



SKY HARBOR COMPOSITE SQUADRON  CADET PROMOTION AUTHORIZATION		Phase III: Command Administrative Officer Achievement 10 C/1st Lt CADET FIRST LIUETENANT			
Cadet Name (Last, First)		CAPID	Date of Last Promotion :		(56 days between promotions)
Step 1: Complete the Following Promotion Requirements					
Promotion Requirements					
* Online Leadership Test. Complete Learn to Lead Chapter 9 Online Leadership Test with 80% or higher.					
* Staff Duty Analysis. Complete Achievement 10 SDA report IAW CAPP 52-14 and submit it to the CDC.					
* Online Aerospace Test. Complete one Aerospace: Journey of Flight 3-chapter block Online Aerospace Test with 80% or higher. The following chapter block tests can be taken in any order: 1, 7, 8 2, 9, 10 3, 18, 19 4, 21, 23 5, 24, 25 6, 26, 27					
* 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>					
* Character Development. Participate in one Character Development Forum. See capmembers.com/character .					
* Participate and Mentor. Participate in CAP meetings and/or activities and mentor junior Cadets.					
* Cadet Oath. Be able to recite the Cadet Oath from Memory.					
Step 2: Request a Promotion Board.					
Once you have finished the above requirements, request a promotion board Promotion boards for Cadet Officers will be held with the Cadet's supervisor and the Deputy Commander for Cadets. These boards are more informal in nature than boards for achievements 1-8. Before your board, you will need to ensure the following:					
* Form 50. Ask your supervisor to complete a CAPE 50-3 Leadership Feedback Form.					
* This Form. You will be required to bring this form to your board.					
To be completed by Senior Staff only:					
Promotion Board Completed Satisfactorily					
The Cadet has been evaluated with a discussion based on a CAPF 50-3 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 board.					
Grade and Name of Promotion Board Chair:		Signature:		Date:	
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:	