

Cadet Progression Guidelines

I. General

1) Mission

The Cadet Program is one of the Civil Air Patrol's three basic missions. The goal of the Cadet Program is the "development of dynamic young Americans and aerospace leaders".

2) From Cutouts to Diamonds

As a cadet you have the opportunity to progress from a Cadet Basic when you join to a Cadet Colonel. This process generally takes at least 5 years so the younger you join CAP the more likely it is you can become a C/Colonel. Promotions however are not guaranteed. Each cadet is evaluated objectively and subjectively before each promotion to ensure they are willing and able to take on the responsibilities of their new rank.

II. Promotion Requirements

1) Objective Requirements

- a) Pass a Leadership Test
- b) Pass an Aerospace Test
- c) Pass a drill exam based on the Learn to Lead drill tests
- d) Pass a Physical Fitness Test (see Note 1)
- e) Attend at least one Character Development forum per achievement
- f) Attend at least 2 meetings a month for 2 months
- g) Recite Cadet Oath
- h) Obtain a Satisfactory Rating for Uniform Inspections for your Phase (see Note 2)
- i) Time-in-Grade: a minimum of 2 months (or 8 weeks) between all achievements and milestone awards. Some ranks have additional objective requirements as outlined in the Cadet Progress Chart.

Note 1 – The Physical Fitness Test consists of a one mile run or shuttle event plus 2 out of 3 of the following: push ups, sit ups, sit and reach. Standards can be found in CAPP 52-18 or consult Cadet Physical Fitness Standards chart for physical fitness requirements based on your sex, age and rank. Additional information regarding Physical Fitness Testing is in the Physical Fitness Guidelines.

Note 2 –A satisfactory Uniform Inspection Rating for Phase I Cadets is 4 to 5 points out of 10 and for Phases II Cadets 6 to 7 points out of 10. New cadets will be evaluated based on adherence to alternative uniform guidelines for 2 months; at that point they are expected to have a complete BDU or Dress Blues uniform. Inspections are performed biweekly in accordance with the Uniform Guidelines.

2) Subjective Requirements

- a) AETC Form 341, Excellence/Discrepancy Report
 - i. Discrepancies will be used in consideration of promotion approvals.
 - ii. Excellences will be used in consideration of cadet awards.
- b) Cadets must demonstrate appropriate maturity, respect, and professionalism for their current and future rank and/or grade
- c) Cadets should turn in to DCC Report Cards or a note from parent stating that the cadet is performing satisfactorily in school. Cadets who are struggling with school should not take on additional responsibilities in CAP.
- d) Cadets should demonstrate responsible citizenship and should not be under school disciplinary actions or have current legal/police actions against them.
- e) Cadets should demonstrate interest in the Cadet Program by being involved in activities outside squadron meeting night. This includes activities sponsored by the squadron and higher echelons (Group, Wing, or National).

- f) Cadet will be informally assessed using the CAPR 52-16 “Leadership Expectations” chart
 - i. Once a month, review the goals for your phase and ask yourself how you’re doing in those areas.
 - ii. Use the chart as a tool to help you take charge of your own development as a leader. How should you prepare for feedback?
 - iii. Be prepared to explain what you think you’re doing well, and what areas you think you should be focusing on.
- g) Cadets that fail to meet the Leadership Expectations will be formally evaluated using the CAPF 50
- h) Review Boards are conducted for all Milestone Awards. Information on how to prepare for them is in the Review Board Tips.

3) Milestone Awards

If you have met all requirements for a milestone award you must schedule a Review Board with the Cadet Commander. Review Boards must be scheduled at least 2 weeks in advance and will not be done on PT testing nights. Upon the recommendation of the board your paperwork will be submitted to National Headquarters. The promotion ceremony will occur after National Headquarters approves the promotion. Your new rank may be given to at the next Promotion Ceremony with a formal presentation for Mitchell and higher recipients when the squadron has received your certificate. You will be eligible to promote 60 days from the date on your milestone certificate.

4) The Benefits of Promotion

- a) Leadership Roles: As cadets advance, they earn more responsibility and qualify for prestigious leadership roles. You could become the cadet commander.
- b) Activities: Cadets who promote frequently get to participate in activities outside the unit (IACE, COS, CLA, etc.). As special opportunities arise, the high-achieving cadets are rewarded first.
- c) Scholarships: CAP cadet officers are eligible for college and flight scholarships.
- d) USAF Academy Prep School: CAP has a special program with the Air Force Academy that allows top performing cadet officers to enter the Academy’s prep school. In other words, CAP is a great opportunity if you want to go to the Academy. The Academy and ROTC look favorably on applicants who do well in CAP.
- e) Air Force E-3: If you want to enlist in the Air Force and you have earned the Mitchell Award, the Air Force will start you as an A1C instead of an airman basic.
- f) Awards: Of course, with promotions come more stripes and ribbons.
- g) Intrinsic Benefits: If you do well in CAP, you will develop your leadership skills. That in it self will help you succeed in whatever you choose to do in your life.

5) Special Notes

- a) Cadets who do not advance at least two achievements per year will be reviewed for termination from CAP. Extenuating circumstances will be taken into consideration.
- b) Testing Ahead or “Banking”. Cadets will be administered only those tests necessary for the next immediate achievement they are working toward (for instance, a C/A1C will only be administered tests relating to the C/SrA or Mary Feik Achievement). Additional tests may not be taken until you are promoted to the next rank.

III. Testing Procedures (for cadets that joined before 01-JULY-2010)

1) In Squadron Testing

- a) Written tests are offered once a month
- b) Cadets may take up to two tests (1 leadership and 1 aerospace) during a single meeting
- c) Cadets must sign up the week prior to testing with the Testing Officer for in-squadron test administration
- d) **Leadership Tests** are based on Leadership for the 21st Century. One chapter, taken sequentially, closed-book, multiple-choice, a passing score is 70% and 80% is needed to pass the milestone awards
- e) **Aerospace Tests** are to be taken in booklet order, closed-book, multiple-choice, passing score 70% and 80% for milestone awards.

2) Online Testing (for cadets that joined after 01-JULY-2010)

- a) Cadets that use online testing must have the test completed by the 3rd Monday of the month
- b) Cadets must sign the testing logbook on the scheduled squadron testing night by 1900 hours if they have passed the online test so that the drill test can be administered.
- c) To take online exams an e-services account must be established
- d) The leadership tests are based on the Learn to Lead text. Tests are taken sequentially, open-book, 25 multiple-choice questions; passing score is 80% for all exams. There is a 30 minute time limit.
- e) The aerospace test is based on the Aerospace Dimensions text. It is strongly recommended that the tests be taken in booklet order, open-book, 25 multiple choice questions, passing score is 80% for all exams. 30 minute time limit.
- f) If you do not pass the test you will be locked out of the testing system for 7 days
- g) In case of failing the same test twice, you are locked out until meeting with a senior member
- h) Cadets that must use online testing and do not have internet access may request to take the Learn to Lead tests by paper/pencil at the squadron during testing sign-up.
- i) The squadron **will not** provide computers for online testing at the meeting
- j) The drill portion of the exam will be done at the squadron on testing night
- k) Milestone Award Exams: As a safety valve protecting the integrity of cadet awards, milestone award exams will remain closed-book and controlled by and taken at the squadron on the testing night.
- l) Test Integrity: An honor statement will buttress the integrity of the testing program in an open-book environment. Before beginning an online test, cadets must agree to the following: I certify that I am Cadet (Name). I will complete the following Cadet Achievement Test on my own, without help from another person. My only resource for this open-book test will be my cadet textbooks and class notes. [By clicking below,] I reaffirm my commitment to our Core Value of Integrity.

3) Additional Testing Information

- a) Cadet officers do not have online testing available at this time
- b) Cadets that were members prior to July 1, 2010 may continue with the traditional paper/pencil test or switch to online testing.
 - i. A disadvantage of switching is that you will need to download/print the new Learn to Lead text.

- ii. Another disadvantage is that milestone exams will be based on the new Learn to Lead material so you will need to study all of the material up to that milestone from the new text.

c) **Once you switch to the online testing system you may not switch back**

4) Special Needs

- a) Cadets with special needs can choose to take pencil/paper exams regardless of when they joined
- b) Oral Test Accommodations – Cadets may be administered tests orally when it is deemed appropriate by the CC/DCC. Oral testing consists only of reading the questions and the potential answers to a cadet; no prompting, coaching, or assistance is permitted.
- c) Please make arrangements ahead of time with the testing officer if you have a special need.

5) Record Keeping

Keep track of your progress in the Cadet Program using the Promotion Log. The details on how to complete it are in the Promotion Log Instructions which is available in the cadet area of the squadron website. There are additional objective and subjective requirements that are not included in the Promotion Log (see Section II) which will be evaluated after you have completed the items in the Promotion Log. A final decision on promotions will be given in the monthly Promotion Report.

6) Cadet Rank Insignia



Cadet Airman
C/Amn



Airman First Class
C/A1C



Senior Airman
C/SrA



Staff Sergeant
C/SSgt



Technical Sergeant
C/TSgt



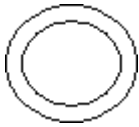
Master Sergeant
C/MSgt



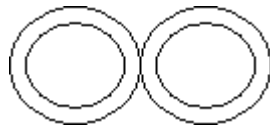
Senior Master Sergeant
C/SMSgt



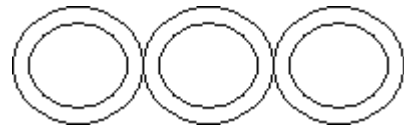
Chief Master Sergeant
C/CMSgt



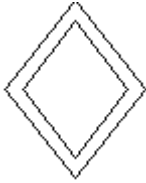
Second Lieutenant
C/2d Lt



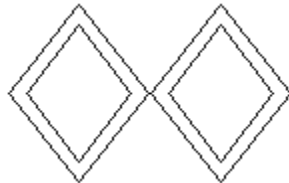
First Lieutenant
C/1st Lt



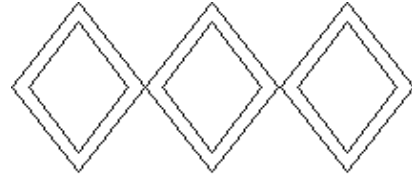
Captain
C/Capt



Major
C/Maj



Lieutenant Colonel
C/Lt Col



Colonel
C/Col

Cadet first sergeant is denoted by a diamond shape placed above the chevrons or in the blue field.