

Cadet Promotion Log Instructions

1. Current cadets will receive a Promotion Log that shows promotion dates and any requirements that have been met towards your next promotion. New cadets will receive the log with their Cadet Handbook.
2. Promotion dates are entered on the Achievement/Rank line.
3. You may not take the next leadership or aerospace test until all requirements for an achievement have been completed, and the promotion has been approved.
4. Squadron policy is that aerospace tests must be taken in numerical order. Note: a few cadets who have taken tests out of order have modified promotion logs that indicate when to take each aerospace test.
5. Once your e-services record indicates a promotion has been approved you may start testing. You do not need to wait for the new rank to be presented.
6. You however may not wear the new rank or call yourself at the higher rank until the rank is officially presented.
7. You must participate in Physical Fitness testing and Moral Leadership whenever it is offered. If you pass PT or participate in ML again before promoting erase the previous date and enter the new date.
8. When inclement weather prevents PT at the squadron on the 1st week of the month cadets may be authorized to do Individual PT testing only if they have already met all other requirements for promotion.
 - Individual PT testing may be permitted for Achievements 1-8, and the Wright Award, and for Achievements 9-16. The PT test may not be administered by anyone other than an approved CAP Testing Officer for the Gen Billy Mitchell or other higher milestone awards.
 - Individual PT testing may be done by a CAP senior member, coach, PE teacher, or home school support group leader/teacher. Please note that the PT test may not be administered by a parent – even if they are a senior member.
9. When taking PT exams it is critical that you record on the score sheet the achievement number or the name of the milestone award and your age. Note: the Wright Award comes between Achievements 3 and 4.
10. All entries to your Promotion Log should be made in pencil to facilitate updating your log.
11. A report will be issued at least once a month indicating who passed PT, leadership, and aerospace exams, as well as those who have attended Moral Leadership.
12. A separate report will be made listing those who have been promoted.
13. It is your responsibility to update your Promotion Log.
14. Flight Commanders/Sergeants will also maintain duplicate records of each cadet in their flight and will update their records.
15. In order to sign up for leadership/aerospace testing a cadet will take their Promotion Log to their flight staff and request permission to test. If approved the Flight Commander/ Sergeant will write down their name and submit it to the testing officer one week prior to testing.
16. To be considered active a cadet must have attended at least 4 of the previous 8 meetings. The date will be the same as your promotion date.
17. Squadron policy is that a Cadet Basic must do the following to be promoted to C/Airman, in addition to the requirements listed on the Promotion Log:
 - Have preferably a Dress Blues uniform, or a BDU uniform
 - Complete online OPSEC training – <https://tests.cap.af.mil/opsec>
 - Turned in a Form 60
 - Complete squadron Military Indoctrination Course which covers the Cadet Handbook (\$5)
18. Cadets must be able to recite the Cadet Oath to promote.
19. Just because a cadet passes all testing requirements does not guarantee he will be promoted. Review boards, duty performance, ability to accept responsibility and other factors may be used to withhold a promotion.
20. Review Boards – may not be scheduled until all other requirements for a milestone award have been completed. A Form 50 will be completed in conjunction with the Review Board.
21. Mentoring Requirement – cadets may choose to mentor a Phase 1 or 2 cadet in aerospace, leadership, or physical training. At least 2 hours must be spent outside of squadron time.
22. Aerospace Instructor – a minimum of 2 classes must be taught. Cadets are expected to spend time preparing for the class ahead of time.
23. The essay and speech requirements for the Armstrong and Eaker awards are found in CAPR 52-16.
24. The SDA and Staff Service requirements are explained in CAPP 52- 14
25. The Spatz Exam is administered by Ohio Wing.