



# CIVIL AIR PATROL

1.3

Review: Cadet Advancement

TRAINING LEADERS *of* CADETS BASIC COURSE



# How do cadets advance?

## REVIEW

“Cadet Super Chart”

1 task each

Leadership

Aerospace

Fitness

Character

Time in Grade: 8 weeks

Leadership Expectations

Approve promotion in eServices



# How do cadets advance?

NEW CADETS START HERE & READ DOWN

## CIVIL AIR PATROL CADET SUPER CHART

Use a web-based version of this chart at [capmembers.com/ranks](http://capmembers.com/ranks)



CAP Visual Aid 52-100 September 2012 (52-100A 2 x 3') (52-100B 11' x 17')

**LEARN TO LEAD EDITION**  
All Leadership positions shown are based on the new Learning to Lead Edition.

This chart is not an accurate resource for the few cadets remaining in the Leadership for the 21st Century test.



GENERAL CARL A. SPAATZ AWARD

PHASE I THE LEARNING PHASE				PHASE II THE LEADERSHIP PHASE				PHASE III THE COMMAND PHASE				PHASE IV THE EXECUTIVE PHASE									
ACHIEVEMENT 1	ACHIEVEMENT 2	ACHIEVEMENT 3	WRIGHT BROTHERS AWARD	ACHIEVEMENT 4	ACHIEVEMENT 5	ACHIEVEMENT 6	ACHIEVEMENT 7	ACHIEVEMENT 8	BILLY MITCHELL AWARD	ACHIEVEMENT 9	ACHIEVEMENT 10	ACHIEVEMENT 11	AMELIA EARHART AWARD	ACHIEVEMENT 12	ACHIEVEMENT 13	ACHIEVEMENT 14	ACHIEVEMENT 15	ACHIEVEMENT 16	IRA C. SAKER AWARD	GENERAL CARL A. SPAATZ AWARD	
JOHN CURRY 1st National Commander of the Civil Air Patrol and a strong advocate for female aviators.	HAP ARNOLD Commanding general of the US Army Air Corps during World War II.	MARY FEIK Pioneer in the fields of aviation mechanics and engineering, and proud CAP member.	ORVILLE & WILBUR WRIGHT First man to achieve powered, controlled, sustained, heavier-than-air flight.	EDDIE RICKENBACKER America's "Top Ace" during World War I. He was awarded CAP Cadets to know him as "Eddie".	CHARLES LINDBERGH At 26, Lindbergh was the first to solo across the Atlantic Ocean, earning him the title "The Lone Eagle".	JIMMY DOOLITTLE Pioneer in field of aviation. He was awarded CAP Cadets to know him as "Jimmy".	ROBERT GODDARD The "Father of Modern Rocketry" and designer of the first liquid-fueled rocket.	NEIL ARMSTRONG First man to set foot on the Moon, aboard Apollo 11 on July 20, 1969. "The giant leap for mankind".	BILLY MITCHELL America's first vocal advocate for military airpower. He proved the airplane could sink ships.	AMELIA EARHART Record setting female pilot who was lost while attempting to fly around the world.	FLIGHT COMMANDER Achievements are earned for Staff Duty Analysis positions, not aerospace awards.	ADMINISTRATIVE OFFICER	PUBLIC AFFAIRS OFFICER	AMELIA EARHART AWARD	LEADERSHIP OFFICER Achievements are earned for Staff Duty Analysis positions, not aerospace positions.	AEROSPACE OFFICER	OPERATIONS OFFICER	LOGISTICS OFFICER	CADET COMMANDER	IRA C. SAKER AWARD	GENERAL CARL A. SPAATZ AWARD

GRADE, INSIGNIA, & AWARDS																					
No Ribbon Awarded				No Ribbon Awarded				No Ribbon Awarded				No Ribbon Awarded				No Ribbon Awarded				No Ribbon Awarded	No Ribbon Awarded

PROMOTION ELIGIBILITY REQUIREMENTS																					
The leadership requirements below are for cadets using the Learn to Lead Test. Cadets may continue in the Leadership for the 21st Century test until 1 October 2013, at which time that "old" test becomes obsolete.																					
<b>LEADERSHIP</b>	Chapter 1 & Drill Test	Chapter 2 & Drill Test	Chapter 3 & Drill Test	Comprehensive Exam with Drill	Chapter 4 & Drill Test	Chapter 5 & Drill Test	Chapter 6 & Drill Test	Chapter 7 & Drill Test	Chapter 8 & Speech, Essay & Drill	Comprehensive Exam	Chapter 9 & SDA Report	Chapter 10 & SDA Report	Chapter 11 & SDA Report	Comprehensive Exam	Chapter 12 & SDA Report	Chapter 13 & SDA Report	Chapter 14 & SDA Report	Chapter 15 & SDA Report	Chapter 16 & SDA Report	Speech & Essay	Comprehensive Exam
<b>AEROSPACE</b>	No Requirement	Any Module Aerospace Dimensions	Any Module Aerospace Dimensions	No Requirement	Any Module Aerospace Dimensions	No Requirement	Comprehensive Exam	3-Chapter Block Journey of Flight	3-Chapter Block Journey of Flight	3-Chapter Block Journey of Flight	Comprehensive Exam	No Requirement	No Requirement	3-Chapter Block Journey of Flight	3-Chapter Block Journey of Flight	3-Chapter Block Journey of Flight	No Requirement	Comprehensive Exam			
<b>CHARACTER</b>	Foundations & Safety Module	1 Forum	1 Forum	No Requirement	1 Forum	No Requirement	1 Forum	1 Forum	1 Forum	No Requirement	1 Forum	1 Forum	1 Forum	1 Forum	1 Forum	No Requirement	Essay Exam				
<b>ACTIVITIES</b>	Participate Actively	Participate Actively	Participate Actively	Participate Actively	Participate Actively	Participate Actively	Participate Actively	Participate Actively	Participate Actively	Encampment	Participate & Mentor	Participate & Mentor	Participate & Mentor	SDA Staff Service	Participate & Instruct	Participate & Instruct	Participate & Instruct	Participate & Instruct	Participate & Instruct	SDA Staff Service & Leadership Academy	Participate Actively
<b>FITNESS</b>	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test

CADET PHYSICAL FITNESS TEST STANDARDS																																									
<b>SIT &amp; REACH</b>	Males	10	11	12	13	14	15	16	17+	10	11	12	13	14	15	16	17+	10	11	12	13	14	15	16	17+	10	11	12	13	14	15	16	17+								
	Females	20	21	21	20	23	24	25	28	22	23	23	25	27	27	31	25	25	26	26	28	30	30	34	26	26	27	27	30	32	32	36	27	28	28	29	32	33	35	39	
<b>CURL UPS</b>	Males	30	31	34	36	39	38	38	38	32	34	37	39	41	41	40	35	37	40	42	45	45	45	45	38	39	43	45	48	49	48	46	40	42	46	48	51	52	50	49	
	Females	25	27	29	30	31	30	30	30	27	29	31	33	34	32	30	32	32	35	37	37	36	35	34	32	35	38	40	40	39	37	36	35	38	40	41	42	42	40	39	
<b>PUSH UPS</b>	Males	10	11	12	16	18	22	24	26	11	12	14	18	20	25	26	30	14	15	18	24	24	30	37	16	18	22	28	28	34	35	42	19	22	25	32	34	37	38	46	
	Females	10	10	9	9	9	11	12	12	10	11	10	10	12	13	14	13	11	11	11	15	12	16	14	14	14	15	15	16	17	19	16	16	16	17	17	18	20	22		
<b>SHUTTLE RUN</b>	Males	12.4	12.0	11.2	10.8	10.5	10.2	10.0	9.9	12.0	11.5	11.0	10.6	10.2	10.0	9.7	9.6	11.5	11.1	10.6	10.2	9.9	9.7	9.4	9.4	11.2	10.8	10.4	10.1	9.7	9.5	9.2	9.2	10.9	10.5	10.2	9.9	9.5	9.3	9.0	9.0
	Females	13.1	12.5	12.1	11.8	11.6	11.2	11.2	11.3	12.6	12.1	11.7	11.5	11.6	11.4	11.4	11.3	12.1	11.5	11.3	11.1	11.2	11.0	10.9	10.9	11.8	11.2	11.0	10.9	10.9	10.7	10.7	10.7	11.5	10.9	10.8	10.7	10.7	10.5	10.5	10.5
<b>MILE RUN</b>	Males	11:40	11:25	10:20	9:23	9:40	8:49	8:37	8:06	10:58	10:25	9:40	8:54	8:30	8:08	7:53	7:35	9:48	9:20	8:40	8:06	7:44	7:30	7:10	7:04	9:11	8:45	8:14	7:41	7:19	7:06	6:50	6:50	8:40	8:20	7:55	7:25	6:59	6:51	6:38	6:25
	Females	13:00	13:09	12:46	12:29	11:52	11:48	12:42	12:51	12:08	12:21	12:01	11:40	11:10	11:00	11:24	11:20	11:22	11:17	11:05	10:29	10:06	9:58	10:31	10:22	10:52	10:42	10:26	9:50	9:27	9:23	9:48	9:51	10:28	10:10	9:48	9:35	8:58	8:58	9:12	9:14

LEADERSHIP EXPECTATIONS																					
<b>ATTITUDE</b>	Displays a positive attitude; optimistic; enthusiastic; is team oriented				Maintains a positive attitude and encourages good attitudes in others; does not fault rank or authority				Conscious of own performance; takes initiative to develop new skills; self-motivated and able to motivate others				Resilient; shows mental discipline in working to achieve long-term goals; welcoming of change; has habit of continual self-improvement								
<b>CORE VALUES</b>	Aware of the Core Values; honest; wears uniform properly; practices customs and courtesies				Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader				Fair, just, and consistent in dealing with subordinates; exercises good judgment in knowing which matters should be referred up the chain				Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently								
<b>COMMUNICATION SKILLS</b>	Listens actively; attentive; asks good questions				Proficient in informal public speaking (i.e., in giving directions to and training junior cadets)				Writes and speaks clearly; presents ideas logically; wins through persuasion				Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining complex issues								
<b>SENSE OF RESPONSIBILITY</b>	Follows directions; dependable; arrives ready to learn and serve; effective in managing own time				Enforces standards; trustworthy in supervising a small team and leading them in fulfillment of a series of simple tasks; when given a plan, is able to carry it out				Given an assignment, takes project from beginning to end; develops appropriate goals, plans, standards, and follows through in execution; demonstrates sense of ownership in all assignments				Completes large projects with little supervision; follows and sets a command intent; self-starter								
<b>INTER-PERSONAL SKILLS</b>					Guides and coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss"				Actively mentors NCOs; resolves conflicts fairly; criticizes constructively; disarms respecters when disagreeing with superiors				Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure								
<b>CRITICAL THINKING SKILLS</b>									Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and not tied to old ideas				Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems								
<b>DELEGATION SKILLS</b>									Delegates routine tasks effectively and works through NCOs; keeps people informed; makes expectations clear; supervises work of other leaders				Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge								



MINIMUM TIME IN GRADE																					
Upon joining	Jan '12	Mar '12	May '12	Jul '12	Sep '12	Nov '12	Jan '13	Mar '13	May '13	Jul '13	Sep '13	Nov '13	Jan '14	Mar '14	May '14	Jul '14	Sep '14	Nov '14	Jan '15	Mar '15	May '15
		+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks
				6 months to Wright Bros						18 months to Mitchell				26 months to Earhart						38 months to Eaker	38 months to Spaatz

# How do cadets advance?

## PHASE I THE LEARNING PHASE

ACHIEVEMENT 1

ACHIEVEMENT 2

ACHIEVEMENT 3

WRIGHT BROTHERS AWARD



**JOHN CURRY**

First National Commander of the Civil Air Patrol and a strong advocate for female aviators



**HAP ARNOLD**

Commanding general of U.S. Army Air Forces during World War II



**MARY FEIK**

Pioneer in the fields of aviation mechanics and engineering, and proud CAP member



**ORVILLE & WILBUR WRIGHT**

First men to achieve powered, controlled, sustained, heavier-than-air flight

NHQ mails "New Cadet Kit"

### GRADE, INSIGNIA, & AWARDS

CADET AIRMAN



CADET AIRMAN FIRST CLASS



CADET SENIOR AIRMAN



CADET STAFF SERGEANT



### PROMOTION ELIGIBILITY REQUIREMENTS

The leadership requirements below are subject to change.

	Chapter 1 & Drill Test	Chapter 2 & Drill Test	Chapter 3 & Drill Test	Comprehensive Exam with Drill
LEADERSHIP	Chapter 1 & Drill Test	Chapter 2 & Drill Test	Chapter 3 & Drill Test	Comprehensive Exam with Drill
AEROSPACE	No Requirement	Any Module <i>Aerospace Dimensions</i>	Any Module <i>Aerospace Dimensions</i>	No Requirement
CHARACTER	Foundations & Safety Module	1 Forum	1 Forum	No Requirement
ACTIVITIES	Participate Actively	Participate Actively	Participate Actively	Participate Actively
FITNESS	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test	Cadet Physical Fitness Test

## Routine Requirements

- Leadership task
  - Aerospace task
  - Fitness task
  - Character task
- 
- Time in grade (8 weeks)
  - Also: Uniform, Cadet Oath, current membership, active participant, leadership performance
- 
- Approval: Unit commander in eServices
  - Cadet may begin next achievement

## Basic Rules Regarding Cadet Tests

- Achievement tests are open-book, available to cadets from home
- Milestone award exams are closed-book, proctored by a senior
- “Test banking” isn’t allowed
- Parents shouldn’t be involved in their child’s tests and exams
- Fail an open book test and you’re locked out for 7 days

## Scheduling & Practicalities

- Standard, recurring time for drill tests
- Proctor availability for special needs cadets

## Exceptions to the General Rules

### Time in Grade

**General Rule** 56 days between Achievements & Awards

- Can earn Achievement 1 the same day you join CAP
- Can earn the Spaatz the day after you earn the Eaker
- If you have completed 2 years of Junior ROTC, you can promote every 28 days (4 weeks)

## Exceptions to the General Rules

### Leadership Tasks

**General Rule** Written test at each Achievement

- Speech and Essay assignments, in lieu of written tests, at Achievement 8 (Armstrong) and at the Eaker Award
- “Staff Duty Analysis” required at each Achievement in Phases III & IV

## Exceptions to the General Rules

### Aerospace Tasks

**General Rule** Written test at each Achievement

- Aerospace has absolutely no requirement in a few places (Achievement 1, Wright Brothers Award, Achievement 8, 12, 13, and the Eaker Award)
- Aerospace tests cover 3-chapter blocks during Phase III & IV

# How do cadets advance?

## Promotion Eligibility

Black-and-white,  
objective process

## Promotion Decision

Prudent exercise of a  
trained adult's judgment

*The Cadet Program exists to develop leaders.*



# How do cadets advance?

## LEADERSHIP EXPECTATIONS

### Phase I

### Phase II

#### ATTITUDE

Displays a positive attitude; optimistic; enthusiastic; is team-oriented

Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority

#### CORE VALUES

Aware of the Core Values; honest; wears uniform properly; practices customs and courtesies

Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader

#### COMMUNICATION SKILLS

Listens actively; attentive; asks good questions

Proficient in informal public speaking (ie: in giving directions to and training junior cadets)

#### SENSE OF RESPONSIBILITY

Follows directions; dependable; arrives ready to learn and serve; effective in managing own time

Enforces standards; trustworthy in supervising a small team and leading them in fulfillment of a series of simple tasks; given a plan, is able to carry it out

#### INTER-PERSONAL SKILLS

Guides and coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss"

#### CRITICAL THINKING

#### DELEGATION SKILLS



**Everyone, try to solve this**

## Tyler

- Passed tests on leadership and drill, chapters 1-2.
- Passed test on aerospace module 1.
- Passed the CPFT once.
- Attended a character forum last week.
- Active participant
- Promoted 8 weeks ago.

**Men, try to solve this**

## Jacob

- Earhart Award is dated 10 weeks ago.
- Passed test on leadership and drill chapter 12.
- Completed an SDA report.
- Passed the CPFT for Achievement 12.
- Attended a character forum last week.
- Regularly serves as an instructor.
- Active participant.

**Women, try to solve this**

## Keisha

- Passed tests on leadership chapters 1 through 7.
- Successfully completed the Achievement 8 speech, essay, and drill.
- Passed tests on aerospace modules 1 through 6.
- Passed the CPFT for Achievement 8.
- Attended a character forum last week.
- Active participant.
- Promoted 49 days ago.



- What's the cadet's current grade?
- What do they need for promotion?

## Tyler

- C/Amn
- Needs CPFT to complete Achievement 2 and earn C/A1C

## Jacob

- C/Capt
- Eligible for Achievement 12 completion
- No promotion with this achievement
- Must do “everything” in Achievement 13 and 14 to earn C/Maj

## Keisha

- C/CMSgt
- Almost ready to complete Achievement 8, needs 1 week time in grade
- Next promotion in grade comes after passing the Mitchell