COMMAND PHASE
(PHASE THREE)
PROMOTION AGREEMENT

Download Promotion Agreements from the
Squadron Web Page: www.nvwg.cap.gov/ncs

ADMINISTRATIVE OFFICER
ACHIEVEMENT

10

FIRST LIEUTENANT

1. MEMBER'S LAST NAME, FIRST NAME, MIDDLE NAME	2. CAP IDENTIFICATION NUMBER

3. MEMBER'S ADDRESS (STREET NUMBER/PO BOX, CITY, STATE AND ZIP CODE)	4. UNIT NAME AND CHARTER NUMBER
	Nellis Composite Squadron NV-069
5. MEMBER'S E-MAIL ADDRESS	6. MEMBER'S TELEPHONE NUMBER

MEMBER AGREEMENT TO COMPLETE ACHIEVEMENT

Statement	Proposed Date	Member Initials
The C/2d Lt named herein shall, to the best of ability, complete all requirements for the Administrative Officer achievement on or before the date indicated. INDICATE DATE ⇒		

7. MEMBER'S SIGNATURE AND GRADE DATE	8. REPORTING OFFICIAL'S SIGNATURE AND GRADE DATE

ACHIEVEMENT REQUIREMENTS

Item	Result	Date Completed	Print Last Name
Cadet Physical Fitness Test (CPFT) Refer to CAPP 52-18	MUST MEET PRESIDENT'S CHALLENGE FITNESS REQUIREMENTS FOR 60TH PERCENTILE		CADET PROGRAM OFFICER
Leadership Chapter 9	INITIAL SCORE: 70 PERCENT MINIMUM CORRECTED TO 100%		CADET PROGRAM OFFICER
Leadership Staff Duty Analysis (Administrative Officer)	STAFF DUTY ANALYSIS (SDA) MUST ACCOMPANY THIS FORM		CADET PROGRAM OFFICER
Aerospace Education Aerospace: The Journey of Flight	PASSING SCORE: 80 PERCENT MINIMUM Chapters: ___, ___, & ___		CADET PROGRAM OFFICER
Service As Mentor (See CAPP 52-6)	MENTORING BENEFACTOR(S):		CADET PROGRAM OFFICER
Character Development Forum Participation	FORUM LEADER: FORUM SUBJECT:		CADET PROGRAM OFFICER
Active Participation in Squadron Activities	ACTIVITY:		CADET PROGRAM OFFICER
SDA Staff Service As Apprentice Under Senior Command, Administration or Public Affairs Officer (See CAPP 52-14)	THIS IS REQUIRED FOR THE AMELIA EARHART AWARD ONLY. SEE CAPP 52-14 IN ORDER TO DETERMINE A TIMELY COURSE OF ACTION FOR THE EARHART AWARD.	NOT REQUIRED	NOT REQUIRED
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		Cadet Cmdr:

REVIEW

Item	Date	Staff Printed Name and Grade	Staff Signature
eServices Updated			

MEMBER IS ELIGIBLE FOR PROMOTION TO CADET FIRST LIEUTENANT

SIGNATURE AND GRADE OF CADET COMMANDER DATE	SIGNATURE AND GRADE OF DEPUTY COMMANDER FOR CADETS DATE