



MONTANA WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 1889
Great Falls MT 59403
<https://www.mtwg.cap.gov>



MEMORANDUM FOR MTWG

19 JULY 2017

FROM: MTWG/CC

SUBJECT: Special Appointment Promotions for Pilot(s)

1. Pilot(s) in which Special Appointment Promotions are requested will meet all minimum eligibility requirements outlined in CAPR 35-5, Section 3 and will have an approved and validated CAP Pilot Flight Evaluation – Airplane/Glider form (CAPF 5) before they will be considered for promotion to requested grade.
 - a. The CAPF 5 can be found online at
https://www.capmembers.com/media/cms/F005_307D79BCBF52D.pdf.
2. Unit Commander or designated representative will submit a hard copy Request for Promotion Action (CAPF 2), with any and all pertinent information outlined in CAPR 35-5, Section 3, to the MTWG Personnel Officer for submission to the MTWG Promotion Board.
 - a. The CAPF 2 can be found online at
https://www.capmembers.com/media/cms/F002_F6DCA8184C671.pdf.
3. Once the MTWG Promotion Board has received the Request for Promotion Action, they will meet in person, telephonically, or by electronic means. The action by the promotion board will be in the form of a recommendation to the approving authority as to whether the promotion should be approved or disapproved.
4. Once the approving authority has received the MTWG Promotion Board's recommendation, he/she will take the recommendation under advisement and approve or deny the requested promotion as he/she sees fit.

//SIGNED//

MITCHELL EDWARDS, Col, CAP
Montana Wing Commander

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