



# Highlander Composite Squadron



## Promotion Checklist

Phase 1 – Achievement 1

John Curry



Cadet Airman  
C/Amn



Date: \_\_\_\_\_

Cadet Name: Cadet Basic \_\_\_\_\_

CAPID: \_\_\_\_\_

Last Name

First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up:      Push Up:      Sit & Reach:	
	Must attempt PT (Passing scores required for Wright Brothers Achievement)		
Cadet Welcome Course	A 15-MINUTE ONLINE MODULE IN CADET INTERACTIVE, THE CADET WELCOME COURSE, WILL HELP YOU GET STARTED. IF YOU DON'T HAVE WEB ACCESS, ASK YOUR SQUADRON FOR AN IN-PERSON BRIEFING.		N/A
Leadership Chapter 1 Interactive Module and/or Test	AFTER READING LEARN TO LEAD CHAPTER 1, GO DEEPER AND CHALLENGE YOUR LEARNING IN CADET INTERACTIVE. IF YOU DON'T HAVE WEB ACCESS, YOU CAN ASK YOUR SQUADRON TO GIVE YOU AN OPEN-BOOK TEST INSTEAD.  OPEN BOOK, 80 PERCENT MINIMUM REQUIRED TO PASS. GO FOR HONOR CREDIT BY DOING BOTH THE CADET INTERACTIVE MODULE AND THE OPEN-BOOK TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Written Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT			
Aerospace Education	NO REQUIREMENT	NO REQUIREMENT	NO REQUIREMENT
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION WINGMAN COURSE – TO BE COMPLETED WITH GREAT START PROGRAM		N/A
Drill Test #1	ENTER CADETS SCORE – NUMBER CORRECT: _____/15 (11 or more required to pass)		
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR <a href="#">GRADE</a> . <b>Attitude:</b> Positive, enthusiastic <b>Core Values:</b> aware of core values <b>Communication:</b> listens, asks questions <b>Responsibility:</b> follows directions, manages time		
<b>CIVIL AIR PATROL CADET OATH:</b> "I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation."			
<b>REVIEW</b>			
Date Joined CAP:			
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET AIRMAN</b>			
SIGNATURE AND GRADE OF GREAT START OFFICER			DATE
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER	



# Highlander Composite Squadron



## Promotion Checklist

Phase 1 – Achievement 2  
H.H. Arnold



Cadet Airman First Class  
C/A1C



Promotion Date: \_\_\_\_\_ Cadet Name: C/Amn \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials
<b>Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program</b>	<b>SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER</b> <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up: Push Up: Sit & Reach:	
	Must attempt PT (Passing scores required for Wright Brothers Achievement)		
<b>Leadership Ch 2 Interactive Module and/or Test</b>	80 PERCENT MINIMUM REQUIRED TO PASS. ONLINE, OPEN-BOOK	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
<b>Aerospace Interactive Module and/or Test</b>	MODULE SELECTED: [ 1 ] [ 2 ] [ 3 ] [ 4 ] [ 5 ] [ 6 ] [ 7 ] 80 PERCENT MINIMUM REQUIRED TO PASS TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
<b>Character Development Forum Participation</b>	THIS MODULE MUST BE COMPLETED FOR PROGRESSION		
<b>Drill Test #2</b>	ENTER CADETS SCORE – NUMBER CORRECT: _____/15 (11 or more required to pass)		
<b>Cadet Oath</b>	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
<b>Uniform</b>	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____		
<b>Leadership Expectations</b>	MEETS OR EXCEEDS EXPECTATIONS FOR <a href="#">GRADE</a> . <b>Attitude:</b> Positive attitude <b>Core Values:</b> aware of core values <b>Communication:</b> listens & asks questions <b>Responsibility:</b> follows directions		
<b>Active Participation in Activities</b>	Activity:		N/A
<b>REVIEW</b>			
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>	
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET AIRMAN FIRST CLASS</b>			
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE	
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER	



# Highlander Composite Squadron



## Promotion Checklist

Phase 1 – Achievement 3

Mary Feik



Cadet Senior Airman  
C/SrA



Promotion Date: \_\_\_\_\_ Cadet Name: C/A1C \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials		
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	<b>SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER</b> <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		N/A		
	Mile Run/Pacer Test: (Circle which)	Curl Up:		Push Up:	Sit & Reach:
	<small>Must attempt PT (Passing scores required for Wright Brothers Achievement)</small>				
Leadership Ch 3 Interactive Module and/or Test	80 PERCENT MINIMUM REQUIRED TO PASS. ONLINE, OPEN-BOOK	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A		
	<small>COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT</small>				
Aerospace Interactive Module and/or Test	MODULE SELECTED: [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ][ 6 ][ 7 ] 80 PERCENT MINIMUM REQUIRED TO PASS TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A		
	<small>COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT</small>				
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION				
Drill Test #3	ENTER CADETS SCORE – NUMBER CORRECT: _____/11 <small>(8 or more required to pass)</small>				
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY				
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> <b>Score:</b> _____				
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR <a href="#">GRADE</a> . <b>Attitude:</b> Positive attitude <b>Core Values:</b> aware of core values <b>Communication:</b> listens & asks questions <b>Responsibility:</b> follows directions				
Active Participation in Activities	Activity:		N/A		
<b>REVIEW</b>					
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>			
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET SENIOR AIRMAN</b>					
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE			
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER			



# Highlander Composite Squadron



## Promotion Checklist

### PHASE 1 – WRIGHT BROTHERS AWARD



CADET STAFF SERGEANT  
C/SSgt



Promotion Date: \_\_\_\_\_ Cadet Name: C/SrA \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials		
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A		
	Mile Run/Pacer Test: (Circle which)	Curl Up:		Push Up:	Sit & Reach:
	Passing score required to receive Wright Brothers Award				
Leadership	COMPREHENSIVE LEADERSHIP EXAMINATION, <b>CLOSED BOOK</b> , SCORE OF 80 PERCENT MINIMUM TO PASS Must request to have test proctored the Thursday before Monday's meeting. Test must be completed before CAP or on a PT Night. No Honor Credit Available.		N/A		
Aerospace Education	NO REQUIREMENT		NO REQUIREMENT		
Character Development Forum Participation	NO REQUIREMENT		NO REQUIREMENT		
Drill Test	ENTER CADETS SCORE – NUMBER CORRECT: _____/20 (16 or more required to pass)				
	Part 2 of the Leadership test. Leadership test must be passed before completing the drill test.				
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY				
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____				
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Positive attitude <b>Core Values:</b> aware of core values <b>Communication:</b> listens & asks questions <b>Responsibility:</b> follows directions				
Active Participation in Activities	Activity:		N/A		
Promotion Review Board (PRB)	ATTACH CAP FORM 60-91 DETAILING HIS OR HER PERFORMANCE DURING PHASE ONE ALONG WITH LEADERSHIP SUGGESTIONS TO THIS SHEET Must request to have a PRB the Thursday before Monday's meeting.				
<b>REVIEW</b>					
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>			
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET STAFF SERGEANT</b>					
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE			
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER			

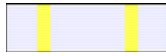


# Highlander Composite Squadron



## Promotion Checklist

PHASE 2 – ACHIEVEMENT 4  
EDDIE RICKENBACKER



CADET TECHNICAL SERGEANT  
C/TSgt



Promotion Date: \_\_\_\_\_ Cadet Name: C/SSgt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials
<b>Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program</b>	<b>SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER</b> <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up: Push Up: Sit & Reach:	
	Must pass PT every 180 day's		
<b>Leadership Ch 4 Interactive Module and/or Test</b>	80 PERCENT MINIMUM REQUIRED TO PAS ONLINE, OPEN-BOOK TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
<b>Aerospace Interactive Module and/or Test</b>	MODULE SELECTED: [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ][ 6 ][ 7 ] 80 PERCENT MINIMUM REQUIRED TO PASS TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
<b>Character Development Forum Participation</b>	THIS MODULE MUST BE COMPLETED FOR PROGRESSION		
<b>Drill Test #4</b>	ENTER CADETS SCORE – NUMBER CORRECT: _____/5 (4 or more required to pass)		
<b>Cadet Oath</b>	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
<b>Uniform</b>	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____		
<b>Leadership Expectations</b>	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Does not flaunt authority <b>Core Values:</b> Professional & good team leader <b>Communication:</b> Proficient at informal speaking <b>Responsibility:</b> Enforces standards <b>Skills:</b> Guides Jr Cadets		
<b>Active Participation in Activities</b>	Activity:		N/A

### REVIEW

ELIGIBLE FOR PROMOTION:	8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET TECHNICAL SERGEANT</b>	
SIGNATURE AND GRADE OF FLIGHT COMMANDER	DATE
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:	SIGNATURE OF SENIOR TESTING OFFICER





# Highlander Composite Squadron



## Promotion Checklist

PHASE 2 – ACHIEVEMENT 5  
CHARLES LINDBERGH



CADET MASTER SERGEANT  
C/MSgt



Promotion Date: \_\_\_\_\_ Cadet Name: C/TSgt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up:  Push Up:  Sit & Reach:	
	Must pass PT every 180 day's		
Leadership Ch 5 Interactive Module and/or Test	80 PERCENT MINIMUM REQUIRED TO PAS ONLINE, OPEN-BOOK TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
Aerospace Interactive Module and/or Test	MODULE SELECTED: [ 1 ] [ 2 ] [ 3 ] [ 4 ] [ 5 ] [ 6 ] [ 7 ] 80 PERCENT MINIMUM REQUIRED TO PASS TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION		
Drill Test #5	ENTER CADETS SCORE – NUMBER CORRECT: _____/21 (16 or more required to pass)		
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____		
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Does not flaunt authority <b>Core Values:</b> Professional & good team leader <b>Communication:</b> Proficient at informal speaking <b>Responsibility:</b> Enforces standards <b>Skills:</b> Guides Jr Cadets		
Active Participation in Activities	Activity: _____		N/A
<b>REVIEW</b>			
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>	
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET MASTER SERGEANT</b>			
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE	
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER	



# Highlander Composite Squadron



## Promotion Checklist

PHASE 2 – ACHIEVEMENT 6  
JIMMY DOOLITTLE



CADET SENIOR MASTER SERGEANT  
C/SMSGt



Promotion Date: \_\_\_\_\_ Cadet Name: C/MSgt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up:	
Must pass PT every 180 day's			
Leadership Ch 6 Interactive Module and/or Test	80 PERCENT MINIMUM REQUIRED TO PAS ONLINE, OPEN-BOOK TEST.		Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>  N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
Aerospace Interactive Module and/or Test	MODULE SELECTED: [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ][ 6 ][ 7 ] 80 PERCENT MINIMUM REQUIRED TO PASS TEST.		Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>  N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION		
Drill Test #6	ENTER CADETS SCORE – NUMBER CORRECT: _____/5 (4 or more required to pass)		
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____		
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Does not flaunt authority <b>Core Values:</b> Professional & good team leader <b>Communication:</b> Proficient at informal speaking <b>Responsibility:</b> Enforces standards <b>Skills:</b> Guides Jr Cadets		
Active Participation in Activities	Activity:		N/A
Promotion Review Board (PRB)	ATTACH CAP FORM 60-92 DETAILING HIS OR HER PERFORMANCE DURING PHASE TWO ALONG WITH LEADERSHIP SUGGESTIONS TO THIS SHEET Must request to have a PRB the Thursday before Monday's meeting.		
<b>REVIEW</b>			
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>	
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET SENIOR MASTER SERGEANT</b>			
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE	
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER	



# Highlander Composite Squadron



## Promotion Checklist

PHASE 2 – ACHIEVEMENT 7  
ROBERT GODDARD



CADET CHIEF MASTER SERGEANT  
C/CMSgt



Promotion Date: \_\_\_\_\_ Cadet Name: C/SMSgt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials
<b>Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program</b>	<b>SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER</b> <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up: Push Up: Sit & Reach:	
	Must pass PT every 180 day's		
<b>Leadership Ch 7 Interactive Module and/or Test</b>	80 PERCENT MINIMUM REQUIRED TO PAS ONLINE, OPEN-BOOK TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
<b>Aerospace Interactive Module and/or Test</b>	MODULE SELECTED: [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ][ 6 ][ 7 ] 80 PERCENT MINIMUM REQUIRED TO PASS TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
<b>Character Development Forum Participation</b>	THIS MODULE MUST BE COMPLETED FOR PROGRESSION		
<b>Drill Test #7</b>	ENTER CADETS SCORE – NUMBER CORRECT: _____/20 (16 or more required to pass)		
<b>Cadet Oath</b>	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
<b>Uniform</b>	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____		
<b>Leadership Expectations</b>	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Encourages good attitudes <b>Core Values:</b> Promotes team spirit <b>Communication:</b> Proficient at informal speaking (give directions) <b>Responsibility:</b> Trusted to supervise small team <b>Skills:</b> Recognizes when others need help		
<b>Active Participation in Activities</b>	Activity: _____  N/A		
<b>REVIEW</b>			
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>	
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET CHIEF MASTER SERGEANT</b>			
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE	
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER	





# Highlander Composite Squadron



## Promotion Checklist

PHASE 2 – ACHIEVEMENT 8  
NEIL ARMSTRONG



CADET CHIEF MASTER SERGEANT  
C/CMSgt



Promotion Date: \_\_\_\_\_ Cadet Name: C/CMSgt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

**IMPORTANT FIRST STEP – See back regarding speech and essay.**

Item	Result / Score	Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up: Push Up: Sit & Reach:	
Must pass PT every 180 day's			
Leadership Ch 8 Interactive Module and/or Test	80 PERCENT MINIMUM REQUIRED TO PAS ONLINE, OPEN-BOOK TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
Aerospace Interactive Module and/or Test	MODULE SELECTED: [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ][ 6 ][ 7 ] 80 PERCENT MINIMUM REQUIRED TO PASS TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION		
Drill Test #8	ENTER CADETS SCORE – NUMBER CORRECT: _____/10 (7 or more required to pass)		
300-500 Word Essay and 5- 7 Minute Speech <b>(See Back of Page)</b>	Essay:	Score:	
	Speech:	Score:	
Attach Essay and Speech & Essay critique forms to this form			
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____		
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Encourages good attitudes <b>Core Values:</b> Promotes team spirit <b>Communication:</b> Proficient at informal speaking (give directions) <b>Responsibility:</b> Trusted to supervise small team <b>Skills:</b> Recognizes when others need help		
Active Participation in Activities	Activity: _____  N/A		
<b>REVIEW</b>			
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>	
<b>MEMBER IS ELIGIBLE FOR "GHOST" PROMOTION TO CADET CHIEF MASTER SERGEANT</b>			
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE	
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER	

## Special Requirement:

You must write a 300-500 word essay and present a 5 to 7 minute speech to the unit on one of the topics below. A senior member will evaluate the essay and speech using [critique forms](#).

- Explain why America's aerospace power is vital to commerce, science or national security.
- Describe leadership mistakes you have made and explain what you learned from them.
- Explain the difference between followership and leadership.

Reference the critique forms to help you meet the requirements for the speech and essay.

- Critique forms can be found at [https://www.gocivilairpatrol.com/media/cms/Critiques\\_61192D13EDA0C.pdf](https://www.gocivilairpatrol.com/media/cms/Critiques_61192D13EDA0C.pdf)

**Essay should be completed, critiqued, and passed prior to requesting to do your speech.**



# Highlander Composite Squadron



## Promotion Checklist

PHASE 2 – MITCHELL AWARD  
GENERAL BILLY MITCHELL



CADET SECOND LIEUTENANT  
C/2d Lt



Promotion Date: \_\_\_\_\_ Cadet Name: C/CMSgt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up: Push Up: Sit & Reach:	
	Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test		
Leadership	COMPREHENSIVE LEADERSHIP EXAMINATION, CLOSED BOOK, SCORE OF 80% MINIMUM TO PASS Must request to have test proctored the Thursday before Monday's meeting. Test must be completed before CAP or on a PT Night.		N/A
Aerospace Education	COMPREHENSIVE LEADERSHIP EXAMINATION, CLOSED BOOK, SCORE OF 80% MINIMUM TO PASS Must request to have test proctored the Thursday before Monday's meeting. Test must be completed before CAP or on a PT Night.		N/A
Character Development Forum Participation	NO REQUIREMENT	NO REQUIREMENT	NO REQUIREMENT
Encampment	Date Participated:		
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____		
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Encourages good attitudes <b>Core Values:</b> Promotes team spirit <b>Communication:</b> Proficient at informal speaking (give directions) <b>Responsibility:</b> Trusted to supervise small team <b>Skills:</b> Recognizes when others need help		
Active Participation in Activities	Activity:		N/A
Promotion Review Board (PRB)	ATTACH CAP FORM 60-92 DETAILING HIS OR HER PERFORMANCE DURING PHASE TWO ALONG WITH LEADERSHIP SUGGESTIONS TO THIS SHEET Must request to have a PRB the Thursday before Monday's meeting.		

### REVIEW

ELIGIBLE FOR PROMOTION:	8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET SECOND LIEUTENANT</b>	
SIGNATURE AND GRADE OF FLIGHT COMMANDER	DATE
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:	SIGNATURE OF SENIOR TESTING OFFICER



# Highlander Composite Squadron Promotion Checklist

PHASE 3 – ACHIEVEMENT 9

CADET SECOND LIEUTENANT  
C/2d Lt



Promotion Date: \_\_\_\_\_ Cadet Name: C/2d Lt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

## Achievement Requirements

**IMPORTANT FIRST STEP - Request a Senior Mentor from Squadron Commander. (See Back regarding SDA's)**

Item	Result / Score	Date Completed	Staff Initials		
<b>Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program</b>	<b>SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER</b> <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A		
	Mile Run/Pacer Test: _____ <small>(Circle which)</small>	Curl Up: _____		Push Up: _____	Sit & Reach: _____
	<small>Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test</small>				
<b>Leadership Ch 9 Interactive Module and/or Test</b>	80 PERCENT MINIMUM REQUIRED TO PAS ONLINE, OPEN-BOOK TEST.		N/A		
	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>				
<small>COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT</small>					
<b>Aerospace Education Test</b>	80 percent minimum required to pass. ANY MODULE AEROSPACE DIMENSIONS MODULE SELECTED: [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ][ 6 ]		N/A		
<b>Character Development Forum Participation</b>	THIS MODULE MUST BE COMPLETED FOR PROGRESSION				
<b>Cadet Oath</b>	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY				
<b>Uniform</b>	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____				
<b>Leadership Expectations</b>	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Self motivated <b>Core Values:</b> Consistent dealing with subordinates <b>Communication:</b> Writes & Speaks clearly <b>Responsibility:</b> Sense of ownership on assignments <b>Skills:</b> Mentors NCO's <b>Critical Thinking:</b> Plans ahead <b>Delegation Skills:</b> Delegates effectively and works through NCO's				
<b>Cadet Mentor?</b>					
<b>Staff Duty Analysis (SDA) CAPP 60-32</b> Items in this section must be completed in order & signed off by the senior mentor. <b>Request mentor from Squadron Commander first thing. (See Back)</b>	SDA Senior Mentor: _____	SDA Staff Service (Support Staff Position): _____			
	SDA Technical Writing Assignment (Provide Type of document): _____	Score: _____			
	SDA Oral Presentation (Purpose of briefing): _____	Score: _____			
	SDA Feedback (CAPF 60-93 optional)			Signed off by Senior Mentor	
	Attach Essay, Speech & Essay critique forms, and feedback to this form				
<b>Active Participation in Activities</b>	Activity: _____				
<b>REVIEW</b>					
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>			
<b>MEMBER IS ELIGIBLE FOR "GHOST" PROMOTION TO CADET SECOND LIEUTENANT</b>					
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE			
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER			

**CAP HCS Cadet SDA Flowchart Tracker [varies slightly from CAPP 60-32, Page 7]**

STEP	OWNER	TASK	PHASE
1	Cadet Officer	START. Cadet officer begins working on a new Achievement in Phase III or IV	Preparation
2	Cadet Officer	Cadet requests to be assigned to a staff position. Cadet may carry-over a staff position from one achievement to the next, if the mentor so desires. Some cadet officers will already be serving in a staff position.	Preparation
3	Senior Mentor to CDC	Commander approves staff assignment, if the cadet was previously unassigned or if it is decided to change the cadet's duty assignment. Senior mentor should announce the SDA duty assignment to the senior staff.	Preparation
4	Cadet Officer	Cadet selects a technical writing assignment, choosing a format that is conducive to the type of service he or she will be performing in the next 8 weeks. See Table 2.1 for suggestions. Cadet ensures he or she has not already used this format during a previous Achievement.	Preparation
5	Senior Mentor	Senior mentor approves request or directs cadet to use a different technical writing format than what was proposed.	Preparation
6	Cadet Officer	Cadet begins service learning and <b>fulfilling assigned staff responsibilities</b> for this Achievement. <b>A significant portion of the cadet's effort should be dedicated to gaining a working understanding of the roles and responsibilities of Senior Members holding this duty position.</b>  As part of fulfilling the responsibilities of the selected duty position, choose a reasonable deliverable to accomplish during your SDA term. Review your plan with your mentor as soon as possible to ensure you have a <u>reasonable, measurable</u> plan so that you both will agree on the end goal and how it can be deemed successful (passing).	Development
7	Cadet Officer	Cadet seeks advice on how to complete the technical writing assignment by conferring with peers, senior mentor, and related senior staff. Cadet also reviews the specific Exemplar (sample document) available online in the Cadet Staff Duty Analysis section of the Cadet Library.	Development
8	Cadet Officer	Cadet begins drafting technical writing document. Cadet uses USAF's Tongue & Quill for procedural guidance. Available online in the Publications Library at GoCivilAirPatrol.	Development
9	Cadet Officer	When cadet believes technical document is ready, cadet begins preparing an oral briefing to present the document's content to an audience. <b>For technical document and oral briefing requirements, see the rubrics in Appendix 1 or online in the Cadet Staff Duty Analysis section of the Cadet Library.</b>	Development
10	Cadet Officer	Cadet submits completed technical document to senior mentor and schedules oral briefing.	Presentation
11	Senior Mentor	Senior mentor confirms oral briefing appointment and informs cadet of audience composition (selected seniors, cadet NCOs and officers, full squadron, etc.)	Presentation
12	Senior Mentor	Senior mentor reviews technical document and evaluates with appropriate rubric prior to the oral briefing. Cadet may need to revise the document prior to the oral presentation.	Presentation
13	Cadet Officer	Cadet delivers oral presentation and participates in Q&A with audience	Presentation
14	Senior Mentor	Senior mentor evaluates cadet's oral presentation using the oral presentation rubric.	Feedback
15	Cadet Officer	Senior mentor and cadet meet in semiprivate session; mentor provides feedback about technical document and briefing, using completed rubrics as references. Rubrics indicate cadet's technical writing and oral presentation met standards or need improvement.	Feedback
16	Cadet Officer	If technical document was scored "Needs Improvement," cadet revises technical document and resubmits for credit.	Feedback
17	Cadet Officer	If oral presentation was scored "Needs Improvement," cadet revises presentation and presents oral briefing again for credit.	Feedback
18	Cadet Officer	CONCLUSION. Senior mentor records SDA completion in eServices > Cadet Promotions Application Senior mentor files completed rubrics in cadet's personnel file. DONE!	Feedback

**LINKS REFERENCED ABOVE:**

<b>AFH 33-337 Air Force Tongue &amp; Quill</b>	<a href="https://www.gocivilairpatrol.com/members/publications/other-publications-1709">https://www.gocivilairpatrol.com/members/publications/other-publications-1709</a>
<b>Cadet Staff Duty Analysis page in the Cadet Library</b>	<a href="https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/">https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/</a>





# Highlander Composite Squadron



## Promotion Checklist

PHASE 3 – ACHIEVEMENT 10



CADET FIRST LIEUTENANT  
C/1st Lt

Promotion Date: \_\_\_\_\_ Cadet Name: C/2d Lt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up: Push Up: Sit & Reach:	
<i>Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test</i>			
Leadership Ch 10 Interactive Module and/or Test	80 PERCENT MINIMUM REQUIRED TO PAS ONLINE, OPEN-BOOK TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT		
Aerospace Education	80 percent minimum required to pass. ANY MODULE AEROSPACE DIMENSIONS MODULE SELECTED: [ 1 ] [ 2 ] [ 3 ] [ 4 ] [ 5 ] [ 6 ]		N/A
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION		
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____		
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Self motivated <b>Core Values:</b> Consistent dealing with subordinates <b>Communication:</b> Writes & Speaks clearly <b>Responsibility:</b> Sense of ownership on assignments <b>Skills:</b> Mentors NCO's <b>Critical Thinking:</b> Plans ahead <b>Delegation Skills:</b> Delegates effectively and works through NCO's		
Cadet Mentor?			
Staff Duty Analysis (SDA) CAPP 60-32 Items in this section must be completed in order & signed off by the senior mentor. <b>(See Back)</b>	SDA Senior Mentor:	SDA Staff Service (Support Staff Position):	Signed off by Senior Mentor
	SDA Technical Writing Assignment (Provide Type of document):	Score:	
	SDA Oral Presentation (Purpose of briefing):	Score:	
	SDA Feedback (CAPF 60-93 optional)		
	Attach Essay, Speech & Essay critique forms, and feedback to this form		
Active Participation in Activities	Activity:		N/A

### REVIEW

ELIGIBLE FOR PROMOTION:	8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO FIRST LIEUTENANT</b>	
SIGNATURE AND GRADE OF FLIGHT COMMANDER	DATE
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:	SIGNATURE OF SENIOR TESTING OFFICER

**CAP HCS Cadet SDA Flowchart Tracker [varies slightly from CAPP 60-32, Page 7]**

STEP	OWNER	TASK	PHASE
1	Cadet Officer	START. Cadet officer begins working on a new Achievement in Phase III or IV	Preparation
2	Cadet Officer	Cadet requests to be assigned to a staff position. Cadet may carry-over a staff position from one achievement to the next, if the mentor so desires. Some cadet officers will already be serving in a staff position.	Preparation
3	Senior Mentor to CDC	Commander approves staff assignment, if the cadet was previously unassigned or if it is decided to change the cadet's duty assignment. Senior mentor should announce the SDA duty assignment to the senior staff.	Preparation
4	Cadet Officer	Cadet selects a technical writing assignment, choosing a format that is conducive to the type of service he or she will be performing in the next 8 weeks. See Table 2.1 for suggestions. Cadet ensures he or she has not already used this format during a previous Achievement.	Preparation
5	Senior Mentor	Senior mentor approves request or directs cadet to use a different technical writing format than what was proposed.	Preparation
6	Cadet Officer	Cadet begins service learning and <b>fulfilling assigned staff responsibilities</b> for this Achievement. <b>A significant portion of the cadet's effort should be dedicated to gaining a working understanding of the roles and responsibilities of Senior Members holding this duty position.</b>  As part of fulfilling the responsibilities of the selected duty position, choose a reasonable deliverable to accomplish during your SDA term. Review your plan with your mentor as soon as possible to ensure you have a <u>reasonable, measurable</u> plan so that you both will agree on the end goal and how it can be deemed successful (passing).	Development
7	Cadet Officer	Cadet seeks advice on how to complete the technical writing assignment by conferring with peers, senior mentor, and related senior staff. Cadet also reviews the specific Exemplar (sample document) available online in the Cadet Staff Duty Analysis section of the Cadet Library.	Development
8	Cadet Officer	Cadet begins drafting technical writing document. Cadet uses USAF's Tongue & Quill for procedural guidance. Available online in the Publications Library at GoCivilAirPatrol.	Development
9	Cadet Officer	When cadet believes technical document is ready, cadet begins preparing an oral briefing to present the document's content to an audience. <b>For technical document and oral briefing requirements, see the rubrics in Appendix 1 or online in the Cadet Staff Duty Analysis section of the Cadet Library.</b>	Development
10	Cadet Officer	Cadet submits completed technical document to senior mentor and schedules oral briefing.	Presentation
11	Senior Mentor	Senior mentor confirms oral briefing appointment and informs cadet of audience composition (selected seniors, cadet NCOs and officers, full squadron, etc.)	Presentation
12	Senior Mentor	Senior mentor reviews technical document and evaluates with appropriate rubric prior to the oral briefing. Cadet may need to revise the document prior to the oral presentation.	Presentation
13	Cadet Officer	Cadet delivers oral presentation and participates in Q&A with audience	Presentation
14	Senior Mentor	Senior mentor evaluates cadet's oral presentation using the oral presentation rubric.	Feedback
15	Cadet Officer	Senior mentor and cadet meet in semiprivate session; mentor provides feedback about technical document and briefing, using completed rubrics as references. Rubrics indicate cadet's technical writing and oral presentation met standards or need improvement.	Feedback
16	Cadet Officer	If technical document was scored "Needs Improvement," cadet revises technical document and resubmits for credit.	Feedback
17	Cadet Officer	If oral presentation was scored "Needs Improvement," cadet revises presentation and presents oral briefing again for credit.	Feedback
18	Cadet Officer	CONCLUSION. Senior mentor records SDA completion in eServices > Cadet Promotions Application Senior mentor files completed rubrics in cadet's personnel file. DONE!	Feedback

**LINKS REFERENCED ABOVE:**

<b>AFH 33-337 Air Force Tongue &amp; Quill</b>	<a href="https://www.gocivilairpatrol.com/members/publications/other-publications-1709">https://www.gocivilairpatrol.com/members/publications/other-publications-1709</a>
<b>Cadet Staff Duty Analysis page in the Cadet Library</b>	<a href="https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/">https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/</a>



# Highlander Composite Squadron Promotion Checklist

PHASE 3 – ACHIEVEMENT 11

CADET FIRST LIEUTENANT  
C/1st Lt



Promotion Date: \_\_\_\_\_ Cadet Name: C/1st Lt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

## Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up: Push Up: Sit & Reach:	
	Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test		
Leadership Ch 11 Interactive Module and/or Test	80 PERCENT MINIMUM REQUIRED TO PAS ONLINE, OPEN-BOOK TEST.	Interactive Mod: <input type="checkbox"/> DATE: _____ Witten Test: <input type="checkbox"/> DATE: _____ Honor Credit: <input type="checkbox"/>	N/A
COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT			
Aerospace Education	80 percent minimum required to pass. ANY MODULE AEROSPACE DIMENSIONS MODULE SELECTED: [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ][ 6 ]		N/A
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION		
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____		
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Self motivated <b>Core Values:</b> Consistent dealing with subordinates <b>Communication:</b> Writes & Speaks clearly <b>Responsibility:</b> Sense of ownership on assignments <b>Skills:</b> Mentors NCO's <b>Critical Thinking:</b> Plans ahead <b>Delegation Skills:</b> Delegates effectively and works through NCO's		
Cadet Mentor?			
Staff Duty Analysis (SDA) CAPP 60-32 Items in this section must be completed in order & signed off by the senior mentor. (See Back)	SDA Senior Mentor:	SDA Staff Service (Support Staff Position):	
	SDA Technical Writing Assignment (Provide Type of document):		Score:
	SDA Oral Presentation (Purpose of briefing):		Score:
	SDA Feedback (CAPF 60-93 optional)		
	Attach Essay, Speech & Essay critique forms, and feedback to this form		
Active Participation in Activities	Activity:		N/A

### REVIEW

ELIGIBLE FOR PROMOTION:	8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>
<b>MEMBER IS ELIGIBLE FOR "GHOST" PROMOTION TO CADET FIRST LIEUTENANT</b>	
SIGNATURE AND GRADE OF FLIGHT COMMANDER	DATE
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:	SIGNATURE OF SENIOR TESTING OFFICER

**CAP HCS Cadet SDA Flowchart Tracker [varies slightly from CAPP 60-32, Page 7]**

STEP	OWNER	TASK	PHASE
1	Cadet Officer	START. Cadet officer begins working on a new Achievement in Phase III or IV	Preparation
2	Cadet Officer	Cadet requests to be assigned to a staff position. Cadet may carry-over a staff position from one achievement to the next, if the mentor so desires. Some cadet officers will already be serving in a staff position.	Preparation
3	Senior Mentor to CDC	Commander approves staff assignment, if the cadet was previously unassigned or if it is decided to change the cadet's duty assignment. Senior mentor should announce the SDA duty assignment to the senior staff.	Preparation
4	Cadet Officer	Cadet selects a technical writing assignment, choosing a format that is conducive to the type of service he or she will be performing in the next 8 weeks. See Table 2.1 for suggestions. Cadet ensures he or she has not already used this format during a previous Achievement.	Preparation
5	Senior Mentor	Senior mentor approves request or directs cadet to use a different technical writing format than what was proposed.	Preparation
6	Cadet Officer	Cadet begins service learning and <b>fulfilling assigned staff responsibilities</b> for this Achievement. <b>A significant portion of the cadet's effort should be dedicated to gaining a working understanding of the roles and responsibilities of Senior Members holding this duty position.</b>  As part of fulfilling the responsibilities of the selected duty position, choose a reasonable deliverable to accomplish during your SDA term. Review your plan with your mentor as soon as possible to ensure you have a <u>reasonable, measurable</u> plan so that you both will agree on the end goal and how it can be deemed successful (passing).	Development
7	Cadet Officer	Cadet seeks advice on how to complete the technical writing assignment by conferring with peers, senior mentor, and related senior staff. Cadet also reviews the specific Exemplar (sample document) available online in the Cadet Staff Duty Analysis section of the Cadet Library.	Development
8	Cadet Officer	Cadet begins drafting technical writing document. Cadet uses USAF's Tongue & Quill for procedural guidance. Available online in the Publications Library at GoCivilAirPatrol.	Development
9	Cadet Officer	When cadet believes technical document is ready, cadet begins preparing an oral briefing to present the document's content to an audience. <b>For technical document and oral briefing requirements, see the rubrics in Appendix 1 or online in the Cadet Staff Duty Analysis section of the Cadet Library.</b>	Development
10	Cadet Officer	Cadet submits completed technical document to senior mentor and schedules oral briefing.	Presentation
11	Senior Mentor	Senior mentor confirms oral briefing appointment and informs cadet of audience composition (selected seniors, cadet NCOs and officers, full squadron, etc.)	Presentation
12	Senior Mentor	Senior mentor reviews technical document and evaluates with appropriate rubric prior to the oral briefing. Cadet may need to revise the document prior to the oral presentation.	Presentation
13	Cadet Officer	Cadet delivers oral presentation and participates in Q&A with audience	Presentation
14	Senior Mentor	Senior mentor evaluates cadet's oral presentation using the oral presentation rubric.	Feedback
15	Cadet Officer	Senior mentor and cadet meet in semiprivate session; mentor provides feedback about technical document and briefing, using completed rubrics as references. Rubrics indicate cadet's technical writing and oral presentation met standards or need improvement.	Feedback
16	Cadet Officer	If technical document was scored "Needs Improvement," cadet revises technical document and resubmits for credit.	Feedback
17	Cadet Officer	If oral presentation was scored "Needs Improvement," cadet revises presentation and presents oral briefing again for credit.	Feedback
18	Cadet Officer	CONCLUSION. Senior mentor records SDA completion in eServices > Cadet Promotions Application Senior mentor files completed rubrics in cadet's personnel file. DONE!	Feedback

**LINKS REFERENCED ABOVE:**

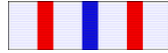
<b>AFH 33-337 Air Force Tongue &amp; Quill</b>	<a href="https://www.gocivilairpatrol.com/members/publications/other-publications-1709">https://www.gocivilairpatrol.com/members/publications/other-publications-1709</a>
<b>Cadet Staff Duty Analysis page in the Cadet Library</b>	<a href="https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/">https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/</a>



# Highlander Composite Squadron Promotion Checklist



PHASE 3 – EARHART AWARD  
AMEILA EARHART



CADET CAPTAIN  
C/Capt

Promotion Date: \_\_\_\_\_ Cadet Name: C/1st Lt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

## Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A
	Mile Run/Pacer Test: (Circle which)	Curl Up: Push Up: Sit & Reach:	
Leadership	COMPREHENSIVE LEADERSHIP EXAMINATION, CLOSED BOOK, SCORE OF 80% MINIMUM TO PASS Must request to have test proctored the Thursday before Monday's meeting. Test must be completed before CAP or on a PT Night.		N/A
Aerospace Education	COMPREHENSIVE LEADERSHIP EXAMINATION, CLOSED BOOK, SCORE OF 80% MINIMUM TO PASS Must request to have test proctored the Thursday before Monday's meeting. Test must be completed before CAP or on a PT Night.		N/A
Character Development Forum	NO REQUIREMENT	NO REQUIREMENT	NO REQUIREMENT
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a>		
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Self motivated <b>Core Values:</b> Consistent dealing with subordinates <b>Communication:</b> Writes & Speaks clearly <b>Responsibility:</b> Sense of ownership on assignments <b>Skills:</b> Mentors NCO's <b>Critical Thinking:</b> Plans ahead <b>Delegation Skills:</b> Delegates effectively and works through NCO's	Signed off by Senior Mentor	
Staff Duty Analysis (SDA) CAPP 60-32 Items in this section must be completed in order & signed off by the senior mentor.	SDA Senior Mentor:	SDA Staff Service (Support Staff Position): NO REQUIREMENT	NO REQUIREMENT
	SDA Technical Writing Assignment (Provide Type of document): NO REQUIREMENT		NO REQUIREMENT
	SDA Oral Presentation (Purpose of briefing): NO REQUIREMENT		NO REQUIREMENT
	SDA Feedback (CAPF 60-93 optional): NO REQUIREMENT Attach Essay and Speech & Essay critique forms to this form		
Active Participation in Activities	Activity:		N/A
Promotion Review Board (PRB)	ATTACH CAP FORM 60-93 DETAILING HIS OR HER PERFORMANCE DURING PHASE THREE ALONG WITH LEADERSHIP SUGGESTIONS TO THIS SHEET Must request to have a PRB the Thursday before Monday's meeting.		
<b>REVIEW</b>			
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>	
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET CAPTAIN</b>			
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE	
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER	





# Highlander Composite Squadron



## Promotion Checklist

PHASE 4 – ACHIEVEMENT 12

CADET CAPTAIN  
C/Capt



Promotion Date: \_\_\_\_\_ C/Capt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials		
<b>Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program</b>	<b>SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER</b> <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A		
	Mile Run/Pacer Test: _____ <small>(Circle which)</small>	Curl Up: _____		Push Up: _____	Sit & Reach: _____
	<small>Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test</small>				
<b>Leadership Chapter 12</b>	80 percent minimum required to pass. Online, Open-Book		N/A		
<b>Aerospace Education</b>	NO REQUIREMENT	N/A	N/A		
<b>Character Development Forum Participation</b>	THIS MODULE MUST BE COMPLETED FOR PROGRESSION				
<b>Cadet Oath</b>	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY				
<b>Uniform</b>	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____				
<b>Leadership Expectations</b>	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Resilient, mental discipline <b>Core Values:</b> Uses empathy <b>Communication:</b> Proficient at explaining complex issues <b>Responsibility:</b> Self Starter <b>Skills:</b> Adapts leadership style for situations <b>Critical Thinking:</b> Recognizes Long term goal needs <b>Delegation Skills:</b> Directs and manages multiple tasks				
<b>Cadet Instruct?</b>					
<b>Staff Duty Analysis (SDA) CAPP 60-32</b> Items in this section must be completed in order & signed off by the senior mentor. <b>(See Back)</b>	SDA Senior Mentor: _____	SDA Staff Service (Support Staff Position): _____			
	SDA Technical Writing Assignment (Provide Type of document): _____	Score: _____			
	SDA Oral Presentation (Purpose of briefing): _____	Score: _____			
	SDA Feedback (CAPF 60-93 optional)				
	Attach Essay, Speech & Essay critique forms, and feedback to this form				
<b>Active Participation in Activities</b>	Activity: _____		N/A		
<b>REVIEW</b>					
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>			
<b>MEMBER IS ELIGIBLE FOR "GHOST" PROMOTION TO CADET CAPTAIN</b>					
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE			
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER			

Signed off by Senior Mentor

**CAP HCS Cadet SDA Flowchart Tracker [varies slightly from CAPP 60-32, Page 7]**

STEP	OWNER	TASK	PHASE
1	Cadet Officer	START. Cadet officer begins working on a new Achievement in Phase III or IV	Preparation
2	Cadet Officer	Cadet requests to be assigned to a staff position. Cadet may carry-over a staff position from one achievement to the next, if the mentor so desires. Some cadet officers will already be serving in a staff position.	Preparation
3	Senior Mentor to CDC	Commander approves staff assignment, if the cadet was previously unassigned or if it is decided to change the cadet's duty assignment. Senior mentor should announce the SDA duty assignment to the senior staff.	Preparation
4	Cadet Officer	Cadet selects a technical writing assignment, choosing a format that is conducive to the type of service he or she will be performing in the next 8 weeks. See Table 2.1 for suggestions. Cadet ensures he or she has not already used this format during a previous Achievement.	Preparation
5	Senior Mentor	Senior mentor approves request or directs cadet to use a different technical writing format than what was proposed.	Preparation
6	Cadet Officer	Cadet begins service learning and <b>fulfilling assigned staff responsibilities</b> for this Achievement. <b>A significant portion of the cadet's effort should be dedicated to gaining a working understanding of the roles and responsibilities of Senior Members holding this duty position.</b>  As part of fulfilling the responsibilities of the selected duty position, choose a reasonable deliverable to accomplish during your SDA term. Review your plan with your mentor as soon as possible to ensure you have a <u>reasonable, measurable</u> plan so that you both will agree on the end goal and how it can be deemed successful (passing).	Development
7	Cadet Officer	Cadet seeks advice on how to complete the technical writing assignment by conferring with peers, senior mentor, and related senior staff. Cadet also reviews the specific Exemplar (sample document) available online in the Cadet Staff Duty Analysis section of the Cadet Library.	Development
8	Cadet Officer	Cadet begins drafting technical writing document. Cadet uses USAF's Tongue & Quill for procedural guidance. Available online in the Publications Library at GoCivilAirPatrol.	Development
9	Cadet Officer	When cadet believes technical document is ready, cadet begins preparing an oral briefing to present the document's content to an audience. <b>For technical document and oral briefing requirements, see the rubrics in Appendix 1 or online in the Cadet Staff Duty Analysis section of the Cadet Library.</b>	Development
10	Cadet Officer	Cadet submits completed technical document to senior mentor and schedules oral briefing.	Presentation
11	Senior Mentor	Senior mentor confirms oral briefing appointment and informs cadet of audience composition (selected seniors, cadet NCOs and officers, full squadron, etc.)	Presentation
12	Senior Mentor	Senior mentor reviews technical document and evaluates with appropriate rubric prior to the oral briefing. Cadet may need to revise the document prior to the oral presentation.	Presentation
13	Cadet Officer	Cadet delivers oral presentation and participates in Q&A with audience	Presentation
14	Senior Mentor	Senior mentor evaluates cadet's oral presentation using the oral presentation rubric.	Feedback
15	Cadet Officer	Senior mentor and cadet meet in semiprivate session; mentor provides feedback about technical document and briefing, using completed rubrics as references. Rubrics indicate cadet's technical writing and oral presentation met standards or need improvement.	Feedback
16	Cadet Officer	If technical document was scored "Needs Improvement," cadet revises technical document and resubmits for credit.	Feedback
17	Cadet Officer	If oral presentation was scored "Needs Improvement," cadet revises presentation and presents oral briefing again for credit.	Feedback
18	Cadet Officer	CONCLUSION. Senior mentor records SDA completion in eServices > Cadet Promotions Application Senior mentor files completed rubrics in cadet's personnel file. DONE!	Feedback

**LINKS REFERENCED ABOVE:**

<b>AFH 33-337 Air Force Tongue &amp; Quill</b>	<a href="https://www.gocivilairpatrol.com/members/publications/other-publications-1709">https://www.gocivilairpatrol.com/members/publications/other-publications-1709</a>
<b>Cadet Staff Duty Analysis page in the Cadet Library</b>	<a href="https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/">https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/</a>



# Highlander Composite Squadron



## Promotion Checklist

PHASE 4 – ACHIEVEMENT 13

CADET CAPTAIN  
C/Capt



Promotion Date: \_\_\_\_\_ C/Capt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials		
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A		
	Mile Run/Pacer Test: (Circle which)	Curl Up:		Push Up:	Sit & Reach:
	Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test				
Leadership Chapter 13	80 percent minimum required to pass. Online, Open-Book		N/A		
Aerospace Education	NO REQUIREMENT	N/A	N/A		
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION				
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY				
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____				
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Resilient, mental discipline <b>Core Values:</b> Uses empathy <b>Communication:</b> Proficient at explaining complex issues <b>Responsibility:</b> Self Starter <b>Skills:</b> Adapts leadership style for situations <b>Critical Thinking:</b> Recognizes Long term goal needs <b>Delegation Skills:</b> Directs and manages multiple tasks	Signed off by Senior Mentor			
Cadet Instruct?					
Staff Duty Analysis (SDA) CAPP 60-32 Items in this section must be completed in order & signed off by the senior mentor. (See Back)	SDA Senior Mentor:		SDA Staff Service (Support Staff Position):		
	SDA Technical Writing Assignment (Provide Type of document):		Score:		
	SDA Oral Presentation (Purpose of briefing):		Score:		
	SDA Feedback (CAPF 60-93 optional)				
Attach Essay, Speech & Essay critique forms, and feedback to this form					
Active Participation in Activities	Activity:		N/A		

### REVIEW

ELIGIBLE FOR PROMOTION: 8 WEEKS / 56 DAYS SINCE LAST PROMOTION

**MEMBER IS ELIGIBLE FOR "GHOST" PROMOTION TO CADET CAPTAIN**

SIGNATURE AND GRADE OF FLIGHT COMMANDER

DATE

CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:

SIGNATURE OF SENIOR TESTING OFFICER

**CAP HCS Cadet SDA Flowchart Tracker [varies slightly from CAPP 60-32, Page 7]**

STEP	OWNER	TASK	PHASE
1	Cadet Officer	START. Cadet officer begins working on a new Achievement in Phase III or IV	Preparation
2	Cadet Officer	Cadet requests to be assigned to a staff position. Cadet may carry-over a staff position from one achievement to the next, if the mentor so desires. Some cadet officers will already be serving in a staff position.	Preparation
3	Senior Mentor to CDC	Commander approves staff assignment, if the cadet was previously unassigned or if it is decided to change the cadet's duty assignment. Senior mentor should announce the SDA duty assignment to the senior staff.	Preparation
4	Cadet Officer	Cadet selects a technical writing assignment, choosing a format that is conducive to the type of service he or she will be performing in the next 8 weeks. See Table 2.1 for suggestions. Cadet ensures he or she has not already used this format during a previous Achievement.	Preparation
5	Senior Mentor	Senior mentor approves request or directs cadet to use a different technical writing format than what was proposed.	Preparation
6	Cadet Officer	Cadet begins service learning and <b>fulfilling assigned staff responsibilities</b> for this Achievement. <b>A significant portion of the cadet's effort should be dedicated to gaining a working understanding of the roles and responsibilities of Senior Members holding this duty position.</b>  As part of fulfilling the responsibilities of the selected duty position, choose a reasonable deliverable to accomplish during your SDA term. Review your plan with your mentor as soon as possible to ensure you have a <u>reasonable, measurable</u> plan so that you both will agree on the end goal and how it can be deemed successful (passing).	Development
7	Cadet Officer	Cadet seeks advice on how to complete the technical writing assignment by conferring with peers, senior mentor, and related senior staff. Cadet also reviews the specific Exemplar (sample document) available online in the Cadet Staff Duty Analysis section of the Cadet Library.	Development
8	Cadet Officer	Cadet begins drafting technical writing document. Cadet uses USAF's Tongue & Quill for procedural guidance. Available online in the Publications Library at GoCivilAirPatrol.	Development
9	Cadet Officer	When cadet believes technical document is ready, cadet begins preparing an oral briefing to present the document's content to an audience. <b>For technical document and oral briefing requirements, see the rubrics in Appendix 1 or online in the Cadet Staff Duty Analysis section of the Cadet Library.</b>	Development
10	Cadet Officer	Cadet submits completed technical document to senior mentor and schedules oral briefing.	Presentation
11	Senior Mentor	Senior mentor confirms oral briefing appointment and informs cadet of audience composition (selected seniors, cadet NCOs and officers, full squadron, etc.)	Presentation
12	Senior Mentor	Senior mentor reviews technical document and evaluates with appropriate rubric prior to the oral briefing. Cadet may need to revise the document prior to the oral presentation.	Presentation
13	Cadet Officer	Cadet delivers oral presentation and participates in Q&A with audience	Presentation
14	Senior Mentor	Senior mentor evaluates cadet's oral presentation using the oral presentation rubric.	Feedback
15	Cadet Officer	Senior mentor and cadet meet in semiprivate session; mentor provides feedback about technical document and briefing, using completed rubrics as references. Rubrics indicate cadet's technical writing and oral presentation met standards or need improvement.	Feedback
16	Cadet Officer	If technical document was scored "Needs Improvement," cadet revises technical document and resubmits for credit.	Feedback
17	Cadet Officer	If oral presentation was scored "Needs Improvement," cadet revises presentation and presents oral briefing again for credit.	Feedback
18	Cadet Officer	CONCLUSION. Senior mentor records SDA completion in eServices > Cadet Promotions Application Senior mentor files completed rubrics in cadet's personnel file. DONE!	Feedback

**LINKS REFERENCED ABOVE:**

<b>AFH 33-337 Air Force Tongue &amp; Quill</b>	<a href="https://www.gocivilairpatrol.com/members/publications/other-publications-1709">https://www.gocivilairpatrol.com/members/publications/other-publications-1709</a>
<b>Cadet Staff Duty Analysis page in the Cadet Library</b>	<a href="https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/">https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/</a>



# Highlander Composite Squadron Promotion Checklist

PHASE 4 – ACHIEVEMENT 14

CADET Major  
C/MAJ



Promotion Date: \_\_\_\_\_ C/Capt \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

## Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials		
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.  N/A		
	Mile Run/Pacer Test: (Circle which)	Curl Up:		Push Up:	Sit & Reach:
	Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test				
Leadership Chapter 14	80 percent minimum required to pass. Online, Open-Book		N/A		
Aerospace Education	3-CHAPTER BLOCK		N/A		
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION				
Cadet Oath	RECITE FROM MEMORY				
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____				
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Resilient, mental discipline <b>Core Values:</b> Uses empathy <b>Communication:</b> Proficient at explaining complex issues <b>Responsibility:</b> Self Starter <b>Skills:</b> Adapts leadership style for situations <b>Critical Thinking:</b> Recognizes Long term goal needs <b>Delegation Skills:</b> Directs and manages multiple tasks	Signed off by Senior Mentor			
Cadet Instruct?					
Staff Duty Analysis (SDA) CAPP 60-32 Items in this section must be completed in order & signed off by the senior mentor. (See Back)	SDA Senior Mentor:	SDA Staff Service (Support Staff Position):			
	SDA Technical Writing Assignment (Provide Type of document):	Score:			
	SDA Oral Presentation (Purpose of briefing):	Score:			
	SDA Feedback (CAPF 60-93 optional)				
Attach Essay, Speech & Essay critique forms, and feedback to this form					
Promotion Review Board (PRB)	ATTACH CAP FORM 60-93 DETAILING HIS OR HER PERFORMANCE DURING PHASE THREE ALONG WITH LEADERSHIP SUGGESTIONS TO THIS SHEET Must request to have a PRB the Thursday before Monday's meeting.				
Active Participation in Activities	Activity:		N/A		

### REVIEW

ELIGIBLE FOR PROMOTION: \_\_\_\_\_ 8 WEEKS / 56 DAYS SINCE LAST PROMOTION

**MEMBER IS ELIGIBLE FOR PROMOTION TO CADET MAJOR**

SIGNATURE AND GRADE OF FLIGHT COMMANDER \_\_\_\_\_ DATE \_\_\_\_\_

CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE: \_\_\_\_\_ SIGNATURE OF SENIOR TESTING OFFICER \_\_\_\_\_



**CAP HCS Cadet SDA Flowchart Tracker [varies slightly from CAPP 60-32, Page 7]**

STEP	OWNER	TASK	PHASE
1	Cadet Officer	START. Cadet officer begins working on a new Achievement in Phase III or IV	Preparation
2	Cadet Officer	Cadet requests to be assigned to a staff position. Cadet may carry-over a staff position from one achievement to the next, if the mentor so desires. Some cadet officers will already be serving in a staff position.	Preparation
3	Senior Mentor to CDC	Commander approves staff assignment, if the cadet was previously unassigned or if it is decided to change the cadet's duty assignment. Senior mentor should announce the SDA duty assignment to the senior staff.	Preparation
4	Cadet Officer	Cadet selects a technical writing assignment, choosing a format that is conducive to the type of service he or she will be performing in the next 8 weeks. See Table 2.1 for suggestions. Cadet ensures he or she has not already used this format during a previous Achievement.	Preparation
5	Senior Mentor	Senior mentor approves request or directs cadet to use a different technical writing format than what was proposed.	Preparation
6	Cadet Officer	Cadet begins service learning and <b>fulfilling assigned staff responsibilities</b> for this Achievement. <b>A significant portion of the cadet's effort should be dedicated to gaining a working understanding of the roles and responsibilities of Senior Members holding this duty position.</b>  As part of fulfilling the responsibilities of the selected duty position, choose a reasonable deliverable to accomplish during your SDA term. Review your plan with your mentor as soon as possible to ensure you have a <u>reasonable, measurable</u> plan so that you both will agree on the end goal and how it can be deemed successful (passing).	Development
7	Cadet Officer	Cadet seeks advice on how to complete the technical writing assignment by conferring with peers, senior mentor, and related senior staff. Cadet also reviews the specific Exemplar (sample document) available online in the Cadet Staff Duty Analysis section of the Cadet Library.	Development
8	Cadet Officer	Cadet begins drafting technical writing document. Cadet uses USAF's Tongue & Quill for procedural guidance. Available online in the Publications Library at GoCivilAirPatrol.	Development
9	Cadet Officer	When cadet believes technical document is ready, cadet begins preparing an oral briefing to present the document's content to an audience. <b>For technical document and oral briefing requirements, see the rubrics in Appendix 1 or online in the Cadet Staff Duty Analysis section of the Cadet Library.</b>	Development
10	Cadet Officer	Cadet submits completed technical document to senior mentor and schedules oral briefing.	Presentation
11	Senior Mentor	Senior mentor confirms oral briefing appointment and informs cadet of audience composition (selected seniors, cadet NCOs and officers, full squadron, etc.)	Presentation
12	Senior Mentor	Senior mentor reviews technical document and evaluates with appropriate rubric prior to the oral briefing. Cadet may need to revise the document prior to the oral presentation.	Presentation
13	Cadet Officer	Cadet delivers oral presentation and participates in Q&A with audience	Presentation
14	Senior Mentor	Senior mentor evaluates cadet's oral presentation using the oral presentation rubric.	Feedback
15	Cadet Officer	Senior mentor and cadet meet in semiprivate session; mentor provides feedback about technical document and briefing, using completed rubrics as references. Rubrics indicate cadet's technical writing and oral presentation met standards or need improvement.	Feedback
16	Cadet Officer	If technical document was scored "Needs Improvement," cadet revises technical document and resubmits for credit.	Feedback
17	Cadet Officer	If oral presentation was scored "Needs Improvement," cadet revises presentation and presents oral briefing again for credit.	Feedback
18	Cadet Officer	CONCLUSION. Senior mentor records SDA completion in eServices > Cadet Promotions Application Senior mentor files completed rubrics in cadet's personnel file. DONE!	Feedback

**LINKS REFERENCED ABOVE:**

<b>AFH 33-337 Air Force Tongue &amp; Quill</b>	<a href="https://www.gocivilairpatrol.com/members/publications/other-publications-1709">https://www.gocivilairpatrol.com/members/publications/other-publications-1709</a>
<b>Cadet Staff Duty Analysis page in the Cadet Library</b>	<a href="https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/">https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/</a>



# Highlander Composite Squadron Promotion Checklist

PHASE 4 – ACHIEVEMENT 15

CADET MAJOR  
C/Maj



Promotion Date: \_\_\_\_\_ C/Maj \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

## Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials		
<b>Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program</b>	<b>SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER</b> <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		N/A		
	Mile Run/Pacer Test: (Circle which)	Curl Up:		Push Up:	Sit & Reach:
	<small>Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test</small>				
<b>Leadership Chapter 15</b>	80 percent minimum required to pass. Online, Open-Book		N/A		
<b>Aerospace Education</b>	3-CHAPTER BLOCK		N/A		
<b>Character Development Forum Participation</b>	THIS MODULE MUST BE COMPLETED FOR PROGRESSION				
<b>Cadet Oath</b>	RECITE FROM MEMORY				
<b>Uniform</b>	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> <span style="float: right;">Score: _____</span>				
<b>Leadership Expectations</b>	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Welcoming of change <b>Core Values:</b> Makes sound & timely decisions independently <b>Communication:</b> Varies message to fit audience <b>Responsibility:</b> Complete projects with little supervision <b>Skills:</b> Calm under pressure <b>Critical Thinking:</b> Mentally agile when faced with problems <b>Delegation Skills:</b> Delegates & enables others to take charge.		Signed off by Senior Mentor		
<b>Cadet Instruct?</b>					
<b>Staff Duty Analysis (SDA) CAPP 60-32</b> <small>Items in this section must be completed in order &amp; signed off by the senior mentor. (See Back)</small>	SDA Senior Mentor:		Signed off by Senior Mentor		
	SDA Staff Service (Support Staff Position):				
	SDA Technical Writing Assignment (Provide Type of document):			Score:	
	SDA Oral Presentation (Purpose of briefing):			Score:	
	SDA Feedback (CAPF 60-93 optional)				
<small>Attach Essay, Speech &amp; Essay critique forms, and feedback to this form</small>					
<b>Active Participation in Activities</b>	Activity:		N/A		
<b>REVIEW</b>					
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>			
<b>MEMBER IS ELIGIBLE FOR "GHOST" PROMOTION TO CADET MAJOR</b>					
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE			
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER			

**CAP HCS Cadet SDA Flowchart Tracker [varies slightly from CAPP 60-32, Page 7]**

STEP	OWNER	TASK	PHASE
1	Cadet Officer	START. Cadet officer begins working on a new Achievement in Phase III or IV	Preparation
2	Cadet Officer	Cadet requests to be assigned to a staff position. Cadet may carry-over a staff position from one achievement to the next, if the mentor so desires. Some cadet officers will already be serving in a staff position.	Preparation
3	Senior Mentor to CDC	Commander approves staff assignment, if the cadet was previously unassigned or if it is decided to change the cadet's duty assignment. Senior mentor should announce the SDA duty assignment to the senior staff.	Preparation
4	Cadet Officer	Cadet selects a technical writing assignment, choosing a format that is conducive to the type of service he or she will be performing in the next 8 weeks. See Table 2.1 for suggestions. Cadet ensures he or she has not already used this format during a previous Achievement.	Preparation
5	Senior Mentor	Senior mentor approves request or directs cadet to use a different technical writing format than what was proposed.	Preparation
6	Cadet Officer	Cadet begins service learning and <b>fulfilling assigned staff responsibilities</b> for this Achievement. <b>A significant portion of the cadet's effort should be dedicated to gaining a working understanding of the roles and responsibilities of Senior Members holding this duty position.</b>  As part of fulfilling the responsibilities of the selected duty position, choose a reasonable deliverable to accomplish during your SDA term. Review your plan with your mentor as soon as possible to ensure you have a <u>reasonable, measurable</u> plan so that you both will agree on the end goal and how it can be deemed successful (passing).	Development
7	Cadet Officer	Cadet seeks advice on how to complete the technical writing assignment by conferring with peers, senior mentor, and related senior staff. Cadet also reviews the specific Exemplar (sample document) available online in the Cadet Staff Duty Analysis section of the Cadet Library.	Development
8	Cadet Officer	Cadet begins drafting technical writing document. Cadet uses USAF's Tongue & Quill for procedural guidance. Available online in the Publications Library at GoCivilAirPatrol.	Development
9	Cadet Officer	When cadet believes technical document is ready, cadet begins preparing an oral briefing to present the document's content to an audience. <b>For technical document and oral briefing requirements, see the rubrics in Appendix 1 or online in the Cadet Staff Duty Analysis section of the Cadet Library.</b>	Development
10	Cadet Officer	Cadet submits completed technical document to senior mentor and schedules oral briefing.	Presentation
11	Senior Mentor	Senior mentor confirms oral briefing appointment and informs cadet of audience composition (selected seniors, cadet NCOs and officers, full squadron, etc.)	Presentation
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13	Cadet Officer	Cadet delivers oral presentation and participates in Q&A with audience	Presentation
14	Senior Mentor	Senior mentor evaluates cadet's oral presentation using the oral presentation rubric.	Feedback
15	Cadet Officer	Senior mentor and cadet meet in semiprivate session; mentor provides feedback about technical document and briefing, using completed rubrics as references. Rubrics indicate cadet's technical writing and oral presentation met standards or need improvement.	Feedback
16	Cadet Officer	If technical document was scored "Needs Improvement," cadet revises technical document and resubmits for credit.	Feedback
17	Cadet Officer	If oral presentation was scored "Needs Improvement," cadet revises presentation and presents oral briefing again for credit.	Feedback
18	Cadet Officer	CONCLUSION. Senior mentor records SDA completion in eServices > Cadet Promotions Application Senior mentor files completed rubrics in cadet's personnel file. DONE!	Feedback

**LINKS REFERENCED ABOVE:**

**AFH 33-337 Air Force Tongue & Quill**

<https://www.gocivilairpatrol.com/members/publications/other-publications-1709>

**Cadet Staff Duty Analysis page in the Cadet Library**

<https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/>



# Highlander Composite Squadron Promotion Checklist

PHASE 4 – ACHIEVEMENT 16

CADET MAJOR  
C/Maj



Promotion Date: \_\_\_\_\_ C/Maj \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

## Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials					
<b>Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program</b>	<b>SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER</b> <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>	<small>Scores can be found in the Cadet Box in the PT folder.</small>	N/A					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><small>Mile Run/Pacer Test: (Circle which)</small></td> <td style="width: 25%;"><small>Curl Up:</small></td> <td style="width: 25%;"><small>Push Up:</small></td> <td style="width: 25%;"><small>Sit &amp; Reach:</small></td> </tr> <tr> <td colspan="4" style="text-align: center;"><small>Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test</small></td> </tr> </table>			<small>Mile Run/Pacer Test: (Circle which)</small>	<small>Curl Up:</small>	<small>Push Up:</small>	<small>Sit &amp; Reach:</small>	<small>Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test</small>
<small>Mile Run/Pacer Test: (Circle which)</small>	<small>Curl Up:</small>	<small>Push Up:</small>	<small>Sit &amp; Reach:</small>					
<small>Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test</small>								
<b>Leadership Chapter 16</b>	80 percent minimum required to pass. Online, Open-Book		N/A					
<b>Aerospace Education</b>	3-CHAPTER BLOCK		N/A					
<b>Character Development Forum Participation</b>	THIS MODULE MUST BE COMPLETED FOR PROGRESSION							
<b>Cadet Oath</b>	RECITE FROM MEMORY							
<b>Uniform</b>	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> <span style="float: right;">Score: _____</span>							
<b>Leadership Expectations</b>	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Welcoming of change <b>Core Values:</b> Makes sound & timely decisions independently <b>Communication:</b> Varies message to fit audience <b>Responsibility:</b> Complete projects with little supervision <b>Skills:</b> Calm under pressure <b>Critical Thinking:</b> Mentally agile when faced with problems <b>Delegation Skills:</b> Delegates & enables others to take charge.	Signed off by Senior Mentor						
<b>Cadet Instruct?</b>								
<b>Staff Duty Analysis (SDA) CAPP 60-32</b> <small>Items in this section must be completed in order &amp; signed off by the senior mentor. (See Back).</small>	SDA Senior Mentor: _____	SDA Staff Service (Support Staff Position): _____						
	SDA Technical Writing Assignment (Provide Type of document): _____	Score: _____						
	SDA Oral Presentation (Purpose of briefing): _____	Score: _____						
	SDA Feedback (CAPF 60-93 optional)							
	<small>Attach Essay, Speech &amp; Essay critique forms, and feedback to this form</small>							
<b>Active Participation in Activities</b>	Activity: _____		N/A					
<b>REVIEW</b>								
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>						
<b>MEMBER IS ELIGIBLE FOR "GHOST" PROMOTION TO CADET MAJOR</b>								
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE						
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER						

**CAP HCS Cadet SDA Flowchart Tracker [varies slightly from CAPP 60-32, Page 7]**

STEP	OWNER	TASK	PHASE
1	Cadet Officer	START. Cadet officer begins working on a new Achievement in Phase III or IV	Preparation
2	Cadet Officer	Cadet requests to be assigned to a staff position. Cadet may carry-over a staff position from one achievement to the next, if the mentor so desires. Some cadet officers will already be serving in a staff position.	Preparation
3	Senior Mentor to CDC	Commander approves staff assignment, if the cadet was previously unassigned or if it is decided to change the cadet's duty assignment. Senior mentor should announce the SDA duty assignment to the senior staff.	Preparation
4	Cadet Officer	Cadet selects a technical writing assignment, choosing a format that is conducive to the type of service he or she will be performing in the next 8 weeks. See Table 2.1 for suggestions. Cadet ensures he or she has not already used this format during a previous Achievement.	Preparation
5	Senior Mentor	Senior mentor approves request or directs cadet to use a different technical writing format than what was proposed.	Preparation
6	Cadet Officer	Cadet begins service learning and <b>fulfilling assigned staff responsibilities</b> for this Achievement. <b>A significant portion of the cadet's effort should be dedicated to gaining a working understanding of the roles and responsibilities of Senior Members holding this duty position.</b>  As part of fulfilling the responsibilities of the selected duty position, choose a reasonable deliverable to accomplish during your SDA term. Review your plan with your mentor as soon as possible to ensure you have a <u>reasonable, measurable</u> plan so that you both will agree on the end goal and how it can be deemed successful (passing).	Development
7	Cadet Officer	Cadet seeks advice on how to complete the technical writing assignment by conferring with peers, senior mentor, and related senior staff. Cadet also reviews the specific Exemplar (sample document) available online in the Cadet Staff Duty Analysis section of the Cadet Library.	Development
8	Cadet Officer	Cadet begins drafting technical writing document. Cadet uses USAF's Tongue & Quill for procedural guidance. Available online in the Publications Library at GoCivilAirPatrol.	Development
9	Cadet Officer	When cadet believes technical document is ready, cadet begins preparing an oral briefing to present the document's content to an audience. <b>For technical document and oral briefing requirements, see the rubrics in Appendix 1 or online in the Cadet Staff Duty Analysis section of the Cadet Library.</b>	Development
10	Cadet Officer	Cadet submits completed technical document to senior mentor and schedules oral briefing.	Presentation
11	Senior Mentor	Senior mentor confirms oral briefing appointment and informs cadet of audience composition (selected seniors, cadet NCOs and officers, full squadron, etc.)	Presentation
12	Senior Mentor	Senior mentor reviews technical document and evaluates with appropriate rubric prior to the oral briefing. Cadet may need to revise the document prior to the oral presentation.	Presentation
13	Cadet Officer	Cadet delivers oral presentation and participates in Q&A with audience	Presentation
14	Senior Mentor	Senior mentor evaluates cadet's oral presentation using the oral presentation rubric.	Feedback
15	Cadet Officer	Senior mentor and cadet meet in semiprivate session; mentor provides feedback about technical document and briefing, using completed rubrics as references. Rubrics indicate cadet's technical writing and oral presentation met standards or need improvement.	Feedback
16	Cadet Officer	If technical document was scored "Needs Improvement," cadet revises technical document and resubmits for credit.	Feedback
17	Cadet Officer	If oral presentation was scored "Needs Improvement," cadet revises presentation and presents oral briefing again for credit.	Feedback
18	Cadet Officer	CONCLUSION. Senior mentor records SDA completion in eServices > Cadet Promotions Application Senior mentor files completed rubrics in cadet's personnel file. DONE!	Feedback

**LINKS REFERENCED ABOVE:**

<b>AFH 33-337 Air Force Tongue &amp; Quill</b>	<a href="https://www.gocivilairpatrol.com/members/publications/other-publications-1709">https://www.gocivilairpatrol.com/members/publications/other-publications-1709</a>
<b>Cadet Staff Duty Analysis page in the Cadet Library</b>	<a href="https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/">https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/</a>



# Highlander Composite Squadron Promotion Checklist



PHASE 4 – EAKER AWARD  
IRA C. EAKER



CADET Lieutenant Colonel  
C/Lt Col

Promotion Date: \_\_\_\_\_ C/Maj \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

## Achievement Requirements

**IMPORTANT FIRST STEP – See back regarding speech and essay.**

Item	Result / Score	Date Completed	Staff Initials		
Cadet Physical Fitness Test (CPFT) Refer to CAPR 60-1, Cadet Physical Fitness Program	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS BASED ON AGE AND GENDER <a href="#">HCS COWG Cadet Promotions &amp; Ribbons webpage</a>		Scores can be found in the Cadet Box in the PT folder.		
	Mile Run/Pacer Test: (Circle which)	Curl Up:		Push Up:	Sit & Reach:
	Must pass PT every 180 day's – CAP Scores not enough for passing Spaatz PT test				
Leadership Chapter 14	NO REQUIREMENT	N/A	N/A		
Aerospace Education	NO REQUIREMENT	N/A	N/A		
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION				
Cadet Oath	RECITE FROM MEMORY				
Uniform	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <a href="#">CAPR 39-1</a> Score: _____				
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE. <b>Attitude:</b> Welcoming of change <b>Core Values:</b> Makes sound & timely decisions independently <b>Communication:</b> Varies message to fit audience <b>Responsibility:</b> Complete projects with little supervision <b>Skills:</b> Calm under pressure <b>Critical Thinking:</b> Mentally agile when faced with problems <b>Delegation Skills:</b> Delegates & enables others to take charge.				
Cadet Instruct?					
300-500 Word Essay and 5- 7 Minute Speech (See Back)	Essay:	Score:	Signed off by Senior Mentor		
	Speech:	Score:			
	Attach Essay, Speech & Essay critique forms, and feedback to this form				
Graduate Candidate Officer School or Region Candidate Leadership School	Date Participated:		N/A		
Active Participation in Activities	Activity:		N/A		
Promotion Review Board (PRB)	ATTACH CAP FORM 60-94 DETAILING HIS OR HER PERFORMANCE DURING PHASE THREE ALONG WITH LEADERSHIP SUGGESTIONS TO THIS SHEET Must request to have a PRB the Thursday before Monday's meeting.				
<b>REVIEW</b>					
ELIGIBLE FOR PROMOTION:		8 WEEKS / 56 DAYS SINCE LAST PROMOTION <input type="checkbox"/>			
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET LIEUTENANT COLONEL</b>					
SIGNATURE AND GRADE OF FLIGHT COMMANDER		DATE			
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:		SIGNATURE OF SENIOR TESTING OFFICER			



**Leadership:**

Write a 300-500 word essay and present a 5 to 7 minute speech to the unit on one of the topics below. A senior member will evaluate the essay and speech using [critique forms](#).

- Describe three things an executive-level leader needs to do to ensure the unit will fulfill its long-term goals.
- Explain three principles that should guide an executive-level leader's use of delegation.
- Discuss three ways a cadet officer can continue to develop his/her own leadership potential after outgrowing the CAP Cadet Program.

Reference the critique forms to help you meet the requirements for the speech and essay.

- Critique form can be found at [https://www.gocivilairpatrol.com/media/cms/Critiques\\_61192D13EDA0C.pdf](https://www.gocivilairpatrol.com/media/cms/Critiques_61192D13EDA0C.pdf)



# Highlander Composite Squadron



## Promotion Checklist

SPAATZ AWARD  
GENERAL CARL A. SPAATZ AWARD



CADET Colonel  
C/Col



Promotion Date: \_\_\_\_\_ C/Lt Col \_\_\_\_\_ CAPID: \_\_\_\_\_  
Last Name First Name

### Achievement Requirements

Item	Result / Score	Date Completed	Staff Initials						
<b>Request permission from your unit commander and wing commander to attempt the exam.</b>	<p>A <a href="#">helpful diagram</a> explains the exam process. You'll need to request permission from your unit commander and wing commander (copy to your wing director of cadet programs) to attempt the exam. As a practical matter, do not expect to attempt the exam for at least 2 weeks after you make your request. Even if the wing commander approves your request, he or she will need time to appoint a proctor and then the proctor will need time to coordinate with you regarding the date, time, and location of the exam.</p> <p><b>ALL TESTING IS ATTEMPTED IN ONE DAY</b></p>								
<b>USAF Academy Candidate Fitness Assessment</b>	<table border="0"> <tr> <td><b>MALES:</b> Sit-Ups 81 Push-Ups 62 Mile Run 6:29</td> <td><b>FEMALES:</b> Sit-ups 78 Push-Ups 41 Mile Run 7:30</td> </tr> <tr> <td>Mile Run</td> <td>Curl Up:</td> <td>Push Up:</td> <td><i>must pass all three fitness events – <a href="#">More details</a></i></td> </tr> </table>	<b>MALES:</b> Sit-Ups 81 Push-Ups 62 Mile Run 6:29	<b>FEMALES:</b> Sit-ups 78 Push-Ups 41 Mile Run 7:30	Mile Run	Curl Up:	Push Up:	<i>must pass all three fitness events – <a href="#">More details</a></i>		
<b>MALES:</b> Sit-Ups 81 Push-Ups 62 Mile Run 6:29	<b>FEMALES:</b> Sit-ups 78 Push-Ups 41 Mile Run 7:30								
Mile Run	Curl Up:	Push Up:	<i>must pass all three fitness events – <a href="#">More details</a></i>						
<p><b>ADDITIONAL DETAILS ON TESTING CAN BE FOUND AT:</b> <a href="https://www.qocivilairpatrol.com/programs/cadets/stripes-to-diamonds/spatz-award">https://www.qocivilairpatrol.com/programs/cadets/stripes-to-diamonds/spatz-award</a></p>									
<b>Leadership</b>	COMPREHENSIVE EXAM								
<b>Aerospace Education</b>	COMPREHENSIVE EXAM								
<b>Character Development</b>	ESSAY EXAM								
<b>REVIEW</b>									
ELIGIBLE FOR PROMOTION:		ELIGIBLE FOR PROMOTION ON RECEIVING EAKER AWARD							
<b>MEMBER IS ELIGIBLE FOR PROMOTION TO CADET COLONEL</b>									
SIGNATURE AND GRADE OF PROCTOR		DATE							