



## **135 Bell-Irving S Q U A D R O N**

**Ranks and Appointments for Cadets:** Ranks are earned based on qualification and merit when a vacancy exists. Cadets who repeatedly display negative attitude and behaviour may not be promoted. Cadets who join the cadet program past their 13th birthday may enter the same proficiency level as cadets of similar age and development stage; however, cadets are expected to pass the required assessments for the previous Year(s) in order to be placed. These cadets must complete one year of training prior to being eligible for promotion. **Some ranks (marked with an “\*”) may be subjected to additional evaluations/ requirements and is outlined in the supplemental details.**

**The final decision for any cadet rank promotion rests with the Commanding Officer (CO) of 135 Bell-Irving RCACS.**

**LEADING AIR CADET (LAC):** National Standard: Cadets must have actively participated in the Squadron mandatory training program. Local Standards: Minimum attendance of 60% or better, Attitude, Behaviour and Participation.

**CORPORAL (CPL):** National Standard: Cadets must have successfully completed Proficiency Level 1 of the LHQ mandatory training program - including associated level assessments. Local Standards: Minimum attendance of 60% or better, Preferably have attended a summer training course, Dress and Department, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

**FLIGHT CORPORAL (F/CPL):** National Standard: Cadets must have completed at least six months satisfactory service at the substantive rank of Corporal. Cadets must have successfully completed Proficiency Level 2 of the LHQ mandatory training program - including associated level assessments. Local Standards: Minimum attendance of 60% or better, Preferably have attended a summer training course, Dress and Department, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

**\*SERGEANT (SGT):** National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of Flight Corporal. Cadets must have successfully completed Proficiency Level 3 of the LHQ mandatory training program - including associated level assessments. Cadet must have achieved a minimum of “completed without difficulty” in PO 303 (Leadership). Local Standards: Minimum attendance of 60% or better, Cadets should be a minimum of 14 years of age, preferably have completed a “Specialist” Summer Training Course or equivalent (e.g. DCI, FSI, SI, etc.), Dress and Department, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

**\*FLIGHT SERGEANT (F/SGT):** National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of Sergeant; successfully completed Proficiency Level 4 of the LHQ mandatory training program - including associated level assessments. Cadet must have achieved a minimum of “completed without difficulty” in PO 303 (Leadership). Local Standards: Minimum attendance of 60% or better, Cadets should be a minimum of 15 years of age, preferably have completed a “Specialist” Summer Training Course or equivalent (e.g. DCI, FSI, SI, etc.), Attendance, Dress and Department, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

**\*WARRANT OFFICER 2nd CLASS (WO2):** National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of Flight Sergeant. Cadets must have achieved a minimum of “completed without difficulty” in PO 503 (Leadership). Cadets must be identified as a successful candidate through the merit review board process. Local Standards: Cadets must be recommended by Squadron CO of 135 Bell-Irving RCACS, in consultation with Sponsoring Committee Chairperson or representative. Must successfully complete WO2 evaluation and be found promotable. Minimum attendance of 60% or better, Cadets should be a minimum of 16 years of age, preferably have completed a “Specialist” Summer Training Course or equivalent (e.g. DCI, FSI, SI, etc.), Attendance, Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability - on parade square and in classroom, Leadership Ability, Organizational Ability, Supervisory Skills, mature sense of judgement, Initiative and reliability, Attitude, Behaviour.

**\*WARRANT OFFICER 1st CLASS (WO1):** National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of WO2. Cadets must be identified as a successful candidate through the merit review board process. Local Standards: Cadets must be recommended by Squadron CO of 135 Bell-Irving RCACS, in consultation with Sponsoring Committee Chairperson or representative. Must successfully complete WO2 evaluation and be found promotable. Minimum attendance of 60% or better, Cadets should be a minimum of 17 years of age, preferably have completed a “Specialist” Summer Training Course or equivalent (e.g. DCI, FSI, SI, etc.), Attendance, Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability - on parade square and in classroom, Leadership Ability, Organizational Ability, Supervisory Skills, mature sense of judgement, Initiative and reliability, Attitude, Behaviour. Achieving the above criteria does not automatically constitute to promotion, the final decision lies with the CO of 135 Bell-Irving RCACS, in consultation with the training staff and Sponsoring Committee Chair or representative.

Refer to the following CJCR group order as reference:

<https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/catos/volume1/13-series/13-02.html>

## SUPPLEMENTAL DETAILS TO 135 BELL-IRVING RCACS PROMOTION POLICY

The following provides details for promotion to senior ranks and the evaluation activities; all questions in regards to the details should be asked by the cadet candidate to the officer in charge of promotion evaluations. All questions asked by parents (regardless of whether they are directed to an Officer or to the SSC) will be directed back to the cadet to ask to the officer in charge (OIC). **All of these are subject to change without notice, and the final say for all promotions will be by the Commanding Officer.**

Any candidate who does not get promoted during the round of promotions is encouraged to discuss with the OIC areas of improvement to ensure success. All parental inquires (again whether directed to the OIC or the SSC) will be redirected to the cadet to ask the OIC for information. We encourage all cadets to take initiative in their own promotions. Treat this as a job interview.

All cadets going for Warrant Officer must complete the RCSU Level 5 Workshop to be eligible for promotion.

Kit List for Promotion Evaluation:

- FTU Uniform
- Lunch and snacks for the both days
- Any supplies or visual aids for classes
- Notebook/Clipboard/Paper and Writing Utensils

135 Promotion Evaluation Activities	FCpl to Sgt	Sgt to FSgt	FSgt to WO2	WO2 to WO1
Attendance from previous year	✓	✓	✓	✓
Narrative (Due before Eval Weekend)	✓	✓	✓	✓
Uniform Evaluation (Day 1 - 60% pass)	✓	✓	✓	✓
Uniform Evaluation (Day 2 - 70% pass)	✗	✓	✓	✓
Instructional Technique	✗	✓ 15min	✓ 30min	✗
Drill Instructional Technique	✗	✓ 15min	✓ 30min	✗
Drill Movement Evaluation	✓	✓	✓	✗
Leadership Tasking	✓	✗	✗	✗
Marking and Debriefing a Class	✗	✗	✓	✓
Threshold Knowledge Test (60% pass)	✓	✓	✓	✓
Merit Review Board	✗	✓	✓	✓



**Attendance from the Previous Year:** Every cadet's attendance will be pulled from FORTRESS to help the OIC evaluate the cadet's commitment. The attendance from every cadet will be compared to all other candidates and used to help decide if the cadet will get promoted.

**Narratives:** Cadets wishing to be promoted will be asked to write a narrative and submit it before the deadline. The narratives are to include:

- Name and rank applying for.
- Accomplishments and accolades achieved by the candidate from the last year.
- Explain what you want to do as the rank you are applying for.
- Explain why you want to be promoted.

If you are applying for Warrant Officer Second Class or First Class:

- Explain which NCO position you want and why/what you want to do in that position.

Narratives are to be formatted as followed:

- One page maximum.
- 10-12 point font.
- Times New Roman or Arial font.
- 2.5cm borders.
- Double Spaced.

**\*\*Note: The narrative requirement may be substituted with an alternative submission; details and instructions will be provided accordingly\*\***

**Uniform Evaluations:** Candidates will be marked on their uniforms at the beginning of both days. First day of evaluations, uniform will be held at a minimum standard of 60%. Second day of evaluations, uniform will be held at a minimum standard of 70%.

**Instructional Technique:** FSgt candidates are to teach a 15-minute class that will be assigned to the cadet after narratives are handed in. WO2 candidates are to teach a 30-minute class that will be assigned to the cadet after narratives are handed in. These classes will most likely be out of the candidate's comfort zone and all candidates will receive their class assignments no more than one week in advance.

**Drill Instructional Technique:** FSgt candidates are to teach a 15-minute drill lesson that will be assigned to the cadet after narratives are handed in. WO2 candidates are to teach a 30-minute drill lesson that will be assigned to the cadet after narratives are handed in. These classes will most likely be out of the candidate's comfort zone and all candidates will receive their class assignments no more than one week in advance.

**Drill Movements Evaluation:** Candidate's will be evaluated on their individual drill. For example, moving from attention to stand-at-ease.

**Leadership Tasking:** Candidate's will be evaluated on 15-minute leadership taskings where the candidate will have a small task to complete with the help of a small team. Candidates will have to delegate to complete the task given and will find out their task 5 minutes before they are to start.

**Marking and Debriefing a Class:** Candidate #1 will mark candidate #2 Instructional Technique class or Drill Instruction Lesson. An officer will also be marking the same class so a comparison can be made of the level of marking from candidate #1. After the evaluation is completed, candidate #1 will be evaluated on debriefing candidate #2. Candidate #1 will then be debriefed by the officer on all of the above.

**Threshold Knowledge Test (TKT):** The TKT will be distributed and all candidates will have one hour to complete this test. All questions on the test will be based off of information the cadet learned from Level 1-3 (Sgt/FSgt Candidate's) and Level 1-4 (WO2 and WO1 Candidate's).

**Merit Review Board:** All Flight Sergeant and Warrant Officer Candidates (Second Class and First Class) will be required to sit in a scheduled interview after the promotion evaluation session. This interview will be scheduled on either a Mandatory Training Night or Compemetary Training Night and any schedule conflicts should be reported to the OIC as soon as possible. Flight Sergeant and Warrant Officer Second Class candidates will sit a board with either three officers, or two officers and one SSC member. Warrant Officer First Class candidates will sit a board with the Commanding Officer, Deputy Commanding Officer and Chair of the Sponsoring Committee. If for some reason there is a conflict for one of the interviewers, the person in question will not sit on the board and another person will be assigned for the review board.