

## CADET PROMOTION BOARD REFERENCE DOCUMENT

This Reference Document defines the process and procedures by which cadets at SRQ Composite Squadron are promoted in grade.

### 1. Introduction

Promotions of all levels are intended to reward a cadet for demonstration of superior academic, physical, leadership, and professional characteristics and standards. A promotion also comes with a progressively higher level of authority and responsibility required from the cadet. In addition to completing the basic requirements of promotion, cadets must prove themselves ready for the increased position both in maturity and ability. This Reference Document will define the exact requirements, responsibilities, procedures and processes for earning cadet promotion at SRQ Composite Squadron.

### 2. Promotion Review Board

**a. Membership.** The promotion review board will consist of the Cadet Commander, Cadet Deputy Commander, and/or Cadet First Sergeant. Other Cadet NCOs may be substituted or included as determined by the Squadron Commander or Deputy Commander for Cadets as needed. The Cadet Commander is typically the chair of the review board. If a Cadet Deputy Commander is not assigned the flight commanders will alternate monthly service on the review boards. The promotion review board for the Cadet Commander, Cadet Deputy Commander, and Cadet First Sergeant will include either the Squadron Commander or the Deputy Commander for Cadets as chair. The Deputy Commander of Cadets may sit in on any review board. Other Senior Members who work regularly with Cadets may also attend. The entire promotion review board will consist of no less than 2 members and typically no more than 4.

**b. Frequency.** Promotion review boards will be offered once a month, typically the fourth Monday of the month. A cadet wishing to be promoted must have satisfactorily completed his/her review board the month prior to the desired promotion night. Alternative dates for promotion board may be specifically requested by the cadet and may be offered at the discretion of the promotion review board.

**c. Responsibility.** The cadet seeking the promotion is responsible for "signing up" for a review board. Interested Cadets should email the Promotion Board members (Cadet Commander, 1<sup>st</sup> Sgt, and Deputy Commander for Cadets or Squadron Commander) NLT the Friday before the Promotion Board. It is the cadet's responsibility and no one else's to make the members of the Promotion Board aware of their desire to participate. The cadet should also have the promotion check list (see Attachment 2) filled out (except for promotion board approval) for their own records. The cadet should also have the appropriate sections of a CAPF 60-90 series form (appropriate to the Phase of promotion sought) completed and ready to hand into the promotion board.

**d. Memorization.** Cadets will be tested on their knowledge of Civil Air Patrol memorization (see Attachment 1). A minimum of 2 and no more than 5 items will be asked about from attachment 1. Cadets should also have a general knowledge about the individual named for the achievement they are promoting to, or the position named for the achievement.

**e. Discussion.** The review board may use a portion of the promotion review to discuss the cadet's performance to date, their reasons for seeking a promotion, and their opinion on specific issues relating to the squadron. The review board is also a time for cadets to voice opinions and ask questions to the review board members. A CAPF 60-90 series form will also be completed at this time for cadets.

**3. Requirements for Promotion.** Cadets will meet all of the promotion requirements as required by CAPR 60-1, *Cadet Program Management*, Chapter 5. A promotion checklist (see Attachment 2) should be completed in its entirety, or the Cadet Tracker should be completed, so the cadet is certain that all requirements have been met.

**a. Time in Grade.** The cadet will not receive a promotion to the next grade level until holding their current grade for a minimum of 56 days per achievement. NOTE: JROTC cadets have a truncated minimum time in grade as outlined by CAPR 60-1, 5.6.2.3.1.

**b. Leadership Test / Online Module.** The cadet will have passed the required Leadership test in accordance with their current achievement. Passing score for achievement tests is 80%. Milestone award examinations

have a passing score of 80%. The number of attempts made to pass this test will not be taken into consideration for promotion. Tests are generally taken online; any exceptions will be previously arranged by the cadet directly with, and at the convenience of, the Testing Officer and with the approval of the Cadet Commander. In certain achievements, an online module is available instead of the test, and will count as passing. If the Cadet wishes, they can take both the module and the test for Leadership and Aerospace, and receive an "Honors" silver clasp for that achievement's ribbon.

**c. Aerospace Test / Online Module.** The cadet will have passed the Aerospace Education test required by their achievement. Passing score is 80% or higher. The number of attempts made to pass this test will not be taken into consideration for promotion. Tests will generally be taken online; any exceptions will be previously arranged by the cadet directly with, and at the convenience of, the Testing Officer and with the approval of the Cadet Commander. In certain achievements, an online module is available instead of the test, and will count as passing. If the Cadet wishes, they can take both the module and the test for Leadership and Aerospace, and receive an "Honors" silver clasp for that achievement's ribbon.

**d. Staff Duty Analysis (SDA).** Applicable only to officers, cadets must complete an SDA for every achievement, as described in CAPP 60-32. The Cadet Commander will review SDAs and sign off on them. The DCC or Testing Officer will review the C/CC's SDAs for promotion. In addition, Staff Service Requirements must be met for Phase III and Phase IV as described in CAPP 60-32; cadets will submit the required documentation memorandum to the Cadet Commander for review along with obtaining the signature of the senior to whom they were apprenticed.

**e. Cadet Physical Fitness Test.** The cadet must satisfactorily pass the CPFT with at least the minimum score detailed in CAPP 60-50. The number of attempts made to pass this test will not be taken into consideration for promotion. The CPFT will be offered once each quarter. Cadets are expected to be prepared to take the CPFT. Per CAPP 60-50; the CPFT must be taken in its entirety within one hour from the start time. Cadets will test in all four events; passing of one of the run tests is required, as is passing two of the other three test sections. Cadets with excused absences on the night of the CPFT may arrange a make-up testing directly with, and at the convenience of, the Deputy Commander of Cadets and with the approval of the Cadet Commander.

**f. Mentor.** From Achievement 6 through the Earhart Award a cadet must serve as a mentor at least once in order to receive a promotion. In order to receive credit for mentoring, the cadet must work with a new cadet who has just joined the squadron or a junior cadet, who has previously failed an exam twice, on the materials needed to pass the exam. It is up to the cadet seeking promotion to request a cadet to mentor from the Deputy Commander of Cadets.

**g. Instructor.** From the Mitchell Award through the Eaker Award, a cadet must serve as an instructor at least once per achievement in order to receive a promotion. In order to receive credit as an instructor, the cadet must either personally teach or facilitate an instructor for a class to the squadron. This class may be leadership, aerospace education, emergency services or customs and courtesies presentations.

**h. Character Development.** In order to be promoted to the next achievement, a cadet must attend a minimum of 50% of the squadron Character Development sessions since their last achievement. For Milestone Awards there are specific requirements for cadets to serve as discussion leader, as outlined in CAPR 60-1. All Character Development attendance will be documented in e-services by the Character Development Instructor. Cadets who wish to act as discussion leader are required to put in a request to the cadet commander at least two weeks prior to the desired Character Development session.

**i. Essays/Speeches.** For certain achievements cadets are required to prepare and give speeches and essays on various leadership topics. The Testing Officer (or designee) will grade both essay and speech using the evaluation sheets found in CAPR 60-1. Cadets will present the speech to the collective squadron cadet body, and turn their essay into the Testing Officer. Cadets must allow the Testing Officer a minimum of one week to read and grade their essay before signing off that it was satisfactory, and must coordinate in advance their availability to evaluate the speech. The Cadet Commander must also be given a minimum of two weeks' notice about speeches so that he/she can put it on the schedule. If a cadet fails either event, they will be given feedback detailing what needs to improve in order to pass on the next attempt.

**f. Activity Participation.** The cadet must have participated in at least one Civil Air Patrol activity during the previous two months, whether it is a squadron, group, wing, region, or national activity. As a cadet progresses in rank, increased participation is expected.

**g. Squadron Meeting Attendance.** The cadet will have attended 6 out of the past 8 squadron meetings (75%) in order to be promoted to the next achievement. Exceptions for this rule may be made if a cadet is absent

due to an official Civil Air Patrol function, such as a National Cadet Special Activity or encampment, or for excused absence for illness or school related functions (such as sporting events, but not practices)

**h. Duty Performance.** As aforementioned, all cadets wishing promotion will have performed in a manner becoming their current grade and showing potential and ability to take on the increased responsibility required by a promotion. The review board will determine if a cadet has behaved in such an exemplary manner. If a cadet is to be withheld promotion, they must first be counseled and allowed an opportunity to improve and ensure the senior leadership that they are ready for a promotion.

**i. Professional Appearance.** The cadet will have passed an inspection for both Airman Battle Uniforms (ABUs) and blues uniforms (an exception may be made for promotion to Airman if the first set of blues has not arrived yet). The cadet commander, or designee, must sign-off that their appearance of dress is suitable for increased grade.

#### 4. Promotion Responsibilities

**a. The Cadet.** The cadet desiring a promotion is solely responsible for completing the promotion requirement, in addition to acting in a manner befitting their grade. The cadet is also responsible for studying and practicing in advance for all examinations. The cadet is solely responsible for requesting any and all information, exceptions, or clarifications of the promotion process. If a cadet fails any portion of the promotion requirements, they must wait until the next month's opportunity to retest. Cadets will not be allowed to test every week in the off chance that they will get lucky one week and pass. As a Civil Air Patrol Cadet seeking higher grade, they must display the maturity and foresight to study in advance.

**b. Cadet Commander.** The cadet commander is responsible for ensuring that every month's schedule includes at least one opportunity for a cadet to complete each promotion requirement. The cadet commander (and subordinate commanders in the chain of command) will also ascertain why certain cadets are not promoting and attempt to motivate them to progress. S/He will not, however, make any exceptions for a cadet who is not making an effort.

#### 5. Promotion Ceremony

**a. Timing.** The promotion ceremony is typically held during closing formation on the first meeting of the month; exceptions to this, usually due to weather or holidays, will be announced as needed.

**b. Uniform.** Uniform for the promotion is characteristically Blues. Some promotion ceremonies will be held in ABUs (for example, if a cadet cannot attend the blues meeting). Promotions will not occur if a cadet's uniform is in a state of disarray and not suitable to represent SRQ Composite Squadron to the public.

**6. Disagreements with this Policy.** Any and all concerns with this policy or a decision made regarding a cadet's promotion status will be brought to the attention of the Cadet Commander and the Deputy Commander for Cadets by the cadet personally and not by proxy through family members or other members of the squadron. Cadets are required to submit concerns through their chain of command, unless the issue is of a sensitive nature, which would require the cadet to contact the Cadet Commander and the Deputy Commander for Cadets directly.

Cadet Commander

2d Lt Penni Nichols  
Deputy Commander for Cadets

Capt Todd Sullivan  
Squadron Commander

Attachment 1

## **Memorization Work**

### **Phase I**

**Cadet Oath:** I pledge to serve faithfully in the Civil Air Patrol Cadet program, that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly in order to prepare myself to be of service to my community, state, and nation.

**Date CAP was founded:** December 1, 1941

**Core Values of Civil Air Patrol:** Integrity, Excellence, Volunteer service and Respect

**3 Missions of Civil Air Patrol:** Aerospace Education, Emergency Services and Cadet Programs

**Cadet Code of Honor:** I will not lie, cheat, or steal, nor tolerate anyone among us who does.

**CAP Motto:** Semper Vigilans (Always Vigilant)

### **Phase II**

**Phases of the Cadet Program:** Learning, Leadership, Command, Executive

**Date USAF was founded:** July 26, 1947

#### **Important Personnel**

SRQ Squadron Commander – Capt Todd Sullivan

Florida Group 5 Commander – Maj David Bynum

Florida Wing Commander – Col Luis Negron

Southeast Region Commander – Col Jeffrey Garrett

CAP National Commander – Maj Gen Edward D. Phelka

CAP USAF Commander – Col Aaron Reid

USAF First Air Force Commander – Lt. Gen. Steven Nordhaus

USAF Chief of Staff – Gen. David Allvin

Secretary of the Air Force – Frank Kendall

**The first national commander of CAP:** Major General John F. Curry

**The first Chief of Staff of the Air Force:** General Carl Spaatz

**Definition of Leadership:** Leadership is the art and science of influencing and directing people to accomplish the assigned mission

### **Phase III**

**Year the Cadet Program started:** 1942

**Number of enemy U-boats attacked/sunk in WW2:** 57 attacked, 2 sunk.

**Unit of the AF that CAP is a part of:** First Air Force (1AF)

**First Air Force is headquartered at:** Tyndall Air Force Base, Florida

### **Phase IV**

**Date Public Law was enacted which made CAP an official USAF Auxiliary:** Public Law 557; May 26, 1948.

**Date Public Law was enacted to create CAP as a non-profit organization:** Public Law 476; July 1, 1946

**The 8 Regions of Civil Air Patrol:** Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific.

**John F. Curry** – Served as CAP's first national commander. His tenure coincided with the early days of WWII, a time when ordinary citizens were searching for ways to help the war effort. So great was the desire to serve that Curry quickly built a force of 100,000 "flying minutemen" from across the nation. As a flier himself, he believed in airpower, so Curry knew that to win the war, America had better make use of the airplane's capabilities. Because of Curry's leadership, CAP aircrews were tasked with missions that were of national importance, but which the military did not have the time or ability to complete. CAP volunteers began flying aerial search missions, watching the US / Mexico border for espionage, towing aerial targets for the Navy, and most famously, searching the Atlantic for (and sinking!) Nazi submarines. Although General Curry served as national commander for only 4 months, he set CAP on a course for success.

**H.H. "Hap" Arnold** – Born on June 25, 1886, in Gladwyne, Pa., Henry "Hap" Arnold expanded the pilot corps by sending military officers to civilian flight schools. Arnold was a milestone aviator who has a notable list of firsts in his log book. In September 1911, he flew the first U.S. airmail; a year later, he won the first Mackay Trophy for aviation. In July 1924, he set a new speed record, 113 mph average, between Rockwell and San Francisco. He followed this feat with his second Mackay Trophy for his command of a flight of 10 Martin B-10 bombers from Bolling Field, DC, to Fairbanks, Alaska, and back. In 1938 he became chief of the Air Corps. In December 1944 he was one of four Army leaders promoted to the five-star rank of general. In May 1949 he was named General of the Air Force, the first such commission ever made.

**Mary Feik** – After overhauling her first automobile engine at 13, Mary Feik turned to aircraft engines and military aircraft at 18, eventually teaching aircraft maintenance to crew chiefs and mechanics for the U.S. Army Air Force in 1942. Feik is credited with becoming the first woman engineer in research and development in the Air Technical Service Command's Engineering Division. In addition to logging more than 5,000 hours as a B-29 flight engineer, engineering observer and pilot in fighter, attack, bomber, cargo and training aircraft, she also designed high-performance and jet fighter pilot transition trainers as well as aircraft maintenance trainers. Not just noted as a pilot but also a writer, Feik authored pilot training manuals and technical engineering reports that were distributed throughout the armed forces.

She's accomplished so much but here's what she says about her proudest moment, in 2003: "My ultimate honor [is] the Civil Air Patrol cadet achievement created in my name."

**Wright Brothers** – Orville and Wilbur Wright were the first people credited with controlled, sustained, powered, heavier-than-air flight. The Wright brothers, Orville (August 19, 1871 – January 30, 1948) and Wilbur (April 16, 1867 – May 30, 1912), were two American brothers, inventors, and aviation pioneers who are credited with inventing and building the world's first successful airplane and making the first controlled, powered and sustained heavier-than-air human flight, on December 17, 1903 in Kitty Hawk NC.

**Eddie Rickenbacker** – During his time with the 94th Aero "Hat in the Ring" Squadron in WWII, Eddie Rickenbacker earned nearly every decoration possible, including the Medal of Honor. The first "Ace of Aces" he led his squadron in several important engagements against the German ace Baron Manfred von Richthofen, "The Red Baron."

**Charles Lindbergh** piloted "The Spirit of St. Louis" on the first non-stop flight across the Atlantic Ocean from New York to Paris on May 20 – 21, 1927. The excitement generated by this accomplishment paved the way for commercial flight. In later years, Lindbergh served science by working in designing an artificial heart.

**General Jimmy Doolittle** is best remembered for his daring raid on Tokyo, leading a flight of B-25 Bombers from the deck of the carrier *Hornet* in WWII on April 18 1942. He earned the Medal of Honor for his valor and leadership as commander of the Doolittle Raid while a lieutenant colonel. He was the first person to be awarded both the Medal of Honor and the Medal of Freedom, the nation's two highest honors.

**Robert Goddard** is called "The Father of Modern Rocketry." His research led to the patent of the first multistage rocket and the development of the liquid fueled rocket, as well as many of the ideas that became standards in rocketry. Not all of Goddard's early work was geared towards space travel. Goddard proposed to the Army an idea for a tube-based rocket launcher as a light infantry weapon. The launcher concept became the precursor to the bazooka. Goddard began experimenting with liquid oxidizer, liquid fuel rockets in September 1921, and successfully tested the first liquid propellant engine in November 1923. Goddard launched the first liquid-fueled (gasoline and liquid oxygen) rocket on March 16, 1926, in Auburn, Massachusetts.

**Neil Armstrong** was a Navy test pilot and NASA astronaut who became the first man to set foot on the moon during the Apollo 11 mission in 1969. He was also an aerospace engineer, naval aviator, test pilot, and university professor. Before becoming an astronaut, Armstrong was an officer in the U.S. Navy and served in the Korean War. He made his first space flight, as command pilot of Gemini 8, in 1966, becoming NASA's first civilian astronaut to fly in space. On this mission, he performed the first docking of two spacecraft, with pilot David Scott.

**Gen. Billy Mitchell** advocated for an independent air force. Moreover, he realized that the general public must understand why aviation is important to America. He demonstrated that aircraft could be significant in war fighting by sinking several captured and overage battleships from the air in 1921 and 1923. He is also the only individual after whom a type of American military aircraft, the North American B-25 Mitchell, is named.

**Willa Brown** was the first African American woman to earn a pilot license (1938) and a commercial license (1939). Brown was also the first African American woman to become an officer in the Illinois Civil Air Patrol (CAP). While enrolled in a master's degree program at Northwestern University, Brown joined the Challenger Air Pilots. In 1935 she earned her Master Mechanic Certificate and began giving flight and ground school instruction. Brown and her husband, Cornelius Coffey, organized CAP Squadron 613 in conjunction with his school, the Coffey School of Aeronautics. The success of the Coffey and other black aviation students led to the eventual admission of blacks into the Army Air Forces through the War Training Service Program (WTS) at these schools and provided a pool of instructors and trainees at Tuskegee Army Air Field.

**Amelia Earhart** Perhaps no name is as symbolic of aerospace achievement as Amelia Earhart. In 1932, she became the first woman to fly solo across the Atlantic by air. She received the U.S. Distinguished Flying Cross for this record. She set many other records, wrote best-selling books about her flying experiences and was instrumental in the formation of The Ninety-Nines, an organization for female pilots. Earhart joined the faculty of the Purdue University aviation department in 1935 as a visiting faculty member to counsel women on careers and help inspire others with her love for aviation. She was also a member of the National Woman's Party, and an early supporter of the Equal Rights Amendment. She disappeared in 1937 near Howland Island in the Pacific Ocean while trying to circumnavigate the world in a twin-engine Lockheed Electra.

**Col George Boyd** joined the Civil Air Patrol as a cadet in the New Jersey Wing's Squadron in 1943. He served as a cadet sergeant and taught new cadets how to drill. He joined the U.S. Army Air Corps on Jan. 20, 1944, and became a Tuskegee Airman. He also served during the Korean and Vietnam wars, became a radar intercept officer and helped protect fuel tanks for bombers in Tule, Greenland, according to the air patrol. He retired from the U.S. Air Force as a major. Boyd rejoined the Civil Air Patrol and served as deputy commander, chief of staff and executive officer before becoming Kansas Wing commander. He served in that position from February 2000 to May 2004. Boyd and his fellow Tuskegee Airmen were honored with a Congressional Gold Medal on March 29, 2007, for their service. He and other World War II members of the Civil Air Patrol received a Congressional Gold Medal on Dec. 10, 2014. Col. George M. Boyd, a former Kansas Wing commander and Tuskegee Airman as well as Civil Air Patrol's 2010 Senior Member of the Year

**Dr. Sally Ride** studied at Stanford University before beating out 1,000 other applicants for a spot in NASA's astronaut program. After rigorous training, Ride joined the Challenger shuttle mission on June 18, 1983, and became the first American woman in space. As a mission specialist, she helped deploy satellites and worked other projects. She returned to Earth on June 24. The next year, Ride again served as a mission specialist on a space shuttle flight in October. She was scheduled to take a third trip, but it was canceled after the tragic Challenger accident on January 28, 1986. After the accident, Ride served on the presidential commission that investigated the space shuttle explosion. After NASA, Ride became the director of the California Space Institute at the University of California, San Diego, as well as a professor of physics at the school in 1989. In 2001, she started her own company to create educational programs and products known as Sally Ride Science to help inspire girls and young women to pursue their interests in science and math. Ride served as president and CEO.

**General Ira C. Eaker** was an Army Air Forces general and advocate of strategic bombardment during World War II. Throughout the war, Eaker was an advocate for daylight "precision" bombing of military and industrial targets in German-occupied territory and ultimately Germany—of striking at the enemy's ability to wage war while minimizing civilian casualties. On October 10, 1978, President Jimmy Carter signed, Public Law 95-438, which awarded the Congressional Gold Medal to General Eaker, "in recognition of his distinguished career as an aviation pioneer and Air Force leader".

Attachment 2

Promotion Check List

**Promotion to** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Name** \_\_\_\_\_ **Date of Last Promotion** \_\_\_\_\_  
**75% meeting attendance** Yes \_\_\_\_\_ No \_\_\_\_\_ **Missed meetings excused** \_\_\_\_\_

**Leadership & Aerospace** Written or computer tests completed \_\_\_\_\_

Testing Officer's signature \_\_\_\_\_

**Drill Test** Date \_\_\_\_\_ Drill tester's signature \_\_\_\_\_

**Character Development** Dates attended \_\_\_\_\_

You must have served as a Discussion Leader once during Phase II & III

Has served as Discussion Leader \_\_\_\_\_ CDI Signature \_\_\_\_\_

**Cadet Physical Fitness Test** Date \_\_\_\_\_

**Uniform Inspections** (Inspections should be within 60 days of promotion)

ABU Inspection Date \_\_\_\_\_ Inspector \_\_\_\_\_

Blues Inspection Date \_\_\_\_\_ Inspector \_\_\_\_\_

**Attended Squadron/CAP activities in last 60 days**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

**Has Mentored** (Achievement 6 MSgt and beyond) \_\_\_\_\_

**Required for Armstrong achievement 8**

**Essay** Date completed \_\_\_\_\_ Testing Officer signature \_\_\_\_\_

**Speech** Date presented \_\_\_\_\_ Testing Officer signature \_\_\_\_\_

**Encampment:** Completion of one encampment is required for the Mitchell Award.

Attended Encampment \_\_\_\_\_

**Staff Duty Analysis** Required for Flight Commander achievement 9 & beyond. (Attach SDA to this checklist)

Signature of Reviewer \_\_\_\_\_ Date \_\_\_\_\_

**Instructor** Topic \_\_\_\_\_ Date \_\_\_\_\_

**Promotion Review Board** Date passed \_\_\_\_\_  
Board President \_\_\_\_\_

\* This form is not required, but is for your reference, and should be complete no later than one week prior to promotion night.