

Review Board Guidelines for Cadets

1. Goals
 - To determine if cadet has the knowledge, skills, and maturity to effectively lead at the next level.
 - To get a feel of the cadet's character, general understanding, common sense, and confidence.
2. Scheduling of Review Boards
 - All cadets must complete a Review Board for milestone awards.
 - The Review Board should be requested no less than 10 days ahead to the Cadet Commander with a copy to the Deputy Commander for Cadets via e-mail. (No oral requests.) This will allow the cadet sufficient time to prepare for the board.
 - The Review Board may be scheduled before all other components of the promotion requirements have been completed, however the board will not convene until the other requirements have been completed.
 - Review Boards may not be scheduled for the night that you are testing.
 - Review Boards may be scheduled for promotion night.
 - Review boards will only be scheduled during regular squadron meeting times.
 - Boards will be scheduled in order of receipt of e-mail. No more than 2 Wright Boards or 1 Mitchell or higher Board will be scheduled on the same night.
 - If a Review Board cannot be scheduled due to personnel issues on the requested date the board will be scheduled as soon as possible. If the promotion is approved the promotion date will be the date of the original request.
3. Preliminary Evaluation
 - When submitting the request the cadet must attach a completed Ohio Wing Form 13. Cadet should ensure that his records are complete.
 - A cadet that has not attended at least 4 of the 8 previous meetings will not be allowed to sit for the board and will not be promoted.
 - After a review board has been requested the Form 50 will be completed. If a cadet gets more than 1 "Needs Improvement" on his Form 50 evaluation he will not be permitted to sit for a board and will not be promoted. He may request a new board 30 days from the initial request.
4. Uniform of the Day
 - Cadets will be required to wear the highest class blues uniform they own. (A then B then C). Cadets who are going before a board for the Mitchell or higher are required to wear at least Class B (shirt with tie).
5. Review Board Components -100 points total
 - Section 1 – Informational – no points
 - Section 2 - Attendance – 10 points
 - Cadet must attend at least 4 out of the last 8 meetings
 - .5 points is deducted for each meeting missed from the initial 10 points with an excused absence
 - 1 point is deducted for each meeting missed from the initial 10 points without an excuse.
 - Section 3 – Activity Participation - 10 points
 - Cadet will get 2 points for each of their first 5 major CAP activities since joining CAP or their last milestone.
 - A major activity is defined as an event, outside of the weekly meeting, lasting a minimum of 3 hours, where registration or sign-in was performed.
 - Documentation must be in the cadet's records.
 - Cadets going before Wright boards will get 10 points if they have attended encampment

- Section 4 - Uniform inspection - 10 points
 - If cadet does not obtain at least 5 points on the inspection by DCC the cadet will not be permitted to sit for the board. Cadet may schedule a new board 30 days later.
 - Section 5- Military Bearing - 10 points
 - Section 6 - Squadron Guidelines – 5 questions - 10 points
 - Section 7 - Cadet Basic Knowledge Booklet
 - Wright -15 questions/30 points.
 - Mitchell & higher - 10 questions/20 points
 - Questions with multiple parts will be given 2 points if all parts are correct, 1 point if the majority or half of the parts are correct, and 0 points if less than half are correct. Example 1: If 9 abbreviations are asked all 9 must be correct to earn 2 points, 5 must be correct to earn 1 point, and 0 points if 4 or less are correct. Example 2: If a cadet lists all 8 regions – 2 points, 4 regions – 1 point, less than 4 – 0 points.
 - Mitchell & higher – Cadet Oath and slogans must be quoted exactly. The cadet can earn 2 points or 0 points – no partial credit.
 - Section 8 - Leadership
 - Wright - 10 questions/20 points
 - Mitchell & higher - 15 questions/30 points
6. Answer matrix for questions in Sections 4, 5, 6, 7 & 8.
- 2 = Excellent – cadet vastly exceeds expectations/ requirements. Has an above average understanding of principle and ability to apply to real life situations
 - 1 = Satisfactory – cadet meets basic requirements and has general understanding of principle / application.
 - 0 = Unsatisfactory – cadet’s understanding of principle falls well below expected performance levels.
7. Evaluation of review board
- Cadet must obtain at least 50% of the available points in Sections 4-8, 6 points in Section 2 and 4 points in Section 3 to obtain any points. Failure to obtain required points will result in 0 points being awarded for that section.
 - Sections 2 and 4 must be passed to have review board.
 - If a cadet gets 0 points in more than 1 section they must redo the entire board regardless of the total number of points.
 - A total of 80 out of 100 points is needed to pass review board.
 - Cadets that obtain the required points and get no more than 1 “Needs Improvement” rating on the Form 50 will be approved for promotion.
8. Dating of Promotions
- Cadets that are approved for promotion will have the date of the review board as their promotion date provided a minimum of 56 days are between promotions.
9. Requests for Retake of Review Board
- Cadets that are not approved for promotion may upon the recommendation of the board members be allowed to redo the review board within one month of the original board, except for PT nights. Promotion will be dated the night of the subsequent board if promotion is approved.
 - Cadets that are not approved for promotion after a second board must wait 2 months between all future boards. Promotion will be dated the night of when review board is passed.