

1 JANUARY 2012

Cadet Programs

PROMOTION REVIEW BOARDS



1. As authorized in CAPR 52-16, Chapter 5, paragraph 5-2d., the Evergreen Composite Squadron will use Promotion Review Boards (PRBs) for each cadet promotion. PRBs will not be required for those achievements that do not have an associated promotion.

2. The PRB process begins with the cadet seeking promotion completing the testing and participation requirements, including attendance requirements listed in ECS OI 12-01, *Cadet Attendance*. Once these have been completed, the process is as follows:
 - a. Cadet submits a request in writing, email is acceptable, for a PRB through their chain of command to the Cadet Commander no later than 96 hours (four days) before the meeting the PRB is requested for. Prior to the PRB, the cadet completes a self assessment using the appropriate CAPF 50 and brings it to the board when the cadet reports. The CAPF 50 is available online at http://www.capmembers.com/forms_publications_regulations/forms.cfm. Instructions on how to complete the CAPF 50 are on the back of the form. Cadets will be responsible for having the appropriate CAPF 50.
 - b. The Cadet Commander selects the appropriate cadets for the cadet members of the board. The Cadet Commander will submit the list of cadets seeking a PRB along with the cadets assigned to the board for each cadet no later than 72 hours prior to the meeting to the Deputy Commander for Cadets.
 - c. The Deputy Commander for Cadets will determine which senior member will chair the board and notifies both the senior member and cadets on the board of their selection and which cadets they will be reviewing no later than 48 hours prior to the meeting. This provides time for the board members to determine appropriate questions for the cadet.
 - d. The PRB is conducted at the requested meeting during cadet time or during a special PRB activity if there is a large number of cadets requesting PRBs. The PRB may be held before the meeting, between 1800 and 1830, if the cadet and board members can make it.
 - i. The cadet will report to the board as directed and will hand the CAPF 50 the cadet filled in to the chairperson of the board before being seated.
 - ii. The board will interview the cadet, asking one question each in turn, until all questions have been answered.

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- iii. After the interview, the cadet will be dismissed and will leave the room.
 - iv. PRB members discuss the cadet's performance after the interview and make a recommendation to the squadron commander. The board will compare how the cadet scored themselves against how the board feels they performed since the cadet's last promotion and annotate the cadet's CAPF 50.
 - v. The chairperson of the board will sign the annotated CAPF 50 and hand to the commander.
 - e. The commander will accept or refuse the board's recommendation.
 - f. The CAPF 50s from the PRB will be given to the Personnel Officer to be included in the cadets' files.
 - g. Cadets passing the PRB will be promoted at the start of the next meeting. The chairperson of the board or the senior cadet on the board will review the CAPF 50 with the cadet and have the cadet sign the form.
 - h. Cadets being held in grade will be briefed by the board. The cadet will receive a list of areas for improvement and a review schedule. The cadet will sign the CAPF 50 at this time. A copy of this list will be emailed to the cadet's email as listed in Eservices within 48 hours after the meeting by the chairperson of the board.
3. Each PRB will be composed of the following members:
 - a. Deputy Commander for Cadets or designee will serve as chairperson
 - b. Cadet Commander, Deputy Cadet Commander, or Cadet Executive Officer
 - c. Cadet's immediate supervisor OR cadet of equal or higher grade than the cadet being boarded is attempting, if the cadet's immediate supervisor is not at that level or available
 - d. If the appropriate cadets are not available, the Deputy Commander for Cadets may appoint other senior members to fill the board.
 - e. Other senior members may observe the board, however, they will not be permitted to ask questions or interact with the cadet being boarded.
 4. The board will operate under the following rules and procedures:
 - a. Each board member may ask up to three questions.
 - b. Questions will not cover what the cadet has been tested on.

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- c. Questions may cover general leadership, interests, activities, etc.
- d. The CAPF 50 will serve as the basis for the PRB questions, per CAPR 52-16.
- e. Questions will require more than a yes or no answer.
- f. The following maximum time limits will be followed:
 - i. Phase 1 and Phase 2 cadets below SMSgt – 20 minutes
 - ii. SMSgt and Phase 3 cadets – 30 minutes
 - iii. Phase 4 cadets – 45 minutes
 - iv. Time limits include discussion time among the board members
- g. Cadets will not sit on a board for their immediate supervisor.
- h. PRBs will be held during cadet time at regular meetings or special PRB activities if there are a large number of cadets requesting PRBs.
- i. PRBs will be completed by 2050. This includes the reviews.