












Grade, Name:

CAPID #:

Unit:

Achievement	Level	Pre-Regs	Command or Staff Assignment	Education & Training	Specialty Track	Leadership	Activities	Awards	Eligibility for Promotion
Onboarding	I			Modules				Membership Ribbon 	
The Learning Phase	II Part 1	Level I		Part 1 Modules				N/A	
	II Part 2	Level I		Part 2 Modules	Specialty Track # and Name Duty Position Technician Rating 		Earn the Yeager Award  Award Date	General Benjamin O Davis Award (no ribbon)	
The Leadership Phase	III	Level II	1 Year Start: End:	Modules	Senior Rating	Attend two national, region or wing conferences <u>Location</u>	Mentor a member through Level I CAPID SM Mentored	Grover Loening Award 	
The Senior Leadership Phase	IV	Level III	2 Years Start: End:	Modules	Master Rating	Serve on staff in ET or national, region, or wing conf. (see 40-1 Para 9) <u>Location</u>	Presentation (see Paragraph 9 for details)	Paul E Garber Award 	
The Executive Leadership Phase	V	Level IV	3 Years; 1 Year at the Group or Higher Start: End:	Modules		Serve on staff in ET or on staff at an activity (see 40-1 Para 10) <u>Location</u>	Mentor a member through a Technician Rating in a Specialty Track CAPID SM Mentored	Gill Robb Wilson Award 	

Promotion To	Level	Time-In-Grade	Date Joined CAP:
2d Lt	Level I and Level II Part 1	6 months as a member	
1st Lt	Level II	18 months as 2d Lt or TFO (or combination)	
Captain	Level III	30 months as 1st Lt or SFO (or combination)	
Major	Level IV	4 years as Captain	
Lt Col	Level V	5 years as Major	

Red Service Ribbon

Review
CAPR 39-3, CAPR 40-1
CAPR 35-5 and
Specialty Track Guides
for details and current
information.

Promotion To	Level	Time-In-Grade
SSgt	Level I and Level II Part 1	
TSgt	Level II	1 year
MSgt	Level III	2 years
SMSgt	Level IV	3 years
CMSgt	Level V	4 years

Senior Member Education & Training and Promotion Eligibility Chart – Fillable

Top Section

Enter your grade, name, CAPID, and unit.

Achievement

Click on the box when you have completed each achievement.

Command or Staff Assignment

Click the box in Levels III through V then click the dropdown arrow for the calendar. Choose the start and end dates.

Specialty Track

Level III: Enter the Specialty Track number (found on the specialty track guide) and name. Enter the Duty Position for this specialty track. Click the Technician Rating box, then click the dropdown arrow for the calendar. Choose the completion date.

Level IV: Click the Senior Rating box, then click the dropdown arrow for the calendar. Choose the completion date.

Level V: Click the Master Rating box, then click the dropdown arrow for the calendar. Choose the completion date.

Leadership

Level III: Click the Attend two National, Region, or Wing Conferences left box, then click the dropdown arrow for the calendar. Choose the completion date. Enter the location of the conference in the right box.

Level IV: Click on the serve on staff in ET or national, region, or wing conference left box, then click the dropdown arrow for the calendar. Choose the completion date. Enter the location in the right box. (see CAPR 40-1 paragraph 9 for details on the Level IV staff requirement)

Level V: Click on the serve on staff in ET or on Staff at an Activity left box, then click the dropdown arrow for the calendar. Choose the completion date. Enter the location in the right box. (see CAPR 40-1 paragraph 10 for details on the Level V staff requirement)

Activities

Level II: Click the Earn the Yeager Award box, then click the dropdown arrow for the calendar. Choose the completion date.

Level III: Click the Mentor a Member Through Level I box and enter the CAPID of the senior member that was mentored.

Level IV: Click the Presentation box, then click the dropdown arrow for the calendar. Choose the completion date. (see CAPR 40-1 paragraph 9 for details on the Level IV presentation requirement)

Level V: Click the Mentor a Member through a Technician Rating in a Specialty Track box and enter the CAPID of the senior member that was mentored.

Red Service Ribbon

Click the Red Service Ribbon box, then click the dropdown arrow for the calendar. Choose the completion date.

Join Date and Promotion Dates

All boxes contain a dropdown box for a calendar. Select the join date and promotion dates.

This chart is not an authorized CAP Form. It was created by NC Wing Education and Training staff to assist members with a one-page list of basic requirements for completing each of the five Levels in the Senior Member Education and Training Program and minimum requirements for eligibility requirements for grade promotion. All requirements are found in the following CAP Regulations: CAPR 40-1, CAPR 39-3, CAPR 35-3.