

# Cadet Promotions User Guide

LAST UPDATED 25 MARCH 2026  
CIVIL AIR PATROL – CADET PROGRAMS

# Table of Contents

Introduction .....	3
Getting Started .....	3
Access .....	3
Summary of Changes Since Last Major Release .....	4
Support.....	4
Data Entry .....	5
Submit for Approval.....	8
Promotion Approval.....	9
Bulk Entry.....	10

## Introduction

This user guide documents how to use the Cadet Promotions module within Professional Levels. Unit Commanders, Deputy Commanders for Cadets, and other unit Cadet Programs staff (as designated by the commander through a duty assignment or WSA permissions) have access to enter and approve cadet promotion data.

## Getting Started

The Cadet Promotions module is accessible from two areas:

1. eServices > Menu > Cadet Programs > Cadet Promotions > Data Entry/Accomplishments
2. eServices > Menu > Education and Training > Professional Levels > Cadet Promotions

It can also be saved to your eServices home screen in the Favorite Apps widget by clicking your name > Favorite Applications and then selecting either Cadet Promotions or Professional Levels

## Access

Access to Cadet Promotions within Professional Levels is limited to certain duty positions. Additionally, commanders may grant access through Web Security Admin (WSA) to other individuals on an as-needed basis. If you need the ability to access the Cadet Promotions module, please contact your commander to discuss adding a duty position from the below list or contact your Web Security Administrator and request administrative permissions.

Duty position-based permissions are granted from any of the following duties:

### Cadet Promotions

#### Approvals / Data-Entry / Cadet\_Programs

Chief of Staff, Commander, DCS Cadet Programs, Deputy Commander, Deputy Commander for Cadets, Director of Cadet Programs

#### Data Entry / Data-Entry / Cadet\_Programs

Chaplain, Character Development Instructor, Chief of Staff, Commander, Deputy Commander, Deputy Commander for Cadets, Testing Officer

WSA access can be granted by assigning these permissions:

<input type="checkbox"/>	Professional Levels	Approvals	Cadet_Programs	Data-Entry
<input type="checkbox"/>	Professional Levels	Entry Submitter	Cadet_Programs	Data-Entry
<input type="checkbox"/>	Professional Levels	Entry Validator	Cadet_Programs	Data-Entry
<input type="checkbox"/>	Professional Levels	Reports	Cadet_Programs	Data-Entry

## Summary of Changes Since Last Major Release

*Minor enhancements and bug fixes are not included in this section. Check the eServices News module for release notes for these changes.*

### March 2026: Task Deletions

#### Task Deletions

We are pleased to announce that local leadership may now delete and edit some individual tasks on a cadet's promotion record themselves, without submitting a helpdesk ticket for NHQ/CP and NHQ/IT involvement. Incorrect dates for a drill test or leadership expectations, the wrong SDA writing assignment was selected, or a cadet being given credit for character development who wasn't in attendance are all common promotions record errors that need to be fixed.

Members with data entry access to the Cadet Promotions module will not be able to submit and delete individual tasks **that are not imported from other areas** (Absorb completions, fitness credit, encampment credit, etc). Any task that is deleted will have a note icon with details on who submitted the original task and who deleted it.

#### Support

We will continue to refine the Cadet Promotions module based on member feedback and business needs. For enhancements, suggestions, and existing defects please submit a helpdesk ticket using our CAP eServices Helpdesk by logging into eServices and selecting the Help Desk link or [Click Here](#).

# Data Entry

These steps cover how promotion data is entered & deleted from the Cadet Promotions module.

The screenshot shows the 'Accomplishments' page in the eServices system. The page is divided into three main sections: Leadership - Module 4, Leadership - Drill and Ceremonies, and Aerospace Education. Each section contains a table of tasks with columns for Task Name, Status, Date Completed, Upload Document, and Comments. Red numbers 1 through 12 are overlaid on the image to indicate specific data entry points: 1 points to the search field, 2 to the achievement dropdown, 3 to the promotion eligibility banner, 4 to the section header, 5 to the status field, 6 to the date field, 7 to the task name, 8 to the status, 9 to the date, 10 to the date field, 11 to the upload document button, and 12 to the comments field.

**Accomplishments**

Search for User (CAPID or Name)    Include Seniors?

C/Ssgt Big Goals

Promotion Eligible: 14 Apr 2026

**Leadership - Module 4** Completed / Required Tasks - [ 0 / 1 ]

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Achievement 4 - Cadet Interactive Leadership Module 4	5	<input type="text"/>	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>	<input type="text"/>
<input type="checkbox"/> Achievement 4 - Learn to Lead - Chapter 4	6	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="Calendar"/> <input type="text" value="Score"/>	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>	<input type="text" value="max. 0/500 characters"/> <input type="button" value="12"/>

**Leadership - Drill and Ceremonies** Completed / Required Tasks - [ 0 / 1 ]

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Achievement 4 - Drill and Ceremonies Performance Test	8	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="Calendar"/> <input type="text" value="Score"/>	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>	<input type="text" value="max. 0/500 characters"/>

**Aerospace Education** Completed / Required Tasks - [ 0 / 1 ]

Task Name	Status	Test Info	Interactive Info	Comments
<input type="checkbox"/> Aerospace Dimensions 1	APPROVED	<input type="text" value="2024-11-15"/> <input type="text" value="Score"/>	Completed: 2024-11-15 Score: 100	<input type="text" value="Cadet Interactive Passed: Yes."/>
<input type="checkbox"/> Aerospace Dimensions 2	APPROVED	<input type="text" value="2024-11-15"/> <input type="text" value="Score"/>	Completed: 2024-11-15 Score: 100	<input type="text" value="Cadet Interactive Passed: Yes."/>
<input type="checkbox"/> Aerospace Dimensions 3		<input type="text" value="mm/dd/yyyy"/> <input type="button" value="Calendar"/> <input type="text" value="Score"/>	Completed: N/A Score: N/A	<input type="text" value="max. 0/500 characters"/>
<input type="checkbox"/> Aerospace Dimensions 4		<input type="text" value="mm/dd/yyyy"/> <input type="button" value="Calendar"/> <input type="text" value="Score"/>	Completed: N/A Score: N/A	<input type="text" value="max. 0/500 characters"/>
<input type="checkbox"/> Aerospace Dimensions 5		<input type="text" value="mm/dd/yyyy"/> <input type="button" value="Calendar"/> <input type="text" value="Score"/>	Completed: N/A Score: N/A	<input type="text" value="max. 0/500 characters"/>
<input type="checkbox"/> Aerospace Dimensions 6		<input type="text" value="mm/dd/yyyy"/> <input type="button" value="Calendar"/> <input type="text" value="Score"/>	Completed: N/A Score: N/A	<input type="text" value="max. 0/500 characters"/>
<input type="checkbox"/> Aerospace Dimensions 7		<input type="text" value="mm/dd/yyyy"/> <input type="button" value="Calendar"/> <input type="text" value="Score"/>	Completed: N/A Score: N/A	<input type="text" value="max. 0/500 characters"/>

Character Development				Completed / Required Tasks - [ 1 / 1 ]	
Task Name	Status	Date Completed	Upload Document	Comments	
<input type="checkbox"/> Achievement 4 - Character Forum Participation	APPROVED	09 / 01 / 2025	Choose file <input type="button" value="Browse"/>	Monthly Character Forum <small>max. 23/500 characters</small>	
▼					
Fitness				Completed / Required Tasks - [ 1 / 1 ]	
Task Name	Status	Date Completed	Upload Document	Comments	
<input type="checkbox"/> Achievement 4 - Have Attained HFZ in Previous 180 Days (HFZ date represents earliest eligible PT for this promotion cycle)	APPROVED	2025-11-06	Choose file <input type="button" value="Browse"/>	From Healthy Fitness Zone module. Entered By, Date Entered, Last	
▼					
Accelerated Promotion - Requires at least one year JROTC or one semester ROTC or Service Academy per phase. See CAPR60-1, 5.6.2.3 for details				Completed / Required Tasks - [ 0 / 0 ]	
<input type="checkbox"/> Accelerated Promotion Waiver		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>		
▼					
Other				Completed / Required Tasks - [ 2 / 4 ]	
Task Name	Status	Date Completed	Upload Document	Comments	
<input type="checkbox"/> Achievement 4 - Active Participation	APPROVED	03 / 17 / 2026	Choose file <input type="button" value="Browse"/>		
▼					
<input type="checkbox"/> Achievement 4 - Cadet Oath	APPROVED	03 / 17 / 2026	Choose file <input type="button" value="Browse"/>		
▼					
<input type="checkbox"/> Achievement 4 - Uniform		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>		
▼					
<input type="checkbox"/> Achievement 4 - Leadership Expectations		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>		
▼					
Leadership Feedback				Completed / Required Tasks - [ 0 / 0 ]	
Task Name	Status	Date Completed	Upload Document	Comments	
<input type="checkbox"/> Phase II Leadership Feedback		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>		

1. **Search for User** – search for a cadet’s CAPID.
2. **Select Achievement** – Defaults to the current achievement the cadet is working on. Past achievements are available to view; future ones are not.
3. **Promotion Eligible** – Shows the 8-week (56-day) mark when that cadet will be eligible to promote. This does NOT take into consideration if they have completed all requirements or not.
4. **Promotion Section** – Each blue section contains at least one task that can be completed for a promotion. Not all tasks are required for promotion. See **#12 Completed / Required Tasks** for more information.

5. **Greyed out task** – This means a task was previously approved for a prior achievement, or it is not editable. Task completion from Absorb and HFZ entry cannot be edited without a helpdesk ticket. Blank mean it has not been completed, PENDING means it has been submitted for approval, and APPROVED means the task is approved.
6. **Editable task** – This means a task can be entered or deleted from the Cadet Promotions module.
7. **Task Name & Checkbox** – Shows the task name and a checkbox to submit or delete data in that task.
8. **Status** – Shows that task's status. Blank mean it has not been completed, PENDING means it has been submitted for approval, and APPROVED means the task is approved
9. **Date Completed & Score** – Shows the date a task was completed, and if applicable, the score. Scores are required for hardcopy exams, drill tests, and SDA Oral Presentations.
10. **Upload Document** – Allows for document upload on a task.
11. **Comments** – Allows for comments on a task.
12. **Completed / Required Tasks count** – shows the number of currently completed tasks out of the total number of tasks required for promotion within that Promotion Section.
13. **Accelerated Promotion** – this Promotion Section can be ignored unless a cadet qualifies for an accelerated promotion under CAPD 60-1 5.6.2.3.
14. **Note** – A note icon is displayed if a task was previously entered and deleted. Click the icon to view additional details.
15. **Submit** – Submit all tasks that you have checked a box for.
16. **Delete** – Delete all tasks that you have checked a box for.

## Submit for Approval

These steps cover how a promotion is submitted for approval.

Menu eServices ? Capt Carl Spaatz ⚙️

eServices > ♥ Accomplishments

### Accomplishments ?

Search for User (CAPID or Name) - C/Amn Big Goals Select Achievement

123456 🔍 Achievement 2

Include Seniors?

Current Status: **READY FOR APPROVAL**

Submit Path for Approval 1

Promotion Eligible: 22 Nov 2025

1. **Submit Path for Approval** – Click this button to submit that cadet’s promotion for approval.

### MOVE TO APPROVALS

**Move to Approvals:** Shows cadets that have completed all tasks for the next achievement or milestone and allows bulk submission to the Approvals module. Submission to Approvals may also be completed in the individual cadet’s Data Entry page.

Select an Organization 1

MAR-NC-019 - ASHEVILLE COMPOSITE SQDN

Search Cadets 2

Member	Unit	Achievement	Submit All <span style="color: red; font-weight: bold; font-size: 24px;">3</span>
C/Amn Big Goals	MAR-NC-019 - ASHEVILLE COMPOSITE SQDN	Achievement 2	<input type="checkbox"/>

Move to Approvals 4

To move a group of cadet to approvals, use the Move to Approvals module: Cadet Programs > Cadet Promotions > Move to Approvals

1. **Select an Organization** – Select your unit.
2. **Search Cadets** – Retrieve cadets who are eligible to be submitted for approval.
3. **Check Box** – Check the box for each individual cadet or use the Submit All box to select all displayed cadet.
4. **Move to Approvals** – Submit all selected cadets for approval.

## Promotion Approval

These steps cover how a promotion is approved. The [Cadet Promotion Approvals](#) page can be accessed from a user's Approvals/Validations queue on their eServices home screen.

Approvals <span style="float: right;">i</span>						
CADET_PROGRAMS						
Paths						
Member	Unit	Path Name	Date Completed	Approval Level	Approve?	
Goals, Big - 123456 <b>1</b>	GLR-IN-803 - ANDERSON PREPARATORY ACADEMY CADET SQUADRON	Achievement 3	2/20/2026	UNIT	<b>2</b> ✓ <b>3</b> ✗	
Goals, Lofty - 234567	GLR-IN-803 - ANDERSON PREPARATORY ACADEMY CADET SQUADRON	Achievement 3	2/20/2026	UNIT	✓ ✗	
Goals, Smart - 345678	GLR-IN-803 - ANDERSON PREPARATORY ACADEMY CADET SQUADRON	Achievement 3	2/20/2026	UNIT	<b>4</b> ⓪	

\*\*4/17/2026\*\*

- Cadet Row** – A row will populate for each cadet who is pending promotion approval, and include their name & CAPID, unit, Achievement or Milestone, the date it was completed, and the Approval Level (unit for all promotions except Spatz)
- Green Checkmark** – Click this to approve the promotion and select an effective date.
- Red X** – Click this to disapprove the promotion.
- Red No** – Shows the promotion cannot be approved until the cadet meets time in grade requirements. The time in grade date is displayed below the icon.

### Approve Credit

**MEMBER:** Goals, Big - 123456  
**CREDIT:** Achievement 3  
**ORG:** GLR-IN-803 - ANDERSON PREPARATORY ACADEMY CADET SQUADRON  
**APPROVAL LEVEL:** UNIT

**APPROVAL DATE:** **1**  
03/25/2026

**2**

Approve Cancel

### Disapprove Credit

**MEMBER:** Goals, Big - 123456  
**CREDIT:** Achievement 3  
**ORG:** GLR-IN-803 - ANDERSON PREPARATORY ACADEMY CADET SQUADRON  
**APPROVAL LEVEL:** UNIT

**Disapproval Notes** **1**

**2**

Disapprove Cancel

After clicking the **Green Checkmark** or **Red X**, the appropriate confirmation window will appear.

### Approve Credit

- Approval Date** – Select the date the promotion is approved. The approval date cannot be before the previously earned achievement, before the most recent task for the achievement was completed, or a future date.
- Approve & Cancel** – Approve the promotion with the selected date or cancel



### Disapprove Credit


- Disapproval Notes** – Enter disapproval notes. These are visible in the promotions application.
- Disapprove & Cancel** – Disapprove the promotion or cancel.

## Bulk Entry

Several promotion tasks can be entered in bulk: Active Participation, Cadet Welcome Course, Cadet Oath, Character Development (including Cadet Wingman Course), Leadership Expectations, and Uniform. To enter bulk credit, navigate to Education and Training > Professional Levels > Bulk Entry > Cadet Promotions.

### Cadet Promotions Bulk Entry

**Credit**  
**Date Completed** **1** **Task** **2**  
03 / 25 / 2026  Cadet Oath 

**Select Cadets**  
**3** Search By CAPID **4** Search by Organization  
**Select an Organization**  
**5** MAR-NC-019 - ASHEVILLE COMPOSITE SQDN   
**6** Retrieve Cadets **7** Clear Cadet Filter  

Select	CAPID	Full Name	Achievement	Prior Approval Date
<b>8</b> <input type="checkbox"/>				<b>9</b>
<b>10</b> <input type="checkbox"/>	123456	Big Goals 123456	Wright Brothers	10 Nov 2025
<input type="checkbox"/>	234567	Lofty Goals 234567	Amelia Earhart	22 Dec 2025
<input type="checkbox"/>	345678	Smart Goals 345678	Achievement 2	

**11** Give Credit

- Date Completed** – Select the date that the tasks were completed.
- Task** – Select the task. Character Development will then present options for the Cadet Wingman Course or Monthly Character Forum
- Search by CAPID** – Allows a user to search for multiple CAPIDs, regardless of what unit they are in, provided the user has permission to edit their promotion records (ex., higher headquarters leadership)
- Search by Organization** – Retrieves all cadets who would receive credit from that organization.
- Select an Organization** – Selects the desired unit when the Search by Organization option is selected.
- Retrieve Cadets** – Populates the section below with all applicable cadets.
- Clear Cadet Filter** – Clears the section below.
- Select All** – Selects all retrieved cadets.
- Prior Approval Date** – Shows if a cadet already has that task. Bulk entry will overwrite a prior date. A blank field indicates the cadet does not yet have that task.
- Single Select** – Selects a single cadet.
- Give Credit** – gives credit for the selected task, on the provided date, for all cadets who have been selected.