

**399<sup>TH</sup> DANBUTY COMPOSITE SQUADRON  
CADET PROMOTION CHECKLIST**



**Phase I: Learning  
John F. Curry Achievement**

**1**



**C/Amn  
CADET AIRMAN**

Cadet Name (Last, First)

CAPID Number

Join Date

**Step 1: Complete the Following Promotion Requirements**

**Promotion Requirements**

**Create your eServices** at <https://capnhq.gov> and create an account.

**Complete Operation Security Awareness Training (OPSEC).**  
*You will be directed to complete this training when you log in to eServices.*

**Complete CAP Equal Opportunity Training (EO).**  
You can complete this training here: [https://tests.capnhq.gov/EO\\_Training/Index.cfm](https://tests.capnhq.gov/EO_Training/Index.cfm)

**Introduction to CAP Safety course completed** in "Safety Management System" at <https://capnhq.gov>.

**Online Leadership Test.** Complete *Learn to Lead* Chapter 1 Online Leadership Test with 80% or higher.

Date of Test: \_\_\_\_\_  
Score: \_\_\_\_\_

**Drill & Ceremonies Practical Test.** Pass Achievement 1 Drill & Ceremonies Practical Test (CAPT 78-2) with 73% (11/15) or higher.

Date of Test: \_\_\_\_\_  
Score: \_\_\_\_\_

**Cadet Physical Fitness Test (CPFT).**

Date of Test: \_\_\_\_\_

**Participate Actively** in CAP meetings and/or activities.

**Cadet Oath.** You will be asked to recite the Cadet Oath from Memory at your promotion board.  
*"I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation."*

**Promotion Checklist Verified Complete**

I have verified completion of the promotion requirements listed above for promotion to the grade listed above.

Grade, Name, Position (Flight Sergeant or Designee):

Signature:

Date:

**Promotion Board Completed Satisfactorily**

The Cadet has been evaluated for promotion based on satisfactory completion of the above requirements. The board approves this cadet for promotion to the rank of Cadet AIRMAN.

Grade and Name of Promotion Board Chair:

Signature:

Date:

# ACHIEVEMENT 1 Drill & Ceremonies Practical Test

**Topic:** Basic Drill as an Element Member

**Conditions:** Form cadets as a single element. Test no more than 5 cadets at a time.

**Instructions:** See page 1

**Passing Score:** 73%. Must perform at least 11 out of 15 commands satisfactorily

#	Command	Acceptable Standards	SATISFACTORY	UNSATISFACTORY
1.	FALL IN	<ol style="list-style-type: none"> <li>1. Automatically executes Dress Right, DRESS.</li> <li>2. Adjusts position to achieve proper dress and cover.</li> <li>3. Automatically executes Ready, FRONT.</li> <li>4. Stands at position of attention.</li> </ol>		
2.	Parade, REST	<ol style="list-style-type: none"> <li>1. Moves left foot such that heels are about 12-inches apart.</li> <li>2. Extends arms behind body &amp; places right hand in palm of the left.</li> <li>3. Keeps head and eyes straight ahead; is immobile and silent.</li> </ol>		
3.	Flight, ATTENTION	<ol style="list-style-type: none"> <li>1. Stands and shows good posture.</li> <li>2. Remains immobile and silent.</li> </ol>		
4.	Present, ARMS	<ol style="list-style-type: none"> <li>1. Smartly raises right hand to head or headdress.</li> <li>2. Right hand is flat, with fingers fully extended.</li> </ol>		
5.	Order, ARMS	<ol style="list-style-type: none"> <li>1. Smoothly and smartly retraces path of arm.</li> <li>2. Ends at the position of attention.</li> </ol>		
6.	About, FACE	<ol style="list-style-type: none"> <li>1. Pivots 180-degrees clockwise on ball and heel.</li> <li>2. Maintains upper body in position of attention.</li> </ol>		
--	About, FACE	<i>Used to return to line formation; not graded, or use as second chance to perform #6 correctly</i>	na	na
7.	Dress Right, DRESS	<ol style="list-style-type: none"> <li>1. All except the last airman in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground, palm down.</li> <li>2. At the same time as the left arm is raised, each individual (except the guide and second, third, and fourth element leaders) executes Eyes RIGHT.</li> <li>3. Establishes exact shoulder-to-fingertip contact with the individual to the immediate right.</li> </ol>		

CONTINUED ON NEXT PAGE

			SATISFACTORY	UNSATISFACTORY
8.	Ready, FRONT	<ol style="list-style-type: none"> <li>Arms are lowered with snap to their sides and recup their hands when their arm is at approximately waist level.</li> <li>As the arm is lowered, airmen at Eyes RIGHT will return their heads to the front with snap.</li> </ol>		
9.	Right, FACE	<ol style="list-style-type: none"> <li>Pivots 90-degrees to the right on ball and heel.</li> <li>Maintains upper body in position of attention.</li> </ol>		
--	Left, FACE	<i>Used to return to line formation; not graded, or use as second chance to perform the simple facing of #9 correctly</i>	na	na
10.	AT EASE	<ol style="list-style-type: none"> <li>Relaxes in standing position.</li> <li>Keep right foot in place.</li> <li>Silent.</li> </ol>		
11.	Flight, ATTENTION	<ol style="list-style-type: none"> <li>Stands and shows good posture.</li> <li>Remains immobile and silent.</li> </ol>		
12.	Hand, SALUTE	<p><u>Count One</u></p> <ol style="list-style-type: none"> <li>Arms raised smartly.</li> <li>Fingers, palm, and forearm form straight line.</li> <li>Upper arm parallel to ground.</li> <li>Tip of middle finger touches the front right corner of headdress (If no headdress, outside corner of eyebrow or front right edge of glasses).</li> <li>Rest of body remains at attention.</li> </ol> <p><u>Count Two</u></p> <ol style="list-style-type: none"> <li>Arm comes smoothly and smartly down.</li> <li>Retrace path used to raise the arm.</li> <li>Hand is cupped as it passes the waist.</li> <li>End with entire body at attention.</li> </ol>		
13.	Eyes, RIGHT	<ol style="list-style-type: none"> <li>All persons, except those on the right flank, turn their heads and eyes smartly 45 degrees to the right.</li> </ol>		
14.	Ready, FRONT	<ol style="list-style-type: none"> <li>On FRONT, heads and eyes are turned smartly to the front.</li> </ol>		
15.	FALL OUT	<ol style="list-style-type: none"> <li>Simply breaks ranks but remains in vicinity.</li> </ol>		
<b>TOTALS</b>				

**Must score at least 11 "Satisfactory" ratings to pass.**

# CADET LEADERSHIP FEEDBACK - PHASE I

CADET'S  
NAME:

CAP  
GRADE:

INCLUSIVE DATES  
OF REVIEW:

FOR INSTRUCTIONS, SEE REVERSE

CATEGORY	PERFORMANCE GOALS	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
<b>1. ATTITUDE</b>	Displays a positive attitude; optimistic; enthusiastic; team-orientated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. CORE VALUES</b>	Aware of the Core Values; honest; practices customs & courtesies; polite and respectful; wears uniform properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. COMMUNICATION SKILLS</b>	Listens actively; attentive; asks good questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. SENSE OF RESPONSIBILITY</b>	Follows directions; dependable; arrives ready to learn and serve; effective in managing own time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### CADET'S PERSPECTIVES

The cadet described why he/she is proud of the following successes in the Cadet Program:

### LEADER'S PERSPECTIVES

The leader described why he/she is proud of the cadet for the following successes in the Cadet Program:

The cadet described how he/she plans to improve his/her leadership skills in the following areas:

The leader described how the cadet can improve his/her leadership skills in the following areas:

PROMOTION  
APPROVED

RETAINED  
IN GRADE

DATE OF NEXT REVIEW,  
IF RETAINED IN GRADE (WITHIN 6 WEEKS):

EVALUATOR'S SIGNATURE & TITLE

CADET'S SIGNATURE & DATE

## **INSTRUCTIONS**

To develop their leadership skills, cadets need feedback that is **positive, constructive,** and **specific**. This form is a tool toward that end.

## **INTRODUCTORY GUIDELINES**

Evaluate cadets at least once per phase using the CAPF 50 that corresponds with their phase. Many squadrons find it useful to evaluate cadets as they become eligible for promotion. The categories and performance goals listed on this form are derived from the "Leadership Expectations" outlined in CAPR 52-16. If desired, file the completed form in the cadet's personnel record after providing him/her with a copy.

## **EVALUATORS**

The evaluator should be a senior member, or a cadet officer working under a senior member's supervision.

## **HOW TO COMPLETE THIS FORM**

This form focuses on the leadership expectations for a particular phase in the Cadet Program. Before meeting with the cadet, rate the cadet's performance in each category by putting an "X" in the appropriate box. Under the "Leader's Perspective" section, include comments to help support the ratings. Comments can be in the form of sentences, phrases, or a simple outline.

## **GUIDELINES FOR RATING CADETS' PERFORMANCE**

*Excellent:* Routinely meets all goals; performance sets a great example for fellow cadets  
*Very Good:* Meets most goals most of the time  
*Satisfactory:* Meets most goals; performance may be inconsistent or slightly off, but is acceptable  
*Needs Improvement:* Does not meet most goals; this category requires the cadet's and leader's attention

## **HOW TO PROVIDE CADETS WITH FEEDBACK - SUGGESTED PROCEDURE**

1. Meet in a location that offers some privacy, but avoid situations that place a senior and cadet alone together.
2. Have the cadet formally report to the officer(s) who will be providing the feedback.
3. Put the cadet at ease so he/she may focus on the officers' constructive comments. If using this form in conjunction with a promotion board, state whether the cadet will be promoted or not. Encourage the cadet to share his/her own comments and ask questions.
4. Ask the cadet to describe some recent successes he/she has had in the Cadet Program. Why does he/she exemplify good leadership? Challenge the cadet to think about his/her leadership performance.
5. Ask the cadet to describe some leadership skills he/she is trying to improve. What steps is he/she taking to improve in these areas? Again, challenge the cadet to think critically and be specific.
6. Review the ratings in the top portion of the form. For each item, provide constructive and positive feedback.
7. Identify some of the cadet's recent successes. Let the cadet know what he/she is doing well.
8. Identify 2 or 3 leadership skills that the cadet should focus on. Give specific suggestions on what he/she should do to improve in those areas, but do not overwhelm him/her with feedback.
9. Congratulate the cadet for his/her efforts and encourage him/her to remain active in CAP. If retaining the cadet in grade, set a date for a subsequent review. Be sure to re-enforce the positive.
10. Dismiss the cadet and return his/her salute.

## **FINAL THOUGHT**

Remember, this form is a tool for helping cadets improve their leadership skills. Have a positive and optimistic attitude when offering cadets feedback.