



GROUP VI, FLORIDA WING, CIVIL AIR PATROL

OPERATING INSTRUCTION 09-04 – ATTACHMENT A

Promotion Board Administration

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Promotion Approval Authority

CAPR 39-3, states that promotion boards are to be held by the echelon responsible for approving the promotion. If multiple echelon approval is required, it is not necessary for each echelon to conduct a promotion board. However, unit commanders should remember that by signing a CAPF2 authorizing a promotion, they are endorsing the member for promotion and essentially stating that the member is deserving of advancement in the organization.

CAPR 39-5, Section 1-5 lists the approval authority for each grade. Duty Performance promotions to Flight Officer, Technical Flight Officer, Senior Flight Officer, 2d Lt, and 1st Lt grades are all handled at the squadron level. Captain is handled at the Group level while Major is handled at Wing and Lt Col at Region. However, commanders at each of these echelons may direct the promotion board at a lower level to make a recommendation.

The Purpose of a Promotion Board

It is important for the commander and the members of the promotion board to remember that the board is not punitive in nature. Nor does the board have command authority to approve or deny promotions. The promotion board is an advisory body that recommends the approval or denial of a promotion based on a set criteria. Promotion boards must always be constructive in nature, mentoring fellow members to grow as officers and progress properly in the professional development program.

Promotion Eligibility vs Deservingness

It is important to remember that being **eligible** for a promotion does not immediately equate to being **deserving** of a promotion. For instance, the 1st Lt who has met the requirements for promotion but who has not been active in his/her unit for months is certainly not deserving of a promotion to Captain. By setting the standards high, we reward those members who dedicate their time to the organization and delay the advancement of those who are less committed.

Promotion Board Composition

Promotion boards must consist of three members. CAPR 39-3, Section 1-10(a) requires the unit personnel officer and professional development officer to be members of the unit's promotion board. The unit commander must appoint a third member of his/her choosing. This member should be an accomplished and dedicated CAP officer capable of being fair and impartial.

How to Conduct a Promotion Board

Promotion boards should be held in a private setting where the member appearing in front of the board (“Candidate”) can interact with the members of the board confidentially. The promotion board member of the highest rank serves as chair and sits in the middle chair. The Candidate knocks once and waits for the chair to state, “Enter.” The Candidate then walks towards the chair and halts 2 paces in front of him/her. The member appearing then salutes and states, “Sir/Ma’am, (Grade) (Name) reporting as ordered.” The chair returns the salute. At this time the Candidate should remain at attention as the members of the board review his/her uniform and grooming. The chair then places the Candidate at ease.

At this point, the members of the board should have a respectful discussion with the Candidate about his/her progress in the program. This conversation must be consistent with the grade the Candidate is eligible for. For instance, a SM going for the grade of 2d Lt should be expected to know proper uniform wear and customs and courtesies but not necessarily the inner workings of the Civil Air Patrol operations program. To ensure fairness, the board should develop standard questions for each grade for which the board is responsible for.

When the board is satisfied they have enough information to submit their recommendation to the commander, the chair will state “Dismissed” to the Candidate. At this time, the Candidate comes to attention, takes one step backward, and salutes the chair. The chair returns the salute and the Candidate exits the room.

Once the promotion board is alone, the members will openly discuss the member’s deservingness of promotion. Factors to be considered are unit attendance, participation in unit events, proper wear of the CAP uniform, adherence to grooming standards, demonstration of customs and courtesies, and respect towards fellow members.

The promotion board should also closely examine the Candidate’s progression through the professional development program. For instance, is the Candidate aware of and actively working towards completing the steps required to advance in his/her specialty track(s)?

Finally, the promotion board should also review the performance of the Candidate in his/her duty position. Is the Candidate an active member of the unit staff?

The higher the grade, the more stringent these standards must be.

Once the promotion board has made their decision, they should document their recommendation to the commander via email or CAP memorandum. The commander will then review the recommendation of the promotion board and make a final decision.

Special Appointments Promotions

Section C of CAPR 35-5 outlines the eligibility requirements for Special Promotions. For Squadron Commander special promotion to Captain, the Group promotion board will interview the squadron commander and make a recommendation to the Group Commander. For Group Commander special promotion to Major, the Wing promotion board will interview the group commander and make a recommendation to the Wing Commander.

Regular and Reserve Officers and NCOs of the Armed Forces, Regular and Reserve Officers of the Public Health Service Commissioned Corps, Former CAP Cadets and Former Members are **eligible** for special promotion. However, these promotions are neither automatic nor mandatory but are at the discretion of the promoting authority outlined in CAPR 35-5. Unit promotion boards must handle these promotions in the same manner described in this Operating Instruction, ensuring that the member is knowledgeable of CAP regulations, history, and missions and that he/she is a dedicated member of the unit prior to recommending promotion to the commander. For instance, a member who is also a former Army Major must demonstrate his/her commitment to CAP by being held to the same standards as any other member eligible for promotion PRIOR to being recommended for promotion by the promotion board.

Mission Related Skills Promotions

In recognition of special skills and qualifications earned outside CAP, but which directly relate to CAP missions, certain members are **eligible** for initial and subsequent promotion in accordance with Section D of CAPR 35-5. However, these promotions are neither automatic nor mandatory but are at the discretion of the promoting authority outlined in CAPR 35-5. Unit promotion boards must handle these promotions in the same manner described in this Operating Instruction, ensuring that the member is knowledgeable of CAP regulations, history, and missions and that he/she is a dedicated member of the unit prior to recommending promotion to the commander. For instance, a member who is also an Instrument-rated Pilot must demonstrate his/her commitment to CAP by being held to the same standards as any other member eligible for promotion and must be using those skills to benefit CAP's missions PRIOR to being recommended for promotion by the promotion board.

Professional Appointments Promotions

Section E of CAPR 35-5 allows for the initial and subsequent promotion of members who **serve** as chaplains, character development instructors, health service personnel, legal officers, professional educators **servicing as** aerospace education officers and financial professionals **servicing as** finance officers. However, these promotions are neither automatic nor mandatory but are at the discretion of the promoting authority

outlined in CAPR 35-5. Unit promotion boards must handle these promotions in the same manner described in this Operating Instruction, ensuring that the member is knowledgeable of CAP regulations, history, and missions and that he/she is a dedicated member of the unit prior to recommending promotion to the commander. For instance, a member who is also a professional educator at a local high school should not be immediately promoted to Captain. Rather, he/she must demonstrate his/her commitment to CAP by being held to the same standards as any other member eligible for promotion AND must be using his/her experience and training as a professional educator as the unit's aerospace education officer.

Fairness and Impartiality

At no time may a promotion board or one of its members make a recommendation to a commander based on personal relationships, whether positive or negative. Candidates should be compared to active members of like grade when developing a recommendation for promotion action.

Denying a member's promotion based on race, sex, age, color, religion, national origin, or disability is in direct violation of CAPR 36-1 and the Group VI Pledge of Principles.

Summary

Promotion boards are essential in rewarding the service of outstanding members and aiding in the development of those members lacking the necessary skills and/or dedication to the organization. By setting the bar high, the promotion board ensures only that only the finest CAP officers progress in the CAP grade structure. Remember, wearing the grade of our parent service is a privilege, not a right.

Useful References

CAPM35-1, CAP Uniform Manual

CAPR35-5, CAP Officer and NCO Appointments and Promotions

CAPR35-10, Ethics Policy

CAPR36-1, Civil Air Patrol Nondiscrimination Program

CAPR50-17, CAP Senior Member Professional Development Program

CAPP6, CAP Oral History Self-Study Guide

CAPP50-2, CAP Core Values

CAPP50-5, Introduction to the Civil Air Patrol

CAPP151, Respect on Display

CAP 200-229 series of pamphlets

FLWG Group VI Pledge of Principles