



CHARLES COMPOSITE SQUADRON (MER-MD-019)
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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18 Mar 13

MEMORANDUM FOR ALL CADETS

FROM: CD for Cadets

SUBJECT: Promotion Policy

- 1. Overview.** All cadets are responsible for tracking their own progression through the Cadet Program, which includes requesting a Promotion Review Board (PRB) when about to become eligible for their next promotion. If a cadet is ever unsure of that which is required for the next promotion, s/he should simply look at CAPVA 52-100 (aka the “Cadet Super Chart”) which is attached to this memo and is also sitting on our table at the airport in an enlarged and framed format. If a cadet is ever unsure of whether s/he has completed a particular requirement, s/he may ask the Personnel Officer to check his/her file, but this may only be done before the meeting begins, after it ends, or during a break. At all other times cadets should be engaged in the activity assigned.
- 2. Timing of Progression.** Our squadron’s monthly schedule, as laid out in our “Monthly Schedule Policy,” is designed such that all requirements for promotion are offered once per month, and thus promotions are always dated to the 4th Monday of each month, even though the pinnings-on themselves aren’t done until the 1st Monday of the next month so as to allow a week’s time to invite family and friends to the promotion ceremony. As per CAPR 52-16, unless a cadet has completed a certain number of years of a JROTC program, s/he must spend a minimum of 56 days (2 months) in each achievement. Therefore, for instance, if a cadet’s last promotion was dated to the 4th Monday of February, s/he wouldn’t be eligible for his/her next promotion until the 4th Monday of April, assuming all of the requirements for promotion have been met by then. If this same hypothetical cadet whose last promotion was on the 4th Monday of February doesn’t complete all of his/her requirements for his/her next promotion until sometime after the 4th Monday of April, ***even be it the very next day***, s/he will not be eligible for promotion until the 4th Monday of May. After all, if the promotion is to be dated to the 4th Monday of the month, all of the requirements for promotion, including on-line Leadership and Aerospace Education tests, must be completed by that same date, even though the pinning-on isn’t until the 1st Monday of the next month.
- 3. Requesting a PRB.** As per our squadron’s “Weekly Report Policy,” each cadet is required to submit a report before each upcoming meeting, indicating, among other things, whether s/he will be at the upcoming meeting and whether s/he needs anything such as a uniform item or a PRB. Therefore, since our “Monthly Schedule Policy” indicates that PRBs are only done on the 4th Monday of each month, when a cadet sees that s/he will be eligible for promotion as of the 4th Monday of a particular month, s/he must request a PRB via his/her weekly report for that 4th Monday. Cadets should not request a PRB in the weekly report leading up to the 1st, 2nd, or 3rd Monday meetings since PRBs are not held then.
- 4. Scheduling PRBs.** Once the squadron-wide weekly report for the 4th Monday of each month has been compiled and forwarded to the C/CC, s/he will look at the list of everyone who has requested a PRB and determine who will actually be scheduled for one. If a cadet on that list is going for a milestone achievement, a PRB must be scheduled, but for all other promotions, it will be up to the C/CC to

determine whether a PRB is necessary. If the C/CC has no objections to a particular cadet's promotion, the C/CC may simply choose to approve such a cadet for promotion without scheduling a PRB. If the C/CC has doubts about a particular cadet's promotion, that cadet must be scheduled for a PRB. A cadet will never be denied a promotion without having gone through a PRB. If a cadet does fail a PRB and is thereby not approved for promotion, s/he will have to re-request a PRB via the weekly report for the next month's 4th Monday as it will not be automatically scheduled. Once the C/CC has determined which cadets who have requested a PRB will actually be scheduled for one, the C/CC will notify the respective flt/CCs, whose responsibility it will be to complete the appropriate version of the CAPF 50 (50-1 for Phase I cadets, 50-2 for Phase II cadets, etc) and submit it to the C/CC for use at the PRB itself (the flt/CC will not complete the "Cadet's Perspective" section since this will be completed during the PRB itself, nor will the flt/CC sign as the evaluator at the bottom of the form as this is the prerogative of the chair of the board). In the case of the C/CC him/herself requesting a PRB, the CD for Cadets will determine whether a board will be scheduled and complete the CAPF 50.

5. **Executing PRBs.** The C/CC will serve as the chair of the PRB for all cadets, and the cadet's flt/CC and a SM of the CD for Cadet's choosing will serve as the other 2 members of the PRB. For PRBs for the C/CC and former C/CCs, the CC will serve as chair, and the CD for Cadets and another SM of the CD for Cadet's choosing will serve as the other 2 members of the PRB. During the PRB itself, the chair of the PRB should review the already completed CAPF 50 with the cadet, and then fill in the cadet's responses to the "Cadet's Perspective" section. The chair and other members of the PRB may also choose to ask the cadet any other questions. Before dismissing the cadet, the chair must ask the cadet to recite from memory the Cadet Oath. Once the cadet is dismissed, the board will vote as to whether or not to promote the cadet, and the bottom of the CAPF 50 will be annotated accordingly, signed, and submitted to the Personnel Officer to be filed in the cadet's file. Both the CD for Cadets and the CC have the ability to overrule the decision of the board if they so choose.

6. **Announcing Promotions.** All PRBs must be completed by the end of the meeting on the 4th Monday of the month such that an announcement can be made at final formation as to who will be promoted on the 1st Monday of the next month. Any cadet who was given a PRB but denied promotion must be spoken with by the C/CC before that cadet goes home so that the cadet know exactly what s/he needs to work on in order to pass a PRB next month.

7. **Exceptions to this Policy.** If a cadet knows in advance that s/he will be unable to attend the meeting on the 4th Monday of a month and is otherwise ready for promotion, s/he may request an early PRB via the weekly report for the 1st, 2nd, or 3rd Monday, and the C/CC will determine the validity of the reason and whether to give an early PRB. All promotions will still be dated to the 4th Monday of that month, regardless of when an early PRB is held. If a cadet who has been approved for a promotion cannot make the pinning-on scheduled for the 1st Monday of the month, his/her promotion will still be dated to the 4th Monday of the month, and the pinning-on will simply occur the next time the cadet is present. If a cadet who actually requested a PRB in his/her weekly report for particular 4th Monday ends up not being able to attend that meeting due to a true emergency, s/he may pass up a request via the Chain of Command to receive a PRB at a later time and have the promotion back-dated to that 4th Monday.



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Deputy Commander for Cadets

Attachment:

1. CAPVA 52-100

