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## PERSONNEL PROCEDURES

### CAP OFFICER AND NONCOMMISSIONED OFFICER APPOINTMENTS AND PROMOTIONS

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

1. CAPR 35-5, Section A, Paragraphs 8b,c,and d will be adhered to without exception.

8.b Promotions are not official until a new membership card is issued by national Headquarters. Therefore, each request for promotion must be accompanied by a current CAPWATCH printout identifying the date of the individual's current grade. This printout shall be done by the initiating command.

8.b. All promotions based on professional qualifications or on mission related skills must be accompanied by at least two copies of supporting documentation.

8.b All promotion requests must be submitted with sufficient copies that each level of command can retain one copy for their records. Wing must receive two copies of CAPWATCH as well as two copies of all documentation. All CAPF 2's and all documentation, original and others, must be legible and included with the promotion request. Any unreadable or missing documentation will cause the request to be returned through the chain of command to the originating echelon.

8.b. The "Remarks" section must include specific documentation regarding the individual's suitability for promotion (eg: This person attends at least 85% of all scheduled meetings). "This person meets all requirements for promotion." is NOT sufficient documentation. Promotions are neither automatic nor guaranteed.

8.c CAPF 2 may be typed (preferred) or hand printed in black ink only. Hand printed requests that are not readable will be returned to the initiating command.

8.c Signatures are to be in black ink only. Other color do not copy well. Initials in the signature block are not acceptable and will result in the request being returned to the initiating command.

8.c Faxed copies of promotion requests are not acceptable and will not be acted upon in any manner.



JOE E. CASLER, Colonel, CAP  
Commander

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