



CIVIL AIR PATROL NATIONAL HEADQUARTERS United States Air Force Auxiliary

CURT LAFOND

Chief, Cadet Programs

105 South Hansell Street
Maxwell AFB, Alabama 36112-6332
cap.gov/cadets 877.227.9142 x401

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MEMORANDUM FOR ALL SQUADRONS

SUBJECT: Cadet Promotions Application

1. CAP is giving squadrons the opportunity to bring their cadets' records into the 21st century. The "Cadet Promotions Application" is an online system that helps local leaders manage cadet progression, via E-Services (www.capnhq.gov).

2. **FEATURES.** Some of the features of this program include:

- Makes the CAPF 66 *Cadet Master Record* and the CAPF 52 *Phase Certification* obsolete for participating units.
- Allows local leaders to track cadets' test scores, character forums, CPFT completion, promotion dates, and more electronically.
- If a cadet transfers squadrons, their records go with them automatically - no more coordination issues for the two commanders.
- Automatic error trapping ensures cadets meet all requirements before being promoted.
- Milestone awards are validated instantly, allowing commanders to pin-on cadets' new grade insignia without waiting for NHQ action.
- Tracks leadership counseling (CAPF 50's) when a cadet is denied promotion.
- Cadets are automatically alerted via email when their promotion is approved or denied.
- Gives cadets visibility into their own record at any time, thereby helping ensure the record is accurate.
- Helps local leaders stay on top of cadet progression by generating reports listing who is promoting quickly and who is lagging behind.
- Gives high-level leaders (wing, national) visibility into how cadets are progressing in their echelon or in a particular squadron.

3. **OFFICIAL LAUNCH.** The program will be available by **March 15th**. Access it via E-Services. Online tutorials will show you how to use the system.

4. FREQUENTLY ASKED QUESTIONS.

Must my squadron use the Cadet Promotions Application? No. Units may choose to stay in the paper-based system if they prefer.

Is there a way to enter into the system the promotions cadets earned previously? Yes. This is accomplished through the Administration Module. Please see the online tutorial for details.

Are certain people in my squadron already authorized to use the new system? Yes. Commanders and deputy commanders for cadets will find they already have permission to input cadets' data and approve promotions. Commanders grant or remove permissions as they see fit, in coordination with the Web Security Administrator.

Does this mean the commander is no longer the final authority in cadet promotion matters? Not at all. But a commander may allow any senior member in their unit to electronically approve promotions on their behalf.

Our squadron completes a CAPF 50 or holds a board before promoting cadets. Can we still do that? Yes. The commander (or designee) approves the cadet's promotion once they have determined the cadet is deserving. If the cadet is to be retained in grade, the system will help local leaders track the CAPF 50 and re-evaluation process required by CAPR 52-16.

Are any regulations affected by the new system? No. The cadet regulation already allows units to use an electronic system to manage cadets' records.

If the software processes milestone awards automatically, does NHQ still mail us an award certificate? Yes. (Except the Wright Brothers remains a locally-printed certificate.)

5. **FOR ADDITIONAL HELP.** We'll be glad to assist if you need more help. Please direct your questions to the appropriate person below:

Technical Questions	Tim Cooper	tcooper@cap.gov	877.227.9142 x283
Award Certificate Questions	Sharon Jackson	sjackson@cap.gov	877.227.9142 x203
Cadet Policy Questions	Curt LaFond	clafond@cap.gov	877.227.9142 x401

The Cadet Promotions Application can become a great tool for managing cadet records in your unit. Thank you for continuing to support the cadets.



CURT LAFOND
Chief, Cadet Programs

P.S.: Our thanks to the small army of field testers who helped with this project.