

CATO 13-02 - Merit-Based Cadet Rank Promotions – Corps/Squadron

PURPOSE

1. This Cadet Administrative and Training Order (CATO) establishes the policy for rank promotions of cadets at the corps / squadron (corps/sqn).

RELATED CATOS

2. For direction on the promotion of those new cadets that have been registered directly into Phase Two / Red Star / Proficiency Level Two or above, refer to the Late Joiner Policy at CATO 31-03, Annex A, Appendix 1; CATO 40-01, Annex F; or CATO 51-01, Annex A, Appendix 1.

3. Policy for rank promotions of cadets at Cadet Summer Training Centres (CSTC) is located in CATO 13-28, Advanced Training – Staff Cadets.

4. Guidance on suspension / reduction in rank is provided in CATO 15-22, Conduct and Discipline – Cadets, paragraphs 51 to 57.

DEFINITIONS

5. For the purposes of this order, the following definitions will apply:

“Divisional Officer (Div O) / Platoon Commander (Pl Comd) / Flight Commander (Flt Comd) (Corps/Sqn)”

any corps/sqn officer involved with leading and supervising cadets and delivering the cadet training program (note: this does not include the corps/sqn CO).

(officier divisionnaire (O Div))

“Leadership Appointments”

specific long-term practical leadership opportunities in which cadets are responsible for leading and mentoring an established team of cadets, outside their peer group, to accomplish a major duty / task. Examples include Divisional Petty Officer / Platoon Warrant Officer / Flight Sergeant, Supply NCO, Administration NCO, Training NCO, Canteen Steward, Drill Team Commander, Marksmanship Team Captain, etc.

(postes de leadership)

“Leadership Assignments”

specific short- and long-term practical leadership opportunities in which cadets are responsible for leading an assigned transient team of cadets, within or outside their peer group, to accomplish a minor or major duty / task. These Leadership Assignments are intended to be authentic and therefore are programmed to coincide with the naturally occurring leadership opportunities that exist during the conduct of most cadet activities.

(tâches en leadership)

“Promotion”

the progression of a cadet from their current rank to one rank immediately higher.

(promotion)

Retrieved from: http://collaboration.cco.nat/sites/NAT/CATO_OAIC/En-13-02.aspx

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“Transactional Leadership”

focused on the knowledge and skills associated with “doing” leadership. Emphasis is placed on how to employ people and resources to get results. It is about accomplishing a specific duty / task (i.e. Leadership Assignments, conducting meetings, solving problems, etc)

(leadership transactionnel)

“Transformational Leadership”

focused on the knowledge and skills associated with “being” a leader. Emphasis is placed on how to bring about significant change in others by encouraging followers by acting as a role model, motivating through inspiration, stimulating intellectually, and giving individualized consideration for needs and goals. It is about helping others develop their leadership skills and realizing their leadership potential.

(leadership transformationnel)

AUTHORITY

6. Corps/sqn Commanding Officers (COs) are the authority to promote cadets in their units unless the promotion requires an exception to policy. RCSU COs will be the authority when there is an exception to policy.

CORPS / SQUADRON RANK VACANCIES

7. The maximum number of vacancies for the rank of Chief Petty Officer First Class (CPO1) / Chief Warrant Officer (CWO) / Warrant Officer First Class (WO1) is one per corps/sqn. There is no limit to the number of cadets that can be promoted to the ranks of Able Seaman (AB) / Lance Corporal (LCpl) / Leading Air Cadet (LAC) to Chief Petty Officer Second Class (CPO2) / Master Warrant Officer (MWO) / Warrant Officer Second Class (WO2).

RANK PROMOTION CRITERIA

8. As illustrated at Annex A, rank promotion is a progression model directly linked to the Leadership Team Model wherein cadets may be recognized for proficiency in the training program and awarded suitable advancement opportunities. Promotion is not automatic and a cadet may only be awarded one rank at a time. The specific criteria for all ranks is established to:

- a. ensure that all cadets who receive a rank promotion possess the same basic qualifications / similar experience;
- b. ensure that merit and the successful completion of corps/sqn training serve as the common standard on which all cadets are evaluated; and
- c. ensure that every cadet is given the same opportunity to advance.

9. The criteria for cadet rank promotions are as follows:

- a. promotion to the rank of Able Seaman (AB) / Lance Corporal (LCpl) / Leading Air Cadet (LAC):
 - (1) Enrolled in the cadet program for a minimum period of five month, and

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- (2) recommended by the appropriate Div O / Pl Comd / Flt Comd (corps/sqn);
- b. promotion to the rank of Leading Seaman (LS) / Corporal (Cpl) / Corporal (Cpl):
 - (1) hold the rank of AB / LCpl / LAC,
 - (2) successfully completed year one of the phase / star / proficiency level training program,
 - (3) participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living), and
 - (4) recommended by the appropriate Div O / Pl Comd / Flt Comd (corps/sqn);
- c. promotion to the rank of Master Seaman (MS) / Master Corporal (MCpl) / Flight Corporal (FCpl):
 - (1) completed at least six months of service at the rank of LS / Cpl / Cpl,
 - (2) successfully completed the second year of the phase / star / proficiency level training program,
 - (3) participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living), and
 - (4) recommended by the appropriate Div O / Pl Comd / Flt Comd (corps/sqn);
- d. promotion to the rank of Petty Officer Second Class (PO2) / Sergeant (Sgt) / Sergeant (Sgt):
 - (1) completed at least six months service at the rank of MS / MCpl / FCpl,
 - (2) successfully completed the third year of the phase / star / proficiency level training program,
 - (3) achieved a minimum of “completed without difficulty” in PO 303 (Leadership),
 - (4) participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living), and
 - (5) recommended by the appropriate DivO / Pl Comd / Flt Comd (corps/sqn);
- e. promotion to the rank of Petty Officer First Class (PO1) / Warrant Officer (WO) / Flight Sergeant (FSgt):
 - (1) completed at least six months service at the rank of PO2 / Sgt / Sgt,
 - (2) successfully completed the fourth year of the phase / star / proficiency level training program,
 - (3) achieved a minimum of “completed without difficulty” in PO 403 (Leadership),
 - (4) participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living), and

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(5) recommended by the appropriate Div O / Pl Comd / Flt Comd (corps/sqn);

f. promotion to the rank of CPO2 / MWO / WO2:

(1) completed at least six months service at the rank of PO1 / WO / FSgt,

(2) achieved a minimum of “completed without difficulty” in PO 503 (Leadership),

(3) participated in the Cadet Fitness Assessment as part of PO 504 (Personal Fitness & Healthy Living),

(4) recommended by the appropriate Div O / Pl Comd / Flt Comd (corps/sqn), and

(5) identified as a successful candidate through the merit review board process described below; and

g. promotion to the rank of CPO1 / CWO / WO1:

(1) completed at least six months service at the rank of CPO2 / MWO / WO2,

(2) recommended by the appropriate Div O / Pl Comd / Flt Comd (corps/sqn), and

(3) identified as a successful candidate through the merit review board process described below.

10. Additional leadership attributes that the Div O / Pl Comd / Flt Comd (corps/sqn) needs to consider when recommending whether or not a cadet should be promoted include:

a. dress and deportment;

b. conduct, discipline, and attitude;

c. participation;

d. response to direction;

e. ability to interact positively and comfortably with others;

f. ability to make sound judgements regarding their own actions;

g. willingness to accept responsibility;

h. ability to solve problems effectively;

i. ability to communicate effectively;

j. ability to set a positive example for others; and

k. initiative.

CADETS NOT YET MERITING RANK PROMOTION

11. When it is decided a cadet does not yet merit rank promotion:

a. a Training Counselling Session (TCS) shall be completed as per Chapter 3 of the applicable phase / star level / proficiency level qualification standard and plan (QSP). The TCS Form shall clearly indicate which areas the cadet needs to improve to be promoted

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in the future;

- b. prior to the promotion of the cadet's peers, at the earliest opportunity, the CO and/or Div O / PI Comd / Flt Comd (corps/sqn) shall meet with the cadet to provide specific feedback and guidance on how they must improve in order to be promoted in the future;
- c. the CO and/or Div O / PI Comd / Flt Comd (corps/sqn) will work with the cadet to develop an action plan detailing the steps the cadet will take and the support the staff will provide to help the cadet improve; and
- d. a copy of the TCS Form shall be placed in the cadet's file.

LOCALLY DEVELOPED TRAINING PROGRAM (LDTP)

12. A cadet who chooses to complete a LDTP is eligible for a promotion to the rank of Leading Seaman/Corporal five months after the enrolment date. The cadet is eligible for a promotion to the rank of Master Seaman/Master Corporal/Flight Corporal after completing six months as Leading Seaman/Corporal. The cadet is eligible for promotion to the rank of Petty Officer Second Class/Sergeant after completing six months as Master Seaman/Master Corporal/Flight Corporal. Prior to receiving a promotion, the cadet must also have participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living). The cadet is not be eligible for promotions above the rank of Petty Officer Second Class/Sergeant.

MERIT REVIEW BOARDS

13. Prior to promoting a cadet to the rank of CPO2 / MWO / WO2 or higher the corps / sqn CO shall conduct a merit review board. Direction on Merit Review Boards is attached at Annex B.

DOCUMENTATION

14. Rank promotions shall be recorded in Fortress.

OPI: D Cdts & JCR 4

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Amendment: Ch 8/13