

Cadet Records Guidelines

Cadets are responsible for documenting their achievements and participation in events. The following documentation should be kept in a file at home as well as submitted to the DCC for submission to your official records. Failure to maintain or submit proper records can impact participation in activities and recognition for awards.

Squadron

- Cadet Activity Participation Log – take this form with you to any squadron activity that you participate in and have the Officer-in-Charge sign the form. Turn form in to DCC.
- Cadet Promotion Log – this form should be maintained by you to see how you are progressing in your achievements. Use the promotion log report sent by e-mail at the end of each month to update your log. Detailed instructions are in the document Cadet Promotion Log Instructions.
- Excellence/Discrepancy Form – you should have several copies of this form on you at all squadron activities. Staff (cadet & senior) will use this to document exemplary or poor performance.
- Interview Form – this form is completed by new cadets to help staff get to know you.
- Mentoring Form – used by cadet officers to document mentoring hours.
- PT Excuse Form – complete this form if you cannot participate in one or more PT events.
- PT Individual Record Sheet – Prior to the start of PT complete the top portion of the form and circle your age column. Find a partner and give it to him/her to enter your scores. Cadets may not write down their own scores. At the end of PT you will be able to see your scores and determine if you passed.
- Read to Lead Report Form – participants in the Read to Lead reading program use this form to document books they have read.
- Special Activities Request Form – this form is to be submitted by all participants (attendees and staff) to DCC before applying to any activity at the wing, region, or national level. Form may be printed or submitted via e-mail. Failure to submit this form may cause your application to activities to be turned down.
- Uniform Order Form – this form is completed by new cadets to assist them in obtaining uniform accessories.

Cadet Staff

- Logs/ Cadet Commander, 1st Sergeant, Flight Commanders – due on the 1st Tuesday of the month for the previous month.
- New Cadet Follow-up Record – completed by Flight Commanders on all new cadets assigned to their flight
- Inspection Form – inspections are held on the 2nd & 4th Tuesday. Flight Commanders record scores for their flights and Cadet Commander records scores for cadet staff.
- Project Officer Worksheet – used for planning activities within the squadron that take place outside the meeting night.

Ohio Wing

- OWF 13/ Cadet Data Sheet –
 - This is the equivalent of a resume. All entries must be verifiable with proper documentation.
 - When submitting to Ohio Wing the DCC must be carbon copied on the e-mail.

- Cadets are strongly encouraged to submit a draft to DCC before submitting to Wing. The squadron will report to Wing any inconsistencies we find.
- Do not be redundant. An accomplishment should only be listed in one section.
- Do not use the remarks section unless accomplishments exceed allotted space. For example you have attended more than 8 NCSA's
- If you participate in the same activity multiple times, list it once and then put how many times attended or the years attended.
- List the highest award – for example use GTM 1 rather than listing GTM 2 & 3
- Do not list achievements. You only list milestone awards.
- Space is limited so abbreviate as much as possible.
- Document may not go on to a 3rd page.

National Headquarters

- CAP Form 2A/ Request for and Approval of Personnel Action – Awards and staff assignments must be documented in the cadet records with a Form 2A. A request for awards is the cadet's responsibility. Submit a 2A if you are eligible for a primary award or clasp for the following:
 - Encampment Ribbon
 - Cadet Community Service Ribbon
 - Cadet Special Activities Ribbon
 - Recruiter Ribbon
 - Cadet Advisory Council Ribbon
 - Red Service Ribbon
 - National Color Guard Ribbon
 - National Cadet Competition Ribbon
- CAP Form 9/Release (For Non CAP Members) – this form must be signed by parents in order to participate in orientation flights.
- CAP Form 31/Application for CAP Encampment or Special Activity - this form must be completed whenever you apply for an Ohio Wing, Region, or National activity. Forms must be signed by cadets and parents.
- CAP Form 50/Cadet Leadership Feedback – this form is used to evaluate your eligibility for promotion for a milestone award and at regular intervals. Cadets will be asked to evaluate their performance.
- CAP Form 60/Emergency Notification Data – complete form and keep a copy in your pocket whenever you are in uniform
- CAP Form 101/ Civil Air Patrol Specialty Qualification Card – this form documents your Emergency Services qualifications and must be on you whenever you participate in ES missions or training.

Other documentation

- Certificates for passing online tests – including achievement testing.
- Certificates of completion from encampments and NCSA's – some cadets who attend NCSA's and encampments do not graduate.
- Letters documenting community service.
- Documentation of major awards from school or other organizations – particularly important if listed on your Ohio Wing Form 13.
- Report cards – academics is your top priority as a youth. By submitting your report card you are documenting that you have correct priorities. A cadet that is not performing well in school will not be given additional squadron responsibilities. Home educated students may in lieu of a report card may submit a letter from their parents indicating how they are progressing.