



# CADET PROMOTION PROGRESS FORM



## PHASE 2 – ACHIEVEMENT 5

CHARLES LINDBERGH

CADET MASTER SERGEANT – C/MSgt

CADET LAST NAME, FIRST NAME	CADET'S CURRENT GRADE <b>C/TSat</b>	CAP ID
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**CADET AGREEMENT TO COMPLETE ACHIEVEMENT**  
(To be completed WITH your Flight Commander, Cadet Commander, Deputy Commander for Cadets, or other designee)

The cadet named above shall, to the best of their ability, complete all requirements for the  
for this Achievement on or before the "Expected Date of Next Promotion." →

CADET'S SIGNATURE	DATE	SUPERVISING CADET OR CADET PROGRAMS SM SIGNATURE	DATE
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ACHIEVEMENT REQUIREMENTS	PASS / SCORE	DATE COMPLETED	VERIFIED BY
<b>Leadership – Learn To Lead, Vol 2: Small Team Leadership</b> Chapter 5 – <i>Brainpower for Leadership</i>			
<b>Leadership – Drill Test: Achievement 5</b> (Bring Score Sheet to Test) Topic: <i>Drill of the Flight</i>			
<b>Aerospace (AE):</b> Based on what is taught at the cadet meetings, Cadet may take any <i>Aerospace Dimensions</i> test in any order			
<b>Physical Fitness (PT) Test:</b> Must PASS the "run plus 2 out of 3" rule IAW Healthy Fitness Zone (HFZ) Cadet Physical Fitness Test (CPFT)	Within last 180 days		
<b>Character Development (CD):</b> Cadet must participate in at least 1 character activity at the Squadron			CDI:

DESCRIPTION OF ADDITIONAL ACTIVITIES ATTENDED: SATURDAY EVENTS, TRAINING, or <i>ADDITIONAL CD FORUMS</i>	PASS / SCORE / N/A	DATE COMPLETED	VERIFIED BY
<b>Safety Current:</b> Cadet has completed any required safety training.			

REGULAR WEEKLY MEETINGS ATTENDED							
MM/DD/YR							
Verified by:							
MM/DD/YR							
Verified by:							
MM/DD/YR							
Verified by:							

## PRE – PROMOTIONS BOARD REVIEW

ACHIEVEMENT SPECIFIC ACTIVITIES OR TRAINING REQUIREMENTS	PASS / SCORE / N/A	DATE COMPLETED	VERIFIED BY

GENERAL ADVANCEMENT PREREQUISITES	MEETS REQ	DATE	EVALUATED BY
<b>Member In Good Standing:</b> Current CAP cadet, as shown in eServices			
<b>Proper Uniform Wear And Grooming Standards:</b> Cadet is responsible to maintain full compliance with uniform regulations			
<b>Cadet Memory Items: Recite Cadet Oath From Memory</b> Cadet may retest as many times as necessary to attain 100% accuracy			
<b>Attends Meetings Regularly:</b> Must attend NO LESS THAN 4 out of 8 rolling meetings			
<b>Actively Participates:</b> Direct, in-person involvement in the Cadet Program is the most effective way to demonstrate a cadet's learning			

LEADERSHIP EXPECTATIONS AND OTHER CRITERIA TO BE EVALUATED AT THE PROMOTION BOARD
<b>Attitude:</b> Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority
<b>Core Values:</b> Displays commitment to Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader
<b>Communication Skills:</b> Proficient in informal public speaking (i.e., in giving directions to and training junior cadets)
<b>Sense of Responsibility:</b> Enforces standards; trustworthy in supervising a small team and leading them in fulfillment in a series of simple tasks; given a plan, is able to carry it out
<b>Interpersonal Skills:</b> Guides/coaches junior cadets; recognize when junior cadets need help; lead by example; is not a “boss”
<b>Critical Thinking:</b> N/A
<b>Delegation Skills:</b> N/A
<b>TYPICAL DUTIES UPON PROMOTION:</b> Support staff NCO, flight sergeant, first sergeant, or flight commander

1 <sup>st</sup> and 2 <sup>nd</sup> ENDORSEMENTS – REFERRAL TO PROMOTIONS BOARD			
I certify that I have verified this cadet has completed all eligibility requirements for promotion. I have observed the cadet's progress during this evaluation period and believe he/she demonstrates the Leadership expectations and maturity to advance to the next rank. I recommend the cadet to the Promotions Board.			
<b>1<sup>st</sup> Endorsement by:</b> <b>Supv Cadet / SM Officer</b>	PRINTED RANK/NAME	SIGNATURE	DATE
<b>2<sup>nd</sup> Endorsement by:</b> <b>DCC or SM Designee</b>	PRINTED RANK/NAME	SIGNATURE	DATE

<b>Request Promotions Board Review:</b> Once the cadet is recommended for promotion by 1 <sup>st</sup> and 2 <sup>nd</sup> Endorsements, cadet MUST request Promotions Board.	DATE REQUESTED
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CADET'S PERSPECTIVE POST – PROMOTION BOARD	DATE COMPLETED	VERIFIED BY Fit/CC, CC, DCC, Designee
<b>Leadership Feedback Form (“Cadet’s Perspectives” sections):</b> Cadet will complete the “Cadet’s Perspectives” sections on the Feedback Form and return it to the supervising cadet officer.		