

Instructions For Using Cadet Promotion Progress Forms Individual Cadet Responsibilities

- 1) PRINT the *Promotion Progress Form* associated with the Achievement / Milestone you are working toward. Consider this form a part of your uniform. Maintain it in a folder or binder bring it with you to every cadet meeting to help facilitate beneficial feedback sessions with your Cadet Mentor (an assigned supervising Cadet or a supervising Senior Member).
- 2) Review the entire *Promotion Progress Form* to familiarize yourself with all of the expectations and requirements necessary for your next promotion.
- 3) Meet with your Cadet Mentor as soon as possible to complete your “Cadet Agreement To Complete Achievement.” Your goal for “expected date of next promotion” should typically be based on 56 days from the effective date of your last promotion.

■ **Exceptions To Time In Grade Requirement:**

- You can earn Achievement 1 – Curry – Cadet Airman the same day you join, if all requirements have been met.
- JROTC / ROTC / Service Academy cadets who meet eligibility requirements may promote every 28 days (see limitations in CAPR 60-1).

- 4) At each meeting, have your attendance signed off by your Cadet Mentor or other designee. Also, you are responsible for ensuring activities or classes are signed off on as you complete them.

NOTE: You are still required to personally show your CAPID and sign in / out at meetings on your Squadron’s sign-in sheet at each CAP meeting or event. The sign-in sheet is your OFFICIAL attendance that will be input into eServices.

- 5) Per the direction of your Cadet Programs Leadership, routinely meet with your Cadet Mentor. This review of your *Promotion Progress Form* and brief dialog should focus on what you have accomplished so far, what you need to work on to continue to progress, and to address any questions you may have.
- 6) Once you have mastered all General Prerequisites, Achievement Requirements, Leadership Expectations and feel you are prepared to assume the typical duties of the next rank, request your 1st and 2nd Endorsements per form instructions for referral to a Promotions Board.
- 7) Upon receiving your 2 endorsements, it is *YOUR* responsibility to use your Squadron’s established procedures to officially request a Promotions Board.
- 8) Following your Promotions Board, whether you are approved for promotion or not, you should receive a copy of your Leadership Feedback Form. You are required to reflect on this information and complete the “Cadet’s Perspectives” section and return the form to the leadership member designated by your Squadron. Once receipt is verified on your *Promotion Progress Form*, a copy of the form will be made for your Cadet Personnel File. Retain a copy of the form for your personal record as well.
- 9) Print off your next *Promotion Progress Form* and get started working toward your next achievement.