



# CADET PROMOTION PROGRESS FORM



## PHASE 1 - MILESTONE 1

### WRIGHT BROTHERS AWARD

#### CADET STAFF SERGEANT - C/SSgt



CADET LAST NAME, FIRST NAME	CADET'S CURRENT GRADE <b>C/SrA</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:</b> Pass a <i>comprehensive exam</i> on <i>Vol 1, Ch 1-3</i> , closed-book, no time limit. PROCTORED ( <b>PART 1</b> )			
<b>Leadership – Drill Test:</b> Pass a <i>comprehensive exam</i> on <i>Drill Achievements 1-3 (PART 2)</i> . PROCTOR must print the Milestone 1 Drill Score Sheet <i>IMMEDIATELY</i> following completion of (PART 1).			
<b>Aerospace (AE):</b> Milestone 1: There is no AE requirement			
<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 ADDITIONAL CD FORUMS	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
<b>Special Reading:</b> Creed of the Non-Commissioned Officer			
<b>Special Reading:</b> Wright brothers' telegram home, following their first flight			

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> Displays a positive attitude; optimistic; enthusiastic; team-orientated
<b>Core Values:</b> Aware of Core Values; honest; practices customs & courtesies; polite & respectful; wears uniform properly
<b>Communication Skills:</b> Listens actively; attentive; asks good questions
<b>Sense of Responsibility:</b> Follows directions; dependable; arrives ready to learn & serve; effective managing own time
<b>Interpersonal Skills:</b> N/A
<b>Critical Thinking:</b> N/A
<b>Delegation Skills:</b> N/A
<b>TYPICAL DUTIES UPON PROMOTION:</b> Element leader, support staff NCO, or flight sergeant

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> Supv Cadet / SM Officer	PRINTED RANK/NAME	SIGNATURE	DATE
<b>2<sup>nd</sup> Endorsement by:</b> DCC or SM Designee	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.		