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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: Promotion of SM [INSERT NAME] ([CAPID])

1. It is my pleasure to recommend that [MEMBER NAME] be promoted to [GRADE] by virtue of [FOR MILITARY EQUIVALENCY: his active duty Air Force grade IAW CAPR 35-3, ⁋ 3.4] [OR INSERT REFERENCE TO OTHER ENABLING REGULATION FOR SKILLS-BASED OR PROFESSIONAL PROMOTION AND REFERENCE TO MEMBER’S QUALIFYING SKILL/LICENSE].
2. In its guidelines memo, ⁋ 5, for consideration of special appointments and mission-related skills promotions IAW CAPR 35-5, ⁋⁋ 3.1 and 4.1, 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.
   1. **A description of the relevance of the candidate’s skills and experience for the candidate’s planned service and duty positions in CAP.** [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 WILL LEAD IN CAP.]
   2. **A plan for completing the professional development requirements normally required for the grade to which the candidate is being promoted**. [WRITE A FEW SENTENCES AND BE AS SPECIFIC AS POSSIBLE. A ROUGH TIMELINE WOULD BE HELPFUL; BOARDS NEED TO SEE THAT THE MEMBER WILL EMBRACE OPPORTUNITIES TO LEARN ABOUT THE UNIQUE CONTEXT OF CAP SO AS TO BE A MENTOR/LEADER TO OTHERS.]
   3. **A demonstration of capability for leadership, mentoring, and mission success commensurate with the grade sought**. [EXPLAIN, IN A FEW SENTENCES, HOW THE MEMBER’S EXPERIENCE IS GREAT PREPARATION FOR CAP SERVICE.]
3. I have also attached proper documentation demonstrating the member’s active duty grade [DO NOT USE MILITARY ID; WE PREFER DD-214 WITH SSN BLACKED OUT] IAW CAPR 35-5, para 3.4 [OR REQUIRED DOCUMENTATION FOR OTHER TYPES OF PROMOTIONS].

[SQUADRON COMMANDER], Maj, CAP

Commander