

Cadet Promotion Review Boards

Introduction:

This pamphlet establishes guidelines and procedures for the conduct of cadet promotion review boards in Los Angeles Cadet Squadron 138. It lists all requirements for promotions through Achievement 9 of the Cadet Program, gathered from CAPR 52-16, CAP Cadet Program, and Leadership 2000.

Review boards are a practical and efficient method to evaluate a cadet's qualifications for promotion. They are not required by any CAP regulation. Traditionally, the Squadron 138 commander has delegated responsibility for conducting review boards for Achievements 1 through 8 to the cadet commander and cadet staff, under the direct supervision of the cadet programs officer. The board then recommends to the squadron commander that the cadet should be promoted (or not promoted). The squadron commander is the final approving authority for all cadet promotions.

Purpose:

- Verify the cadet's completion of specific requirements and qualifications for promotion
- Review the cadet's general appearance, grooming, attitude and bearing
- Evaluate a cadet's general progress in the Cadet Program
- Motivate the cadet to further progress

Atmosphere:

The Review Board can range from strict to fairly informal, depending on the cadet's grade and learning level. Generally, the Review Board for the first achievement should be strict but stress-free. Cadets should formally report to all boards.

The board should be limited to approximately 10-15 minutes in length.

Be fair and unbiased. Make an honest and sincere attempt to evaluate each cadet.

Be positive and helpful. Offer guidance, and suggestions for improvement. A cadet who "fails" must be given specific items or areas to improve, and a date/time to retake the review board.

The Review Board is not an inquisition, to confuse, intimidate, embarrass or harass the cadet. Cadets should not be subjected to any of the following: hazing, confusion, intimidation, harassment and/or embarrassment. Civil Air Patrol regulations specifically prohibit hazing.

Give the cadet an opportunity to ask questions if he is unclear about something. If at all possible, find something positive and praise the cadet.

Members of the Board:

The Review Board should consist of three to four members (space permitting): the Cadet Commander, the Cadet Programs Officer and one or two other cadet staff members. Fewer members could possibly be unfair to the cadet being reviewed; more may be intimidating and just run into each other. The Cadet Programs Officer (or designee) chairs the board, and must ensure that the room is properly set up, all members are briefed and prepared, and that the board is conducted fairly and properly. Any board member may ask questions, but should never dominate the board. All members must be in uniform, and set an example in uniform appearance, grooming, attitude and military bearing.

If a cadet "fails" a review board, his flight commander and flight sergeant are at fault for failing to properly train and prepare him, yet they may be members of the board expected to judge that training. If practical, consider assigning another flight commander or flight sergeant to the board.

By serving on a review board, advanced cadets gain additional experience in communication skills, tact and diplomacy, as well as "real world" leadership experience in conducting formal meetings, guiding and evaluating subordinates.

All members of the board should have a copy of this pamphlet with them, and review the promotion standards for the appropriate achievement *before* the cadet reports. Prepare a few key questions, based on the Leadership Objectives.

Action:

At the conclusion of the Review Board, the Chairman (or Recorder) must complete CAPF 50, Cadet Progression Evaluation, and sign the Cadet Achievement Sheet recommending (or not recommending) the cadet for promotion. Forward both to the Squadron Commander for approval (or disapproval) and action. The Personnel Officer should file both forms in the cadet's 201 file and update the cadet's CAPF 66, Cadet Master Record. The Personnel Officer should also have both the squadron commander and cadet sign the appropriate section on CAPF 52-1 (Phase I cadets) or CAPF 52-2 (Phase 2 cadets).

References:

- CAPR 52-16, CAP Cadet Program
- CAPVA 52-1, CAP Cadet Program Achievement Specifications and Awards
- CAPP 50-6, CAP Cadet Protection Policy
- CAPR 52-18, CAP Cadet Physical Fitness Program
- CAPF 50, Cadet Progression Evaluation
- CAPF 52-1, Cadet Program Phase I Certification
- CAPF 52-2, Cadet Program Phase II Certification
- CAPF 66, CAP Cadet Master Record
- Squadron 138 Cadet Achievement Sheet
- Leadership 2000
- Aerospace Dimensions

Instructions for Cadets

As you start on your path as a Civil Air Patrol cadet, be assured that you will be given every opportunity for advancement and promotion. However, no promotion is automatic. You must complete specific, well-defined requirements and demonstrate your knowledge for each promotion. Leadership and Aerospace tests measure specific knowledge in each achievement, and the Cadet Promotion Review Board formally reviews your general qualifications for promotion. It will last approximately 10-15 minutes. You will be expected to formally report to the board, demonstrate proper grooming and uniform wear, and answer questions about the achievement you are completing. The Review Board may seem formal and strict, but it is not meant to intimidate, demean or embarrass you. You will not be subjected to any of the following: hazing, confusion, intimidation, harassment and/or embarrassment. Civil Air Patrol regulations specifically prohibit hazing.

Cadet Achievement Sheet:

The Cadet Achievement Sheet (a Squadron 138 form) is used to record completion of each requirement for promotion to the next grade. It is *your* responsibility to obtain a new form at the beginning of each achievement, keep it neat and clean in your CAP binder, have each test or requirement signed off as you complete it, and present the form to the review board.

Completely fill out the Cadet Achievement Sheet *before* reporting to the Review Board, including your name, grade and achievement. The following staff member may verify that you completed specific requirements:

- a) Leadership or aerospace counseling – leadership or AE mentor
- b) Test scores – testing officer
- c) Moral Leadership – chaplain
- d) Activity – activities or cadet programs officer
- e) CPFT – leadership or cadet programs officer

What to expect:

The Review Board will be made up of at least three members, seated facing you. Each member of the board will ask you a number of questions based on the achievement you are studying. Their goal is to honestly and fairly test and evaluate your accomplishments. It is *not* an inquisition or torture chamber.

The way you report to the Review Board will create an impression. When the impression is good, it will be because you reported properly, answered questions correctly and displayed good military bearing. Military bearing – how you move or carry yourself – should always be confident, graceful and proud. The Review Board is your opportunity to shine and impress the members of the board, who will recommend to the squadron commander that you be promoted, or return to be reviewed again.

Squadron 138 will conduct Review Boards on the first and third meetings of each month. You should request a Review Board at the beginning of the squadron meeting. All boards must be completed before 2000 hours.

Keys to Success:

- At home *before* the squadron meeting, carefully prepare your uniform and appearance: hair cut or hairdo properly arranged, shoes highly shined, insignia and ribbons properly positioned, uniform clean and ironed
- At the meeting, ask another cadet to check over your uniform and appearance, and make any corrections
- Review the leadership and aerospace chapters for your achievement, especially the Review Exercises at the end of the chapter
- Review the Leadership Objectives listed below for your achievement
- Practice your “report speech” until it is sharp, clear, and automatic. Try to practice standing up since posture affects tone of voice. Practice at home in front of a mirror. Practice with another cadet and ask for suggestions or ways to improve
- Make sure *all* requirements on the achievement sheet are completed, signed and dated by the appropriate person

Reporting:

Stand outside the door. Make any last-minute adjustments to your uniform before you enter: lint, loose threads, gig line, “cadet tuck”, etc. Hold your completed Cadet Achievement Sheet in your left hand.

Knock on the door *once*, firmly and loudly. If there is no answer within a reasonable amount of time, knock once again. When you are told to enter or report, smartly open the door, step inside, and quietly close the door behind you. March at the position of attention, by the most direct route to a position two paces from the front of the desk or members of the review board. Always halt centered on the chairman, squarely facing him/her.



Report in a military manner with snap and precision, but do not exaggerate your movements. First, salute. Begin your reporting statement at the time your hand reaches the saluting position: “Sir/Ma’am, [your CAP grade and last name] reporting as ordered.” Hold the salute until you have completed the reporting statement and the chairman has returned your salute. When asked, hand your Cadet Achievement Sheet to the reviewing officer. Then stand at attention unless invited to do otherwise. If directed to sit, sit at the position of attention until told “at ease.”

The Review Board:

Speak in a clear, concise and conversational tone of voice. Your ability to maintain verbal and physical composure will always be noticed. Confidence will increase with practice and experience. Each member of the review board will ask you a number of questions. Carefully listen to each question. Consider your answer and reply clearly and concisely. Direct your answer to the person asking the question. You may be asked to evaluate your *own* progress in the Cadet Program and Squadron 138. Answer as honestly as possible.

The Review Board will usually end with comments, an evaluation of your performance and general progress in the Cadet Program.

When the review is finished and you are dismissed, come to the position of attention. Salute, and hold it until the chairman returns it. Smartly drop the salute. Immediately make a facing movement in the appropriate direction and take the most direct route out of the office. March at the position of attention. Quietly close the door behind you.

Phase 1 - Achievement 1:



Maj. Gen. John Curry



Requirements for promotion to Cadet Airmen:

1. General

- a) Name appears on MML
- b) Meets dress and grooming standards (has uniform)
- c) Attends meetings regularly / participates actively
- d) Minimum of one month in Civil Air Patrol

2. Aerospace Education (No requirement)

3. Leadership Laboratory

- a) Passing score on Leadership 2000 Chapter 1 test (70% minimum)
- b) Demonstrates proficiency in the following drill movements

fall-in	left face	half step	ready front
report	about face	to the rear	hand salute
at ease	right step	change step	parade rest
attention	left step	double time	fall-out
present arms	forward march	right flank	dismissed
order arms	backward march	left flank	
right face	mark time	dress right	
- c) Demonstrates the following qualities in drill movements
 - i. Precision / snap
 - ii. Confidence
 - iii. Bearing
- d) Practices appropriate customs and courtesies
- e) Exhibits proper personal appearance and bearing

4. Moral Leadership

- a) Attends monthly Moral Leadership discussions
- b) Participates actively (judgement of chaplain)

5. Physical Fitness

- a) Score in the 25th percentile

Leadership Objectives:

Before being promoted, the cadet should be able to:

1. Recite the Cadet Oath
2. State the purpose of the leadership laboratory.
3. Distinguish between proper and improper occasions for wearing the CAP uniform.
4. List correct standards for the placement of insignia, ribbons, and badges on CAP uniforms.
5. Describe the importance of attitude.
6. Define discipline and distinguish between self and group discipline.
7. Properly render personal honors to the National Anthem and the flag under any given circumstances.
8. Name the manual that describes the proper wear of the Civil Air Patrol uniform.
9. Identify and give correct titles for the various enlisted and officer insignia of grade, as found in both CAP and the USAF.
10. Define the chain of command, and know the key people within the squadron.
11. Describe who Major General John F. Curry was and what were his contributions to Civil Air Patrol.

Phase 1 - Achievement 2:



General "Hap" Arnold

Requirements for promotion to Cadet First Class: (Assistant Element Leader):



1. General

- a) Name appears on MML
- b) Meets dress and grooming standards
- c) Attends meetings regularly / participates actively
- d) Minimum two months time-in-grade as C/Amn

2. Aerospace Education

- a) Passing score on any chapter test (70% minimum)

3. Leadership Laboratory

- a) Passing score on Leadership 2000 Chapter 2 test (70% minimum)
- b) Practices appropriate customs and courtesies
- c) Exhibits proper personal appearance and bearing

4. Moral Leadership

- a) Attends monthly Moral Leadership discussions
- b) Participates actively (judgement of chaplain)

5. Physical Fitness

- a) Score in the 25th percentile

Leadership Objectives:

Before being promoted, the cadet should be able to:

1. Recite the Cadet Oath
2. State the number of personnel required for the color guard, and give their qualifications.
3. Describe the positions of the flags in a formed color guard.
4. List the commands to which the color guard is subjected, and select the proper responses.
5. List the equipment normally used by the color guard.
6. Identify appropriate occasions for the flag to have an escort, and describe the actions taken by the escorts.
7. Relate the conditions under which flags are dipped in salute.
8. List and explain elements of communication.
9. Describe the duties of an assistant element leader.
10. Describe the contents of CAPR 900-2.
11. Describe who General Henry "HAP" Arnold was and what were his contributions to Civil Air Patrol.

Review Exercise: http://www.cadetstuff.org/quiz/l2k_2_arnold.htm

Phase 1 - Achievement 3:



Requirements for promotion to Cadet Senior Airmen (Element Leader):



1. General

- a) Name appears on MML
- b) Meets dress and grooming standards
- c) Attends meetings regularly / participates actively
- d) Minimum two months time-in-grade as C/A1C

2. Aerospace Education

- a) Passing score on any chapter test (70% minimum)

3. Leadership Laboratory

- a) Passing score on Leadership 2000 Chapter 3 test (70% minimum)
- b) Demonstrate the following command voice qualities
 - i. Volume
 - ii. Clarity
 - iii. Timing
 - iiii. Precision / snap
- c) Practices appropriate customs and courtesies
- d) Exhibits proper personal appearance and bearing

4. Moral Leadership

- a) Attends monthly Moral Leadership discussions
- b) Participates actively (judgement of chaplain)

5. Physical Fitness

- a) Score in the 25th percentile

Leadership Objectives:

Before being promoted, the cadet should be able to

1. Recite the Cadet Oath
2. Distinguish the role, responsibilities, and rules of conduct for the NCO.
3. Identify conduct that is contrary to the cadet NCO's rules of conduct.
4. Recall the three requirements for good commands.
5. List the general rules and techniques for giving commands.
6. Discuss the areas of human anatomy that affect the command voice.
7. Give mass commands in each of the three "ways" described in the Drill & Ceremonies Manual.
8. Describe the duties of an element leader.
9. Describe the NCO support channel and its relationship with the chain of command.
10. Define a standard and explain its usefulness.
11. Describe who Mary Feik was and what contributions she made to aviation.

Phase 1: The Learning Phase



Requirements for promotion to Cadet Staff Sergeant:

1. General

- a) Name appears on MML
- b) Meets dress and grooming standards
- c) Attends meetings regularly / participates actively
- d) Minimum two months time-in-grade as C/SrAmn



2. Aerospace Education (no requirement)

3. Leadership Laboratory

- a) Passing score on Wright Brothers comprehensive leadership exam (80% minimum)

4. Moral Leadership

- a) Attends monthly Moral Leadership discussions
- b) Participates actively (judgement of chaplain)

5. Physical Fitness

- a) Score in the 25th percentile

Leadership Objectives:

Before being promoted, the cadet should be able to

1. Recite the Cadet Oath
2. Distinguish the role, responsibilities, and rules of conduct for the NCO.
3. Identify conduct that is contrary to the cadet NCO's rules of conduct.
4. Recall the three requirements for good commands.
5. List the general rules and techniques for giving commands.
6. Discuss the areas of human anatomy that affect the command voice.
7. Give mass commands in each of the three "ways" described in the Drill & Ceremonies Manual.
8. Describe the duties of an element leader.
9. Describe the NCO support channel and its relationship with the chain of command.
10. Define a standard and explain its usefulness.
11. Describe who the Wright Brothers were and what contributions they made to aviation.

Review Exercise: http://www.cadetstuff.org/quiz/l2k_3_wright.htm

Phase 2 - Achievement 4:

Eddie Rickenbacker



Requirements for promotion to Cadet Technical Sergeant (Flight Sergeant):

1. General

- a) Name appears on MML
- b) Meets dress and grooming standards
- c) Attends meetings regularly / participates actively
- d) Minimum two months time-in-grade as C/SSgt

2. Aerospace Education

- a) Passing score on any chapter test (70% minimum)

3. Leadership Laboratory

- a) Passing score on Leadership 2000 Chapter 4 test (70% minimum)
- b) Drill team (color / honor guard) participation
- c) Practices appropriate customs and courtesies
- d) Exhibits proper personal appearance and bearing

4. Moral Leadership

- a) Attends monthly Moral Leadership discussions
- b) Participates actively (judgement of chaplain)

5. Physical Fitness

- a) Score in the 35th percentile

Leadership Objectives:

Before being promoted, the cadet should be able to:

1. Recite the Cadet Oath
2. Demonstrate the manual of the guidon.
3. Distinguish between correct and incorrect "rules" for the guide.
4. Give the commands, procedures followed, intervals, and distances established when the flight is formed for drill.
5. Give appropriate commands for flight alignment, open and close ranks, count off and specify the exact time that the command of execution will be given.
6. Form the flight, and position the flight members properly.
7. Prepare the flight for inspection.
8. Describe the ABC's of leadership.
9. Define the rolls of leadership.
10. Describe the NCO in the role of a supervisor.
11. Describe who Captain Eddie Rickenbacker was and what were his contributions to aviation.

Review Exercise: http://www.cadetstuff.org/quiz/l2k_4_rickenbacker.htm

Phase 2 - Achievement 5:



Charles Lindbergh

Required for promotion to Cadet Master Sergeant (Flight Sergeant):

1. General

- a) Name appears on MML
- b) Meets dress and grooming standards
- c) Attends meetings regularly / participates actively
- d) Minimum two months time-in-grade as C/TSgt

2. Aerospace Education

- a) Passing score on any chapter test (70% minimum)

3. Leadership Laboratory

- a) Passing score on Leadership 2000 Chapter 5 test (70% minimum)
- b) Practices appropriate customs and courtesies
- c) Exhibits proper personal appearance and bearing

4. Moral Leadership

- a) Attends monthly Moral Leadership discussions
- b) Participates actively (judgement of chaplain)

5. Physical Fitness

- a) Score in the 35th percentile



Leadership Objectives:

Before being promoted, the cadet should be able to:

1. Recite the Cadet Oath
2. List the duties of the flight sergeant.
3. Explain the responsibilities of the flight sergeant.
4. Define the three styles of leadership, and give an example of each.
5. Define the eight attributes of leadership.
6. List the supervisory techniques useful in effective delegation.
7. List the seven hints for giving better presentations.
8. Define the three ways to improve reading skills.
9. State the reason for leadership.
10. Describe who Charles A. Lindbergh was and what were his contributions to aviation.
11. Describe who Jacqueline Cochran was and what were her contributions to aviation.

Review Exercise: http://www.cadetstuff.org/quiz/l2k_5_lindbergh.htm

Phase 2 - Achievement 6:



Jimmy Doolittle

Required for promotion to Cadet Senior Master Sergeant (Flight/First Sergeant):



1. General

- a) Name appears on MML
- b) Meets dress and grooming standards
- c) Attends meetings regularly / participates actively
- d) Minimum two months time-in-grade as C/MSgt

2. Aerospace Education

- a) Passing score on any chapter test (70% minimum)

3. Leadership Laboratory

- a) Passing score on Leadership 2000 Chapter 6 test (70% minimum)
- b) Practices appropriate customs and courtesies
- c) Exhibits proper personal appearance and bearing

4. Moral Leadership

- a) Attends monthly Moral Leadership discussions
- b) Participates actively (judgement of chaplain)

5. Physical Fitness

- a) Score in the 35th percentile

Leadership Objectives:

Before being promoted, the cadet should be able to:

1. Recite the Cadet Oath
2. Explain the parts of the defense mechanism and give examples.
3. Identify Maslow's Hierarchy of Needs.
4. Determine if there is a relationship between the hierarchy of needs and the defense mechanism.
5. List some effective methods of motivation.
6. Explain how recognition satisfies a need in Maslow's Hierarchy of Needs.
7. Define the three major factors that shape personality.
8. Define discipline and explain the different types of discipline.
9. Explain methods of keeping discipline.
10. What were the contents of General Doyle MacArthur's special reading.
11. Describe who General James Doolittle was and what were his contributions to aviation.

Review Exercise: http://www.cadetstuff.org/quiz/l2k_6_doolittle.htm

Phase 2 - Achievement 7:



Dr. Robert Goddard

Required for promotion to Cadet Chief Master Sergeant (First Sergeant):

1. General

- a) Name appears on MML
- b) Meets dress and grooming standards
- c) Attends meetings regularly / participates actively
- d) Minimum two months time-in-grade as C/SMSgt

2. Aerospace Education

- a) Passing score on any chapter test (70% minimum)

3. Leadership Laboratory

- a) Passing score on Leadership 2000 Chapter 7 test (70% minimum)
- b) Practices appropriate customs and courtesies
- c) Exhibits proper personal appearance and bearing

4. Moral Leadership

- a) Attends monthly Moral Leadership discussions
- b) Participates actively (judgement of chaplain)

5. Physical Fitness

- a) Score in the 50th percentile



Leadership Objectives:

Before being promoted, the cadet should be able to:

1. Recite the Cadet Oath
2. List the requirements necessary to transition to the cadet officer corps.
3. Define the nature of a group, and the situational approach to leadership.
4. Describe the functions of leadership.
5. Describe the function of the CAPF 50, Cadet Progression Evaluation.
6. Explain the relationship between ethics and integrity.
7. Define officership.
8. Define the barriers to communication and identify one way to overcome them.
9. Define personal and non-personal symbols of non-verbal communication.
10. List actions that can be used to increase morale within a squadron.
11. Describe who Dr. Robert Goddard was and what his contributions were to aerospace.

Review Exercise: http://www.cadetstuff.org/quiz/l2k_7_goddard.htm

Phase 2 - Achievement 8:



Neil Armstrong

Required for completion of Phase 2, The Leadership Phase:

1. General

- a) Name appears on MML
- b) Meets dress and grooming standards
- c) Attends meetings regularly / participates actively
- d) Minimum two months time-in-grade as C/CMgt

2. Aerospace Education (no requirement)

3. Leadership Laboratory

- a) Review Chapters 1-7 in preparation for the Mitchell Exam

4. Moral Leadership

- a) Attends monthly Moral Leadership discussions
- b) Participates actively (judgement of chaplain)

5. Physical Fitness

- a) Score in the 50th percentile

6. Writing / Speech Assignment

- a) Write a 300-500 word essay
- b) Present a 5-7 minute speech to the unit

Leadership Objectives:

1. Recite the Cadet Oath
2. Describe who Neil Armstrong was and what his contributions were to aerospace.

CADET PROGRESSION EVALUATION							
LAST NAME, FIRST NAME, MIDDLE INITIAL		CAP GRADE	CURRENT LEADERSHIP POSITION HELD				
REASON FOR EVALUATION			EVALUATION INCLUSIVE DATES				
<input type="checkbox"/> PROMOTION REVIEW ACHIEVEMENT #	<input type="checkbox"/> PERIODIC REVIEW SEE INCLUSIVE DATES	<input type="checkbox"/> ACTIVITY GENERATED ACTIVITY NAME:	FROM	TO			
<p>INSTRUCTIONS: Completion of a Cadet Progress Evaluation (CPE) is MANDATORY for each cadet before the completion of each Phase (more often if the squadron commander desires). Evaluators will be senior members or cadet of a higher grade than the cadet being evaluated. The evaluators will be designated by the squadron commander in advance. CPE is OPTIONAL at the completion of National/Region/Wing/local activities (forward a copy to cadet's squadron commander within 45 days of activity end). Place an "X" to indicate evaluation of performance in each category using the key below. Base evaluations on the requirements of the cadet's current Phase or activity. Rate cadets against other cadets of the same Phase, age or position. Make remarks as appropriate. It is MANDATORY to review this evaluation with the cadet. An unsatisfactory in any category requires a reevaluation within 30 days and correction to at least SATISFACTORY. Disagreements with ratings may be appealed to the squadron (or activity) commander whose decision is final. After the squadron (or activity) commander signs the form, the form is placed in the cadet's personnel file. The deputy commander for cadets may sign for the squadron commander.</p> <p>O = OUTSTANDING: Performance is carried out in a far superior manner; the cadet is of exceptional merit. E = EXCELLENT: Exceeds standards; performance carried out in a superior manner. S = SATISFACTORY: Meets the training standards, satisfactory performance relatively free of deficiencies. M = MARGINAL: Performance does not meet some standards; deficiencies exist that need improvement. U = UNSATISFACTORY: Definitely has failed to meet the requirements; needs immediate improvement.</p>							
MILITARY CHARACTERISTICS							
APPEARANCE (<i>Uniform neat, clean, and properly worn; clean shaven; hair IAW CAPM 39-1; shoes shined</i>)			O	E	S	M	U
Remarks:							
MILITARY BEARING (<i>Respects CAP customs and traditions; uses good manners; participates properly in drill and ceremonies</i>)			O	E	S	M	U
Remarks:							
LEADERSHIP							
ATTITUDE TOWARD TRAINING (<i>Understands his/her leadership role; takes duties seriously; attentive; does his/her best to improve; respects authority; follows leadership of others</i>)			O	E	S	M	U
Remarks:							
INTERPERSONAL SKILLS (<i>Has respect and support of peers, subordinates & supervisors; leads instead of drives; cooperates; makes his/her ideas clear to others; works well with others</i>)			O	E	S	M	U
Remarks:							
SENSE OF RESPONSIBILITY (<i>Dependable, prompt, accurate, and thorough; uses good judgment and common sense; accepts personal responsibility</i>)			O	E	S	M	U
Remarks:							
PERSONAL TRAITS							
INTEGRITY (<i>Adheres to high moral standards; is reliable, honest, trustworthy, loyal, courageous</i>)			O	E	S	M	U
Remarks:							
ENTHUSIASM (<i>Has intense interest in task at hand; is cheerful & optimistic; is willing to perform a job</i>)			O	E	S	M	U
Remarks:							
SELF-CONFIDENCE (<i>Has self-assurance based on genuine knowledge and ability; makes sound decisions; decisive</i>)			O	E	S	M	U
Remarks:							
INITIATIVE (<i>Performs duties with a minimum of instruction; thinks independently; is resourceful; possesses drive</i>)			O	E	S	M	U
Remarks:							

OVERALL EVALUATION <i>(Be factual and specific. Prepare comments below which will increase the objectivity of the rating)</i>			O	E	S	M	U
ADDITIONAL POSITIVE FEEDBACK							
AREAS THAT MAY REQUIRE IMPROVEMENT							
List the positions the cadet has held during this period:							
List the CAP activities in which the cadet has participated during this rating period:							
<input type="checkbox"/> This evaluation will be used as part of a promotion review for the achievement number: _____ PROMOTION RECOMMENDATION: <input type="checkbox"/> PROMOTE <input type="checkbox"/> NOT READY AT THIS TIME							
<input type="checkbox"/> This evaluation will be used as part of a Civil Air Patrol activity: _____ ACTIVITY COMPLETION: <input type="checkbox"/> PASSED <input type="checkbox"/> DID NOT PASS							
SIGNATURES							
NAME & GRADE OF EVALUATOR (PRINTED)			SIGNATURE			DATE	
NAME & GRADE OF EVALUATED CADET (PRINTED)			SIGNATURE			DATE	
NAME & GRADE OF APPROVING COMMANDER (PRINTED)			SIGNATURE			DATE	