

**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

TELEPHONE NUMBER:

**MEMBER AGREEMENT TO COMPLETE ACHIEVEMENT**

Statement	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. <span style="float: right;">INDICATE DATE ⇒</span>		
5. MEMBER'S SIGNATURE AND GRADE <span style="float: right;">DATE</span>	6. REPORTING OFFICIAL'S SIGNATURE AND GRADE <span style="float: right;">DATE</span>	

**ACHIEVEMENT REQUIREMENTS**

Item	Result	Date Completed	Staff Initials
Cadet Physical Fitness Test (CPFT)	MUST MEET PRESIDENT'S CHALLENGE FITNESS REQUIREMENTS FOR 60 <sup>TH</sup> PERCENTILE		
<u>Leadership Laboratory Chapter 9 Leadership: 2000 and Beyond Vol. II</u>	STAFF DUTY ANALYSIS (MUST ACCOMPANY THIS FORM)		
Aerospace Education <u>Aerospace: The Journey of Flight</u>	INITIAL SCORE: <span style="float: right;">OPEN BOOK</span> CHAPTER: <span style="float: right;">70 PERCENT MINIMUM</span> <span style="float: right;">CORRECTED TO 100%</span>		
Aerospace Education <u>Aerospace: The Journey of Flight</u>	INITIAL SCORE: <span style="float: right;">OPEN BOOK</span> CHAPTER: <span style="float: right;">70 PERCENT MINIMUM</span> <span style="float: right;">CORRECTED TO 100%</span>		
Aerospace Education <u>Aerospace: The Journey of Flight</u>	INITIAL SCORE: <span style="float: right;">OPEN BOOK</span> CHAPTER: <span style="float: right;">70 PERCENT MINIMUM</span> <span style="float: right;">CORRECTED TO 100%</span>		
Aerospace Education Service As Mentor	MENTORING RECIPIENT: MODULE: <span style="float: right;">RECIPIENT'S INITIALS:</span>		
Moral Leadership Participation	LEADER: SUBJECT:		
Cadet Oath	RECITE FROM MEMORY—MAY RETEST AS MANY TIMES AS NECESSARY TO ATTAIN 100 PERCENT ACCURACY		

**REVIEW**

Item	Date	Staff Printed Name and Grade	Staff Signature
Personnel File Updated			

**MEMBER IS ELIGIBLE FOR PROMOTION TO CADET FIRST LIEUTENANT**

SIGNATURE AND GRADE OF CADET COMMANDER <span style="float: right;">DATE</span>	SIGNATURE AND GRADE OF DEPUTY COMMANDER FOR CADETS <span style="float: right;">DATE</span>
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