



HEADQUARTERS  
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MEMORANDUM FOR ALL PENNSYLVANIA WING PERSONNEL

FROM: Colonel Mark A. Lee, PAWG/CC

SUBJECT: PAWG POLICY LETTER 04-03  
PROMOTIONS TO MAJOR AND LIEUTENANT COLONEL

1. The purpose of this memorandum is to inform all Pennsylvania Wing personnel of the standards regarding the promotion to the grade of Major and Lieutenant Colonel.
2. Promotion to any grade in Civil Air Patrol is not an entitlement and is reserved for those members meeting or exceeding all training criteria as well as performing their assignments to the highest standards.
3. The process for promotion starts with the recommendation of the respective command. This recommendation verifies training requirements and time in grade. Promotions are not automatic. It is the responsibility of each commander to ensure only members that uphold the highest standards of Civil Air Patrol are recognized for promotion.
4. Promotions to the grade of Major and Lieutenant Colonel are reserved for those members who exhibit, through example and deed, the highest levels of the dedication within the organization as well as mastery of their duties.
5. Promotions to Major will be reserved for Squadron CC, Group CC, Deputy Group CC, Assistant Wing Staff or members assigned to Wing ADY, primary Group staff and those eligible though special promotion outlined in various regulations.
6. Promotions to Lieutenant Colonel will be reserved for Wing Vice-Commander, Wing Chief of Staff, Group CC, and Primary Wing Staff officers. Outstanding Deputy Group CC's will be considered on a case by case basis.
7. Prior Uniformed Services officers' initial CAP grade will be handled in accordance with CAPR 35-5.
8. Each commander will recommend members in their unit for promotion. Commanders will ensure that only active members who meet or exceed the requirements for promotion are recommended.
9. The Wing Commander reserves the right to review individual cases on an as needed bases.

A handwritten signature in blue ink that reads "Mark A. Lee".

Mark A. Lee, Colonel, CAP  
Commander PA Wing