



SKY HARBOR COMPOSITE SQUADRON 		Phase I: Learning John F. Curry Achievement 1 C/Amn CADET AIRMAN		
CADET PROMOTION AUTHORIZATION		CADET AIRMAN		
Cadet Name (Last, First)		CAPID Number	Join Date	
Step 1: Complete the Following Promotion Requirements				
Cadet First Steps				
<ul style="list-style-type: none"> ★ Log on to eServices at https://capnhq.gov and create an account. 				
Promotion Requirements				
<ul style="list-style-type: none"> ★ Complete CAP Equal Opportunity Training (EO). You can complete this training here: https://tests.capnhq.gov/EO_Training/Index.cfm ★ Introduction to CAP Safety course completed in "Safety Management System" at https://capnhq.gov. Direct Link to Intro to CAP Safety Training. ★ Online Leadership Test. Complete Learn to Lead Chapter 1 Online Leadership Test with 80% or higher. Cadet online testing can be completed under "Cadet Online Testing" at https://capnhq.gov. ★ Drill & Ceremonies Practical Test. Pass Achievement 1 Drill & Ceremonies Practical Test (CAPT 78-2) with 73% (11/15) or higher. <i>Request test through your Flight Staff.</i> Link to Score Sheet. ★ Cadet Physical Fitness Test (CPFT). Pass fitness test according to the CAPP 52-18 Fitness Test Requirements. Cadets must pass either the mile run or shuttle run, and two of the other events. <i>If you are injured or medically unable to participate in the CPFT, this requirement will be waived.</i> 				
<ul style="list-style-type: none"> ★ Participate Actively in CAP meetings and/or activities. ★ Cadet Oath. Be able to recite the Cadet Oath from Memory. 				
Squadron and Wing Requirements				
<ul style="list-style-type: none"> ★ Uniforms. Possess and properly wear CAP Service and BDU Uniforms in accordance with CAPM 39-1. ★ Basic Risk Management course completed in "Safety Management System" at https://capnhq.gov. Direct Link to Intro to CAP Safety Training. 				

Step 2: Request a Promotion Board.

Once you have finished the above requirements, request a promotion board

Before your board, you will need to ensure the following:

- * **Form 50.** Ask a member of your flight staff to complete a [CAPE 50-1](#) Leadership Feedback Form. You will be required to bring this form to your promotion board.
- * **This Form.** You will be required to bring this form to your board
- * **Gen John F. Curry.** Be prepared to explain what you know about the achievement's namesake. You can find information about them here: capmembers.com/ranks
- * **Uniform.** Make sure that your uniform is looking its best.

Promotion boards are held during the 3rd meeting of every month. You will answer interview questions about your time in CAP, your goals for the future, and general Cadet knowledge. Your attitude, customs and courtesies, and uniform appearance will also be evaluated.

To be completed by Senior Staff only:

Promotion Board Completed Satisfactorily

The Cadet has been evaluated with a discussion based on a CAPF 50-1 and was not retained in grade due to information that he or she had previously been tested on.

If the Cadet is to be retained in grade, he or she has been given a date within 6 weeks to re-take their promotion board.

Grade and Name of Promotion Board Chair:	Signature:	Date:
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Promotion Approved

I have verified completion of the promotion requirements listed above and have approved the Cadet for promotion to the grade listed above.

Grade, Name, Position (CC, CDC or Designee):	Signature:	Date:
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