

### **Promotion Checklist**

Phase 1 – Achievement 1 John Curry





Cadet Airman C/Amn



Date:	Cadet Nam	<b>e:</b> Cadet Ba	ISIC			
			Last Name	First Na	ame	
	A	chieveme	nt Requireme	nts		
ltem		Resul	t / Score		Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS  BASED ON AGE AND GENDER  HCS COWG Cadet Promotions & Ribbons webpage			Scores can be found in the Cadet Box in the PT folder.		
CAPR 60-1, Cadet Physical Fitness Program	Mile Run/Pacer Test: (Circle which)	Curl Up:	Push Up:	Sit & Reach:		N/A
Cadet Welcome Course	COURSE, WILL HELP YO	IE MODULE IN CA U GET STARTED.	required for Wright Brother NDET INTERACTIVE, THE C IF YOU DON'T HAVE WEE N IN-PERSON BRIEFING.	CADET WELCOME		N/A
Leadership Chapter 1 Interactive Module and/or Test	AFTER READING LEAR. CHALLENGE YOUR LE, DON'T HAVE WEB ACC GIVE YOU A OPEN BOOK, 80 PER	N TO LEAD CHAPT ARNING IN CADET ESS, YOU CAN AS N OPEN-BOOK TE CENT MINIMUM CREDIT BY DOING	TER 1, GO DEEPER AND T INTERACTIVE. IF YOU K YOUR SQUADRON TO	Interactive Mod: Witten Test: Honor Credit:	DATE: DATE:	N/A
		COMPLETE THE	INTERACTIVE MODULE OR T	TEST, COMPLETE BOTH FO	OR HONOR CREDIT	T
Aerospace Education	NO REQUIREMENT			NO REQUIREMENT	NO REQUIREMENT	
Character Development Forum Participation			OMPLETED FOR PROGRE. PLETED WITH GREAT STA			N/A
Drill Test #1	ENTER CADETS SCOR		ORRECT:/2 required to pass)	15		
Cadet Oath	RECITE FROM MEMO		AS MANY TIMES AS NEC ENT ACCURACY	ESSARY TO ATTAIN		
Leadership Expectations	I .	usiastic <b>Core Valu</b>	GRADE.  Jes: aware of core values  Responsibility: follows di			
CIVIL AIR PATROL CADET	T OATH: "I pledge t	hat I will ser	ve faithfully in the	Civil Air Patrol (	Cadet Program, an	d that I will
attend meetings regulari	ly, participate activ	ely in unit ac	ctivities, obey my o	officers, wear my	uniform properly,	. and
advance my education a	nd training rapidly	to prepare n	nyself to be of serv	vice to my comm	nunity, state, and n	ation."
			REVIEW			
Date Joined CAP:						
	MEMBER IS EL	IGIBLE FOR	PROMOTION TO	O CADET AIRM	'AN	
SIGNATURE AND GRADE OF GREA						DATE
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:		SIGNATURE OF	SENIOR TESTING OFF	ICER	



### **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		

Item		Result	/ Score		Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to	E	BASED ON AG	OR SPECIFIC REG E AND GENDER otions & Ribbons		Scores can be found in the Cadet Box in the PT folder.	
CAPR 60-1, Cadet Physical Fitness Program	Mile Run/Pacer Test: (Circle which)	Curl Up:	Push Up:	Sit & Reach:		N/A
Leadership Ch 2 Interactive Module and/or Test	Must attempt PT (Passing scores required for Wright Brothers Achievement)  80 PERCENT MINIMUM REQUIRED TO PASS. ONLINE, OPEN-BOOK  Honor Credit:			DATE:  DATE:	N/A	
Aerospace Interactive Module and/or Test	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH INTERACTIVE MODULE SELECTED: [1][2][3][4][5][6][7]  MODULE SELECTED: [1][2][3][4][5][6][7]  Witten Test:  Honor Credit:				DATE:  DATE:	N/A
Character Development Forum Participation	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH I			OR HONOR CREDIT		
Drill Test #2	ENTER CADETS SCORE – NUMBER CORRECT:					
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY					
Uniform	REGULATIONS. CAPR 35	POSSESS A UNIFORM, WEARS IT PROPERLY, AND FOLLOWS UNIFORM REGULATIONS. <u>CAPR 39-1</u> Score:				
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR <u>GRADE</u> . <b>Attitude:</b> Positive attitude <b>Core Values</b> : aware of core values <b>Communication</b> : listens & asks questions <b>Responsibility</b> : follows directions			vs directions		
Active Participation in Activities	Activity:					N/A
REVIEW						
ELIGIBLE FOR PROMOTION:						
MEN	MBER IS ELIGIBLE	FOR PROM	OTION TO CAL	DET AIRMAN FI	RST CLASS	
SIGNATURE AND GRADE OF FLIGH	HT COMMANDER		DATE			
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:		SIGNATURE OF SE	ENIOR TESTING OFFICE	R	



### **Promotion Checklist**

Phase 1 – Achievement 3 Mary Feik



Cadet Senior Airman C/SrA



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COLORAD	Mich
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Promotion Date:	Cadet Name: C/A1C			CAPID:
	Las	st Name	First Name	

ltem		Result /	Score		Date Completed	Staff Initials
	SEE <b>CADET SU</b>	<b>PER CHART</b> FO	R SPECIFIC REQ	UIREMENTS	Scores can be found	
Cadet Physical Fitness		ASED ON AGE			in the Cadet Box in the PT folder.	
Test (CPFT) Refer to	HCS COWG	Cadet Promoti	ons & Ribbons	webpage		
CAPR 60-1, Cadet	Mile Run/Pacer Test:	Curl Up:	Push Up:	Sit & Reach:		N/A
Physical Fitness	(Circle which)					
Program						
	Must attempt PT	(Passing scores req	uired for Wright Brothe	rs Achievement)		
Leadership Ch 3	OO DEDCENT MAINUM		DACC ONLINE	Interactive Mod:	DATE:	
Interactive Module	80 PERCENT MININ	OPEN-BOOK	PASS. UNLINE,	Witten Test:	DATE:	N/A
and/or Test		OTEN BOOK		Honor Credit:		
		COMPLETE THE INTE	RACTIVE MODULE OR TE	EST, COMPLETE BOTH FO		
Aerospace	MODULE SELECTED	[1][2][2][	4][5][6][7]	Interactive Mod:	DATE:	
Interactive Module		I		Witten Test:	DATE:	N/A
and/or Test	Honor Credit:					
uu, c. 1000	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR HONOR CREDIT					
Character						
Development Forum	THIS MODULE MUST BE COMPLETED FOR PROGRESSION					
Participation						
Drill Test #3	ENTER CADETS SCORE – NUMBER CORRECT:/11 (8 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					
J, 0.1.11	REGULATIONS. CAPR 39-1 Score:  MEETS OR EXCEEDS EXPECTATIONS FOR GRADE.					
Leadership Expectations	Attitude: Positive attitude Core Values: aware of core values  Communication: listens & asks questions Responsibility: follows directions					
Active Participation in	Activity:					
Activities					N/A	
REVIEW						
ELIGIBLE FOR PROMOTION: 8 WEEKS / 56 DAYS SINCE LAST PROMOTION						
M	EMBER IS ELIGIBL	E FOR PROM	OTION TO CA	DET SENIOR A	IRMAN	
SIGNATURE AND GRADE OF FLIGH	T COMMANDER		DATE			
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:		SIGNATURE OF SE	NIOR TESTING OFFICE	ER	



### **Promotion Checklist**

PHASE 1 – WRIGHT BROTHERS AWARD





CADET STAFF SERGEANT C/SSgt



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

Item		Resul	t / Score		Date Completed	Staff Initials
	SEE <b>CADET SU</b>	PER CHART	FOR SPECIFIC R	EQUIREMENTS	Scores can be found	
Cadet Physical Fitness	В	SASED ON AC	GE AND GENDE	·R	in the Cadet Box in the PT folder.	
Test (CPFT) Refer to	HCS COWG	Cadet Prom	otions & Ribbo	ns webpaae		
CAPR 60-1, Cadet	Mile Run/Pacer Test:	Curl Up:	Push Up:	Sit & Reach:	=	N/A
Physical Fitness	(Circle which)					,
Program						
- <b>3</b> ·	Passino	score required to I	receive Wright Brothers	S Award	-	
	COMPREHENS	SIVE LEADER	SHIP EXAMINA	TION, <b>CLOSED</b>		
			RCENT MINIMU	•		_
Leadership	•			londay's meeting. Test		N/A
	must	st be completed before CAP or on a PT Night.				
		No Honor C	redit Available.			
Aerospace Education	NO REQUIREMENT			NO REQUIREMENT	NO REQUIREMENT	
Character						
Development Forum	NO REQUIREMENT			NO REQUIREMENT	NO REQUIREMENT	
Participation					REQUIREIVIENT	REQUIREIVIENT
Drill Test	ENTER CADETS SCORE – NUMBER CORRECT:/20 (16 or more required to pass)					
	Part 2 of the Leadership t	est. Leadership test	t 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. CAPR 39-1 Score:					
Landarahia Ermaatutiana	MEETS OR EXCEEDS EXP					
Leadership Expectations	Attitude: Positive attitue Communication: listens		•			
Active Participation in Activities	Activity:	7				N/A
Promotion Review	ATTACH CAP FORM 60-91 DETAILING HIS OR HER PERFORMANCE DURING PHASE					
Board (PRB)	ONE ALONG WITH LEADERSHIP SUGGESTIONS TO THIS SHEET  Must request to have a PRB the Thursday before Monday's meeting.					
· ,	mast request to		REVIEW	au, occg.		
ELIGIBLE FOR PROMOTION:			1	DAYS SINCE LAST PROMO	TION <b>I</b>	
	ENADED IS ELICIDI	E EOD DDO				
	EMBER IS ELIGIBL	E FUK PKU	1	LAUET STAFF SER	GEANI	
SIGNATURE AND GRADE OF FLIGH	I CUIVIIVIAINDEK		DATE			
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:			SIGNATURE O	SIGNATURE OF SENIOR TESTING OFFICER		



### **Promotion Checklist**

PHASE 2 – ACHIEVEMENT 4 EDDIE RICKENBACKER





CADET TECHNICAL SERGEANT C/TSgt

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7				•

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

			10		Date	Staff
ltem		Result ,	/ Score		Completed	Initials
	SEE <b>CADET SU</b> I	<b>PER CHART</b> FO	OR SPECIFIC REQ	UIREMENTS	Scores can be found	
Cadet Physical Fitness	В	BASED ON AGE	AND GENDER		in the Cadet Box in the PT folder.	
Test (CPFT) Refer to	HCS COWG	Cadet Promot	tions & Ribbons	<u>webpage</u>		_
CAPR 60-1, Cadet	Mile Run/Pacer Test:	Curl Up:	Push Up:	Sit & Reach:		N/A
Physical Fitness	(Circle which)					
Program						
		Must pass PT e	very 180 day's	Interactive Mod:	DATE:	
Leadership Ch 4	80 PERCENT MININ	MUM REQUIRED	TO PAS ONLINE,	Witten Test:	DATE:	N/A
Interactive Module	OI	PEN-BOOK TEST.			DATE	N/A
and/or Test		COMPLETE THE INT	ERACTIVE MODULE OR T	Honor Credit: EST, COMPLETE BOTH FO	R HONOR CREDIT	
_				Interactive Mod:	DATE:	
Aerospace	MODULE SELECTED: [			Witten Test:	DATE:	N/A
Interactive Module	80 PERCENT MINIMUM REQUIRED TO PASS TEST.		Honor Credit:	H	74//	
and/or Test	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FO				R HONOR CREDIT	
Character						
Development Forum	THIS MODULE MUST BE COMPLETED FOR PROGRESSION					
Participation						
Drill Test #4	ENTER CADETS SCORE – NUMBER CORRECT:					
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. CAPR 39-1 Score:					
<u> </u>	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE.					
Leadership Expectations	Attitude: Does not flaunt authority Core Values: Professional & good team leader Communication: Proficient at informal speaking Responsibility: Enforces standards Skills: Guides Jr Cadets					
Active Participation in Activities	Activity:					N/A
REVIEW						
ELIGIBLE FOR PROMOTION:  8 WEEKS / 56 DAYS SINCE LAST PROMOTION						
MEM	BER IS ELIGIBLE F	OR PROMO	TION TO CADE	T TECHNICAL S		
SIGNATURE AND GRADE OF FLIGH	T COMMANDER		DATE			
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:		SIGNATURE OF SE	SIGNATURE OF SENIOR TESTING OFFICER		



### **Promotion Checklist**

PHASE 2 – ACHIEVEMENT 5 CHARLES LINDBERGH



CADET MASTER SERGEANT C/MSgt



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

Item		Result ,	/ Score		Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to	В	ASED ON AGE	OR SPECIFIC REQ E AND GENDER tions & Ribbons		Scores can be found in the Cadet Box in the PT folder.	
CAPR 60-1, Cadet Physical Fitness Program	Mile Run/Pacer Test: (Circle which)	Curl Up:	Push Up:	Sit & Reach:		N/A
Leadership Ch 5 Interactive Module and/or Test	80 PERCENT MININ	PEN-BOOK TEST.	TO PAS ONLINE,	Interactive Mod: Witten Test: Honor Credit:	DATE:  DATE:	N/A
Aerospace Interactive Module and/or Test	_	COMPLETE THE INTERACTIVE MODULE OR TEST, COMPLETE BOTH FOR INteractive Mod:  MODULE SELECTED: [1][2][3][4][5][6][7]  80 PERCENT MINIMUM REQUIRED TO PASS TEST.  Honor Credit:				N/A
Character Development Forum Participation	THIS MOD		ERACTIVE MODULE OR T	EST, COMPLETE BOTH FO	R HONOR CREDIT	
Drill Test #5	ENTER CADETS SCORE	– NUMBER COF (16 or more re		<b>'</b> 21		
Cadet Oath	RECITE FROM MEMOR	Y—MAY RETEST AS 100 PERCEN		CESSARY TO ATTAIN		
Uniform	POSSESS A UNIFORM, W REGULATIONS. <u>CAPR 39</u>		•	ORM Score:		
Leadership Expectations	MEETS OR EXCEEDS EXP Attitude: Does not flaun Communication: Proficion Skills: Guides Jr Cadets	t authority <b>Core V</b> o	<b>alues:</b> Professional & <u>c</u>	•		
Active Participation in Activities	Activity:					N/A
71001310100	l	RI	EVIEW		<u>l</u>	
ELIGIBLE FOR PROMOTION:			8 WEEKS / 56 DAY	YS SINCE LAST PROMO	TION	
	MBER IS ELIGIBLE	FOR PROMO	OTION TO CAD	ET MASTER SE	RGEANT	
SIGNATURE AND GRADE OF FLIGH	T COMMANDER		DATE			
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:		SIGNATURE OF SE	ENIOR TESTING OFFICE	ER	



### **Promotion Checklist**

PHASE 2 – ACHIEVEMENT 6
JIMMY DOOLITTLE



CADET SENIOR MASTER SERGEANT C/SMSgt



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

Item		Result /	/ Score		Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to	В	BASED ON AGE	OR SPECIFIC REQ AND GENDER ions & Ribbons		Scores can be found in the Cadet Box in the PT folder.	
CAPR 60-1, Cadet Physical Fitness Program	Mile Run/Pacer Test: (Circle which)	Curl Up:  Must pass PT e	Push Up:	Sit & Reach:		N/A
Leadership Ch 6 Interactive Module and/or Test	80 PERCENT MININ		,	Interactive Mod: Witten Test: Honor Credit:	DATE:  DATE:	N/A
<b>,</b> 55 5 555		COMPLETE THE INT	ERACTIVE MODULE OR T	EST, COMPLETE BOTH FO	R HONOR CREDIT	
Aerospace Interactive Module and/or Test	MODULE SELECTED: [ 80 PERCENT MINI	MUM REQUIRED	TO PASS TEST.	Interactive Mod: Witten Test: Honor Credit:	DATE:	N/A
Chausatau		COMPLETE THE INTE	ERACTIVE MIDDULE OR T	EST, COMPLETE BOTH FO	K HUNUK CKEDIT	
Character Development Forum Participation	THIS MOE	DULE MUST BE COM	IPLETED FOR PROGRE	ESSION		
Drill Test #6	ENTER CADETS SCORE	E — NUMBER COR (4 or more req		<b>'</b> 5		
Cadet Oath	RECITE FROM MEMOR	RY—MAY RETEST AS 100 PERCENT		ESSARY TO ATTAIN		
Uniform	POSSESS A UNIFORM, W REGULATIONS. <u>CAPR 39</u>			ORM core:		
Leadership Expectations	MEETS OR EXCEEDS EXP Attitude: Does not flaun Communication: Profici Skills: Guides Jr Cadets	nt authority <b>Core Vo</b>	<b>llues:</b> Professional & <u>c</u>	•		
Active Participation in Activities	Activity:					N/A
Promotion Review Board (PRB)		WITH LEADERSHIP	OR HER PERFORMAN SUGGESTIONS TO TH ursday before Monda	IIS SHEET		
		RF	VIEW		· · · · · · · · · · · · · · · · · · ·	
ELIGIBLE FOR PROMOTION:			1	YS SINCE LAST PROMO	TION	
MEMBE	R IS ELIGIBLE FOR	R PROMOTIO	N TO CADET S	ENIOR MASTE	R SERGEANT	
SIGNATURE AND GRADE OF FLIGHT	T COMMANDER		DATE			
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:		SIGNATURE OF SE	ENIOR TESTING OFFICE	FR	



### **Promotion Checklist**

PHASE 2 – ACHIEVEMENT 7 ROBERT GODDARD







# CADET CHIEF MASTER SERGEANT C/CMSgt

Promotion Date:	Cadet Name: C/SMSgr	t		CAPID:	
		Last Name	First Name		

Item		Result /	'Score		Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to		ASED ON AGE	R SPECIFIC REC AND GENDER ions & Ribbons		Scores can be found in the Cadet Box in the PT folder.	
CAPR 60-1, Cadet Physical Fitness Program	Mile Run/Pacer Test: (Circle which)	Curl Up:  Must pass PT ev	Push Up:	Sit & Reach:		N/A
Leadership Ch 7 Interactive Module and/or Test	80 PERCENT MINII	MUM REQUIRED T PEN-BOOK TEST.	TO PAS ONLINE,	Interactive Mod: Witten Test: Honor Credit:	DATE:  DATE:	N/A
Aerospace Interactive Module and/or Test	MODULE SELECTED: [ 80 PERCENT MINI	[1][2][3][4 MUM REQUIRED	] [ 5 ] [ 6 ] [ 7 ] TO PASS TEST.	EST, COMPLETE BOTH FO  Interactive Mod:  Witten Test:  Honor Credit:	DATE:  DATE:	N/A
Character Development Forum Participation	THIS MOL		PLETED FOR PROGRE	EST, COMPLETE BOTH FO	R HONOR CREDIT	
Drill Test #7	ENTER CADETS SCOR	E – NUMBER COR (16 or more req		/20		
Cadet Oath	RECITE FROM MEMOR	Y—MAY RETEST AS 100 PERCENT		CESSARY TO ATTAIN		
Uniform	POSSESS A UNIFORM, W REGULATIONS. <u>CAPR 39</u>	<u>-1</u>	9	ORM Score:		
Leadership Expectations	MEETS OR EXCEEDS EXF Attitude: Encourages go Communication: Profici Trusted to supervise sma	ood attitudes <b>Core V</b> ent at informal spec	<b>'alues:</b> Promotes tea aking (give directions	) Responsibility:		
Active Participation in Activities	Activity:					N/A
	•	RE	VIEW			
ELIGIBLE FOR PROMOTION:			8 WEEKS / 56 DA	YS SINCE LAST PROMO	TION	
МЕМВ	ER IS ELIGIBLE FO	R PROMOTIC	ON TO CADET	CHIEF MASTER	SERGEANT	
SIGNATURE AND GRADE OF FLIGH			DATE			
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:		SIGNATURE OF SI	ENIOR TESTING OFFICE	R	



### **Promotion Checklist**

PHASE 2 – ACHIEVEMENT 8
NEIL ARMSTRONG



CADET CHIEF MASTER SERGEANT C/CMSgt



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

#### **Achievement Requirements**

IMPORTANT FIRST STEP – See back regarding speech and essay.

ltem		Result	/ Score			Date	Staff
	·					Completed	Initials
Cadet Physical Fitness	SEE <b>CADET SU</b>	<b>PER CHART</b> FO	OR SPECIFIC REC	UIRE	EMENTS	Scores can be found in the Cadet Box in	
Test (CPFT) Refer to	В	ASED ON AGE	E AND GENDER			the PT folder.	
	HCS COWG	Cadet Promot	tions & Ribbons	web	<u>page</u>		N1/A
CAPR 60-1, Cadet	Mile Run/Pacer Test:	Curl Up:	Push Up:	Sit 8	& Reach:		N/A
Physical Fitness	(Circle which)						
Program		Must pass PT e	every 180 day's				
		mast pass i i c	, 200 uu, 5	In	teractive Mod:	DATE:	
Leadership Ch 8	80 PERCENT MINII		TO PAS ONLINE,		Witten Test:	DATE:	N/A
Interactive Module	Oi	PEN-BOOK TEST.			Honor Credit:	H	NyA
and/or Test		COMPLETE THE INT	TERACTIVE MODULE OR T	EST, CC		R HONOR CREDIT	
_				In	teractive Mod:	DATE:	
Aerospace	MODULE SELECTED: [	1][2][3][4	1][5][6][7]		Witten Test:	DATE:	N/A
Interactive Module	80 PERCENT MINI	MUM REQUIRED	TO PASS TEST.		Honor Credit:	H	NA
and/or Test		COMPLETE THE INT	TERACTIVE MODULE OR T	FST CC		R HONOR CREDIT	
Character		CONTRETE THE TAX	ENACTIVE WODDLE ON T	231, 66	NVII EETE BOTTITO	K HONOK CKEDII	
Development Forum	THIS MOI	DI II E MI IST RE CON	APLETED FOR PROGRE	SSION			
Participation Participation	77113 14102	OLL WIGST DE CON	M LETED TONT NOONE	.551014			
•	ENTER CARETC COOR	T NUMBER COL	DDFCT.	/10			
Drill Test #8	ENTER CADETS SCOR	E – NOIVIBER COF 7 or more red		/10			
300-500 Word Essay	Essay:				Score:		
and 5- 7 Minute	Speech:				Score:		
Speech							
(See Back of Page)	Attach Essa	y and Speech & Es	say critique forms to t	his for	m		
Cadet Oath	RECITE FROM MEMOR		S MANY TIMES AS NEO T ACCURACY	CESSAR	Y TO ATTAIN		
Uniform	POSSESS A UNIFORM, W		-				
, o	REGULATIONS. <u>CAPR 39</u> MEETS OR EXCEEDS EXF			core: _			
	Attitude: Encourages qu			m spiri	t		
Leadership Expectations	Communication: Profici			-	-		
	Trusted to supervise sm	all team <b>Skills:</b> Rec	ognizes when others r	need he	elp		
Active Participation in	Activity:						N/A
Activities							
		RI	EVIEW				
ELIGIBLE FOR PROMOTION:			8 WEEKS / 56 DA	YS SIN	CE LAST PROMO	TION	
MEMBER IS	ELIGIBLE FOR "G	HOST" PRON	MOTION TO CA	DET	CHIEF MA	STER SERGEAN	Γ
SIGNATURE AND GRADE OF FLIGH	T COMMANDER		DATE	-			
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:		SIGNATURE OF S	ENIOR	TESTING OFFICE	ER	

#### **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 <u>critique forms</u>.

- 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

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



### **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		

Item		Date Completed	Staff Initials			
Cadet Physical Fitness Test (CPFT) Refer to	Б	ASED ON AC	FOR SPECIFIC R GE AND GENDE otions & Ribbo		Scores can be found in the Cadet Box in the PT folder.	
CAPR 60-1, Cadet Physical Fitness Program	Mile Run/Pacer Test: (Circle which)	Curl Up:	Push Up:	Sit & Reach:		N/A
Leadership	COMPREHENSIVE SCO Must request to have	LEADERSHI RE OF 80% I test proctored th	P EXAMINATIO MINIMUM TO F	N, CLOSED BOOK, PASS Ionday's meeting. Test		N/A
Aerospace Education	Must request to have	RE OF 80% I		N/A		
Character Development Forum Participation	NO REQUIREMENT				NO REQUIREMENT	NO REQUIREMENT
Encampment	Date Participated:					
Cadet Oath	RECITE FROM MEMOR		AS MANY TIMES AS ENT ACCURACY	NECESSARY TO ATTAIN		
Uniform	POSSESS A UNIFORM, W REGULATIONS. <u>CAPR 39</u>	<u>-1</u>	•	NIFORM Score:		
Leadership Expectations	MEETS OR EXCEEDS EXF Attitude: Encourages go Communication: Profici Trusted to supervise sma	ood attitudes <b>Cor</b> ent at informal s <sub>l</sub>	re Values: Promotes peaking (give direction	ons) <b>Responsibility:</b>		
Active Participation in Activities	Activity:					N/A
Promotion Review Board (PRB)	TWO ALONG	WITH LEADERSI	HIS OR HER PERFORN HIP SUGGESTIONS TO Thursday before Mo			
		ı	REVIEW			
ELIGIBLE FOR PROMOTION:			8 WEEKS / 56	DAYS SINCE LAST PROMC	OTION	
<b>MEN</b> SIGNATURE AND GRADE OF FLIGH	<b>1BER IS ELIGIBLE</b> I T COMMANDER	FOR PROM	OTION TO CA	DET SECOND LIE	UTENANT	
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:		SIGNATURE O	F SENIOR TESTING OFFICE	ER	



**PHASE 3 – ACHIEVEMENT 9** 





CADET SECOND LIEUTENANT C/2d Lt

Promotion Date:	Cadet Name: C/2d Lt				
	_	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	Staff	
item		Kesuit	/ Score		Completed	Initials
Cadet Physical Fitness			OR SPECIFIC REQ E AND GENDER	UIREMENTS	Scores can be found in the Cadet Box in the PT folder.	
Test (CPFT) Refer to	HCS COWG	Cadet Promo	tions & Ribbons	webpage_		
CAPR 60-1, Cadet	Mile Run/Pacer Test:	Curl Up:	Push Up:	Sit & Reach:		N/A
Physical Fitness	(Circle which)					
Program						
	Must pass PT every	180 day's – CAP Sco	ores not enough for passing		<b>—</b>	
Leadership Ch 9	80 PERCENT MINII	MIIM REQUIRED	TO PAS ONLINE	Interactive Mod:	DATE:	
Interactive Module		PEN-BOOK TEST	,	Witten Test:	DATE:	N/A
and/or Test		LIV BOOK ILON	•	Honor Credit:		
and, or rest		COMPLETE THE IN	TERACTIVE MODULE OR T	EST, COMPLETE BOTH FO	R HONOR CREDIT	
Aerospace Education	80 percent minim	um required to	pass. ANY MODU	LE AEROSPACE		N/A
Test	DIMENSIONS N	10DULE SELEC	TED: [1][2][3]	[4][5][6]		N/A
Character						
Development Forum	THIS MOL	OULE MUST BE CO	MPLETED FOR PROGRE	SSION		
Participation						
·	RECITE FROM MEMOR	Y—MAY RETEST A	AS MANY TIMES AS NEC	ESSARY TO ATTAIN		
Cadet Oath			IT ACCURACY			
Uniform	POSSESS A UNIFORM, W					
		REGULATIONS. CAPR 39-1 Score:  MEETS OR EXCEEDS EXPECTATIONS FOR GRADE.				
Leadership Expectations	Attitude: Self motivated Communication: Writes assignments Skills: Men	Attitude: Self motivated Core Values: Consistent dealing with subordinates  Communication: Writes & Speaks clearly Responsibility: Sense of ownership on assignments Skills: Mentors NCO's Critical Thinking: Plans ahead  Delegation Skills: Delegates effectively and works through NCO's				
Cadet Mentor?		<u> </u>			.0	
Staff Duty Analysis	SDA Senior Mentor:	SD	A Staff Service (Suppor	t Staff Position):	1° 6 L	
(SDA) CAPP 60-32	SDA Technical Writing A	ssignment (Provid	le Type of document):	Score:	J	ch,
Items in this section must be completed in order & signed	SDA Oral Presentation (	Purpose of briefing	g):	Score:		0, 4,
off by the senior mentor.  Request mentor from	SDA Feedback (CAPF 60	SDA Feedback (CAPF 60-93 optional)				To have
Squadron Commander first thing. (See Back)	Attach Essay, Speech & Essay critique forms, and feedback to this form					
Active Participation in	Activity:					N/A
Activities						, •, , .
		R	EVIEW			
ELIGIBLE FOR PROMOTION:			8 WEEKS / 56 DAY	'S SINCE LAST PROMO	TION	
MEMBER IS ELIGIBLE FOR "GHOST" PROMOTION TO CADET SECON				CADET SECONI	D LIEUTENANT	
SIGNATURE AND GRADE OF FLIGH	T COMMANDER		DATE			
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:			SIGNATURE OF SE	NIOR TESTING OFFICE	ER	

	C	AP 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 fulfilling assigned staff responsibilities for this Achievement. 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.  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 reasonable, measurable 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. 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.	
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 REF	ERENCED ABOVE:		
AFH 33-33 Tongue &	37 Air Force Quill	https://www.gocivilairpatrol.com/members/publications/other-publications-1709	
	ff Duty Analysis ne Cadet Library	https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/	



### **Promotion Checklist**

**PHASE 3 – ACHIEVEMENT 10** 





## CADET FIRST LIEUTENANT C/1st Lt

Promotion Date:	<b>Cadet Name:</b> C/2d Lt			CAPID:	
		Last Name	First Name		

Item	Item Result / Score			Date	Staff		
item		nesu	it / Score		Completed	Initials	
	SEE <b>CADET SU</b>	PER CHART	FOR SPECIFIC REC	QUIREMENTS	Scores can be found in the Cadet Box in		
Cadet Physical Fitness	E	ASED ON A	GE AND GENDER		the PT folder.		
Test (CPFT) Refer to	HCS COWG	Cadet Pron	notions & Ribbons	<u>webpage</u>			
CAPR 60-1, Cadet	Mile Run/Pacer Test:	Curl Up:	Push Up:	Sit & Reach:		N/A	
Physical Fitness	(Circle which)						
Program							
	Must pass PT every	180 day's – CAP S	Scores not enough for passin	1	<b>-</b> 0.475		
Leadership Ch 10	80 PERCENT MINII	ЛИМ RFOUIRI	ED TO PAS ONLINE,	Interactive Mod:	DATE:		
Interactive Module		PEN-BOOK TES	•	Witten Test:	DATE:	N/A	
and/or Test				Honor Credit:			
-	00 nargant minim		THE PAGE ANY MACH	•	OR HONOR CREDIT		
Aerospace Education	-	-	to pass. ANY MODU CTED: [1][2][3]			N/A	
Character	DIIVILINSIONS IV	IODOLL SLLL	.CILD. [1][2][3]	[4][3][0]			
	TIUS MOI	NUE MUST DE A	COMPLETED FOR DROCK	CCION			
Development Forum	THIS MUL	OULE IVIUST BE C	COMPLETED FOR PROGRE	=331UN			
Participation	DECITE EDOM MEMOS	V MAV DETEC	T AS MANY TIMES AS NEO	CECCARY TO ATTAIN			
Cadet Oath		100 PERC	ENT ACCURACY				
Uniform	POSSESS A UNIFORM, W REGULATIONS. CAPR 39		RLY, AND FOLLOWS UNIF	FORM Score:			
-	MEETS OR EXCEEDS EXF			score			
			onsistent dealing with su				
Leadership Expectations		•	ly <b>Responsibility:</b> Sense d i <b>cal Thinking:</b> Plans ahead	•	0		
	_		and works through NCO		0.		
Cadet Mentor?					700		
	SDA Senior Mentor:		SDA Staff Service (Suppor	t Staff Position):	0,		
Staff Duty Analysis					156		
(SDA)	SDA Technical Writing A	ssignment (Pro	vide Type of document):	Score:			
CAPP 60-32					Ŭ,	90	
Items in this section must be	SDA Oral Presentation (	Purpose of brief	fing):	Score:		0,	
completed in order & signed	SDA Feedback (CAPF 60	02 ontional)				17	
off by the senior mentor.  (See Back)	3DA FEEDBUCK (CAFF 00	-95 optional)				77	
(See Buck)	Attach Essay, Sp	ech & Essay cri	tique forms, and feedbac	ck to this form		0,	
Active Participation in	Activity:					N/A	
Activities						N/A	
			REVIEW				
ELIGIBLE FOR PROMOTION:			8 WEEKS / 56 DA	YS SINCE LAST PROMO	DTION		
	MEMBER IS ELIG	IBLE FOR F	PROMOTION TO	FIRST LIEUTEN	IANT		
SIGNATURE AND GRADE OF FLIGH	T COMMANDER		DATE				
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:		SIGNATURE OF SI	ENIOR TESTING OFFICE	ER		

	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 fulfilling assigned staff responsibilities for this Achievement. 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.  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 reasonable, measurable 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. 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.			
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 REF	ERENCED ABOVE:				
AFH 33-33 Tongue &	37 Air Force Quill	https://www.gocivilairpatrol.com/members/publications/other-publications-1709			
	ff Duty Analysis ne Cadet Library	https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/			



**PHASE 3 – ACHIEVEMENT 11** 







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

Item	Result / Score				Date	Staff	
						Completed	Initials
Cadet Physical Fitness	SEE <b>CADET SU</b> I B			R SPECIFIC REQ AND GENDER	UIREMENTS	Scores can be found in the Cadet Box in the PT folder.	
Test (CPFT) Refer to	HCS COWG	Cadet Pro	moti	ons & Ribbons v	<u>vebpage</u>		
CAPR 60-1, Cadet	Mile Run/Pacer Test:	Curl Up:		Push Up:	Sit & Reach:		N/A
Physical Fitness	(Circle which)	Circle which)					
Program							
	Must pass PT every	180 day's – CA	P Scores	not enough for passing		_	
Leadership Ch 11	80 PERCENT MININ	ALIM RECLII	RED TO	O DAS ONI INF	Interactive Mod:	DATE:	
Interactive Module		PEN-BOOK T		J FAS ONLINE,	Witten Test:	DATE:	N/A
and/or Test		Honor Credit:					
		COMPLETE TH	HE INTER	RACTIVE MODULE OR TE	ST, COMPLETE BOTH FO	R HONOR CREDIT	
Aerospace Education	80 percent minim	um require	d to p	ass. ANY MODU	LE AEROSPACE		N/A
Aerospace Education	DIMENSIONS IV	10DULE SEL	LECTE	D:[1][2][3][	4][5][6]		NA
Character							
Development Forum	THIS MOI	DIJI F MIJST RE	F COME	PLETED FOR PROGRES	SSION		
Participation Participation	77113 14702	, OLL 111031 DL	2 001111	ELTED FORT ROOMES	.5.0.14		
Fullicipation	25075 5204 4454 402				=======================================		
Cadet Oath	RECITE FROM MEMOR	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. CAPR 39-1 Score:					
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE.  Attitude: Self motivated Core Values: Consistent dealing with subordinates  Communication: Writes & Speaks clearly Responsibility: Sense of ownership on assignments Skills: Mentors NCO's Critical Thinking: Plans ahead  Delegation Skills: Delegates effectively and works through NCO's				ownership on	Signed Off	
Cadet Mentor?	3					OKK	
Staff Duty Analysis	SDA Senior Mentor:		SDA S	taff Service (Support	Staff Position):	82	`
(SDA) CAPP 60-32	SDA Technical Writing A	ssignment (Pr	rovide 1	Type of document):	Score:		7,0
Items in this section must be completed in order & signed	SDA Oral Presentation (	Purpose of bri	iefing):		Score:		4
off by the senior mentor.  (See Back)	,	SDA Feedback (CAPF 60-93 optional)					7,00
, ,	Attach Essay, Speech & Essay critique forms, and feedback to this form						
Active Participation in Activities	Activity:					N/A	
	<u> </u>		RE\	/IEW			
ELIGIBLE FOR PROMOTION:					SINCE LAST PROMOT	TION	
MEMBE	R IS ELIGIBLE FOR	r "GHOST	"PR	OMOTION TO	CADET FIRST	LIEUTENANT	
SIGNATURE AND GRADE OF FLIGH	T COMMANDER			DATE			
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:			SIGNATURE OF SEN	IOR TESTING OFFICER	R	
							_

	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 fulfilling assigned staff responsibilities for this Achievement. 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.  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 reasonable, measurable 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. 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.			
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 REF	FERENCED ABOVE:				
AFH 33-3: Tongue &	37 Air Force Quill	https://www.gocivilairpatrol.com/members/publications/other-publications-1709			
	off Duty Analysis ne Cadet Library	https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/			



PHASE 3 – EARHART AWARD AMEILA EARHART







# CADET CAPTAIN C/Capt

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

Item	7.	Result /			Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS  BASED ON AGE AND GENDER  HCS COWG Cadet Promotions & Ribbons webpage				Scores can be found in the Cadet Box in the PT folder.	N/A
CAPR 60-1, Cadet Physical Fitness Program	Mile Run/Pacer Test: (Circle which)	Curl Up:	Push Up:	Sit & Reach:		NyA
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. <u>CAPR 39-1</u>					
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE.  Attitude: Self motivated Core Values: Consistent dealing with subordinates  Communication: Writes & Speaks clearly Responsibility: Sense of ownership on assignments Skills: Mentors NCO's Critical Thinking: Plans ahead  Delegation Skills: Delegates effectively and works through NCO's				Signed off by S	enior Mentor
Staff Duty Analysis	SDA Senior Mentor:			ion): NO REQUIREMENT	NO REQUIREMENT	NO REQUIREMENT
(SDA)	SDA Technical Writing A	Assignment (Provide	Type of document)	: NO REQUIREMENT	NO REQUIREMENT	NO REQUIREMENT
CAPP 60-32 Items in this section must be	SDA Oral Presentation (				NO DECLUDENTAL	NO 050 W051 45NT
completed in order & signed off by the senior mentor.	SDA Feedback (CAPF 60			this form	NO REQUIREMENT	NO REQUIREMENT
Active Participation in Activities	Attach Essay and Speech & Essay critique forms to this form 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.					
		RE	VIEW			
ELIGIBLE FOR PROMOTION:			1	AYS SINCE LAST PROMO		
SIGNATURE AND GRADE OF FLIGH		GIBLE FOR PR	ROMOTION T	O CADET CAPTA	AIN	
CHECKED, ENTERED, AND PROMO				SENIOR TESTING OFFICE	ER	



### **Promotion Checklist**

PHASE 4 – ACHIEVEMENT 12



CADET CAPTAIN C/Capt

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

Item	Result / Score					Date Completed	Staff Initials	
Cadet Physical Fitness Test (CPFT) Refer to	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS  BASED ON AGE AND GENDER  HCS COWG Cadet Promotions & Ribbons webpage					Scores can be found in the Cadet Box in the PT folder.		
CAPR 60-1, Cadet Physical Fitness Program	Mile Run/Pacer Test: (Circle which)  Must pass PT every	Curl Up:		Push Up:	Sit &	Reach:		N/A
Leadership Chapter 12	80 percent min							N/A
Aerospace Education		NO	REQUIRE	MENT			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, W REGULATIONS. CAPR 39		PERLY, AI	ND FOLLOWS UI	NIFORM <b>Score:</b>			
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE.  Attitude: Resilient, mental discipline Core Values: Uses empathy  Communication: Proficient at explaining complex issues Responsibility: Self Starter  Skills: Adapts leadership style for situations Critical Thinking: Recognizes Long term  goal needs Delegation Skills: Directs and manages multiple tasks					5,		
Cadet Instruct?							0,5	
Staff Duty Analysis	SDA Senior Mentor:			aff Service (Supp			15 L	
(SDA) CAPP 60-32	SDA Technical Writing A	Issignment (P	Provide Ty	pe of document	·):	Score:		ch.
Items in this section must be completed in order & signed	SDA Oral Presentation (	Purpose of br	riefing):			Score:		400
off by the senior mentor. (See Back)	SDA Feedback (CAPF 60	-93 optional)						(0)
	Attach Essay, Sp	eech & Essay	critique f	orms, and feedb	ack to this	form		
Active Participation in Activities	Activity:						N/A	
			REV	IEW				
ELIGIBLE FOR PROMOTION:				8 WEEKS / 56 D.	AYS SINCE	LAST PROMOT	TION	
<b>ME</b> SIGNATURE AND GRADE OF FLIGH	MBER IS ELIGIBLE T COMMANDER	FOR "G		<b>" PROMOT</b> DATE	ION TO	CADET C	CAPTAIN	
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:			SIGNATURE OF SENIOR TESTING OFFICER				

	_	AP 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 fulfilling assigned staff responsibilities for this Achievement. 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.  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 reasonable, measurable 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. 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.	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 REF	ERENCED ABOVE:		
AFH 33-33 Tongue &	37 Air Force Quill	https://www.gocivilairpatrol.com/members/publications/other-publications-1709	
	ff Duty Analysis e Cadet Library	https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/	



### **Promotion Checklist**

**PHASE 4 – ACHIEVEMENT 13** 



CADET CAPTAIN C/Capt

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

ltem		Date Completed	Staff Initials				
	SEE <b>CADET SU</b>	PER CHART	FOR SPECIFIC REC	QUIREMENTS	Scores can be found		
Cadet Physical Fitness	E	in the Cadet Box in the PT folder.					
Test (CPFT) Refer to	HCS COWG	Cadet Pro	motions & Ribbons	s webpaae			
CAPR 60-1, Cadet	Mile Run/Pacer Test:						
Physical Fitness	(Circle which)	,	,			N/A	
Program							
	Must pass PT every	180 day's – CAP	Scores not enough for passi	ng Spaatz PT test			
Leadership Chapter 13	80 percent min	imum requ	ired to pass. Onlin	e, Open-Book		N/A	
Aerospace Education		NO R	EQUIREMENT		N/A	N/A	
Character							
Development Forum	THIS MOL	OULE MUST BE	COMPLETED FOR PROGR	RESSION			
Participation							
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN  100 PERCENT ACCURACY				,		
Uniform	POSSESS A UNIFORM, W	VEARS IT PROP	ERLY, AND FOLLOWS UNI	FORM			
- Onijonii	REGULATIONS. CAPR 39 MEETS OR EXCEEDS EXF						
Leadership Expectations	Communication: Profici Skills: Adapts leadership	Attitude: Resilient, mental discipline Core Values: Uses empathy Communication: Proficient at explaining complex issues Responsibility: Self Starter Skills: Adapts leadership style for situations Critical Thinking: Recognizes Long term goal needs Delegation Skills: Directs and manages multiple tasks					
Cadet Instruct?					S. Breed Off		
	SDA Senior Mentor:		SDA Staff Service (Suppo	ort Staff Position):	5,		
Staff Duty Analysis					7		
(SDA)	SDA Technical Writing A	ssignment (Pro	ovide Type of document):	Score:		Ó	
CAPP 60-32						10	
Items in this section must be	SDA Oral Presentation (	Purpose of brie	rfing):	Score:		2	
completed in order & signed						0	
off by the senior mentor.  (See Back)	SDA Feedback (CAPF 60	-93 optional)				10, 00,	
	Attach Essay, Spo						
Active Participation in	Activity:					N/A	
Activities						N/A	
			REVIEW				
ELIGIBLE FOR PROMOTION:			8 WEEKS / 56 DA	AYS SINCE LAST PRO	MOTION		
ME	MBER IS ELIGIBLE	E FOR "GF	IOST" PROMOTI	ON TO CADET	CAPTAIN		
SIGNATURE AND GRADE OF FLIGHT COMMANDER			DATE	<u> </u>			
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:				SIGNATURE OF SENIOR TESTING OFFICER			

	C	AP 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 fulfilling assigned staff responsibilities for this Achievement. 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.  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 reasonable, measurable 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. 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.	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 REF	ERENCED ABOVE:		
AFH 33-33 Tongue &	37 Air Force Quill	https://www.gocivilairpatrol.com/members/publications/other-publications-1709	
	ff Duty Analysis ne Cadet Library	https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/	



PHASE 4 – ACHIEVEMENT 14





CADET Major C/MAJ

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

				кеципе			Desta	Charle
Item	Result / Score					Date Completed	Staff Initials	
	SEE CADET SIL	DED CHAE	<b>PT</b> FO	D CDECIEIC E	PEOLIII	DENMENITO	Scores can be found	miciais
Cadet Physical Fitness	SEE <b>CADET SUPER CHART</b> FOR SPECIFIC REQUIREMENTS  BASED ON AGE AND GENDER						in the Cadet Box in	
Test (CPFT) Refer to						hnaaa	the PT folder.	
CAPR 60-1, Cadet	Mile Run/Pacer Test:	HCS COWG Cadet Promotions & Ribbons webpage       Mile Run/Pacer Test:     Curl Up:     Push Up:     Sit & Reach:						N/A
Physical Fitness	(Circle which)	curi op.		r usir op.	3/	t & Neuch.		14,71
Program								
	Must pass PT every	180 day's – CA	AP Scores	not enough for po	assing Spa	atz PT test		
Leadership Chapter 14	80 percent min	imum req	uired	to pass. On	line, C	pen-Book		N/A
Aerospace Education		3-C	HAPTER	BLOCK				N/A
Character								
Development Forum	THIS MOL	DULE MUST B	Е СОМЕ	PLETED FOR PRO	GRESSIC	DN .		
<b>Participation</b>								
Cadet Oath		RECITI	E FROM	MEMORY				
Uniform	POSSESS A UNIFORM, W REGULATIONS. <u>CAPR 39</u>		PERLY,	AND FOLLOWS (	JNIFORN <b>Score</b>			
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE.  Attitude: Resilient, mental discipline Core Values: Uses empathy  Communication: Proficient at explaining complex issues Responsibility: Self Starter  Skills: Adapts leadership style for situations Critical Thinking: Recognizes Long term  goal needs Delegation Skills: Directs and manages multiple tasks					5.		
Cadet Instruct?							0,50	
Staff Duty Analysis	SDA Senior Mentor:		SDA S	Staff Service (Sup	port Sta	ff Position):	6,	
(SDA) CAPP 60-32	SDA Technical Writing A	Assignment (P	Provide	Type of documer	nt):	Score:		07.
Items in this section must be completed in order & signed	SDA Oral Presentation (	Purpose of br	riefing):			Score:		40,
off by the senior mentor.  (See Back)	SDA Feedback (CAPF 60	-93 optional)						3,00
·	Attach Essay, Spo	eech & Essay	critique	forms, and feed	lback to	this form		
Promotion Review	ATTACH CAP FORM 60							
Board (PRB)	THREE ALON Must request to			SUGGESTIONS 1 rsdav hefore Mc				
Active Participation in	Activity:							N1/A
Activities						N/A		
			RE	/IEW				
ELIGIBLE FOR PROMOTION:			_	8 WEEKS / 56	DAYS SIN	ICE LAST PROMO	TION	
	MEMBER IS EL	IGIBLE F	OR PI	ROMOTION	V TO	CADET MAJ	OR	
SIGNATURE AND GRADE OF FLIGH	T COMMANDER			DATE				
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:			SIGNATURE OF SENIOR TESTING OFFICER				

	C	AP 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	det selects a technical writing assignment, choosing a format that is conducive to the type of service he or she will performing in the next 8 weeks. See Table 2.1 for suggestions. Cadet ensures he or she has not already used this mat during a previous Achievement.				
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 fulfilling assigned staff responsibilities for this Achievement. 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.  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 reasonable, measurable 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. 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.	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 REF	FERENCED ABOVE:					
AFH 33-3: Tongue &	37 Air Force a Quill	https://www.gocivilairpatrol.com/members/publications/other-publications-1709				
	off Duty Analysis ne Cadet Library	https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/				



**PHASE 4 – ACHIEVEMENT 15** 





CADET MAJOR C/Maj

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

ltem		Res	sult /	Score			Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to		BASED ON	AGE	AND GENDI	ER		Scores can be found in the Cadet Box in the PT folder.	
CAPR 60-1, Cadet Physical Fitness Program	Mile Run/Pacer Test: (Circle which)	, , , , , , , , , , , , , , , , , , , ,			N/A			
	Must pass PT ever	y 180 day's – CA	AP Scores	not enough for p	assing Spo	aatz PT test		
Leadership Chapter 15	80 percent min	nimum req	juired	to pass. Or	line, C	)pen-Book		N/A
Aerospace Education		3-C	HAPTER	BLOCK				N/A
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION							
Cadet Oath		RECITI	E FROM	MEMORY				
Uniform	POSSESS A UNIFORM, V REGULATIONS. <u>CAPR 33</u>		PERLY, A	AND FOLLOWS	UNIFORI <b>Scor</b> e			
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE.  Attitude: Welcoming of change Core Values: Makes sound & timely decisions independently Communication: Varies message to fit audience Responsibility: Complete projects with little supervision Skills: Calm under pressure Critical Thinking: Mentally agile when faced with problems Delegation Skills: Delegates & enables others to take charge.					5. ened		
Cadet Instruct?							0	
Staff Duty Analysis	SDA Senior Mentor:		SDA S	Staff Service (Su	pport Sto	aff Position):	62	
(SDA) CAPP 60-32	SDA Technical Writing A	Assignment (P	Provide T	Type of docume	nt):	Score:	S. C.	·
Items in this section must be completed in order & signed	SDA Oral Presentation (Purpose of briefing):  Score:						3	
off by the senior mentor.  (See Back)	SDA Feedback (CAPF 60-93 optional)							7,01
	Attach Essay, Speech & Essay critique forms, and feedback to this form							^
Active Participation in Activities	Activity:							N/A
Activities			D E I	/IEW			1	
ELIGIBLE FOR PROMOTION:			NE!		DAYS SII	NCE LAST PROMO	TION	
	EMBER IS ELIGIBI	LF FOR "C	SHOS	· · · · · · · · · · · · · · · · · · ·				
SIGNATURE AND GRADE OF FLIGHT COMMANDER				DATE				
CHECKED, ENTERED, AND PROMO	TED IN ESERVICES DATE:			SIGNATURE O	F SENIOI	R TESTING OFFICE	R	

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		
Cadet begins service learning and <u>fulfilling assigned staff responsibilities</u> for this Achievement. A <u>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.  6 Cadet Officer  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</u>, <u>measurable</u> plan so that you both will agree on the end goal and how it can be deemed successful (passing).</u>		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	When cadet believes technical document is ready, cadet begins preparing an oral briefing to present the document's content to an audience. 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 Llbrary.		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 RE	FERENCED ABOVE:				
	AFH 33-337 Air Force Tongue & Quill https://www.gocivilairpatrol.com/members/publications/other-publications-1709				
	off Duty Analysis ne Cadet Library	https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/			



**PHASE 4 – ACHIEVEMENT 16** 





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

			•			Date	Staff
Item	Result / Score			Completed Initial			
Cadet Physical Fitness Test (CPFT) Refer to	SEE CADET SUPER CHART FOR SPECIFIC REQUIREMENTS  BASED ON AGE AND GENDER  HCS COWG Cadet Promotions & Ribbons webpage			Scores can be found in the Cadet Box in the PT folder.	can be found Cadet Box in		
CAPR 60-1, Cadet Physical Fitness Program	Mile Run/Pacer Test: (Circle which)	Curl Up:	Push Up:		Reach:		N/A
	Must pass PT ever	y 180 day's – CAI	P Scores not enough for p	passing Spaatz	PT test		
Leadership Chapter 16	80 percent mir	nimum requ	uired to pass. O	nline, Ope	n-Book		N/A
Aerospace Education		3-CH	IAPTER BLOCK				N/A
Character Development Forum Participation	THIS MODULE MUST BE COMPLETED FOR PROGRESSION						
Cadet Oath		RECITE	FROM MEMORY				
Uniform	POSSESS A UNIFORM, V REGULATIONS. <u>CAPR 3</u>		PERLY, AND FOLLOWS	UNIFORM Score:			
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE.  Attitude: Welcoming of change Core Values: Makes sound & timely decisions independently Communication: Varies message to fit audience Responsibility: Complete projects with little supervision Skills: Calm under pressure Critical Thinking: Mentally agile when faced with problems Delegation Skills: Delegates & enables others to take charge.				S. Banes		
Cadet Instruct?						0,	
Staff Duty Analysis	SDA Senior Mentor:		SDA Staff Service (So	ıpport Staff P	Position):	6,	
Staff Duty Analysis (SDA) CAPP 60-32	SDA Technical Writing	Assignment (Pr	ovide Type of docume	ent):	Score:	~	0).
Items in this section must be completed in order & signed	SDA Oral Presentation (Purpose of briefing):  Score:				3		
off by the senior mentor.  (See Back).	SDA Feedback (CAPF 60	0-93 optional)					200
Active Participation in	Attach Essay, Speech & Essay critique forms, and feedback to this form Activity:					N/A	
Activities							,
ELIGIBLE FOR PROMOTION:			REVIEW  8 WEEKS / 5	6 DAYS SINCE	E LAST PROM	OTION	
	ENADED IS ELICID	I F FOR "C	•				
MEMBER IS ELIGIBLE FOR "GHOS" SIGNATURE AND GRADE OF FLIGHT COMMANDER			DATE	UIIUN I	U CADET	IVIAJUK	
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:			SIGNATURE	OF SENIOR T	ESTING OFFI	CER	

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 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 fulfilling assigned staff responsibilities for this Achievement. 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.  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 reasonable, measurable 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. 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.	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 REF	ERENCED ABOVE:				
AFH 33-33 Tongue &	37 Air Force Quill	https://www.gocivilairpatrol.com/members/publications/other-publications-1709			
	ff Duty Analysis ne Cadet Library	https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/			











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.

Itom		Pocul+	/ Score Date S			Staff
Item	Result / Score				Completed	Initials
	SEE <b>CADET SU</b>	<b>PER CHART</b> FO	Scores can be found in the Cadet Box in	N/A		
Cadet Physical Fitness	E	BASED ON AGE	AND GENDE	R	the PT folder.	
Test (CPFT) Refer to	HCS COWG	Cadet Promot	ions & Ribbor	ns webpage		
CAPR 60-1, Cadet	Mile Run/Pacer Test:	Curl Up:	Push Up:	Sit & Reach:		
Physical Fitness	(Circle which)					
Program		100 / / 640 6				
Leadership Chapter 14	Must pass PT every	v 180 day's – CAP Score NO REQU		sing Spaatz PT test	N/A	N/A
		<u> </u>				
Aerospace Education		NO REQU	IKEMIENI		N/A	N/A
Character						
Development Forum	THIS MOI	DULE MUST BE CON	1PLETED FOR PROC	GRESSION		
Participation						
Cadet Oath		RECITE FROM				
Uniform	POSSESS A UNIFORM, V REGULATIONS. CAPR 39	•	, AND FOLLOWS U	NIFORM <b>Score:</b>		
Leadership Expectations	MEETS OR EXCEEDS EXPECTATIONS FOR GRADE.  Attitude: Welcoming of change Core Values: Makes sound & timely decisions independently Communication: Varies message to fit audience Responsibility: Complete projects with little supervision Skills: Calm under pressure Critical Thinking: Mentally agile when faced with problems Delegation Skills: Delegates & enables others to take charge.				Sign Copy	
Cadet Instruct?					CO OS	
300-500 Word Essay	Essay:			Score:	62	
and 5- 7 Minute	Speech:			Score:		<u> </u>
Speech	эрссен.			Score.		Men
(See Back)	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	Activity:	Activity:				N/A
Activities						N/A
Promotion Review				ANCE DURING PHASE		
Board (PRB)	THREE ALONG WITH LEADERSHIP SUGGESTIONS TO THIS SHEET  Must request to have a PRB the Thursday before Monday's meeting.					
		RE	VIEW			
ELIGIBLE FOR PROMOTION:			8 WEEKS / 56 D	AYS SINCE LAST PROMO	TION	
MEMBER IS ELIGIBLE FOR PROMO			TION TO CAL	DET LIEUTENANT	COLONEL	
SIGNATURE AND GRADE OF FLIGH	T COMMANDER		DATE			
CHECKED, ENTERED, AND PROMOTED IN ESERVICES DATE:			SIGNATURE OF	SENIOR TESTING OFFICE	ER	

#### 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 <u>critique forms</u>.

- 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



### **Promotion Checklist**

SPAATZ AWARD
GENERAL CARL A. SPAATZ AWARD



CADET Colonel C/Col



	C	
COL	DRA <sub>D</sub> O	VING

Promotion Date	e:	CAPID:	
	Last Name First Name		
	Achievement Requirements		
Item	Result / Score	Date Completed	Staff Initials
	A <u>helpful diagram</u> explains the exam process. You'll need to request permission from	-	

	A <u>helpful diagram</u> expl	lains the exam proce	ess. You'll need to rea	quest permission from		
Request permission	your unit commander					
from your unit	programs) to attempt	'				
•	exam for at least 2 we					
commander and wing	approves your request	•	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
commander to	proctor will need time of the exam.	to coorainate with y	ou regaraing the ad	ite, time, and location		
attempt the exam.	of the exum.					
•	A	LL TESTING IS ATTI	EMPTED IN ONE DA	AY		
	MALES:		FEMALES:			
	Sit-Ups 81	!	Sit-ups 78			
USAF Academy	Push-Ups 6	52	Push-Ups 41			
Candidate Fitness	Mile Run 6	6:29	Mile Run 7:30			
	Mile Run	Curl Up:	Push Up:	must pass		
Assessment				all three		
				fitness events –		
				<u>More details</u>		
	ADE	OITIONAL DETAILS O	N TESTING CAN BE I	FOUND AT:		
	https://www.gocivil	airpatrol.com/progr	ams/cadets/stripes-	to-diamonds/spaatz-aw	<u>ıard</u>	
Leadership		COMPREHE	NSIVE EXAM			
Aerospace Education		COMPREHE	NSIVE EXAM			
<u> </u>					+	
Character	ESSAY EXAM					
Development						
		R	EVIEW			
ELIGIBLE FOR PROMOTION:			ELIGIBLE FOR P	ROMOTION ON RECEIVI	NG EAKER AWARD	
	NACNADED IC EL			O CADET COLO	AIF!	
				O CADET COLO	NEL	
SIGNATURE AND GRADE OF PROC	TOR	DAT	E			