

## Cadet Promotion SOP Aurora Composite Squadron

### Promotions

A cadet promotion marks the completion of all requirements for a particular achievement. A promotion, in many cases, is also a good indicator of a cadet's performance. The promotion process consists of three distinct phases which are designed assist squadron staff in promoting cadets properly at the squadron. Each one of these phases requires specific

### Development

The **Development Phase** begins with the cadet being promoted or becoming a new member of the unit. The Front Line Leaders (FLLs) need to be concerning themselves entirely with this phase. In the case of Phase I cadets, this is the flight staff's job. The Development Phase is training. FLLs should use the Crawl, Walk, Run method of training to enhance a cadet's assumption of mission critical skills. This is also the time that a cadet completes their respective achievement testing and completes the CPFT.

### Assessment

The **Assessment Phase** includes a leader assessing a cadet's performance during their current time in grade. The only exception to this would be for the milestone achievements (Wright Bros, Mitchell, Earhart, Eaker) where the counseling will cover the overall performance during that phase. The Cadet Leadership Feedback (phase appropriate) will be used for every promotion except the C/Amn promotion board.

*The following matrix will show who conducts the counseling:*

RANK	RATER	REVIEWER	FORM
C/Amn	N/A	N/A	N/A
C/A1C	Squad Leader	Flight Commander	CAPF 50-1
C/SrA	Flight Sergeant	Flight Commander	CAPF 50-1
C/SSgt	Flight Commander	Cadet Commander	CAPF 50-1
C/TSgt	Flight Commander	Cadet Commander	CAPF 50-2
C/MSgt	Cadet Commander	Deputy Commander for Cadets	CAPF 50-2
C/SMSgt	Cadet Commander	Deputy Commander for Cadets	CAPF 50-2
C/CMSgt	Cadet Commander	Deputy Commander for Cadets	CAPF 50-2
<b>All Officer Ranks</b>	Deputy Commander for Cadets	Squadron Commander	CAPF 50-3/50-4

## Advancement

The Advancement Phase begins when the cadet has successfully completed all of the requirements to be promoted to the next higher grade. Upon being recommended for promotion the Cadet Administrative Officer will double check all the paperwork to ensure that it is filled out properly and neatly. If needed he/she will have the authority to return, or “kickback” the paperwork to the appropriate level for corrections along with an explanation of what needs to be corrected.

Once all paperwork is correct, the Cadet Administrative Officer will pull the Cadet’s file and insert the CAPF 50, along with any other pertinent documents, in the proper location within the Cadet’s file. Lastly, he will have the cadet sign the CAPF 52 and fwd it to the Squadron Commander for the final signature. Once all the required signatures are completed, the cadet is eligible for promotion.

## Milestone Awards

There are five milestone awards in the Cadet Program. They mark the cadet’s transition from one phase of the Cadet Program into another phase where he or she will assume new leadership roles commensurate with his/her increased maturity and development as a cadet.

- (1) The Wright Brothers Award marks completion of Phase I.
- (2) The Mitchell Award marks completion of Phase II
- (3) The Earhart Award marks completion of Phase III.
- (4) The Eaker Award marks completion of Phase IV.
- (5) The Spaatz Award is the highest award in the Cadet Program.

## Failure to Progress

Cadets who fail to progress in the Cadet Program by completing at least two achievements per year may be terminated from the program (see CAPR 35-3, *Membership Termination*).

## Earning Grade

As cadets complete each achievement and their squadron commander (or deputy commander for cadets) signs their CAPF 52 series form, they earn a new grade (except for achievements 8, 9, 11, 12, 13, 15 or 16, which confer no promotion in grade). By signing the cadet’s CAPF 52, the commander is attesting to the cadet’s ability to assume the next grade and accept increased responsibilities. Cadets do not officially earn milestone awards and the promotions that accompany them until the award is posted to e-Services at [www.cap.gov](http://www.cap.gov).

### **Retaining a Cadet in Grade**

Commanders should retain a cadet in grade if the cadet's performance or maturity does not demonstrate an ability to accept increased responsibility commensurate with the promotion. Using the CAPF 50, *Cadet Leadership Feedback*, the commander (or deputy commander) will offer constructive feedback to help the cadet develop his/her leadership skills. The commander must also schedule a follow-up review to be held within 60 days.

### **Temporary & Discretionary Grades**

There are no temporary promotions or demotions, including temporary or "field" promotions or demotions at encampments and other activities. There are no discretionary grades. Cadets will wear their earned grade on their uniform at every CAP activity.

### **Sequence and Spacing**

Cadets may complete achievements and milestone awards sequentially. Cadets may complete Achievement 1 any time after joining CAP. They may attempt the Spaatz Award exam any time after completing Phase IV. All other achievements require a minimum separation of 2 months (approximately 8 weeks) between each achievement and milestone award (exception: special exemptions for JROTC as outlined in chapter 6 of CAPR 52-16).

**OFFICIAL**

//signed//

**MATTHEW J BREWER**

**Capt, CAP**

**Commanding**