



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

WgO 1430.1E  
CMC  
OCT 17 2011

WING ORDER 1430.1E

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) NAVY COMMAND ADVANCEMENT PROGRAM (CAP)

Ref: (a) BUPERINST 1430.16F  
(b) OPNAVINST 6110.1H

Encl: (1) Sample Nomination Sheet  
(2) CAP Qualification/Data Sheet  
(3) CAP Score Sheet

1. Situation. To promulgate policy, eligibility requirements and administrative procedures for the CAP.

2. Cancellation. WgO 1430.1D.

3. Mission. The CAP was established in 1978 to recognize personnel serving on sea duty for superior performance while working in a rigorous operating environment at sea or while forward deployed. This program is intended to function in conjunction with, not replace, the Navy's established advancement program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize Petty Officers and non-rated personnel who demonstrate sustained superior performance, exceptional leadership, excellent military bearing and thorough professional knowledge.

(2) Concept of Operations. The following criteria will be utilized to establish eligibility for promotion under the CAP:

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(a) Enlisted personnel permanently assigned in pay grades E-3 through E-5 may be nominated for the CAP.

(b) Meet all advancement requirements for the next higher pay grade as listed in reference (a).

(c) Meet health and physical readiness requirements per reference (b).

(d) Assigned to present command for a minimum of three months. This may be waived for personnel coming from other operational platforms designated as sea duty (type 2 or 4).

(e) Must not have been subjected to Non-Judicial Punishment (NJP) within the last 12 months of the convening date of the board.

b. Subordinate Element Missions

(1) Comply with the intent and content of this Order.

(2) Per reference (a), the Commanding General (CG), 2d MAW is authorized to advance personnel assigned to sea duty (type 2 or 4). Group and Squadron Commanding Officers (COs) are not authorized to administer CAP, but may recommend eligible candidates to the Commanding General or designated officer via the Command Master Chief (CMC). Personnel in a deployed status away from their parent command are currently eligible for CAP per the provisions outlined in this Order.

c. Coordinating Instructions

(1) Quota Limitations. Maximum authorized quotas under CAP are based on the enlisted billets authorized by a unit's Manpower Authorization Billets Authorized (BA) (Column) as designated for active and Selected Reserves (SELRES) personnel assigned to 2d MAW. Authorized CAP quotas shall be based on the BA of each individual Unit Identification Code (UIC). Eligible E-3, E-4 and E-5 personnel may be advanced between 1 January and 31 December each year. Under no circumstance shall total CAP advancements exceed the maximum authorized quotas.

(2) Selection Board. The CAP Selection Board will be composed of the CMC and the Leading Chief Petty Officers (LCPO) assigned to the groups of 2d MAW. Personnel selected for meritorious promotion under the provisions of the CAP will be

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determined by the board members. Point totals for each candidate will be calculated by using enclosure (3).

5. Administration and Logistics

a. LCPOs

(1) Submit written nominations in the format established by enclosures (1) and (2).

(2) Enlisted service records are also required for review by the board.

b. CMC

(1) Ensure all personnel nominated for CAP meet the prerequisites set forth in reference (a) and this Order.

(2) Convene a CAP Board at least annually consisting of nominations throughout 2d MAW.

(3) Prepare a NAVPERS 1070/613, Administrative Remarks entry as depicted by reference (a) and submit recommended personnel for Command Advancement to the CG 2d MAW.

(4) Ensure appropriate service record entries are completed.

(5) Ensure Joint Public Affairs Office (JPAO) is notified of selection board results.

(6) Facilitate selection board location, administrative support and processing of nomination packages prior to each board convening.

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6. Command and Signal

a. Command. This Order is applicable to all Navy personnel assigned to 2d MAW.

b. Signal. This Order is effective date signed.

  
R. W. REGAN  
Chief of Staff

DISTRIBUTION: A

WgO 1430.1E  
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SAMPLE NOMINATION SHEET

1430  
LCPO  
11 Mar 11

From: Leading Chief Petty Officer, Squadron #  
To: Command Master Chief, 2d Marine Aircraft Wing  
Via: (1) Leading Chief Petty Officer, Group #  
(2) Senior Enlisted Leader, MCAS Location

Subj: COMMAND ADVANCEMENT PROGRAM (CAP) RECOMMENDATION ICO

Ref: (a) BUPERSINST 1430.16F  
(b) OPNAVINST 6110.1H

Encl: (1) CAP Data Sheet  
(2) NAVPERS 1616/26 (last three years)  
(3) PRIMS data base information (last three years)

1. Nomination comments addressing member's significant achievements, overall performance, leadership ability, etc. (Not to exceed two single space typewritten pages).

2. Additional information or final summation/recommendation.

3. All information contained in this package has been verified and is true to my knowledge. For additional information please contact me at Phone (252) 123-4567 or e-mail address chiefstheman@usmc.mil.

I. M. THECHIEF

Enclosure (1)

CAP QUALIFICATION/DATA SHEET

RANK/FULL NAME/LAST FOUR SSN

1. Date received: DD MMM YY.
2. Projected Rotation Date (PRD): MMM YYYY.
3. End Active Obligated Service (EAOS): DD MMM YY.
4. Accounting Category/Duty Status Code 100: YES NO
5. Evaluation:
  - a. Date of last evaluation: From: YYYYMMDD to YYYYMMDD.
  - b. Occasion of evaluation: Periodic Detachment Special.
  - c. Type of evaluation: NOB Regular Concurrent.
  - d. Promotion Recommendation: SP PROG P MP EP.
  - e. Retention: Recommended or Not Recommended.
6. Active Duty Service Date (ADSD): DD MMM YY.
  - a. Meets Total Active Federal Military Service (TAFMS) Requirements: YES NO
    - (1) To E-4: two years.
    - (2) To E-5: three years.
    - (3) To E-6: seven years.
7. Current Time In Rate (TIR) Date: DD MMM YY.
  - a. Meets TIR requirement: YES NO
    - (1) To E-4: six months as E-3.
    - (2) To E-5: 12 months as E-4.
    - (3) To E-6: 36 months as E-6.
8. Meets Physical Readiness Requirements as per OPNAVINST 6110.1H: YES NO.

Enclosure (2)

- a. Date of last completed PFA: DD MMM YY.
  - b. Weight: \_\_\_\_\_ BCA (if applicable): \_\_\_\_\_
  - c. Physical Readiness Test:
    - (1) Score:
    - (2) Category
9. Warfare qualified (career): List Warfare qualification/date of qualification or if not qualified list none.
10. Participated in Navy Advancement Exam Cycle (list all exams taken for next recommended pay grade): Cycle/Standard Score/Final Multiple/Minimum Required.
11. Operational experience (current tour): Deployment or Exercise/Location/DD MMM YY - DD MMM YY.
12. Personal Awards (during current year to include Combat Action Ribbon): DD MMM YY awarded.
13. Command Involvement (current tour):
- a. Position/Member, Committee/Association, date of event.
  - b. Collateral duties: List collateral duties (Wing/Station or Group/Squadron).
14. Educational Achievement:
- a. College Degrees (Career)
    - (1) Degree Type.
    - (2) Date Awarded.
  - b. College or CLEP/DANTES Courses (current tour):
    - (1) Course.
    - (2) Date Completed.
  - c. Correspondence Courses, Professional Courses and Certifications (current tour):
    - (1) Course or Certification.

Enclosure (2)

(2) Date Completed or Awarded.

16. Community Service (current tour):

(1) Position.

(2) Organization or Event.

(3) Date.

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CAP SCORE SHEET

Category	Points	MAG 14	MAG 26	MAG 29	MWSG 27	MACG 28
<b>Performance Marks: Last Evaluation</b>	<b>10 Points Max</b>					
EP	10					
MP	7					
P	5					
<b>Physical Readiness: Last PRT</b>	<b>5 Points Max</b>					
Outstanding (High/Medium/Low)	5					
Excellent (High/Medium/Low)	3					
<b>Warfare Qualification: Career</b>	<b>5 Points Max</b>					
EFMFWS/EAWS/ESWS/SCWS	1 (each)					
CAC/NAC/AO/DV/PJ	.5 (each)					
<b>Advancement/Promotion</b>	<b>5 Points Max</b>					
Navy Advancement Exam (80-70/69-60/59-50)	5.0/4.0/3.0					
<b>Operational Experience</b>	<b>10 Points Max</b>					
Months deployed (1 pts Operation, .5 Points Training)	1.0/5.0 each					
<b>Personal Awards:</b>	<b>10 Points Max</b>					
CAR/NCM/Air Medal or above	3					
NAM	2					
FLOC	1					
LOC/LOA	0.5					
<b>Command Involvement:</b>	<b>10 Points Max</b>					
Elected Official Committee/Association	1.5 (each)					
Participant Organization/Event	0.5 (each)					
Collateral Duties (Wing/Station)	1.0 (each)					
Collateral Duties (Work Center/Group)	0.5 (each)					
<b>Community Involvement</b>	<b>5 Points Max</b>					
Elected Position (President/Coach/Troop Leader)	1.5 (each)					
Participant Organization/Event	0.5 (each)					
<b>Educational Achievements</b>	<b>10 Points Max</b>					
Masters Degree	5					
Bachelors Degree	4					
Associates Degree	3					
College Course or CLEP/DANTES Max of 2	1 (each)					
Military Correspondence Course Max of 2	0.5 (each)					
Professional Courses/Certifications Max of 2	0.5 (each)					
<b>Package: Subjective</b>	<b>30 Points Max</b>					
Leadership Responsibility/Supervisory Ability	0-10 points					
Sailorization/Team Work	0-5 Points					
Mission Accomplishment/Command Impact	0-5 Points					
Ability to perform at the next higher pay grade	0-10 Points					
<b>Total Points Available</b>	<b>100 Points Max</b>					

Enclosure (3)