

Cadet Accomplishments Diagram

October 2021

eServices > Cadet Programs > Cadet Promotions > Data Entry/Accomplishments

The screenshot shows the 'Accomplishments' page for user C/SSgt David Achieveyfour. The interface includes a search bar for user CAPID or name (1), a dropdown for selecting an achievement (2), and a blue bar indicating the current module and progress (3). The 'Leadership - Module 4' section shows two tasks, one of which is completed (4). The 'Leadership - Drill and Ceremonies' section shows a test score entry (5). The 'Aerospace Education' section shows a list of dimensions, some with scores and a green checkmark for completion (6, 7). The 'Character Development' section shows a forum participation task (8). The 'Fitness' section shows a health zone module (9). The 'Accelerated Promotion' section shows a waiver option (10). The 'Other' section shows various participation tasks (11). At the bottom, there are 'Submit' and 'Delete' buttons (12, 13).

1. Enter cadet's CAPID or name, click magnifying glass to search.
2. Cadet's current achievement will display by default. To see completed achievements, select from Achievement dropdown.
3. Blue bar displays promotion item and how many items are completed/required. Notice that this cadet is required to complete one Leadership Module 4 task, but has completed two. This contributes towards Honor Credit.
4. Items completed by cadets online will populate automatically, like the Cadet Interactive and leadership test here.
5. Some items must be entered manually, such as the drill and ceremonies test. To enter this score select the box on the left, enter the date completed and the number of correct standards. (Hover over the test name for reference numbers). Then scroll to the bottom of the page and click submit (13).
6. When a cadet has completed all the requirements for a promotion item a green checkmark will display to the left of the item name.
7. Aerospace items may be taken in any order, but once used for a promotion may not be used again. The module being used for the current promotion has a green circle.
8. A yellow exclamation mark next to an item indicates that it requires verification from a testing officer. It has no effect at this stage, as in practice, entering the item is verifying it.
9. Fitness is entered through the HFZ module and populates here.
10. Only add an accelerated promotion waiver for a cadet who qualifies, see CAPR 60-1, 5.6.2.3. Selecting this will allow promotions after 28 days instead of 56.
11. Character Development Forum participation, active participation, cadet oath, uniform, and leadership expectations can all be entered individually or using the Bulk Entry module to save time.

12. Provide cadets formal feedback using the CAPF 60-90 series at least once per phase. Note that it's not required here for this cadet until they reach the Mitchell milestone, though it can be done more frequently.
13. Submit & Delete buttons. If you enter an item incorrectly it can be deleted by selecting the box at the left of the item and clicking delete. Only manual entry items can be deleted. If there was a problem or error with a different item, please put in a helpdesk ticket for assistance with correction.