

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



**Phase II: Leadership  
Eddie Rickenbacker  
Achievement**

**4**

**C/TSgt  
CADET TECHNICAL SERGEANT**



Cadet Name (Last, First):	CAPID:	Date of Last Promotion :
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**Step 1: Complete the Following Promotion Requirements**

**Promotion Requirements**

<input type="checkbox"/> <b>Online Leadership Test.</b> Complete Learn to Lead Chapter 4 Online Leadership Test with 80% or higher.	Date	Score
<input type="checkbox"/> <b>Online Aerospace Test.</b> Complete one Aerospace Dimensions module Online Aerospace Test with 80% or higher.	Date	Score
<input type="checkbox"/> <b>Drill &amp; Ceremonies Practical Test.</b> Pass Achievement 4 Drill & Ceremonies Practical Test (CAPT 78-2) with 80% (4/5) or higher.	Date	Score
<input type="checkbox"/> <b>Cadet Physical Fitness Test (CPFT).</b> Pass fitness test according to the CAPP 52-18 Fitness Test Requirements.	Date	Pass/Fail
<input type="checkbox"/> <b>Character Development.</b> Participate in one Character Development Forum per phase for promotion.	Date	
<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:	Signature:	Date:
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# ACHIEVEMENT 4 Drill & Ceremonies Practical Test

**Topic:** Drill of the Element

**Conditions:** Form at least 2 cadets into a single element

**Instructions:** See page 1

**Passing Score:** 80%. Must fulfill at least 4 out of the 5 acceptable standards satisfactorily

**Conditions:** Conduct this test on an individual basis – test one cadet at a time. Provide the cadet with a list of the ten commands shown below, and allow the cadet to refer to them during the course of the test. Instruct the cadet to lead the element in drill, completing all commands in sequence. The element should consist of at least 2 cadets. Assign to the element cadets who are proficient in basic drill.

**Note:** The element’s ability to perform the commands is NOT relevant to this test – only the cadet’s ability to call commands properly is being evaluated.

#	Category	Acceptable Standards	SATISFACTORY	UNSATISFACTORY
1.	Knowledge	1. Calls commands on the correct foot (when the foot corresponding to the direction of movement strikes the ground)		
2.	Interval	1. Calls commands of execution two steps after calling the preparatory commands		
3.	Voice	1. Calls commands loud enough for the element to hear them 2. Calls commands clear enough for the element to understand them		
4.	Bearing	1. Calls commands decisively, with snap and a sense of “Go!” 2. Maintains good military bearing		
5.	Overall Leadership	1. Calls cadence or halts and restarts the element, if the cadets fall out of step or lose alignment 2. Completes all assigned commands		
<b>TOTALS</b>				

**Must score at least 4 “Satisfactory” ratings to pass.**

## Command Sequence

- |  |                        |
|--|------------------------|
| 1. FALL IN                                       | 7. Forward, MARCH      |
| 2. Dress Right, DRESS ( <i>check alignment</i> ) | 8. Left Flank, MARCH   |
| 3. Ready, FRONT                                  | 9. Right Flank, MARCH  |
| 4. Right, FACE                                   | 10. To the Rear, MARCH |
| 5. Left, FACE                                    | 11. Element, HALT      |
| 6. About, FACE                                   | 12. FALL OUT           |

# CADET LEADERSHIP FEEDBACK - PHASE II

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>	Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. CORE VALUES</b>	Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. COMMUNICATION SKILLS</b>	Proficient in informal public speaking (i.e.: in giving directions to and training junior cadets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. SENSE OF RESPONSIBILITY</b>	Enforces standards; trustworthy in supervising a small team and leading them in fulfillment of a series of simple tasks; given a plan, is able to carry it out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. INTER-PERSONAL SKILLS</b>	Guides and coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss"	<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. You will answer interview questions about your time in CAP, your goals for the future, and general Cadet knowledge.

- CAP Form 50-2.** 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.
- Attitude, customs and courtesies.** Your attitude and knowledge of customs and courtesies will be evaluated.

### Leadership Review Completed

- The Cadet has been evaluated using the CAPF-50-2 and is RECOMMENDED FOR PROMOTION.
- The Cadet has been evaluated using the CAPF-50-2 and is RETAINED IN GRADE. He or she has been given a date within 6 weeks to re-take their promotion board.

Signature & Grade of Leadership Review Board Chair:

Date:

## 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 need to bring the following to the board:

- **Completed and signed Promotion Checklist**
- **Complete and signed CAP Form 50-2 recommending you for promotion.**

### Promotion Board Completed

- The Cadet has been evaluated with a discussion based on his/her CAPF 50-2 and is approved for promotion.
- The Cadet has been retained in grade. He or she has been given a date within 6 weeks to re-take their promotion board.

Signature & Grade of Promotion Board Chair:

Date: