CADET PROMOTIONS

PHASE 1 - ACHEIVEMENT 3

Mary Feik

CADET SENIOR AIRMAN

C/SrA

CADET CHECKLIST				
NAME			**Current Grade**	**C/A1C**
CAP ID				
		DATE	**PASS (SCORE)**	**VERIFYING SIGNATURE**
TESTING	**PT**			
	LEADERSHIP CHPT 3			
	AEROSPACE (any Chpt)			
	DRILL TEST 3			
CHARACTER DEVELOPMENT INSTRUCTION				

ACTIVITIES/ ADDITIONAL CDI	**DATE**	**SIGNATURE ADMIN/PROJECT OFFICER/DCC**

NUMBER OF MEETINGS ATTENDED		

REVIEW BOARD	**DATE**	**SCORE**	**SIGNATURE OF REVIEW BOARD MEMBER**

	PRINT NAME OF STAFF MEMBER	**SIGNATURE OF STAFF MEMBER**
FLIGHT SERGEANT		
FLIGHT COMMANDER		
CADET COMMANDER		

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HOW TO COMPLETE THIS FORM

1. PRINT your name in the box provided
2. Write in your CAP ID number – this is the six digit number on your ID card
3. **Testing** – you will have to pass four tests for this promotion. You must record your score and have that score verified by a signature from the supervising cadet officer, testing officer, or personnel officer.
    a. **PT** – Physical Training (PT) occurs once a month. PT involves sit-ups, curl-ups, push-ups, the shuttle run and a mile run. You are required to pass EITHER the mile run or the shuttle run. Refer to the Cadet SuperChart for your goals based on your age and gender.
    b. **Leadership Chpt 3** – Read and study Chpt 3 *The Art and Science* in your *Learn to Lead* book. This material is available at (http://capmembers.com/cadet_programs/library/learn_to_lead.cfm). Once you are familiar with the material in this chapter, you should complete the online test. Check the squadron website for information on how to take tests online. Online tests are open book; however, you must complete the test in 30mins with a score of 80%.
    c. **Aerospace** – Aerospace exams cover individual chapters from the *Aerospace Dimensions* modules. These tests can be taken in any order. Cadets who joined prior to July 2010 may take hard copy exams. Cadets how joined after July 2010 must take the online exams. There are two versions of the online aerospace exams based on the *Aerospace Dimensions* 1st Edition or *Aerospace Dimensions* 2nd Edition. The 2nd edition of *Aerospace Dimensions* is available on line at >>"eServices", >> "AE Downloads and Resources".
    Contact the Testing Officer if you have any questions, concerns or problems with testing.
    d. **Drill Test 3** – Use the Cadet Testing Sign-up sheet to request Drill Test 3. The cadet staff will conduct the test during meeting time. You will be tested on Advanced Drill as a Flight Member. You must perform 8/11 of the movements correctly to pass. Drill test requirements are on the How Do I Promote web page.

4. **Character Development Instruction** – You must attend at least one Character Development class within a three-month period. Character Development is taught on the first meeting of every month. Please request that the CDI officer sign your promotion sheet to verify your attendance.
5. **Activities/ Additional CDI** – Participation in activities is an important part of CAP. Activities will be announced at squadron meetings and advertised on the squadron website. You must fill out a CAP Form 150 to participate in any CAP activity (see http://sq45.cawg.cap.gov/forms.html). Write in the name of the activity and, when possible, request that the officer in charge of the activity sign-off on your participation. The Personnel Officer can also verify participation. Use this space to record additional CDI classes.
6. **Number of Meetings Attended** – After you have completed items #1-5 on this list, meet with the Personnel Officer to have the this section completed and verified. **Regular attendance to meetings is an important part of your involvement in CAP.**
7. **Review Board** – A review board is the final step you must complete for any promotion. It is an oral exam that is administered by the cadet staff. Review boards must be requested in advance and only after you have completed parts 1-8 on this form.
8. **Cadet Staff Signatures** – Once you have passed your review board you will need each of the individuals listed on the form to sign-off on your promotion.

HOLD ONTO THE COMPLETED FORM – THIS IS YOUR TICKET FOR A PROMOTION

Links to referenced charts, study material and tests indicated in these instructions can be found on the Squadron 45 website - Airman Basics / How Do I Promote page. If you have any ideas to improve these pages or know of links that can be of benefit, please contact the webmaster.