



HEADQUARTERS
CIVIL AIR PATROL - NORTHEAST REGION
UNITED STATES AIR FORCE AUXILIARY

PO Box 5006
Augusta, ME 04332
WWW.NER.CAP.GOV

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13 March 2018

MEMORANDUM FOR: The Director of Personnel for each NER Wing

FROM: NER Director of Personnel

SUBJECT: NER Promotion Package Instructions

General provisions in CAPR 35-5 state “*Criteria for promotion of CAP senior members will be applied throughout Civil Air Patrol. CAP unit supplements to this regulation in the form of publications or oral instructions that change the basic policies, criteria, procedures, and practices prescribed herein are prohibited.*”

In an effort to fully comply with the CAP regulations regarding promotions and standardize promotion action submissions to NER, please use the following procedures:

A. All promotion requests requiring NER approval will be processed through the NER Director of Personnel, then the NER Promotion Board before being submitted to the NER CC for review and approval/denial.

1. All Duty Performance promotions to Lt Col should now be initiated using the E-services online promotion application and the following promotion justification sent to NER/DP via email to promotions@ner.cap.gov:

Note: Please do not send promotion request directly to NER CC or NHQ.

- a. A 1 or 2 page narrative recommending the member for the requested promotion in accordance with CAPR 35-5. Promotion procedures “*The immediate superior of the individual being recommended for promotion will ensure that the member meets the minimum eligibility criteria...*”
- b. The originating commander’s recommendation needs to describe why this member deserves this promotion, details on significant contributions to CAP beyond the basic information in E-services, duty assignment and contributions to that position. This information is to aid the NER Promotion Board in fulfilling their requirement of “*considering all pertinent information*” as set forth in the regulation.
- c. Letter from the Wing Promotion board stating that they have reviewed the request for promotion and their recommendation to the Wing Commander.

d. Recommendation letter from the Wing Commander.

Note: If promotion request is initiated in E-services there is no need to submit CAPF 2 or the member's E-services record. If promotion request is not initiated in E-services a CAPF 2 is required.

2. Special Promotions will be sent to NER/DP via email and include the following:

- a. CAPF 2
- b. A 1 or 2 page narrative recommending the requested promotion in accordance with CAPR 35-5.
- c. The originating Commander's recommendation should include:
 1. Why this member deserves this promotion, providing details on significant contributions to CAP beyond the basic information.
 2. How this member is using their expertise to benefit CAP.
- d. Professional resume of member being recommended for promotion.
- e. Letter from the Wing Promotion board stating that they have reviewed the request for promotion and their recommendation to the Wing Commander.
- f. Recommendation letter from the Wing Commander.

Note: Please assure that the CAPF 2 has been completely filled out and that the appropriate approvals are complete. Without a complete packet and proper approvals the application will not be processed.

- B. When the Promotion Packet is received the NER DP will acknowledge receipt. If packet is found to be lacking in its presentation, the DP will contact the Officer who submitted.
- C. The NER DP will provide a status report to the Wing or Individual as follows:
 - a) Status of promotion with a request to modify or submit additional information
 - b) Denial of the promotion with an explanation
 - c) Approval of the promotion:
 1. A signed copy will be sent to National for further processing.
- D. NER Promotion Board procedures are subject to change or be revised as deemed necessary.

Cathie Spaulding, Lt Col, CAP

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NER Director of Personnel