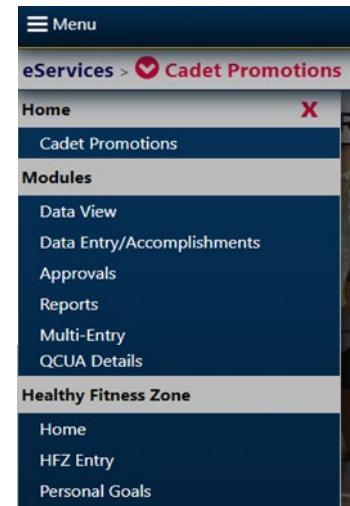# October 2021 Cadet Promotions Module Guide

26 October 2021

1) Introduction
   Cadet Interactive program launch introduces a number of enhancements and changes to the Cadet Program and eServices.
2) Cadet Promotions (eServices > Cadet Programs > Cadet Promotions)
   a) Data View- for individual cadet record. Enter cadet's CAPID and select achievement to see details.
   b) Data Entry/Accomplishments- Main data entry page for Cadet Programs Officers.
   c) Approvals- Commanders can approve/disapprove cadet promotions.
   d) Reports- Find Cadet Programs Reports
   e) Multi-Entry- Enter credit for multiple cadets on a single date. Can be used for Character Development, Cadet Wingman Course, Cadet Welcome Course, participation, oath, leadership expectations, and uniform entries.
   f) QCUA Details- detailed information about the QCUA criteria by unit.
   g) Healthy Fitness Zone Home- See past CPFT results. May be filtered by cadet or test date.
   h) HFZ Entry- Enter new CPFT scores.
   i) Personal Goals- Cadets and/or fitness officers may enter personal fitness goals to help track progress, particularly towards the Spaatz Fitness Test
3) Cadet Achievement Requirements
   a) Leadership- Cadets in phases I & II & III may choose to fulfill the leadership requirement with a Cadet Interactive module or the traditional chapter comprehension test. Tests completed in order, aligns with squadron staff service.
      i) Cadet Interactive
         (1) Cadets will access Cadet Interactive modules through the AXIS Learning Management System.
         (2) Cadets work through the module at their own pace. They must correctly answer knowledge check questions at end of module (100%, unlimited, immediate review/retest). Once the module is completed, cadet must submit the acknowledgement. Once the acknowledgement is complete, the credit is bestowed automatically.
      ii) Leadership Test
         (1) Cadets will read the Learn to Lead chapter and take an online test through AXIS.
         (2) May take paper test and enter score manually, see Cadets With Special Needs
         (3) Tests have a time limit of 30 minutes
         (4) Passing score 80%
         (5) If the cadet fails the test is locked for 7 days to allow the cadet time to study.

        (6) Testing officers no longer have the ability to unlock locked tests. If there's an unusual situation, email cadets@capnhq.gov

        (7) Passing tests feed scores into Accomplishments automatically.

        (8) Upon launch the tests will not display the learning objectives cadets need to study, but this enhancement will be available shortly.

    iii) Drill

        (1) Reference- [CAPP 60-33, Civil Air Patrol Drill and Ceremonies](#)

        (2) Tests- [CAPP 60-34, Drill & Ceremonies Practical Tests](#)

        (3) Enter date & scores manually

           (a) Select box under Leadership- Drill & Ceremonies item

           (b) Enter date & number of correct moves

           (c) Submit at bottom of page

b) Aerospace- Cadets in phases I & II may choose to fulfill the aerospace requirement with a Cadet Interactive module or the tradition comprehension test. Cadets in phases II & III will take the Journey of Flight tests. Modules/chapter blocks may be completed in any order.

    i) Cadet Interactive

        (1) Cadets will access Cadet Interactive modules through the AXIS Learning Management System.

        (2) Cadets work through the module at their own pace. They must correctly answer knowledge check questions at end of module (100%, unlimited, immediate review/retest). Once the module is completed, cadet must submit the acknowledgement. Once the acknowledgement is complete, the credit is bestowed automatically.

    ii) Aerospace Tests

        (1) Aerospace Dimensions- 7 modules, Aerospace: Journey of Flight- 3 chapter blocks

        (2) Cadets will read the module/chapters and take a test through AXIS.

        (3) May take paper test, see Cadets With Special Needs

        (4) Tests have a time limit of 30 minutes.

        (5) Passing score 80%

        (6) If the cadet fails the test is locked for 7 days to allow the cadet time to study.

        (7) Testing officers do not have the ability to unlock locked tests. If there's an unusual situation, email cadets@capnhq.gov

        (8) Passing tests feed scores into Accomplishments automatically.

        (9) Upon launch the tests will not display the learning objectives cadets need to study, but this enhancement will be available shortly.

    iii) Cyber Security, Aerospace Dimensions Module 7

        (1) A seventh module in the Aerospace Dimensions series, "Cyber Security," is now available.

        (2) As with other Aerospace Dimensions modules, the cyber module may be completed in any order.

        (3) Accordingly, effective 26 October 2021, to fulfill Achievement 8 requirements, cadets must pass an Aerospace Dimensions written test or complete the Cadet Interactive module.

(4) The cyber module's content will be included on the Mitchell Award exam effective 1 January 2022, and the Spaatz Award exam effective 1 January 2023, regardless of the cadet having completed the module on the path to the Mitchell Award or not.

c) Staff Duty Analysis

    i) Reference- CAPP 60-32, SDA Curriculum Guide

    ii) Service Learning. The cadet serves for at least 8 weeks (56 days) in any support staff position available to cadets, as approved by the unit commander.

    iii) Oral Presentation. Cadets convert their service learning experience and technical document into an oral presentation, and make themselves available for questions and answers before an audience designated by the senior mentor.

        (1) Data Entry- enter under Leadership – SDA Service & Presentation.

    iv) Technical Writing. The cadet drafts a technical document that is relevant to leadership and managerial challenges they encounter as leaders in their organization. Along the way they develop competencies in critical thinking and written communications.

        (1) There are eight technical document options, each may be used one time and not repeated.

        (2) Data Entry- enter under Leadership – SDA Writing

d) Fitness

    i) Reference- CAPP 60-50, Active Cadet Fitness Guide

    ii) CPFT- Test conducted quarterly or as needed. HFZ credential good for 180 days.

    iii) Enter scores in HFZ module, no manual entry in accomplishments

e) Character

        i)   Reference- www.gocivilairpatrol.com/character
        ii)   Forums- enter for individuals or with bulk entry
        iii)   Cadet Wingman Course- enter date for individuals or with bulk entry

  f)   Other
        i)   Cadet Welcome Course- Typically completed in AXIS using Cadet Interactive. Classroom alternative lesson plan here.
        ii)   Cadet Wingman Course- In person class. Lesson plan here.
        iii)   Armstrong Speech & Essay- Topics & critique forms.
        iv)   Eaker Speech & Essay- Topics & critique forms.

Leadership - Speech and Essay				Completed / Required Tasks - [1 / 2]
Task Name	Status	Date Completed	Upload Document	Comments
☐ ❗ Achievement 8 - Essay Passed	APPROVED	2020-10-26	❗ Choose file Browse	Cadet Promotions import.
☐ ❗ Achievement 8 - Speech Passed		mm/dd/yyyy 📅	❗ Choose file Browse	max. 0/500 characters

        v)   Encampment- Credited by the encampment participation report. Submit alternatives for credit to registrars@capnhq.gov.
        vi) Leadership Academy- COS and RCLS credited through participation reports. Submit alternatives for credit to registrars@capnhq.gov.

  g) Milestone Exams- No change in form, still completed in LMS

Phase	Leadership	Aerospace
I - Wright Bros. Award	Learn to Lead, Vol. 1	No milestone exam required
II - Mitchell Award	Learn to Lead, Vol. 2	Aerospace Dimensions, Vols. 1-7*
III - Earhart Award	Learn to Lead, Vol 3	No milestone exam required
IV- Eaker Award	No milestone exam required	No milestone exam required
Spaatz Award	Learn to Lead, Vols. 1-4	Aerospace: The Journey of Flight

        i)   Wright Brothers- two part exam
           (1) Part A- Leadership exam, covering Learn to Lead, Vol. 1
           (2) Part B- Drill- enter number of passing moves
        ii)   Mitchell
           (1) Leadership exam, covering Learn to Lead, Vol. 2
           (2) Aerospace exam, covering Aerospace Dimensions, Modules 1-6
               (a) The cyber module's content will be included on the Mitchell Award exam effective 1 January 2022
        iii)   Earhart
           (1) Leadership exam, covering Learn to Lead, Vol. 3
        iv)   Spaatz
           (1) Leadership exam, covering Learn to Lead, Vols. 1-4
           (2) Aerospace exam, covering Aerospace: The Journey of Flight
           (3) Character Essay
   (4) Fitness Test

4) Accomplishments
   a) To look up a cadet, enter their name or CAPID and select the magnifying glass to search.
   b) The cadet's current achievement will display be default. To see completed achievements, select from the Achievement dropdown on the right.
   c) Each blue bar displays an individual promotion item and how many items within the task are completed/required.
      i) When an item is completed, a green checkmark will appear to the left of the item name.
      ii) Note that some items are not required for every promotion, these will have [X/0] for the requirements.
      iii) Note that cadets may complete more than the one requirement for leadership and aerospace tasks, earning honor credit e.g. [2/1]
   d) Items taken in eServices will automatically populate on the Cadet Achievements page.
      i) Some items must be entered manually, such as paper tests, drill and ceremonies tests, and in person classes such as wingman and character forums.

Leadership - Drill and Ceremonies				Completed / Required Tasks - [0 / 1]
Task Name	Status	Date Completed	Upload Document	Comments
☑️❗ Achievement 4 - Drill and Ceremonies Performance Test		10/25/2021 ▦ 4 ⬍	Choose file Browse	max. 0/500 characters

      ii) To enter, select the box to the left of the item to be entered. Enter the date completed and score, for a test. Scroll to the bottom of the page and click "Select."
   e) 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.
   f) Fitness items are submitted through the HFZ module, cannot be entered on the Accomplishments page.
   g) Accelerated promotion waivers must only be entered for cadets who meet the qualifying requirements, see CAPR 60-1, 5.6.2.3. Selecting this waiver will allow promotions after 28 days instead of 56.
   h) 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.
   i) Accomplishments also checks for the formal leadership feedback session using the CAPF 60-90 series at least once per phase.
   j) If you enter an item incorrectly it can be deleted by selecting the box at the left of the item and clicking delete at the bottom of the page. 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.
   k) Approvals.
      i) When a cadet has completed all items, a blue bar will appear on their Accomplishments page.   You must click to submit the achievement for approval.

Accomplishments ℹ️
Search for User (CAPID or Name)   👤 - C/2d Lt Mary Achieveynine   Select Achievement

768487 🔍		Achievement 9 ▾
	Include Seniors? ☐	

Current Status: **READY FOR APPROVAL**   Submit Path for Approval

| ✅ Leadership - Module 9				Completed / Required Tasks - [2 / 1]
Task Name	Status	Date Completed	Upload Document	Comments
☐ Achievement 9 - Cadet Interactive Leadership Module 9	APPROVED	2021-10-20	Choose file Browse	

  ii) Submission moves the achievement to pending status.

  iii) Cadets in the Approvals page without the required 56 days time in grade will display the no symbol and the date the promotion can be approved.

  iv) To approve a pending promotion select the green checkmark.

  v) Approval date may be adjusted on the approval popup, but cannot be before the cadet completed the last promotion item.

  vi) To disapprove a promotion select the red X. The commander must detail the reason for disapproval, how the cadet may meet the expectation, and the date for a follow up review. See CAPR 60-1, 5.7.3 for more information.

  vii) Once a cadet who was sustained in grade has met the leadership expectation, the achievement may be resubmitted for approval.
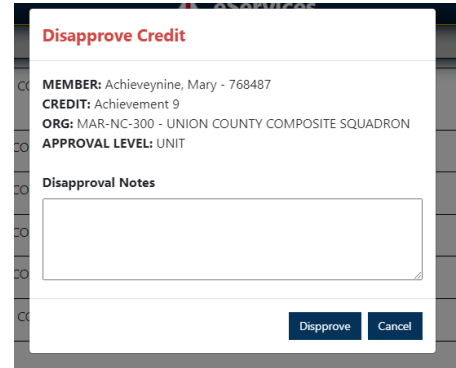
5) Bulk Entry

 a) eServices > Cadet Programs > Cadet Promotions > Multi-Entry > Bulk Entry, Cadet Promotions

  i) Enter date

  ii) Select Task to enter

   (1) Active Participation

   (2) Cadet Welcome Course

   (3) Cadet Oath

   (4) Character Development

    (a) Cadet Wingman Course

    (b) Character Forum

   (5) Leadership Expectations

   (6) Uniform
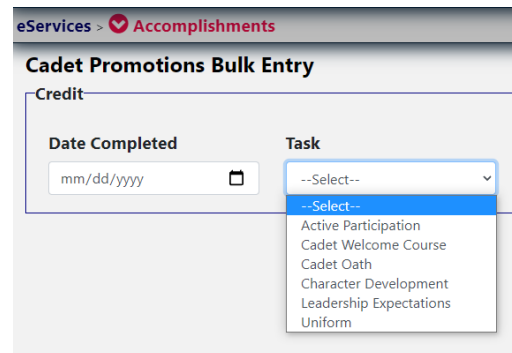
  iii) Search by CAPID or Organization

  iv) Organization will show cadets that need credit for the item for their current achievement.

  v) Select box at left for applicable cadets

  vi) Click "Give Credit"

Select	CAPID	Full Name	Achievement	Prior Approval Date
☐	768488	Jamie Achieveyeleven 768488	Achievement 11	15 Jun 2021
☐	768486	Thomas Achieveyfive 768486	Achievement 6	24 Sep 2021
☐	768485	Timmy Achieveythree 768485	Achievement 3	04 May 2021

Give Credit

6) Honor Credit

Approve Credit

MEMBER: Achieveynine, Mary - 768487
CREDIT: Achievement 9
ORG: MAR-NC-300 - UNION COUNTY COMPOSITE SQUADRON
APPROVAL LEVEL: UNIT

APPROVAL DATE:

10/25/2021

Approve Cancel

Disapprove Credit

MEMBER: Achieveynine, Mary - 768487
CREDIT: Achievement 9
ORG: MAR-NC-300 - UNION COUNTY COMPOSITE SQUADRON
APPROVAL LEVEL: UNIT

Disapproval Notes

Disapprove Cancel

eServices > ♥ Accomplishments

Cadet Promotions Bulk Entry

Credit

Date Completed   Task

mm/dd/yyyy   --Select--

--Select--
Active Participation
Cadet Welcome Course
Cadet Oath
Character Development
Leadership Expectations
Uniform

a) Cadets may earn special recognition by going above and beyond the basic requirement and completing all available options for leadership and aerospace in phases 1, 2 & 3.

b) Cadets may earn honor credit for their current achievement. They may also "go back" and earn honor credit for previously completed achievements. These "back items" are located in the cadet's AXIS under the "Honor Credit" tab.

c) Honor credit is denoted in the Cadet Promotions Track report with a graduation cap next to the achievement, as well as in Member Search.

David Achieveyfour 768490				NONE		Date Joined:20 Oct 2021		Promotion Eligible:20 Dec 2021
Achievement	Phy. Fitness	Leadership	Drill	AE	Character Dev	Other Group	Special Activity	SDA Sections
🎓 Achievement 1 APR: 22 Mar 2021	21 Mar 2021	Test - 19 Mar 2021 (0) Interactive - 22 Oct 2021	21 Mar 2021 - 15	Test - ⊘ Interactive - ⊘	22 Mar 2021	AP: 22 Mar 2021 · Oath: 22 Mar 2021 Uni: ⊘ · LE: 22 Mar 2021	CWC: None	
🎓 Achievement 2 APR: 26 Apr 2021	21 Mar 2021	Test - 25 Apr 2021 (0) Interactive - 22 Oct 2021	20 Apr 2021 - 13	Test - 26 Apr 2021 (88) - 1 Interactive - 25 Oct 2021 - 1	20 Apr 2021	AP: 26 Apr 2021 · Oath: 26 Apr 2021 Uni: 26 Apr 2021 · LE: 26 Apr 2021	⊘	
Achievement 3 APR: 24 May 2021	21 Mar 2021	Test - 15 May 2021 (0) Interactive - 25 Oct 2021	18 May 2021 - 10	Test - 18 May 2021 (100) - 2 Interactive - ✖	18 May 2021	AP: 24 May 2021 · Oath: 24 May 2021 Uni: 24 May 2021 · LE: 24 May 2021	⊘	

d) Honor Credit Awarded by Date report available in Professional Levels, to track cadets earning honor credit.

7) Records & Reports
   a) Cadet Promotions Track in Professional Levels
      i) Filter by CAPID or Unit
      ii) To print, select Export to Excel
      iii) Cadets can view their own individual track to monitor their official record in eServices
   b) Reports (eServices > Cadet Programs > Cadet Promotions > Reports)
      i) Achievements by Date
      ii) Aerospace Mods and Tests
      iii) CLA Requirement Report
      iv) Cadet Phases
      v) Cadet Physical Fitness Training Report
      vi) Cadets Membership Lapse 90 Days
      vii) Curry Blues Voucher Report
      viii) Encampments Report
      ix) Milestone Awards by Date
      x) No Promotions in Past 120 Days
      xi) Promotions in Past 30/60 Days
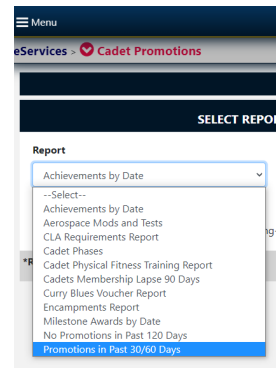
8) Cadets with Special Needs
   a) Printing paper tests
      i) Hard copy achievement tests and milestone exams may be printed from the Learning Management System under Download Quiz.
   b) Administering paper tests
      i) Tests given in hard copy should follow the same testing procedures as the online version, (open-book or closed-book, timed) unless the cadet is using the hard copy to accommodate special educational needs.
   c) Test manual entry- select task to submit. Add date completed & score. You may upload a document or leave a comment. Scroll to bottom of page and click submit. Failing scores will not be saved.

9) Accelerated promotions
   a) Cadets who have earned Service Academy, ROTC or Junior ROTC course credit may advance at twice the normal rate, with just four weeks (28 days) between achievements and awards. See CAPR 30-1, 5.6.2.3 for details.
   b) To apply the accelerated promotion waiver, select it in Data Entry/Accomplishments and submit. System will allow for 28 days between achievements as long as all other requirements are met.

Accelerated Promotion - Requires at least one year JROTC or one semester ROTC or Service Academy. See CAPR60-1, 5.6.2.3 for details				Completed / Required Tasks - [0 / 0]
Task Name	Status	Date Completed	Upload Document	Comments
☐ ❶ Accelerated Promotion Waiver		mm/dd/yyyy 📅	Choose file Browse	max. 0/500 characters

10) Support
   a) www.gocivilairpatrol.com/cadetinteractive will have the most up-to-date information and training on the changes to the Cadet Program. If you have questions or encounter difficulties, please email us at cadets@capnhq.gov for assistance. Thank you for supporting the cadets!