



HEADQUARTERS MICHIGAN WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
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Selfridge ANGB, MI 48045-4918



10 August 2025

MEMORANDUM FOR MIWG ALL HANDS

FROM: MIWG/CC

SUBJECT: Promotions Process

1. This memorandum outlines the MIWG process for submitting and approving member promotions.
2. Members shall submit all promotions through the CAP eServices Promotion portal and attach any applicable documentation pertaining to the promotion. Documentation must be combined into a single PDF and include:
  - a. Report of Individual Personnel (RIP), also known as Member Search Report.
  - b. Any applicable documentation such as military DD214, professional certifications, or educational certificates.
  - c. For promotions to the rank of Major, include MIWGF-2; for promotions to the rank of Lieutenant Colonel, include GLRF-2.
  - d. Last three CAPF-40 reviews.
3. Members submitting promotions shall use CAPR 35-5, \*CAP Officer and NCO Appointments and Promotions\*, when determining promotion criteria and necessary documentation.
4. Commanders shall provide detailed reasoning in their respective comment sections for their decisions.
5. Please direct any questions to Lt Col Norman Zeitunian at [Norman.Zeitunian@miwg.cap.gov](mailto:Norman.Zeitunian@miwg.cap.gov) or Capt Mary Scilzo at [Mary.Scilzo@a2cap.org](mailto:Mary.Scilzo@a2cap.org).

ERIC V SCOTT, Colonel, CAP  
Commander

CC: Cos, DOS, DO

Attachments:

1. MIWGF-2
2. GLRF-2

## MIWG PROMOTION WORKSHEET TEMPLATE

*This tool serves as an "EZ" version for promotions to Major. This tool should minimize unit preparation time, make it possible for boards to evaluate the merits of the member, and make recommendations to the Wing commander. When completing this worksheet, please delete any examples that are used as examples before submitting. Please submit this worksheet in the E-services promotion action along with the other required documentation, and note that it has been sent by the wing in the comment section of the E-services promotion module comments section. You may include as many pages in this document that you find necessary to support the candidate.*

**NAME:** \_\_\_\_\_ **CAPID:** \_\_\_\_\_ **UNIT:** \_\_\_\_\_

**CURRENT PRIMARY DUTY:** \_\_\_\_\_

### LIST ACCOMPLISHMENTS AND RESULTS THAT WARRANT CONSIDERATION FOR PROMOTION TO MAJOR

What duties/positions did the member fill as a Captain?	What are the accomplishments in this duty?
<i>Captain Doe serves as the wing director of administration and personnel.</i>	<i>Captain Doe revised the wing's online files and personnel records program, making it easier to archive and retrieve information.</i>
<i>Captain Doe also serves as the wing's deputy director of cadet programs.</i>	<i>Captain Doe served as the encampment commander and was responsible for the selection of staff, budgeting, and developing the training schedule for the week.</i>

What are the member's future plans, goals, and assignment(s)?
<i>Captain Doe will continue to serve as the wing's director of administration and personnel, and also wing deputy director of cadet programs.</i>

*His goals are to streamline the wing's flow of decorations and promotions from the units by devising an online tracking program that will help keep track of where awards and decorations are in the review process.*

*He will assist the wing director of cadet programs with the planning of the wing encampment and will be in charge of the selection of encampment staff.*

*Captain Doe is being mentored to be the next wing director of cadet programs and has a desire to work at the region level cadet program. He ultimately would like to be a wing commander.*

**What does this candidate do outside of their primary duty position, and how does it further the group or wing goals, or programs?**

*Captain Doe* enhances the wing's overall \_\_\_\_\_ program by \_\_\_\_\_, and \_\_\_\_\_; resulting in an increase/advanced/furthered \_\_\_\_\_ as evidenced by \_\_\_\_\_.

*Captain Doe* continues to serve as an ADY assignment to (unit) as the unit \_\_\_\_\_. This duty ensures that a continuous compliance approach is administered at the unit.

*Captain Doe* has mentored 4 officers and 3 NCOs through Tech and Senior ratings in Finance, and has developed an in residence and virtual platform to replicate success throughout the wing.

**What does this officer do outside of CAP?**

(Serves as a church board member, Volunteers for CASA, Serves as a member of additional non-profit organization.)

**What words describe this officer?**

(Dedicated, mentor, cheerleader, planner, idea maker, innovator)



*His goals are to streamline the wing's flow of decorations and promotions from the units by devising an online tracking program that will help keep track of where awards and decorations are in the review process.*

*He will assist the wing director of cadet programs with the planning of the wing encampment and will be in charge of the selection of encampment staff.*

*Major Doe is being mentored to be the next wing director of cadet programs and has a desire to work at the region level cadet program. He ultimately would like to be a wing commander.*

**What does this candidate do outside of their primary duty position, and how does it further the group or wing goals, or programs?**

Major Doe enhances the wing's overall \_\_\_\_ program by \_\_\_\_\_, and \_\_\_\_\_; resulting in an increase/advanced/furthered \_\_\_\_\_ as evidenced by \_\_\_\_\_.

Major Doe continues to serve as an ADY assignment to (unit) as the unit \_\_\_\_\_. This duty ensures that a continuous compliance approach is administered at the unit.

Major Doe has mentored 4 officers and 3 NCOs through Tech and Senior ratings in Finance, and has developed an in residence and virtual platform to replicate success throughout the wing.

**What does this officer do outside of CAP?**

(Serves as a church board member, Volunteers for CASA, Serves as a member of additional non-profit organization.)

**What words describe this officer?**

(Dedicated, mentor, cheerleader, planner, idea maker, innovator)