

From 1 Lt to Capt

FAX COVER SHEET

To: AFIADL (334) 953-8127

FROM: _____

MAIL COPY OF THIS FAX TO:
 Lt Col Jenny L. Baker, CAP
 CIVIL AIR PATROL
 Director, Professional Development/ETP
 7370 Minuteman Way
 Columbus, OH 43217-5875
 OR
 FAX TO LT COL BAKER AT 614.837.0128

REGISTRAR: Please process the attached AFIADL Form 23.

AFIADL ENROLLMENT APPLICATION													
<i>(TYPE or PRINT clearly. Fill out in accordance with instructions in the AFIADL Catalog.)</i>													
PRIVACY ACT STATEMENT 1. AUTHORITY: 14 USC3101; 10 USAC 8012; EO 9397. 2. PRINCIPAL PURPOSE: Used for individuals to provide information to AFIADL for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide AFIADL course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.													
1. AFIADL Course Number						2. SOCIAL SECURITY ACCOUNT NUMBER						3. IDENTITY CODE CATEGORY	
0	0	0	0	1	3							7	
4. NAME <i>last</i> <i>first</i> <i>middle initial</i>						1. pay grade						6. REASON FOR ENROLLMENT CODES	
7. ADDRESS						8. TCO PHONE						<input type="checkbox"/> MANDATORY <input checked="" type="checkbox"/> VOLUNTARY	
						9. COURSE TITLE							
						CAP Senior Officer Course							
						10. SIGNATURE AND TITLE OF APPROVING OFFICIAL							
ZIP CODE						SIGNATURE							
18. ZIP CODE OF TEST CONTROL FACILITY						TITLE							
4	3	2	1	7	5	9	1	0	-	4	Unit Commander, unit no. _____		

APPLICATION FOR SENIOR MEMBER PROFESSIONAL DEVELOPMENT AWARDS

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	2. CAP GRADE	3. CAPID
4. MEMBER'S ADDRESS (Number, Street, City, State, and Zip)	5. UNIT NAME	
	6. CHARTER NUMBER	
	7. E-MAIL	

AWARD REQUESTED

<p>8. <input type="checkbox"/> SENIOR MEMBER CERTIFICATE OF PROFICIENCY - LEVEL II (Attach supporting documents if required.)</p> <p>a. Completed Level I Orientation Course. Date: _____</p> <p>b. Completed Squadron Leadership School (SLS). Date: _____</p> <p>c. Completed CDC Course 13, CAP Senior Officer Course or equivalent course: _____ Date: _____</p> <p>d. Specialty Track Code Number and Numerical Rating: _____ (Technician Level or higher required.)</p> <p>e. Optional: For Yeager Aerospace Education Award Seal on Certificate of Proficiency, list date Yeager Award completed. Date: _____</p>	
<p>9. <input type="checkbox"/> GROVER LOENING AEROSPACE AWARD - LEVEL III (Attach supporting documents if required.)</p> <p>a. Certificate of Proficiency. Date: _____</p> <p>b. Command or Staff Assignment: _____ Dates: _____ to _____</p> <p>c. Completed Corporate Learning Course (CLC). Date: _____</p> <p>d. Specialty Track Code Number and Numerical Rating: _____ (Senior Level or higher required.)</p> <p>e. Attended two national, region, or wing conferences: 1. _____ 2. _____</p>	
<p>10. <input type="checkbox"/> PAUL E. GARBER AWARD - LEVEL IV (Attach supporting documents if required.)</p> <p>a. Grover Loening Aerospace Award. Date: _____</p> <p>b. Command or Staff Assignment: _____ Dates: _____ to _____</p> <p>c. Completed Region Staff College (RSC) or equivalent course: _____ Date: _____</p> <p>d. Specialty Track Code Number and Numerical Rating: _____ (Master Level required.)</p> <p>e. Staff member at a national, region, or wing conference or as a staff member at a SLS, CLC or UCC.</p> <p>Indicate type, position, and date: _____</p> <p>f. Public presentation to a non-CAP group or an internal or external AE presentation, or Yeager AE Award dated: _____</p> <p>Date: _____ Subject of presentation: _____ Presented to: _____</p>	
<p>11. <input type="checkbox"/> GILL ROBB WILSON AWARD - LEVEL V (Attach supporting documents if required.)</p> <p>a. Paul E. Garber Award. Date: _____</p> <p>b. Command or Staff Assignment: _____ Dates: _____ to _____</p> <p>c. Completed National Staff College (NSC) or equivalent course: _____ Date: _____</p> <p>d. Conduct Level I Orientation Course. Date: _____ AND ONE of the following:</p> <p>e. SLS, CLC or UCC director: _____ Date: _____</p> <p>f. Staff member for a RSC or NSC. Staff Position: _____ Date: _____</p>	
<p>12. REQUESTER'S SIGNATURE _____ DATE _____</p>	<p>13. UNIT COMMANDER'S SIGNATURE _____ DATE _____</p>
<p>14. WING COMMANDER'S SIGNATURE _____ DATE _____</p>	<p>15. REGION COMMANDER'S SIGNATURE _____ DATE _____</p>

CAP FORM 24, MAR 03 PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 JUN 03. (SEE REVERSE FOR SPECIFIC INSTRUCTIONS.)
OPR/ROUTING: ETP

REQUEST FOR PROMOTION ACTION

I. PERSONAL DATA

NAME (LAST, FIRST, MIDDLE INITIAL)		CAPID	CHARTER NO.	WING	UNIT NAME
CURRENT GRADE	DATE OF CURRENT GRADE	DATE JOINED CAP		CURRENT DUTY ASSIGNMENT	

II. TRAINING DATA

LEVEL I		SPECIALTY TRAINING	LEVEL II	LEVEL III	LEVEL IV	LEVEL V
<input type="checkbox"/> Orientation Course	<input type="checkbox"/> Cadet Protection Program Training	Highest Rating Earned Specialty Number _____				
_____ Mo/Yr Completed	_____ Mo/Yr Completed Required for Level I effective 1 Jan 91	<input type="checkbox"/> Tech _____ Mo/Yr Completed	_____ Date of COP Award	_____ Date of Loening Award	_____ Date of Garber Award	_____ Date of Wilson Award
		<input type="checkbox"/> Sr _____ Mo/Yr Completed				
		<input type="checkbox"/> Master _____ Mo/Yr Completed				

III. OFFICER GRADE REQUESTED

2d Lt 1st Lt Capt Maj Lt Col

I certify that the above member has completed all requirements for promotion to the grade indicated in accordance with CAPR 35-5. Promotion method used (Check one of the following four methods):

(1) DUTY PERFORMANCE

PROMOTION TO	SKILL LEVEL REQUIRED	MINIMUM TIME-IN-GRADE
<input type="checkbox"/> 2d Lt	Level I	6 months as member
<input type="checkbox"/> 1st Lt	Technician Rating (Specialty Track)	12 months as 2d Lt or TFO (or combination thereof)
<input type="checkbox"/> Capt	Level II (COP Award)	18 months as 1st Lt or SFO (or combination thereof)
<input type="checkbox"/> Maj	Level III (Loening Award)	3 years as Capt

(2) SPECIAL APPOINTMENT/PROMOTION

<input type="checkbox"/> Group Commander	<input type="checkbox"/> Mitchell	<input type="checkbox"/> Former Member Grade Reinstatement
<input type="checkbox"/> Squadron Commander	<input type="checkbox"/> Earhart	
<input type="checkbox"/> Officer of the Armed Forces	<input type="checkbox"/> Spaatz	
<input type="checkbox"/> Officer of the PHS		

* Exceptional Qualifications (waivers) *Requires region approval.

(3) MISSION RELATED SKILL

PILOT	COMMUNICATOR	MAINTENANCE	GROUND INSTRUCTOR
<input type="checkbox"/> Private	<input type="checkbox"/> General Radiotelephone	<input type="checkbox"/> A or P Mechanic	<input type="checkbox"/> Basic Instructor
<input type="checkbox"/> Instrument or Commercial	Operator License	<input type="checkbox"/> A & P Mechanic	<input type="checkbox"/> Advanced Instructor
<input type="checkbox"/> CFI or Higher	<input type="checkbox"/> Second Class License	<input type="checkbox"/> A & P Mechanic w/	<input type="checkbox"/> Instrument Instructor

(4) PROFESSIONAL APPOINTMENT/PROMOTION

INITIAL APPOINTMENT	SUBSEQUENT PROMOTION
* <input type="checkbox"/> Aerospace Education Officer	<input type="checkbox"/> AE Officer
* <input type="checkbox"/> Medical Officer	<input type="checkbox"/> Chaplain
* <input type="checkbox"/> Legal Officer	<input type="checkbox"/> Medical Officer
	<input type="checkbox"/> Legal Officer

*List qualifications in Item VIII, Reverse Side.

IV. NCO GRADE REQUESTED

Check appropriate grade equivalent to NCO grade earned in active duty Armed Forces:

Sgt TSgt MSgt SMSgt CMSgt

V. DEMOTION REQUESTED

REDUCE MEMBER TO GRADE CHECKED (Enter reasons in Section VIII, on reverse side.)

SM FO TFO 2d Lt 1st Lt Capt Maj Lt Col

VI. FLIGHT OFFICER GRADE REQUESTED

Check appropriate grade and promotion method. *NOTE: Approval by the appropriate commander constitutes evidence of promotion. This promotion does not require action by National Headquarters.*

DUTY PERFORMANCE

FORMER CADET

- FO, Level I and 3 months as member FO, Mitchell Award
 TFO, Tech rating (Specialty Track) and 6 months as FO TFO, Earhart Award

VII. ACTION BY REGIONAL HEADQUARTERS AND BELOW

REQUESTED BY	SIGNATURE OF FLIGHT OR SQDN CMDR	FLIGHT OR SQUADRON	DATE
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	ACTIONS NO. & DATE
APPROVED	SIGNATURE OF CHAIRMAN OF WING PROMOTION BOARD	WING	
APPROVED	SIGNATURE OF WING COMMANDER	WING	
APPROVED	<div style="border: 1px solid black; padding: 5px;"> <p>STAR as before. The higher the promotion, the more specific you should be. Results should be QUANTIFYABLE.</p> <p>NOT "the scores improved"</p> <p>BUT " out of 10 cadets, those passing rose from 40 percent to 80 percent over the past 10 months."</p> </div>		
APPROVED			
APPROVED			
<input type="checkbox"/> APPROVED AND endorsement considered	BUT " out of 10 cadets, those passing rose from 40 percent to 80 percent over the past 10 months." showing his/her new grade. This		
<input type="checkbox"/> DISAPPROVED	Reasons are attached letter.		

IX. REMARKS

INSTRUCTIONS AND GUIDANCE FOR COMPLETING CAP FORM 2. (Refer to paragraph 8, CAPR 35-5, for administrative procedures. Additional guidance on each promotion method is contained in the references indicated below.)

ITEM

- I. Self-explanatory.
- II. Complete all applicable blocks. All training (Levels I thru IV) must be validated by TTN and the accompanying award must appear in the member's master file at National Headquarters prior to promotion. Promotions will not be processed until this has been accomplished.
 - Level I.** Effective 1 January 1991 both the Unit Orientation Course and Cadet Protection Training must be completed to satisfy the Level I requirement. The only exceptions are former cadets with the Billy Mitchell Award or former senior members who completed the Unit Orientation Course with less than a two-year membership break. These members must complete the Cadet Protection Training only in order to receive credit for Level I completion through TTN.
 - Specialty Training.** Chaplains must complete the CAP Chaplain's Course (ECI Course 02210/CAPP 221) to qualify for promotion to major after initial appointment. Specify technician rating in specialty track number 221 to indicate completion of course. ECI 221A must be completed prior to promotion to lieutenant colonel.
- III. Indicate grade requested in this block and check the appropriate promotion method block below. **Check only one promotion method.** For example, a member being promoted under the duty performance method should not also check mission-related skills.
 - (1) **Duty Performance.** Ensure that the member has the minimum skill level (and accompanying training awards) and necessary time-in-grade for the grade recommended. (See Section B, CAPR 35-5.)
 - (2) **Special Appointment/Promotion.** Note that exceptional qualifications promotions (waivers) require a detailed letter of justification and approval of the region commander, regardless of grade being recommended. Former members who are being recommended for grade reinstatement must meet the current training criteria for the grade requested. (See Section C, CAPR 35-3.)
 - (3) **Mission-Related Skill.** Promotion under this method may be made without regard to Level II training or time-in-grade. (See Section D, CAPR 35-5.)
 - (4) **Professional Appointments/Promotions.** Aerospace education, medical, and legal officers are not subject to Level II training, but time-in-grade is required for promotion after the initial appointment unless higher professional qualifications are obtained which meet the initial appointment criteria for grade recommended. Chaplains must complete the ECI Course 02210 or the technician rating in specialty track No. 221 before they are eligible for promotion to major after initial appointment. Chaplains must complete ECI 221A prior to promotion of lieutenant colonel. Additional training for chaplains and aerospace education officers is encouraged but not required for subsequent promotion. (See Section E, CAPR 35-5.)
- IV. Self-explanatory
- V. Recommendations for demotion will follow the same administrative procedures as promotions to include consideration by the appropriate promotion board. Final action rests with the promoting authority (see paragraphs 9 and 10, CAPR 35-5.)
- VI. Flight officer promotions are restricted to senior members not yet 21 years of age. The wing commander may approve these promotions or promoting authority may be delegated to the group or squadron commander. (See Section F, CAPR 35-5.)
- VII. Only the promoting authority is authorized to approve promotions and this form should bear his/her personal signature. Stamped signatures are not acceptable. Deputy commanders are authorized to approve promotions only in the prolonged absence of the commander. Promotions to the grades of major and lieutenant colonel require region approval. All exceptional qualifications promotions (waivers), regardless of grade recommended, require region approval.
- VIII. Self-explanatory.