



OFFICE OF THE NATIONAL COMMANDER
 CIVIL AIR PATROL
 UNITED STATES AIR FORCE AUXILIARY
 MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

ICL 19-08
 2 December 2019

MEMORANDUM FOR: ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 35-5, *CAP Officer and NCO Appointments and Promotions*

1. This interim change letter immediately changes CAPR 35-5, *CAP Officer and NCO Appointments and Promotions*, and will remain in effect until CAPR 35-5 is revised.

2. The following paragraph is inserted:

6.5. CAP Officer transition to NCO Grades. Existing CAP members who hold an officer grade and previously held an Armed Force NCO grade may choose to transition to a CAP NCO grade. At the point of choosing to transition, the member may choose (1) the current/last Armed Forces NCO grade or (2) the highest NCO grade they qualify for using the chart below that considers years of CAP service, current CAP officer grade, and current Professional Development qualifications. Figure 9A below will be used to determine the appropriate NCO grade that may be requested. A CAPF 2 with appropriate substantiating documentation will be submitted to reflect the desired NCO grade. Box IX must indicate the member has requested transition to NCO grade and which of the two approaches the member chose. Forward the CAPF 2 to CAP/DP through the appropriate approving authority as outlined in paragraph 1.5.8. This is not considered a promotion action and so promotion board approval is not required. The member is authorized to wear the grade on the CAP uniform when the new grade is reflected in eServices.

Figure 9A CAP Officer Conversion to NCO Grade

FORMER MILITARY GRADE	18 Months		3 Years		7 Years		10+ Years		TIME IN CAP
	LEVEL I	LEVEL II	LEVEL III		LEVEL IV		LEVEL V	PD LEVEL	
	2d Lt	1st Lt	Capt	Capt	Major	Major	Lt Col	≥ Lt Col	CAP GRADE
E-4	SSgt		TSgt			MSgt			NCO CONVERSION GRADE
E-5	SSgt		TSgt	MSgt		SMSgt			
E-6	TSgt		MSgt			SMSgt			
E-7	MSgt		SMSgt						
E-8	SMSgt								

Note: Under Former Military Grade, select current/last Armed Forces NCO grade. Move right to match Longevity, PD Level and CAP Grade (limited by lowest qualifying item). Where Former Military Grade and Qualifying Item cross, that is the conversion level for transition from Officer to NCO grade. **Example:** If former military grade is E-6, the member's highest level of Professional Development completed is Level IV, and currently holds the grade of CAP major, the member would transition to the NCO Corps as a SMSgt (E-8).

3. Any questions can be directed to CMSgt Robert Dandridge at rdandridge@cap.gov or Ms Susie Parker at sparker@capnhq.gov.

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