

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



**Phase II: Leadership
Charles Lindbergh
Achievement**

5

**C/MSgt
CADET MASTER
SERGEANT**



Cadet Name (Last, First)	CAPID	Date of Last Promotion :
--------------------------	-------	--------------------------

Step 1: Complete the Following Promotion Requirements

Promotion Requirements

<input type="checkbox"/> Online Leadership Test. Complete Learn to Lead Chapter 5 Online Leadership Test with 80% or higher.	Date	Score
<input type="checkbox"/> Online Aerospace Test. Complete one Aerospace Dimensions module Online Aerospace Test with 80% or higher.	Date	Score
<input type="checkbox"/> Drill & Ceremonies Practical Test. Pass Achievement 5 Drill & Ceremonies Practical Test (CAPT 78-2) with 76% (16/21) or higher.	Date	Score
<input type="checkbox"/> Cadet Physical Fitness Test (CPFT). Pass fitness test according to the CAPP 52-18 Fitness Test Requirements.	Date	Pass/Fail
<input type="checkbox"/> Character Development. Participate in one Character Development Forum.	Date	
<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.		

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:
------------------------	------------	-------

ACHIEVEMENT 5 Drill & Ceremonies Practical Test

Topic: Drill of the Flight

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

Instructions: See page 1

Passing Score: 76%. Must perform at least 16 out of the 21 commands 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 flight in drill, completing all commands in sequence. The flight should consist of at least 2 elements (therefore, at least 4 cadets). Assign to the flight cadets who are proficient in basic drill.

Note: The flight’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.	FALL IN	Positions self 3 paces away and centered from where flight belongs		
2.	Dress Right, DRESS (check alignment)	Proceeds to right flank and directs individual cadets to check alignment as needed		
3.	Ready, FRONT	Command is clear and snaps		
4.	Right, FACE	Command is clear and snaps		
5.	Forward, MARCH	Command is clear and snaps		
6.	Column Right, MARCH	Preparatory: right foot Execution: right foot		
7.	Forward, MARCH	Command is clear and snaps		
8.	Close, MARCH & Forward, MARCH	Preparatory: right foot Execution: right foot		
9.	Extend, MARCH & Forward, MARCH	Preparatory: left foot Execution: left foot		
10.	Change Step, MARCH	Preparatory: right foot Execution: right foot		
11.	Count Cadence, COUNT	Preparatory: left foot Execution: left foot		
12.	Flight, HALT	Command is clear and snaps		
13.	Left Step, MARCH	Command is clear and snaps		
14.	Flight, HALT	Preparatory: heels are together Execution: heels are together		
15.	Left, FACE	Command is clear and snaps		

CONTINUED ON NEXT PAGE

			SATISFACTORY	UNSATISFACTORY
16.	Open Ranks, MARCH (check alignment)	Proceeds to right flank and directs individual cadets to check alignment as needed		
17.	Ready, FRONT	Command is clear and snaps		
18.	Close Ranks, MARCH	Command is clear and snaps		
19.	Column of Files from the Right, Forward, MARCH	After "Forward," waits for element leaders to issue supplemental command before commanding "MARCH"		
20.	Flight, HALT	Command is clear and snaps		
21.	FALL OUT	Command is clear and snaps		
TOTALS				

Must score at least 16 "Satisfactory" ratings to pass.

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
1. ATTITUDE	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"/>
2. CORE VALUES	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"/>
3. COMMUNICATION SKILLS	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"/>
4. SENSE OF RESPONSIBILITY	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"/>
5. INTER-PERSONAL SKILLS	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:

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

LEADER'S PERSPECTIVES

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

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 the First 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 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 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: