



**AIR ACADEMY
CADET SQUADRON
CIVIL AIR PATROL**

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December 10, 2013

MEMORANDUM FOR AACS MEMBERS

FROM: AACS/CC

SUBJECT: AACS Policy Letter, Verification of test scores

With over 100 cadets, data entry mistakes happen. Cadets should learn to take responsibility for their own advancement and check their "Cadet Tracking Report" in eServices to verify proper credit for passed tests, Character Development credit, and Safety Credit.

1. Cadets will have until the Monday following the tests to verify proper credit has been given.
2. The Cadet Tracking Report in eServices will be the official record.
3. If test scores or credit for a class is determined to be missing or incorrect, Cadets will report the inaccurate data through the chain of command and request a review of the data.
4. Cadets shall report the inaccurate data in a timely manner so a proper investigation can be completed while the information is still fresh.

A handwritten signature in black ink, appearing to read "Michael A. Fay".

Michael Fay, Maj, CAP
Commander