

**399TH DANBURY COMPOSITE SQUADRON
CADET PROMOTION CHECKLIST**



**Phase I: Learning
"Hap" Arnold Achievement**

2

**C/A1C
CADET AIRMAN FIRST CLASS**



Cadet Name (Last, First):

CAPID:

Date of Last Promotion :

Step 1: Complete the Following Promotion Requirements

Promotion Requirements

	Date	Score
<input type="checkbox"/> Online Leadership Test. Complete Learn to Lead Chapter 2 Online Leadership Test with 80% or higher.		
<input type="checkbox"/> Online Aerospace Test. Complete one Aerospace Dimensions module Online Aerospace Test with 80% or higher.		
<input type="checkbox"/> Drill & Ceremonies Practical Test. Pass Achievement 2 Drill & Ceremonies Practical Test (CAPT 78-2) with 73% (11/15) or higher.		
<input type="checkbox"/> Cadet Physical Fitness Test (CPFT). Pass fitness test according to the CAPP 52-18 Fitness Test Requirements. <i>If you are injured or medically unable to participate in the CPFT, this requirement will be waived.</i>		Pass / Fail
<input type="checkbox"/> Character Development. Participate in one or more Character Development classes.		
<input type="checkbox"/> Participate Actively in CAP meetings and/or activities.		
<input type="checkbox"/> Cadet Oath. Be able to recite the Cadet Oath from Memory.		
<input type="checkbox"/> Uniforms. Possess and properly wear <i>ONE OF THESE</i> : CAP Service or BDU uniform in accordance with CAPM 39-1. Service Uniform: AF Blue Short-Sleeve Shirt, AF Blue Trousers, AF Blue Flight Cap with device, AF Blue Necktie, Oxford Low-Quarter Shoes, Black Dress Socks, Blue Elastic Belt with Silver Buckle, CAP Blue Nameplate, CAP Insignia. Battle Dress Uniform: BDU Shirt, BDU Trousers, BDU Cap, Black Combat Boots, Black or Brown Boot Socks, Black T-Shirt, Blue Elastic Belt with Black Buckle and Tip, Ultramarine Civil Air Patrol Tape, Ultramarine Name Tape, Wing Patch, US Flag Patch.		

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:

ACHIEVEMENT 2 Drill & Ceremonies Practical Test

Topic: Basic Drill as a Flight Member

Conditions: Form at least 4 cadets into a flight of 2 elements

Instructions: See page 1

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

#	Command	Acceptable Standards	SATISFACTORY	UNSATISFACTORY
--	FALL IN	<i>Not graded.</i>	na	na
--	Right, FACE	<i>Not graded; used to put cadets into column formation.</i>	na	na
1.	Forward, MARCH	1. Steps off on left foot. 2. Does not anticipate the command of execution.		
2.	Double Time, MARCH	1. Cadets take one more step in quick time and then steps off in double time.		
3.	Quick Time, MARCH	1. Cadets advance two more steps in double time. 2. Resumes quick time. 3. Lowers the arms to the sides, and resumes armswing.		
4.	Flight, HALT	1. After the command HALT, takes one more full 24-inch step. 2. Trailing foot is brought smartly alongside front foot. 3. Heels finish together, on line, with cadet at attention.		
--	Left, FACE	<i>Not graded; used to put cadets into column formation.</i>	na	na
5.	Open Ranks, MARCH	1. Marches forward a number of steps equal to the number of ranks behind him or her. 2. Automatically executes dress right dress at the halt.		
6.	Ready, FRONT	1. Lowers arm with snap but without slapping. 2. Turns head to front with snap.		
7.	Close Ranks, MARCH	1. Marches forward a number of steps equal to the number of ranks in front of him or her.		
--	Right, FACE	<i>Not graded; used to put cadets into column formation.</i>	na	na
8.	Forward, MARCH	1. Steps off on left foot. 2. Does not anticipate the command of execution.		

CONTINUED ON NEXT PAGE

		SATISFACTORY	UNSATISFACTORY
9.	Right Flank, MARCH	<ol style="list-style-type: none"> 1. In marching, turns 90-degress to the right. 2. Maintains proper dress, cover, interval, and distance. 3. Maintains posture as if at attention; suspends armswing during pivot. 	
10.	Count Cadence, COUNT	<ol style="list-style-type: none"> 1. Give the count sharply and clearly, and separate each number distinctly. 2. The count of ONE is given on the left foot. 	
11.	To the Rear, MARCH	<ol style="list-style-type: none"> 1. Reverses direction smartly by pivoting clockwise 2. Maintains posture as if at attention; suspends armswing during pivot 3. Maintains proper dress, cover, interval, and distance 	
12.	Left Flank, MARCH	<ol style="list-style-type: none"> 1. In marching, turns 90-degress to the left 2. Maintains proper dress, cover, interval, and distance 3. Maintains posture as if at attention; suspends armswing during pivot. 	
13.	Mark Time, MARCH	<ol style="list-style-type: none"> 1. Alternately raises and lowers each foot. 2. The balls of the feet are raised 4 inches above the ground. 3. Normal arm swing is maintained. 	
--	Flight, HALT	<i>Not graded.</i>	na na
14.	Right Step, MARCH	<ol style="list-style-type: none"> 1. The leg is kept straight, but not stiff. 2. The right foot moves 12 inches to the right of the left foot. 3. The left foot (without scraping the ground) brought smartly to a position alongside the right foot as in the position of attention. 	
15.	Flight, HALT	<ol style="list-style-type: none"> 1. On the command HALT, one more step is taken with the right foot and the left foot is placed smartly alongside the right foot as in the position of attention. 	na na
--	FALL OUT	<i>Not graded.</i>	
TOTALS			

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
1. ATTITUDE	Displays a positive attitude; optimistic; enthusiastic; team-orientated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. CORE VALUES	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"/>
3. COMMUNICATION SKILLS	Listens actively; attentive; asks good questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. SENSE OF RESPONSIBILITY	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.

Step 2: Request a Leadership Review.

Once you have finished the above requirements, request a leadership review board with your Cadet Executive Officer.

- CAP Form 50.** The Cadet Executive Officer and your Flight Sergeant will conduct your leadership review.
- Uniform.** Make sure that your uniform is proper and looks good for the review.

Leadership Review Completed Satisfactorily

The Cadet has been evaluated using the CAPF-50 and was not retained in grade.

Grade, Name, Position of Review Chair:	Grade, Name, Position of Review Chair:	Date:
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Step 3: Request a Promotion Board.

Promotion boards will normally be held during the 4th meeting of every month.

(They may also be held on the 5th meeting of every month for months that have 5 meetings.)

You will answer interview questions about your time in CAP, your goals for the future, and general Cadet knowledge. Your attitude, customs and courtesies, and uniform appearance will also be evaluated.

You will need to bring the following to the board:

- Completed and signed Promotion Checklist**
- Complete and signed CAP Form 50 recommending you for promotion.**

Promotion Board Completed Satisfactorily

The Cadet has been evaluated with a discussion based on a CAPF 50-1 and was not retained in grade due to information that he or she had previously been tested on.

If the Cadet is to be retained in grade, he or she has been given a date within 6 weeks to re-take their promotion board.

Grade and Name of Promotion Board Chair:	Signature:	Date:
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