



**HEADQUARTERS  
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**NEW YORK WING POLICY LETTER 02-07  
ATTACH TO CAPR 35-5**

**23 NOVEMBER 2002**

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**NEW YORK WING POLICY CONCERNING SENIOR MEMBER PROMOTIONS**

Promotion to any grade in Civil Air Patrol is *NOT* an automatic process nor is it mandatory, and is reserved for those members meeting or exceeding the relevant training criteria as well as proficiently performing their assigned duties within their unit. Promotions to a higher grade indicate that the individual is serving in or will be serving in either a Command or Staff position of increased responsibility. The promotion process requires the recommendation of commanders at certain echelons so that verification of all training requirements as well as time-in-grade can be accomplished. It is each commander's responsibility to ensure that only members that uphold the very highest standards of the Civil Air Patrol are recognized by promotion.

**Duty Performance** promotions are based upon the member's performance of their assignment(s) in the unit. By this method of promotion, it should also be indicative of the member's ability to handle increased roles and responsibilities of the position which they currently hold. For example, a member who is a Captain and is a Squadron Personnel Officer pending promotion to Major should be pending assignment as a Personnel Officer at Group level. Promotion to the grades of Major and Lieutenant Colonel are reserved for those members who exhibit, through example and deed, the highest levels of dedication and leadership within the organization as well as mastery of the performance of their duties.

Other methods of promotion such as **Professional Appointment** or **Mission Related Skill** should be made only after a member has indeed contributed those skills to the unit. **Special Appointment** promotions will be sent directly to the Wing Commander for review.

For promotions that are made based upon **Special Appointment**, if the member should withdraw from the assigned duty that the promotion was made for, the member will be demoted back to the grade that can be earned under the **Duty Performance** criteria. For example, a member who is a Captain and has completed all required Professional Development Training for that grade and subsequently promoted to Major due to assignment as a Group Commander will revert back to Captain if the necessary Professional Development Training for Major is not accomplished either 1) by the time the member completes the assigned position or 2) if the member abruptly quits or resigns from the assigned position. This condition would be considered similar to a brevet.

Promotion to Lieutenant Colonel in particular shall be reserved primarily but not exclusively for New York Wing Staff personnel, including Group Commanders. Outstanding Deputy Group Commanders, senior Group Staff officers and Squadron Commanders will also be considered on a case-by-case basis. The recommendations of the Wing Promotion Board will be taken into account by the Wing Commander when making any such decisions.

Civil Air Patrol regulations specifically state that upon completing all training and time-in-grade requirements for a specific rank, an officer is merely *eligible* for promotion. There is no obligation on the part of Civil Air Patrol to automatically promote an individual just because he or she has "filled in the boxes" and met all the minimum stipulated requirements. Like Civil Air Patrol membership itself, promotion is a privilege, not a right, and automatically promoting members that the Promotion Board does not consider fit cheapens the distinction of rank. It appears to send the message that all one has to do to attain the rank of Lieutenant Colonel is to stay around long enough and take a few courses.

Each commander will recommend members in their unit for promotion as appropriate. Commanders will ensure that only active members who meet or exceed the requirements for promotion are recommended. **A synopsis of the members' activities, staff assignments held and accomplishments made during the rating period (last promotion to the current request) should also be generated and attached for promotions to Captain (requiring Group Commanders endorsement) and for Major and Lieutenant Colonel (requiring Wing Commanders endorsement).**

Each echelon will conduct a Promotion Review Board for the requested grade. For the grades of Major and Lieutenant Colonel, the promotion package should be forwarded to the Wing Vice Commander for review prior to presentation to the Wing Commander.

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**DALE RENEE HUMPHRIES, First Lieutenant, CAP**  
**Director Of Administration**

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**AUSTYN W. GRANVILLE, JR., Colonel, CAP**  
**Commander**



Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron  
**OPR: DP**