

VIRGINIA WING CIVIL AIR PATROL
7401 Airfield Drive
Richmond, VA 23237

Virginia Wing Supplement 1
CAPR 35-5
1 MAR 03

Personnel Procedures

**CAP OFFICER AND NON-COMMISSIONED OFFICERS
APPOINTMENTS AND PROMOTIONS**

CAPR 35-5, 1 DEC 02 is supplemented as follows:

5g. (Add) The authority to promote Flight Officers and Non-Commissioned Officers shall rest with the commander of the Group to which the squadron or flight is assigned. Two copies of the CAPF 2 will be forwarded to the respective group headquarters for approval/disapproval. One copy of the CAPF 2 will be retained in the group files, the second will be returned to the requesting unit after action by the Group CC.

10a. (Add) Each group, squadron, and flight commander shall appoint a promotion board using attachment 5, CAPR 10-3 as an example. Copies of yearly appointments will be forwarded to VA Wing Headquarters not later than 31 January of each year. The appointment year should be (1 Jan – 31 Dec). Any changes in board members will be reported as soon as possible. An amended Personnel Action will be issued.

15. (Add) Officers seeking advancement to the equivalent grade they hold (or held) in the military under the provision of this section shall have completed six months as a senior member of Civil Air Patrol (CAP) Member before being considered for advancement to any CAP grade.

22. (Add) FAA and/or FCC ratings notwithstanding, members seeking advancement in grade under this provision shall have completed a period of six months as a senior member of CAP before being considered for advancement to any CAP grade.

33a. (Add) All promotion request forwarded to Wing Hqtrs. for approval and signature MUST provide a detailed narrative (in the REMARKS section) proving sufficient reason and explanation as to why the promotion action is warranted, beyond simply stating that the minimum qualifications and time-in-grade requirements have been met. The requestor must include clear, concise and pertinent examples of actions and/or performance that merit consideration and recommendation for promotion.

PATRICIA B. KENNEDY, Lt Col, CAP
Administrative Officer

TIMOTHY J. CRAMER, COL, CAP
Wing Commander

Supersedes VA Wing Supplement 1, 1 MAY 98

OPR: DA

Distribution: 1 each Group, Squadron, Flight
1 MER HP/DP