



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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2 Jan 2017

MEMORANDUM FOR NCWG UNIT COMMANDERS

FROM: NCWG Promotions Board

SUBJECT: Promotions Board Review Procedures

1. The North Carolina Wing's Promotions Board is constituted IAW CAPR 35-5, ¶ 1.10.1. This board is "responsible for considering all pertinent information pertaining to promotion actions and ensuring that the member being considered for promotion meets the minimum eligibility requirements" (CAPR 35-5, ¶ 1.10.1). The board makes recommendations to the Wing Commander following its review of each candidate for promotion, and it strives to apply standards in a fair and consistent manner.

2. Among the general promotion eligibility requirements is the subjective criteria of exemplary performance:

[A member should be performing in an *exemplary manner* meriting promotion to the grade recommended. Exemplary is defined as performance that is worthy of imitation. Commanders may include remarks concerning the member's duty assignments/performance, unit participation, willingness to accept additional responsibilities, etc. as examples of exemplary performance. (CAPR 35-3, ¶ 2.1.1.4, *emphasis added*.)

3. For consideration of duty performance promotion, the Promotions Board has determined the following guidelines for considering performance in an "*exemplary manner*." These expectations are designed to be consistent with (or lower than) the expectations of the professional development requirements for each grade.

a. Candidates for promotion to Major shall have demonstrated leadership and mission success at the group level or higher. Such performance may be demonstrated by successful service in a group (or higher) staff position, squadron command, consistent contributions to emergency services missions, etc.

- b. Candidates for promotion to Lieutenant Colonel shall have demonstrated strategic leadership, mentoring of other senior members, and mission success at the wing level or higher. Such performance may be demonstrated by successful service in a wing (or higher) staff position, group command, extensive contribution to emergency services missions, etc. It is expected that only the most dedicated senior members achieve this grade. (Cf. CAPR 50-17, ¶ 7-1; *see also* the temporary nature of promotions to Lt Col described in CAPR 35-5, ¶ 1.5.4.)
4. Among the requirements for special appointments and mission-related skills promotions IAW CAPR 35-5, ¶¶ 3.1 and 4.1 is the subjective criteria of exemplary performance:
[A member should be performing in an *exemplary manner* meriting promotion to the grade recommended. (CAPR 35-3, ¶ 3.1.4; cf. ¶ 4.2.4, *emphasis added*.)
 5. For consideration of special appointments and mission-related skills promotions IAW CAPR 35-3, ¶¶ 3.1 and 4.1, the Promotions Board has determined that demonstration of performing in an “*exemplary manner*” should include the following:
 - a. A description of the relevance of the candidate’s skills and experience for the candidate’s planned service and duty positions in CAP; and
 - b. A plan for completing the professional development requirements normally required for the grade to which the candidate is being promoted.
 - c. A demonstration of capability for leadership, mentoring, and mission success commensurate with the grade sought.
 6. These guidelines are explanatory: specifically, they are not directive and they are not binding. Every recommendation issued by the NCWG Promotions Board is in the discretion of the current members of the Board and is, by regulation, a recommendation to the Wing Commander. These guidelines are issued on behalf of the Promotions Board by its chair, and may be modified from time to time.

<p>E-Signed : 01/02/2017 11:14 AM CST</p> <p>Matthew T Phillips, Lt Col, CAP</p> <p>mtphillips@ncwgcap.org Comments: On behalf of the NCWG Promotions Board Voting: APPROVED IP: 152.17.54.38</p> <p>Sertifi Electronic Signature</p> <p>DocID: 20170102111150944</p>

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