

## CADET PROGRESSION EVALUATION

LAST NAME, FIRST NAME, MIDDLE INITIAL	CAP GRADE	CURRENT LEADERSHIP POSITION HELD
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REASON FOR EVALUATION	EVALUATION INCLUSIVE DATES
<input type="checkbox"/> PROMOTION REVIEW ACHIEVEMENT #	<input type="checkbox"/> PERIODIC REVIEW SEE INCLUSIVE DATES
<input type="checkbox"/> ACTIVITY GENERATED ACTIVITY NAME:	FROM _____ TO _____

**INSTRUCTIONS:** Completion of a Cadet Progress Evaluation (CPE) is MANDATORY for each cadet before the completion of each Phase (more often if the squadron commander desires). Evaluators will be senior members or cadet of a higher grade than the cadet being evaluated. The evaluators will be designated by the squadron commander in advance. CPE is OPTIONAL at the completion of National/Region/Wing/local activities (forward a copy to cadet's squadron commander within 45 days of activity end). Place an "X" to indicate evaluation of performance in each category using the key below. Base evaluations on the requirements of the cadet's current Phase or activity. Rate cadets against other cadets of the same Phase, age or position. Make remarks as appropriate. It is MANDATORY to review this evaluation with the cadet. An unsatisfactory in any category requires a reevaluation within 30 days and correction to at least SATISFACTORY. Disagreements with ratings may be appealed to the squadron (or activity) commander whose decision is final. After the squadron (or activity) commander signs the form, the form is placed in the cadet's personnel file. The deputy commander for cadets may sign for the squadron commander.

- O = OUTSTANDING:** Performance is carried out in a far superior manner; the cadet is of exceptional merit.
- E = EXCELLENT:** Exceeds standards; performance carried out in a superior manner.
- S = SATISFACTORY:** Meets the training standards, satisfactory performance relatively free of deficiencies.
- M = MARGINAL:** Performance does not meet some standards; deficiencies exist that need improvement.
- U = UNSATISFACTORY:** Definitely has failed to meet the requirements; needs immediate improvement.

### MILITARY CHARACTERISTICS

<b>APPEARANCE</b> ( <i>Uniform neat, clean, and properly worn; clean shaven; hair IAW CAPM 39-1; shoes shined</i> )	O   E   S   M   U
Remarks:	
<b>MILITARY BEARING</b> ( <i>Respects CAP customs and traditions; uses good manners; participates properly in drill and ceremonies</i> )	O   E   S   M   U
Remarks:	

### LEADERSHIP

<b>ATTITUDE TOWARD TRAINING</b> ( <i>Understands his/her leadership role; takes duties seriously; attentive; does his/her best to improve; respects authority; follows leadership of others</i> )	O   E   S   M   U
Remarks:	
<b>INTERPERSONAL SKILLS</b> ( <i>Has respect and support of peers, subordinates &amp; supervisors; leads instead of drives; cooperates; makes his/her ideas clear to others; works well with others</i> )	O   E   S   M   U
Remarks:	
<b>SENSE OF RESPONSIBILITY</b> ( <i>Dependable, prompt, accurate, and thorough; uses good judgment and common sense; accepts personal responsibility</i> )	O   E   S   M   U
Remarks:	

### PERSONAL TRAITS

<b>INTEGRITY</b> ( <i>Adheres to high moral standards; is reliable, honest, trustworthy, loyal, courageous</i> )	O   E   S   M   U
Remarks:	
<b>ENTHUSIASM</b> ( <i>Has intense interest in task at hand; is cheerful &amp; optimistic; is willing to perform a job</i> )	O   E   S   M   U
Remarks:	
<b>SELF-CONFIDENCE</b> ( <i>Has self-assurance based on genuine knowledge and ability; makes sound decisions; decisive</i> )	O   E   S   M   U
Remarks:	
<b>INITIATIVE</b> ( <i>Performs duties with a minimum of instruction; thinks independently; is resourceful; possesses drive</i> )	O   E   S   M   U
Remarks:	

**OVERALL EVALUATION** *(Be factual and specific. Prepare comments below which will increase the objectivity of the rating)* **O** **E** **S** **M** **U**

**ADDITIONAL POSITIVE FEEDBACK**

**AREAS THAT MAY REQUIRE IMPROVEMENT**

List the positions the cadet has held during this period:

List the CAP activities in which the cadet has participated during this rating period:

This evaluation will be used as part of a promotion review for the achievement number: \_\_\_\_\_  
**PROMOTION RECOMMENDATION:**     **PROMOTE**                       **NOT READY AT THIS TIME**

This evaluation will be used as part of a Civil Air Patrol activity: \_\_\_\_\_  
**ACTIVITY COMPLETION:**         **PASSED**                       **DID NOT PASS**

SIGNATURES		
NAME & GRADE OF EVALUATOR (PRINTED)	SIGNATURE	DATE
NAME & GRADE OF EVALUATED CADET (PRINTED)	SIGNATURE	DATE
NAME & GRADE OF APPROVING COMMANDER (PRINTED)	SIGNATURE	DATE