

# PROMOTION AGREEMENT COMMAND PHASE (PHASE THREE)

**ADMINISTRATIVE OFFICER  
ACHIEVEMENT 10  
CADET FIRST LIEUTENANT (C/1st Lt)**

CADET LAST NAME, FIRST NAME	CAP ID	DATE OF COMPLETION OF ACHIEVEMENT 9
-----------------------------	--------	-------------------------------------

## CADET AGREEMENT TO COMPLETE ACHIEVEMENT

Statement	Expected Date of Next Promotion
The C/2d Lt named herein shall, to the best of their ability, complete all requirements for the Administrative Officer Achievement 10 on or before the date indicated. INDICATE DATE ⇒	
CADET'S SIGNATURE	FLIGHT COMMANDER OR CADET COMMANDER SIGNATURE
DATE	DATE

## ACHIEVEMENT REQUIREMENTS

Item	Result	Date Completed	Staff Signature
Cadet Physical Fitness Test (CPFT) Refer to CAPP 52-18	MUST MEET PRESIDENT'S CHALLENGE FITNESS REQUIREMENTS FOR 60 <sup>TH</sup> PERCENTILE		<b>First Sergeant / CPO</b>
Leadership Test Chapter 10	SCORE: 80 PERCENT MINIMUM OPEN BOOK CORRECTED TO 100%		<b>Testing Officer / CPO</b>
Aerospace Test Take any Journey of Flight 3-chapter block not previously taken	SCORE: 80 PERCENT MINIMUM OPEN BOOK CORRECTED TO 100% 3 CHAPTER BLOCK		<b>Testing Officer / CPO</b>
Staff Duty Analysis Report	MUST MEET REQUIREMENTS OUTLINED IN CAPP 52-14		<b>Leadership Officer / CDC</b>
Mentoring	MUST ACTIVELY MENTOR A STAFF SUBORDINATE AND COMPLETE A CADET STAFF MENTORING REPORT		<b>Leadership Officer</b>
Character Development Forum Participation	CADETS MUST PARTICIPATE IN A DISCUSSION AND TURN IN A SOLO PILOT RESPONSE (INDICATE DATE OF FORUM)		<b>CDI Officer / CPO</b>
Active Participation in CAP Activities	ACTIVITY:		<b>CC / CPO</b>
Safety	CADET HAS MAINTAINED SAFETY CURRENCY – CONFIRMED BY THE SAFETY OFFICER, OR A CADET PROGRAMS OFFICER		<b>Safety Officer / CPO</b>
Attendance- Cadet has attended at least 75% of meetings since last promotion	ATTENDANCE PERCENTAGE:		<b>CC / CPO</b>
Promotion Review Board	CADET MUST RECITE CADET OATH DURING REVIEW BOARD AND BE RECOMMENDED FOR PROMOTION		<b>CC / CPO</b>

## REVIEW – CADET HAS COMPLETED ALL REQUIREMENTS FOR PROMOTION TO C/1st Lt

Item	Date	Personnel Officer Printed Name & Grade	Personnel Officer Signature
Personnel File Updated			