



Promoting at Highlander Composite Squadron



Cadets are responsible for checking their own progress, taking online tests, requesting mile stone tests, drill testing, PRB, Oaths, speeches, and SDAs. Cadet and Senior staff will not ask you if you are ready to test.

If you are struggling with passing a test, please feel free to request time before a squadron meeting or during flight time to request help from fellow cadets or take it up the chain to senior members if needed.

How do I know what I need to promote?

- [eServices](#)
- [Cadet File Box](#)

Progression Checklist

- [PT Testing](#)
 - [Waivers](#)
- [Leadership Test](#)
- [Aerospace Test](#)
- [Character Development](#)
 - [Wingman Course](#)
- [Drill Test](#)
- [Cadet Oath](#)
- [Essay & Speech](#)
- [Active Participation](#)
- [SDA](#)
- [Mentor or Instruct](#)
- [PRB](#)
- [Time in Grade](#)
- [Signature of Flight Commander](#)
- [Signature of Cadet Deputy Commander or Cadet Commander](#)
- [Signature of Senior Testing Officer](#)

Cadet Resources

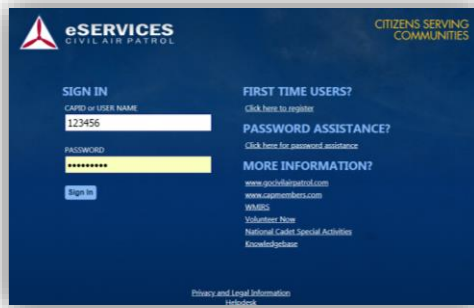
- [How to test in eServices](#)
- [Where can I locate the Cadet Super Chart?](#)
- [Where can I locate the online Leadership and Audio books?](#)
- [Where can I locate the online Aerospace books](#)
- [Where can I find a HCS Promotions requirements chart and links to each Achievement or Award?](#)
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- [Are there flashcards to help with Cadet Ranks?](#)

FAQ's

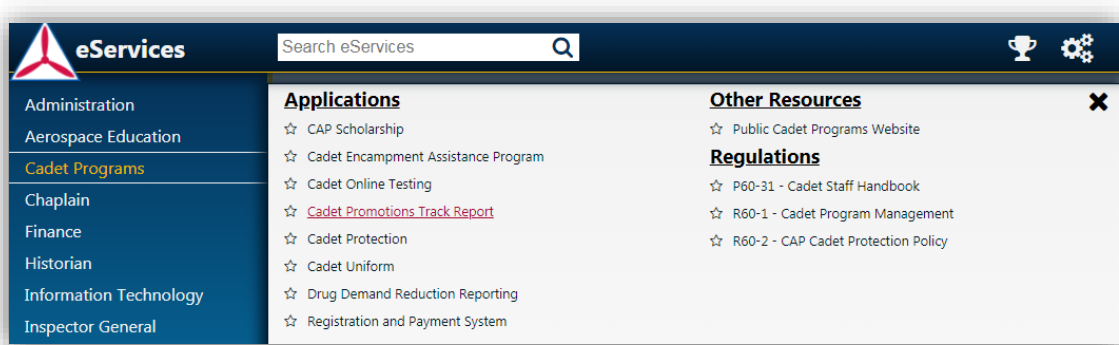
- [Why do I have to request some tasks by Thursday evening?](#)
- [I signed up online to request a task at the next meeting, but was told I couldn't, why?](#)
- [I need assistance with a task, who can I go to?](#)
- [I completed everything, when will I receive my new Insignias and Ribbons?](#)
- [It's promotion night and I just completed everything, can I still promote tonight?](#)

How do I know what I need to promote?

1. Everyone can check their own promotion record in eServices by:
 - o Login to eServices <https://www.capnhq.gov/signin/signin.aspx> or Google CAP eServices.



- o Hover your mouse over *Cadet Programs* on the left hand side of the page.
- o Click on *Cadet Promotions Track Report*.



- o A file will download for you to open and view your progress.
 - The last achievement/award on the report is the rank you are currently working towards.

Achievement / Award	Phy. Fitness	Lead Lab Date Score	Drill Date	AE Date Score Mod/Test	Moral Lead / Encampment	Active Participant	Mentor / Instructor	Approval Date	Staff Service Date	Technical Writing Assignment / Date	Oral Report Date
Achievement 10	06 Jun 2016	20 Dec 2016 88		19 Dec 2016 92 2	26 Dec 2016	Yes	Yes	20 Mar 2017	N/A	N/A	N/A
Achievement 11	03 Jul 2017	30 Aug 2017 84		23 Mar 2017 84 3	20 Mar 2017	Yes	Yes	18 Sep 2017	N/A	N/A	N/A
Amelia Earhart	02 Oct 2017	06 Nov 2017 80		26 Nov 2017 80 0	N/A	Yes	N/A	27 Nov 2017	N/A	N/A	N/A
Achievement 12		0		N/A N/A N/A	18 Dec 2017	Yes	Yes	None		ALL	

2. Also checking your Promotion Check list in the Cadet File box.
 - o Everyone by now should already be using the promotion checklists that are found in the file box next to the laptop when you sign in.

File Box & Cadet's Promotion Checklist

- Again **CADETS are responsible** for obtaining the required sign-offs to promote. Cadet staff and senior members will not remind you to test or obtain your sign-offs.
 - **Suggestion:** Checking your sign-off sheet weekly or on a regular basis.
- The Cadet is responsible for pulling their own folder and having the appropriate staff member sign off when needed.
- If a task is signed off during the night, place your folder along with the promotion checklist in the front of the Cadet File box. The senior officer, will then review these files and update them in eServices.

Promotion Checklist

- Each check list is specific to the requirements for that promotion.
 - EX: Achievement 8 requires a speech & essay; this requirement is not noted on any other promotion checklist.
- Click here to view [Promotion Checklist's](#) through Achievement 12.

PT Testing (CPFT – Cadet Physical Fitness Test)

- **When:** PT testing is only offered the 1st Monday of every month, unless otherwise noted.
- **How often do I need to pass?**
 - **Phase 1 (Cadet Basic through C/SrA)** cadets must attempt PT requirements, but are not required to pass to promote.
 - **Everyone else, including Wright Brothers** must completely pass PT in one night at least once every 180 days to promote.
- **What do I need to pass?**
 - Mile Run or Pacer Run (usually mile run, outside, year round)
 - Plus 2 of the 3
 - Curl Up
 - Push up
 - Sit & Reach
 - See HCS [Promotions & Testing page](#) for more details.
- **Cadet Responsibilities:**
 - Cadet must enter their scores on the Promotion Checklist, **ONLY if they pass everything or are in phase 1**, and have the Cadet or Senior testing officer sign off.
 - NOTE: Scores required to pass will still be kept on the master PT score sheet for the night. The cadet can see if their scores were a pass or fail.
- **Waivers**
 - Indefinite and long term temporary restrictions to PT requirements require a doctors form be completed.
 - Waiver - <https://goo.gl/1VBFW5>
 - Shorter term waivers, broken leg, arm, etc. must be discussed with the Deputy Commander of Cadets or the Squadron Commander.

Leadership Test

- **Online at home tests**
 - The cadet only needs to date when this was completed themselves on the promotion checklist.
 - To take tests online, see How do I take a test in eServices below.
- **Proctored tests (Milestone Tests)**
 - Cadets must have the senior member that proctored the test, date and sign the promotion checklist once passed.
 - **When can I take a Proctored test?**
 - Proctored test are given before regular CAP meetings beginning at 5:30p or during PT nights after PT Testing.
 - **Cadet Responsibilities:**
 - Proctored tests must be requested online by the Thursday evening prior to Monday's meeting.
 - **Signup:** <https://goo.gl/forms/qri8PNDV56mPBUGO2>
 - If we cannot accommodate you for any reason, you receive an email advising so.

Aerospace Test

- **Online at home tests**
 - The cadet only needs to date when this was completed themselves on the promotion checklist.
 - To take tests online, see How do I take a test in eServices below.
- **Proctored tests (Milestone Tests)**
 - Cadets must have the senior member that proctored the test, date and sign the promotion checklist once passed.
 - **When can I take a Proctored test?**
 - Proctored test are given before regular CAP meetings beginning at 5:30p or during PT nights after PT Testing.
 - **Cadet Responsibilities:**
 - Proctored tests must be requested online by the Thursday evening prior to Monday's meeting.
 - **Signup:** <https://goo.gl/forms/qri8PNDV56mPBUGO2>
 - If we cannot accommodate you for any reason, you receive an email advising so.

Character Development

- **WHEN:** Character Development is only offered the 3rd Monday of every month, unless otherwise noted and you must be present the entire time to receive credit.
- **Wingman Course** - For Basic cadets ONLY.
 - Offered occasionally based on the cadets needing the course.
- **Cadet Responsibilities:**
 - Cadets must pull their own folder before forming a rip line outside of the classroom.

Drill Test

- **WHEN:** Drill tests are given generally at least twice a month on the 2nd and 4th meeting of the month, sometimes the 3rd Monday of the month.
- **Cadet Responsibilities:**
 - Drill tests must be requested online by Thursday evening prior to Monday's meeting.
 - **Sign-up:** <https://goo.gl/forms/qri8PNDV56mPBUGO2>
 - ◆ Drill tests will be pulled and placed in cadets' folders prior to Monday's meeting so they are ready at drill time.
 - Cadets are then responsible for pulling their folder prior to drill and turning it into the testing officer.
 - Cadets are responsible for verifying the testing officer signed off their promotion checklist, with their Drill test score, date, and initials.

Cadet oath

- Cadets must memorize and recite the oath each promotion.
- **Cadet Responsibilities:**
 - Oaths should be requested online by Thursday evening prior to Monday's meeting for planning purposes.
 - **Sign-up:** <https://goo.gl/forms/qri8PNDV56mPBUGO2>
 - Oaths can be requested the night of, depending on time and availability of a cadet to listen to the oath. The cadet is responsible for receiving their sign-off.

Essay & Speech

- Achievement 8 only
- Write a 300 – 500 word essay and present a 5 – 7 minute Speech.
 - A Senior member will evaluate the essay and speech using [Critique Forms](#).
 - See HCS [Promotions & Testing page](#) for more details or go to the CAP National Page for [Achievement 8](#).
- **Cadet Responsibilities:**
 - Speeches must be requested online by Thursday evening prior to Monday's meeting.
 - **Sign-up:** <https://goo.gl/forms/qri8PNDV56mPBUGO2>
 - Cadet is responsible for ensuring promotion checklist is signed off.

Active Participation

- **Cadet Responsibilities:**
 - Attend regularly and RSVP whether attending or not.
 - Attend in 1 outside activity at least once a quarter.
 - Participate in Squadron Workdays.

SDA – Staff Duty Analysis

- **Staff Service**
 - **Service Learning** - Cadet serves for at least 8 weeks in any support staff position available to cadets, as approved by the unit commander.
 - See HCS [Promotions & Testing page](#) for more details or go to the CAP National Page for [SDA](#).
 - **Feedback** - Discuss service, technical document, and oral presentation with senior member mentor.
- **Write a technical document**
 - Write a technical document, choosing one of eight formats that is relevant to leadership and managerial challenges they encounter as leaders.
- **Oral presentation**
 - 10 – 15 minute oral presentation based on their service experience and technical document, allowing for questions and answers.
 - Speeches must be requested online by Thursday evening prior to Monday's meeting.
 - **Sign-up:** <https://goo.gl/forms/qri8PNDV56mPBUGO2>
- **Cadet Responsibilities:**
 - Cadet is responsible for ensuring promotion checklist is signed off for each item.

Mentor or Instruct

- Actively mentors NCO's or Officers respectively or instructs cadets, resolves conflicts fairly, criticizes constructively, dissents respectively when disagreeing with superiors.
- **Cadet Responsibilities:**
 - One of the last sign-offs, during the 8 weeks in grade. Cadet is responsible for obtaining sign-off from a cadet staff officer or senior member that can verify your participation.

PRB – Promotion Review Board

- A Promotion Review Board is the final step you must complete for promotion. PRBs are an oral exam that is administered by staff. Additional factors include maturity, achievement, image, and involvement.
- Occurs at least once per phase, cadets will receive feedback about their leadership performance. It is a tool for mentoring cadets and helping them grow as leaders.
 - See HCS [Promotions & Testing page](#) for more details on when PRB's are scheduled.
- **Cadet Responsibilities:**
 - PRBs must be requested online by Thursday evening prior to Monday's meeting.
 - **Sign-up:** <https://goo.gl/forms/qri8PNDV56mPBUGO2>
 - Cadet should pull their Cadet Folder prior to the PRB and have it with them for staff to review and sign-off, if the cadet receives PRB approval to promote.

Time in Grade

- Must be in grade for a minimum of 2 months (8 weeks, 56 days)
- Exception, once you complete all tasks for Curry Award you can promote.
 - *Eligible for Promotion* box should contain the 1st day you can promote on.

Signature of Flight Commander

- You must have your flight commander sign off, AFTER all items are signed off and you are ready to promote.

Signature of Cadet Deputy Commander or Cadet Commander

- You must have the Cadet Deputy Commander or Cadet Commander sign off, AFTER all items are signed off and you are ready to promote.

Signature of Senior Testing Officer

- **Cadet Responsibilities:**
 - After all items are signed, place your folder and Promotion Checklist in the front of the Cadet File box. The senior member will then verify everything is entered and submit you for promotion in eServices.
- **Senior Responsibilities:**
 - The senior member will then verify everything is entered, sign and date your form, and submit you for promotion in eServices.

Cadet Resources

How to test in eServices

- Login to eServices
- Hover your mouse over *Cadet Programs* on the left hand side of the page.
 - Click on *Cadet Online Testing*.
 - Select desired Module
 - **Leadership Tests**
 - You will only see 1 test available for you, as you progress through them in order.
 - **Aero Dimension Tests** – Achievements 1-8
 - You can select any module, to test in.
 - You may see multiple editions, select the edition you are currently working in, should be Ed 3.
 - **Journey of Flight** – Achievements 9 – 16
 - **Notes:**
 - **For online, at home tests**, the test are open book. Cadets can use the text book or online book to help them. You can use CTRL-F, when using the online book.
 - **Note:** As the tests are timed, you still should review the material prior to taking the test to be prepared. Otherwise you may take longer than the allowed time.
 - **Proctored tests** are closed book, so make sure you are studying along the way and prior to testing.

Where can I locate the Cadet Super Chart?

- See *Cadet Programs Super Chart* on the HCS [Promotions & Testing page](#) for more details.

Where can I locate the online Leadership and Audio books?

- See *How do I promote?* on the HCS [Promotions & Testing page](#) for more details.

Where can I locate the online Aerospace books?

- See *How do I promote?* on the HCS [Promotions & Testing page](#) for more details.

Where can I find PT/CPFT (Cadet Physical Fitness Standards)?

- See *Cadet Physical Fitness Standards (CPFT)* on the HCS [Promotions & Testing page](#) for more details.

Where can I find a HCS Promotions requirements chart and links to each Achievement or Award?

- See *Stripes to Diamonds* on the HCS [Promotions & Testing page](#) for more details.

Where can I find the Cadet Oath?

- See *How do I Promote?* on the HCS [Promotions & Testing page](#) for more details.

Are there flashcards to help with Cadet Ranks?

- See *Insignia Flash Cards* on the HCS [New Members/New Cadets](#) page for more details.

FAQ's

Why do I have to request some tasks by Thursday evening?

- This allows staff to plan and prepare, verify that we'll have enough staff to handle PRB's, run classes, allow time for speeches and oral presentations, and still plan for regular meeting items.
 - We cannot guarantee if we have 3 people signed up for speech's and 2 signed up for PRB's, several staff members are out, or whatever the reason that we can get to everyone in one night.

I signed up online to request a task at the next meeting, but was told I couldn't, why?

- Through the online signup we do our best to schedule everyone, and if we can't for any reason, we will let you know ahead of time when possible. On that note there may still be a time when due to an emergency, unplanned visitor, etc. at the squadron that we cannot accommodate your request at the last minute.

I need assistance with a task, who can I go to?

- Fellow cadets, may be able to help.
- Follow your chain of command.
- Ask for help before a meeting or during flight time.
- Quizlett has some good flash cards out there.

I completed everything, when will I receive my new Insignias and Ribbons?

- Promotions are always on the 3rd Monday of the month, Blues night, unless otherwise stated.
- Parents and family members are welcome to come to promotions that will be at the end of the meeting.

It's promotion night and I just completed everything, can I still promote tonight?

- No, all tasks must be completed and approved by Friday, before promotions night.
- You will be promoted in eServices and can start working on your next rank, however you will not receive your new insignias and ribbon until the next promotion night.
 - **Q: Why can't I promote that night?**
 - **A:** As our squadron has grown, to get everything ready for that night for promotions, we need to have a cut off time. Cadets need to learn to plan ahead and have everything completed by the Friday before promotions.

