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|  | [INSERT NAME] COMPOSITE SQUADRON  CIVIL AIR PATROL  UNITED STATES AIR FORCE AUXILIARY | NCWing_Command_Patch_2010.png |

[DATE]

MEMORANDUM FOR NC[###]/CC [Group]  
 NCWG Promotions Board  
 NCWG/CC

*In turn*

FROM: NC[###]/CC [Squadron]

SUBJECT: Duty Performance Promotion of [INSERT NAME] ([CAPID])

1. It is my pleasure to recommend that [MEMBER NAME] be promoted to [GRADE] by virtue of duty performance IAW CAPR 35-5, § 2.
2. [KEEP THIS PARAGRAPH AND ITS SUBPARAGRAPHS FOR PROMOTIONS TO MAJOR; DELETE FOR OTHERS] In its guidelines memo, ⁋ 3(a), for consideration of duty performance promotions to Major IAW CAPR 35-5, ⁋⁋ 2.1.1.4, the Promotions Board has determined that demonstration of performing in an “*exemplary manner*” should include the following. After the **bolded** guideline, specific information regarding [MEMBER NAME]’s fulfillment of the guideline is appended. [ONLY ONE OF THE SUBPARAGRAPHS IS REQUIRED, BUT MANY CANDIDATES WILL HAVE QUALIFICATIONS IN BOTH AREAS.]
   1. **Successful service in a group (or higher) staff position or squadron command.** [WRITE A FEW SENTENCES AND BE AS SPECIFIC AS POSSIBLE. YOU ARE WRITING FOR AN AUDIENCE THAT DOES NOT KNOW THE MEMBER BUT NEEDS TO UNDERSTAND HOW HE/SHE HAS ACHIEVED LEADERSHIP AND MISSION SUCCESS.]
   2. **Consistent contributions to Emergency Services missions**. [WRITE A FEW SENTENCES AND BE AS SPECIFIC AS POSSIBLE: INCLUDE POSITIONS SERVED AND EXAMPLES OF LEADERSHIP; NOT JUST MINIMUM TRAINING.]
3. [KEEP THIS PARAGRAPH AND ITS SUBPARAGRAPHS FOR PROMOTIONS TO LIEUTENANT COLONEL; DELETE FOR OTHERS] In its guidelines memo, ⁋ 3(a), for consideration of duty performance promotions to Major IAW CAPR 35-5, ⁋⁋ 2.1.1.4, the Promotions Board has determined that demonstration of performing in an “*exemplary manner*” should include the following. After the **bolded** guideline, specific information regarding [MEMBER NAME]’s fulfillment of the guideline is appended. [ONLY ONE OF THE SUBPARAGRAPHS IS REQUIRED, BUT MANY CANDIDATES WILL HAVE QUALIFICATIONS IN BOTH AREAS.]
   1. **Successful service in a wing (or higher) staff position or group command.** [WRITE A FEW SENTENCES AND BE AS SPECIFIC AS POSSIBLE. YOU ARE WRITING FOR AN AUDIENCE THAT DOES NOT KNOW THE MEMBER BUT NEEDS TO UNDERSTAND HOW HE/SHE HAS ACHIEVED LEADERSHIP, MENTORED OTHERS, AND ENABLED BROAD MISSION SUCCESS.]
   2. **Extensive contributions to Emergency Services missions**. [WRITE A FEW SENTENCES AND BE AS SPECIFIC AS POSSIBLE: INCLUDE POSITIONS SERVED AND EXAMPLES OF LEADERSHIP AND MENTORING; NOT JUST MINIMUM TRAINING.]
4. Please feel free to contact me with any additional questions or concerns.

[SQUADRON COMMANDER], Maj, CAP

Commander