



CADET PROMOTION PROGRESS FORM



PHASE 2 – ACHIEVEMENT 8

NEIL ARMSTRONG

CADET CHIEF MASTER SERGEANT – C/CMSgt



CADET LAST NAME, FIRST NAME	CADET'S CURRENT GRADE C/CMSgt	CAP ID
-----------------------------	---	--------

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
-------------------	------	--	------

ACHIEVEMENT REQUIREMENTS	PASS / SCORE	DATE COMPLETED	VERIFIED BY
Leadership – Learn To Lead, Vol 2: Small Team Leadership Chapter 8 – <i>Effective Communication</i>			
Leadership – Drill Test: Achievement 8 (Bring Score Sheet to Test) Topic: <i>Wing Formations</i>			
Aerospace (AE): Achievement 8: There is no AE requirement			
Physical Fitness (PT) Test: Must PASS the "run plus 2 out of 3" rule IAW Healthy Fitness Zone (HFZ) Cadet Physical Fitness Test (CPFT)	Within last 180 days		
Character Development (CD): Cadet must participate in at least 1 character activity at the Squadron			CDI:

DESCRIPTION OF ADDITIONAL ACTIVITIES ATTENDED: SATURDAY EVENTS, TRAINING, or ADDITIONAL CD FORUMS	PASS / SCORE / N/A	DATE COMPLETED	VERIFIED BY
Safety Current: 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
"Chief Essay" 300-500 word essay (Pick 1 of 3 topics on this page)			
"Chief Speech" 5-7 minute speech on your essay topic			
Critique / Grading Form available by clicking here.			

GENERAL ADVANCEMENT PREREQUISITES	MEETS REQ	DATE	EVALUATED BY
Member In Good Standing: Current CAP cadet, as shown in eServices			
Proper Uniform Wear And Grooming Standards: Cadet is responsible to maintain full compliance with uniform regulations			
Cadet Memory Items: Recite Cadet Oath From Memory Cadet may retest as many times as necessary to attain 100% accuracy			
Attends Meetings Regularly: Must attend NO LESS THAN 4 out of 8 rolling meetings			
Actively Participates: 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
Attitude: Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority
Core Values: Displays commitment to Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader
Communication Skills: Proficient in informal public speaking (i.e., in giving directions to and training junior cadets)
Sense of Responsibility: 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
Interpersonal Skills: Guides/coaches junior cadets; recognize when junior cadets need help; lead by example; is not a "boss"
Critical Thinking: N/A
Delegation Skills: N/A
TYPICAL DUTIES UPON PROMOTION: Support staff NCO, flight sergeant, first sergeant, or flight commander

1 st and 2 nd 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.			
1st Endorsement by: Supv Cadet / SM Officer	PRINTED RANK/NAME	SIGNATURE	DATE
2nd Endorsement by: DCC or SM Designee	PRINTED RANK/NAME	SIGNATURE	DATE

Request Promotions Board Review: Once the cadet is recommended for promotion by 1 st and 2 nd Endorsements, cadet MUST request Promotions Board.	DATE REQUESTED
---	----------------

CADET'S PERSPECTIVE POST – PROMOTION BOARD	DATE COMPLETED	VERIFIED BY Fit/CC, CC, DCC, Designee
Leadership Feedback Form ("Cadet's Perspectives" sections): Cadet will complete the "Cadet's Perspectives" sections on the Feedback Form and return it to the supervising cadet officer.		