directly to Wing Promotion Board directly to Wing Commander directly to Region Commander.



DON K. MCLEAN, 1Lt, CAP  
Administration Officer

**26c.** Added. **PROFESSIONAL APPOINTMENT:** Final approval authority for promotion (Chaplains, Moral Leadership Officers, Legal, Medical, Aerospace Educations Officers) is as follows:

**2d Lt to Major** Unit Commander directly to Group Commander directly to Wing Promotion Board directly to Wing Commander directly to National Headquarters.

**Lt Colonel** Unit Commander directly to Group Commander directly to Wing Promotion Board directly to Wing Commander directly to Region Commander.

**34b1).** Added. A copy of the completed action will also be placed in the individual's personnel file in addition to the annotation.



ERNESTUS S SCHNABLER, Colonel, CAP  
Commander