

ANNEX G
1085-10 (CO)
PROMOTIONS



Promotion in the Air Cadet Program is based on merit. In order to be considered for promotion, a cadet must first meet specific national standards (attendance, time in current rank, training levels completed, and summer courses attended). These establish the minimum standards for promotion. Each squadron usually sets additional standards for promotion. These can include participation in fundraising activities, weekend training, competing on squadron teams, dress, drill and deportment.

The decision to promote a cadet is made by the Commanding Officer in consultation with the other members of the squadron staff, and when the rank of Warrant Officer is considered, in consultation with the Squadron Sponsoring Committee and Regional Cadet Detachment. A Merit Review Board is conducted where the cadet's training file is reviewed and scored, and the cadet must sit an interview.

All information taken from CATO 13-02 CADET RANK PROMOTIONS

APPOINTMENT: a position of responsibility for a cadet within their corps/sqn. This may include, but is not limited to, parade positions, administrative/supply/training duties, cadet instructor roles and/or senior cadet designations.

BASELINE PROFICIENCY: a cadet achieves baseline proficiency by demonstrating the performance standard outlined in each Enabling Objective (EO) and/or Performance Objective (PO).

ENHANCED PROFICIENCY: a cadet achieves enhanced proficiency by exceeding the performance standard outlined in specific Enabling Objectives (EOs) and/or Performance Objectives (POs).

FLIGHT COMMANDER: (Flt Comd) (Corps/Squadron) any corps/sqn officer involved with leading and supervising cadets and delivering the cadet training program (note: this does not include the corps/sqn CO).

PROMOTION: the progression of a cadet from their current rank to one rank immediately higher.

SELECTION PROCESS

With the exception of promotions to the rank of Leading Air Cadet, the selection process for rank promotions should normally take place toward the end of a training year or early in the fall to establish structure for the training year. However, if a cadet has met the prescribed criteria, and a need exists, the corps/sqn CO may award a rank promotion to a cadet at any time during the training year. Prior to a CO granting a rank promotion, several considerations and conditions must be met. At the beginning of each training year the corps/sqn CO shall ensure cadets are made aware of the policy set out in this CATO. The designated corps/sqn staff will establish a list of all potential candidate(s) meeting rank promotion criteria.

The criteria for cadet rank promotions are outlined in the following table.

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PROMOTION TO:	CRITERIA:
Leading Air Cadet (LAC)	participate in the first year of the proficiency level training program for a minimum period of five months, and be recommended by the appropriate flight commander (corps/sqn)
Corporal (Cpl)	hold the rank of LAC, successfully complete year one of proficiency level training program, and be recommended by the appropriate flight commander (corps/sqn)
Flight Corporal (FCpl)	completed at least six months of service at the rank of Cpl, have successfully completed the second year of the proficiency level training program, and be recommended by the appropriate flight commander (corps/sqn)
Sergeant (Sgt)	completed at least six months service at the rank of FCpl, have successfully completed the third year of the proficiency level training program, and be recommended by the appropriate flight commander (corps/sqn)
Flight Sergeant (FSgt)	completed at least six months service at the rank of Sgt, have successfully completed the fourth year of the applicable proficiency level training program, have achieved <u>enhanced proficiency</u> in most subject areas including leadership and instructional techniques, and be recommended by the appropriate flight commander (corps/sqn)
Warrant Officer Second Class (WO2)	completed at least six months service at the <u>substantive</u> rank of FSgt, and be identified as a successful candidate through the <u>merit review board</u> process
Warrant Officer First Class (WO1)	completed at least six months service at the <u>substantive</u> rank of WO2, and be identified as a successful candidate through the <u>merit review board</u> process

MERIT REVIEW BOARDS

Prior to promoting a cadet to the rank of WO2 or higher the corps/sqn CO shall conduct a merit review board. A detailed example of how to conduct a merit review board is provided at CATO 13-02 Annex B. It is the mandate of a merit review board to make recommendations for review by the CO regarding the cadets most deserving of senior rank promotions and to prioritize potential candidates if required. The final decision for any cadet rank promotion rests with the corps/sqn CO.

The composition of the merit review board shall include a minimum of three to a maximum of five members. As appointed by the corps/sqn CO, members shall include:

Commanding Officer (or delegate) acting as Board Chairperson	
League or local sponsor representative	
a minimum of one and maximum of three additional members from the following:	Representative(s) of the RCSU CO (Area Cadet Instructor Cadre Officer, Regional Cadet Advisor, Area Cadet Officer, etc.)
	Corps/sqn CIC Officer(s) (from within own or members of neighbouring corps/sqns),
	member(s) of the community (to include: school principal, Legion member, etc.)

Note: For candidates being considered for promotion to the rank of WO1, the applicable RCSU/cadet detachment shall establish their preferred participation/notification requirements for their corps/sqns.

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Each cadet has access to various resources outlining promotion requirements. Each year they will receive a checklist for promotion which they can use to gauge their progress toward the next rank as the year progresses. At any time, they are welcome to request an interview with the training officer to have any questions answered or identify any areas they wish to improve, have more time to prepare etc.

Cadets are encouraged to SELF-ADVOCATE. Do not wait until the end of a training year to have your questions or concerns in any area, not just promotion, addressed. Not all cadets will receive a promotion each year. This program is highly competitive and regular attendance, coupled with enthusiasm and a positive attitude are required in order to succeed in critical performance objectives such as Leadership taskings, the outcome of which determine eligibility for promotion.

All questions regarding promotions are to be directed to the Commanding Officer.