

Please do this when you are ready to work on an achievement.

Check ranks and awards at <https://www.gocivilairpatrol.com/programs/cadets/stripes-to-diamonds>

Select the icon for your achievement

Carefully read the requirements. Follow each link

Do not wait until the last week to take leadership, ae or drill tests.

Milestone tests must be proctored by the testing officer. Please contact Maj Knox to schedule an appointment.

Insure that you know the memory work through the achievement you are currently attempting to pass. Items will be requested during the promotion review.

Do this when you believe you have completed the requirements. Go to ranks and awards at <https://www.gocivilairpatrol.com/programs/cadets/stripes-to-diamonds>. Check your achievement. Check the tracker in e-services. When you are certain you have completed the requirements, request a promotion board.

The final day to request a promotion board is the last Tuesday of the month. Promotion boards take place the first week of the month.

Three documents must be submitted when requesting a promotion review.

000000Request for Promotion Board 1-2020.pdf – This does not have to be signed.

000000PRB Statements Revised-08 2022.docx – This is the document you submit (note the revised name). Complete the top section as requested. Answer the section(s) that pertain(s) to your achievement.

000000Personal\_Tracker\_Aurora\_frm.pdf – Fill in the information in the upper right corner. Use e-services cadet tracker, to complete the current achievement information.

Remember to replace the 000000 in the titles with your CAPID. Send the documents to [carl.knox@orwgcap.org](mailto:carl.knox@orwgcap.org) as attachments, not shared documents, in one email with subject “firstname lastname 000000 PRB Request”, substituting your first name, last name and CAPID for firstname lastname 000000.

Documents not submitted as requested, above, will not be accepted. If resubmitted after the deadline, you will wait one month for the next promotion board.

Questions should be addressed to [carl.knox@orwgcap.org](mailto:carl.knox@orwgcap.org).