

**COMMAND PHASE
(PHASE THREE)
PROMOTION AGREEMENT**

**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 Jack Schweiker Composite Squadron NJ 059	
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	Staff Initials
Cadet Physical Fitness Test (CPFT) Refer to CAPP 52-18	MUST MEET PRESIDENT'S CHALLENGE FITNESS REQUIREMENTS FOR 60 TH PERCENTILE		
Leadership Chapter 9	INITIAL SCORE: 70 PERCENT MINIMUM		
Leadership Staff Duty Analysis (See CAPP 52-14)	ADMINISTRATIVE OFFICER (SDA) MUST ACCOMPANY THIS FORM		
Aerospace Education <i>Aerospace: The Journey of Flight</i>	TEST: OPEN BOOK INITIAL SCORE: 70 PERCENT MINIMUM CORRECTED TO 100%		
Service As Mentor (See CAPP 52-6)	MENTORING BENEFACTOR(S):		
Moral Leadership Forum Participation	FORUM LEADER: FORUM SUBJECT:		
Active Participation in CAP Activities	ACTIVITY:		
SDA Staff Service As Apprentice Under Senior Command, Administration or Public Affairs Officer (See CAPP 52-14)	THIS IS REQUIRED FOR ONLY ONE ACHIEVEMENT IN PHASE III (9, 10, OR 11). IF NONE, WRITE N/A. ACHIEVEMENT COMPLETED:		
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		

REVIEW

Item	Result	Date Promoted	Staff Signature
Date of Last Promotion	MUST BE AN INTERVAL OF TWO MONTHS BETWEEN PROMTIONS		

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
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