



AIR ACADEMY CADET SQUADRON CIVIL AIR PATROL

United States Air Force Auxiliary
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22 April 2013

MEMORANDUM FOR AACS MEMBERS

FROM: AACS/CC

SUBJECT: AACS Policy Letter 13-03, promotion Requirements & Deadlines

1. PAPER TESTS, PT, & DRILL DEADLINE

- A. Testing, both paper-copy and drill will only be accomplished on the 2nd and 4th meeting nights (Leadership and Aerospace). PT testing will be accomplished on the 3rd meeting night. These are the only times provided. Should one of these nights be cancelled (Winter weather, Holidays, etc.) there will be no make-up days offered. Exceptions must be approved by the Deputy Commander and will only be granted in extreme circumstances (failing a test, sick for a meeting, flat tire, vacation, waiting until the last two weeks prior to promotions to begin preparing, etc. are not extreme circumstances).
- B. Paper tests and drill test must be performed by authorized AACS testing officer. Drill testing is to demonstrate mastery; drill maneuvers must be practiced prior to testing and are in accordance with the Drill and Ceremonies Manual, ARMAN 36-2203.

2. ONLINE TESTING DEADLINE

- A. Online tests must be completed no later than midnight of the Wednesday prior to promotions, the 1st meeting night of the month.
- B. Achievements completed after the deadline will be recognized the following month. Your promotion date will be the date you completed the last requirement for your promotion, not the date of the promotions ceremony. You are authorized to wear your rank as soon as you receive the e-mail form National Headquarters stating you have been promoted.
- C. To promote, cadets must participate actively and promote regularly as well as hold a leadership position appropriate to their rank and phase in the program. Promoting regularly means a cadet must promote at least twice per year but preferably once every 120 days.

3. ESSAY, SPEECH & SDA

- A. These items must be turned into the SM leadership Officer for the phase the requirement is in. The SM Leadership Officer will grade the essay and return it with comments and/or a request for re-write. Once the essay is accepted, the speech will be presented to the SM Leadership officer in the phase for approval. Once approved the cadet will schedule time to deliver the speech with their chain of command. Armstrong speeches will be given to members of the cadet's flight, the Eaker speech must be delivered to the entire squadron. The speech must be graded by the SM leadership Officer for the phase the requirement is in.

- B. SDAs will be turned into the SM Leadership Officer for review and comment. Re-writes may be necessary.

A handwritten signature in cursive script that reads "Michael A. Fay".

Michael Fay, Maj, CAP
Commander