



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 1430.17F CH-1  
PERS-811  
30 July 2003

BUPERS INSTRUCTION 1430.17F CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: COMMAND ADVANCEMENT PROGRAM (CAP)

Encl: (1) Revised pages 3 of basic instruction

1. Purpose. To revise paragraph 8 "Quota Limitations" of the basic instruction.

2. Action. Remove page 3 of the basic instruction and replace with enclosure (1) of this change transmittal.

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Distribution:  
SNDL Parts 1 and 2

administer CAP, but may recommend eligible candidates to their parent command. CAP advancements for personnel assigned to a detachment are counted against the parent command's annual quota. Therefore, authorization should be obtained from the parent command of a deployed detachment prior to effecting a CAP advancement. Drilling Reserve personnel may only be authorized CAP by the CO of the commissioned unit to which assigned. In the case of those commissioned units, which do not have an active duty CO, the officer who would assume command of the unit upon activation is authorized to approve CAP advancements.

8. Quota Limitations

a. Based on the enlisted billets authorized by a unit's Manpower Authorization (BA Column) for active personnel or the SELRES Unit Reserve Unit Assignment Document (RUAD) for SELRES personnel, COs may advance eligible E-3, E-4, and E-5 personnel between 1 January and 31 December inclusive as follows:

<b>TOTAL ENLISTED BILLETTS <u>AUTHORIZED</u></b>	<b>PERCENTAGE <u>AUTHORIZED</u></b>	<b>MAXIMUM AUTHORIZED <u>QUOTAS BY PAYGRADE</u></b>		
		E-6	E-5	E-4
100 or less	2%	1	1	*
101 to 1000	1%	1	2	*
1001 TO 2000	1%	2	4	*
OVER 2000	1%	2	6	*

(R)

\* Number is based on command's total CAP quotas.

(R)

b. Each command's total CAP quotas are computed by multiplying the total enlisted billets authorized by the percentage authorized. Quotas are rounded to the next higher number (i.e., 506 x .01 = 6 quotas). E-4 quotas may be substituted for unused E-5 or E-6 quotas. In no case may the total annual CAP advancements exceed the maximum authorized quota(s).

(R)

c. COs responsible for more than one Unit Identification Code (UIC) will base quotas on each individual OPNAV 1000/2 or RUAD maintained. Active duty and Drilling Reserve quotas are separate and may not be consolidated. Sea, Air, Mariner (SAM) II personnel are counted against Drilling Reserve quotas.

9. Administrative Procedures. Commands shall prepare a NAVPERS 1070/613, Administrative Remarks page entry as follows: