

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



**Phase I: Learning  
Mary Feik Achievement**

**3**

**C/SrA  
CADET SENIOR AIRMAN**



Cadet Name (Last, First):

CAPID:

Date of Last Promotion :

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

**Promotion Requirements**

	Date	Score
<input type="checkbox"/> <b>Online Leadership Test.</b> Complete Learn to Lead Chapter 2 Online Leadership Test with 80% or higher.		
<input type="checkbox"/> <b>Online Aerospace Test.</b> Complete one Aerospace Dimensions module Online Aerospace Test with 80% or higher.		
<input type="checkbox"/> <b>Drill &amp; Ceremonies Practical Test.</b> Pass Achievement 2 Drill & Ceremonies Practical Test (CAPT 78-2) with 73% (11/15) or higher.		
<input type="checkbox"/> <b>Cadet Physical Fitness Test (CPFT).</b> 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"/> <b>Character Development.</b> Participate in one or more Character Development classes.		
<input type="checkbox"/> <b>Participate Actively</b> in CAP meetings and/or activities.		
<input type="checkbox"/> <b>Cadet Oath.</b> Be able to recite the Cadet Oath from memory.		

**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:
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**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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## ACHIEVEMENT 3 Drill & Ceremonies Practical Test

**Topic:** Advanced 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 8 out of 11 commands satisfactorily

#	Command(s)	Acceptable Standards	SATISFACTORY	UNSATISFACTORY
--	FALL IN	<i>Not graded.</i>	na	na
--	Right, FACE	<i>Not graded; used to put cadets in column formation.</i>	na	na
1.	Close MARCH (while halted)	1. The third element takes two right steps, the second element takes four steps, and the first element takes six steps		
2.	At Close Interval, Dress Right DRESS & Ready, FRONT	1. On DRESS, left hand placed so the heel of the hand rests on the left hip, fingertips point toward the ground, and the elbow in line with the body. 2. The same procedures for dress, cover, interval, and distance for normal interval is used for close interval. 3. Eyes turned 45 degrees to the right. 4. On FRONT, return to the position of attention.		
3.	Extend, MARCH (while halted)	1. Reverse the procedures used to obtain close interval to obtain normal interval.		
4.	Column of Files from the Right, Column Right, MARCH	1. The element leader of the right element commands, Column Right, and remaining element leaders command STAND FAST. 2. On the command MARCH, the element leader executes a face in marching to the right, then continues marching in the new direction. 3. The remaining individuals in the base file march forward on the command of execution, pivot in approximately the same location as their element leader, and maintain a 40-inch distance. 4. The element leaders of the remaining elements command Column Right, MARCH, at which time all cadets perform the movement in the same manner as the base element. 5. Element leaders follow in successive order.		

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		SATISFACTORY	UNSATISFACTORY
--	Flight, HALT	<i>Not graded.</i>	na na
--	FALL OUT & FALL IN	<i>Not graded; used to take the cadets out of a single file formation and return them to line formation.</i>	na na
--	Right, FACE	<i>Not graded; places the cadets in column formation.</i>	na na
5.	Forward, MARCH	<ol style="list-style-type: none"> <li>1. Steps off on left foot.</li> <li>2. Does not anticipate the command of execution.</li> </ol>	
6.	Close, MARCH & Forward, MARCH (while marching)	<ol style="list-style-type: none"> <li>1. MARCH is given on the right foot.</li> <li>2. The fourth element takes up the half step (beginning with the left foot) following the command of execution.</li> <li>3. The third element obtains close interval by pivoting 45 degrees to the right on the ball of the left foot, taking one 24-inch step (with coordinated armswing) toward the fourth element, and then pivoting 45 degrees back to the left on the ball of the right foot.</li> <li>4. The second element takes three steps between pivots, and the first element takes five steps between pivots. The original direction of march is resumed; the half step is taken up once close interval is obtained; and dress, cover, interval, and distance are reestablished.</li> <li>5. On the command Forward, MARCH, all elements resume a 24-inch step.</li> </ol>	
7.	Extend, MARCH & Forward, MARCH (while marching)	<ol style="list-style-type: none"> <li>1. The same procedures and steps used to obtain close interval are used except the command is given on the left foot and the pivots are made on the right foot.</li> </ol>	
8.	Change Step, MARCH	<ol style="list-style-type: none"> <li>1. Called on the right foot.</li> <li>2. On MARCH, cadets take one more 24-inch step with left foot.</li> <li>3. In one count, cadets place ball of right foot alongside the heel of the left foot, pin their arms, and shift the weight of the body to the right foot.</li> <li>4. Cadets then step off with the left foot in a full, 24-inch step, resuming coordinated armswing.</li> <li>5. Upper portion of body remains at attention throughout.</li> </ol>	

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		SATISFACTORY	UNSATISFACTORY	
9.	Column Left, MARCH & Forward MARCH	1. In marching, turns 90-degrees to the left via 1 or more pivots, depending on place in flight. 2. Takes up half-step at correct time and maintains until forward march is called. 3. Maintains proper dress, cover, interval, and distance. 4. Resumes full 24-inch steps after Forward, MARCH.		
10.	Eyes, RIGHT (while marching)	1. Called on the right foot. 2. On RIGHT, all cadets, except those on right flank, smartly turn heads 45-degrees right.		
11.	Ready, FRONT (while marching)	3. Called on the right foot. 4. On RIGHT, all cadets, except those on right flank, smartly return heads to forward position.		
--	Flight, HALT	<i>Not graded.</i>	na	na
--	FALL OUT	<i>Not graded.</i>	na	na
		<b>TOTALS</b>		

**Must score at least 8 "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.

### **Step 3: Request a Promotion Board.**

Promotion boards will normally be held during the 4<sup>th</sup> meeting of every month.

(They may also be held on the 5<sup>th</sup> 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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