



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

31 July 2018

MEMORANDUM FOR: ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Senior Member Noncommissioned Officer Recruiting Drive

1. The Civil Air Patrol's **Non Commissioned Officer (NCO) Program** is looking for interested members to join the ranks of the NCO Corps. The CAP NCO Corps is a diverse group of individuals, each bringing unique professional knowledge, skills, and abilities they have attained in their years of military service to our country. They are well suited to mentor CAP's members in the methods and procedures of military organization, leadership and management. The CAP NCO Program is also designed to provide commanders with greater access to the professional military knowledge that the NCO Corps can readily provide.

2. Do you have members in your unit who now hold a CAP Officer grade but previously held an NCO grade in the Armed Forces? If so, this is a chance for those individuals to consider transitioning to the NCO Corps and possibly serving in a grade higher than their previous military NCO grade. I have authorized an extension of our program for senior members now holding officer grades to transition to an NCO grade commensurate with their CAP experience as well as their military experience. This program is effective until **15 July 2019**. The chart below outlines what grade current CAP officers who held military NCO grades would be able to transition to during this recruiting period. These individuals are not required to meet promotion boards but must submit a CAP Form 2 through channels to receive the appropriate 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 highest grade attained on active, Reserve or National Guard duty. 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 he currently holds the grade of CAP major, the member would transition to the NCO Corps as a SMSgt (E-8).

3. Please talk with the members of your unit that may be interested in transitioning to the NCO program. If you have any questions, you can discuss this program with your Wing or Region Command NCO, or contact Chief Dandridge at rdandridge@cap.gov.

Mark E. Smith

MARK E. SMITH
 Major General, CAP
 National Commander