

BELLINGHAM COMPOSITE SQUADRON CADET RECORD REVIEW PETITION

SECTION ONE: TO BE COMPLETED BY THE CADET

Last Name, First Name	CAP ID:	Grade:	Date:
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All requirements listed below must be satisfied as needed before requesting a record review for promotion.

Date Leadership Test passed	Leadership Test Chapter	Date of Last Fitness Test	Date of last promotion or achievement
Date Aerospace Test Passed	Aerospace Test or Module Number	Date of Last Character Development Session	Date Eligible for Promotion or to complete next achievement
Date Drill Test completed	Essay Date (Ach 8/Eaker)	Speech Date (Ach 8/Eaker)	Date Cadet Oath Completed
SDA Written Date (Officers only)	SDA Oral Presentation Date (Officers only)	List all dates as day month year; for example: 1 Jan 2020 If an item is not needed for your next promotion or achievement mark it as N/A or Not Applicable	

SECTION TWO: TO BE COMPLETED BY THE CADETS SUPERVIOR (Flight Sgt or above)

Name of Cadet Supervisor	Duty Position of Supervisor
This cadet is meeting leadership expectations YES NO	This cadet is meeting the attendance requirements YES NO
This cadet meets HFZ standards (yes required for promotion to C/SSgt or above without a waiver) YES NO	This cadet meets military grooming standards YES NO

SECTION THREE: TO BE COMPLETED BY CADET STAFF

The following endorsements from cadet staff are required

First Sergeant Recommendation only required for cadets currently in Phase 1 or 2 of the cadet program
Cadet staff will also attach a completed CAPF 60-9x to this form for review under two circumstances:

1. The cadet requires a review board for promotion (Milestone Awards, Ach 5 or Ach 7)
2. a cadet staff member who recommends disapproval of the promotion request.

Promotion Recommendation Approve Disapprove	Flight Sergeant Grade and Name	Flight Sergeant Signature and date signed
Promotion Recommendation Approve Disapprove	Flight Commander Grade and Name	Flight Commander Signature and date signed
Promotion Recommendation Approve Disapprove	First Sergeant Grade and Name	First Sergeant Signature and date signed
Promotion Recommendation Approve Disapprove	Cadet Commander Grade and Name	Cadet Commander Signature and date signed

Cadet Commander will forward completed form to Deputy Commander for Cadets

Instructions on completing this petition

When you have completed all requirements for promotion, submit this form to your flight sergeant (for in ranks cadets) or your next link in the chain of command/supervisor. You may email or submit in hard copy.

Section One

Last Name, First Name: Self Explanatory

CAPID: The cadets CAPID Number

Grade: The cadets current grade i.e. C/SrA, C/TSgt, C/2d Lt

Date: Date the form is completed and submitted by the cadet

Date Leadership Test Passed: Self explanatory, if no leadership requirement mark as N/A

Leadership Test Chapter Number: Number of the chapters passed, leave blank for milestone awards

Date of Last Fitness Test: Self explanatory, must be within 6 months of date promotion is approved

Date of Last Promotion or Achievement: Self explanatory

Date Aerospace Test Passed: Self explanatory, if no aerospace requirement mark as N/A

Aerospace Test or Module number: Number of the test or module passed, leave blank for milestone awards

Date of Last Character Development Session: Self Explanatory, may leave blank if not required

Date Drill Test Completed: If no drill test required mark as N/A

Essay Date; Date Essay was approved, leave blank except for achievements 8 or the Eaker Award

Speech Date: Date Essay was approved, leave blank except for achievements 8 or the Eaker Award

Date Cadet Oath completed: enter the date you last successfully recited the cadet oath must be after date of last promotion

SDA Written date: enter date written portion of SDA approved, if SDA is not required, leave

blank **SDA Oral Presentation date:** enter date oral presentation completed successfully. If not required leave blank

Section Two

Name of Cadets Supervisor: Name of next cadet in the chain of command starting at Flight Sgt

Duty Position of Supervisor: Duty title of supervisor, i.e. Flight Sergeant, Flight Commander, the remaining Yes or No questions are self explanatory

Section Three

Each link in the chain of command will make a recommendation based on their evaluation of the cadets performance and potential to accept the responsibility of the higher grade.

Promotion Recommendation: Self Explanatory, if a staff member recommends disapproval, or the promotion is a milestone award (Wright Brothers, Mitchell, Earhart or Eaker) they will complete and attach the appropriate CAPR 60-9x to this form when sending forward to the next link in the chain of command.

First Sergeant Recommendation is only required for cadets in the current grade of C/Amn to C/CMSgt including review requests for the Mitchell Award.

Name Block: Printed grade and name of the cadet making the recommendation

Signature Block: written signature and date if using a paper copy or ///SIGNED/// followed by the date if forwarding by email from your official CAP email account. i.e.. ///SIGNED/// 1 Jan 20