



MARCH FIELD COMPOSITE SQUADRON  
**CIVIL AIR PATROL**  
UNITED STATES AIR FORCE AUXILIARY  
PO Box 6351, MARCH AIR RESERVE BASE, CA 92518-6351



28 July 2014

MEMORANDUM FOR CADETS & CP STAFF

FROM: CDC

SUBJECT: Cadet Testing & Promotion Review Boards Requests

1. Cadets request examinations by email (testing@sq45.org) NLT (No Later Than) 1900 Sunday nights or by signing up on the "Testing Requests" sign-up sheet located in the hallway, NLT 2000 hours Monday nights for testing the following week.
2. Cadets request Promotion Review Boards by email (promotion@sq45.org) with cadet's name & grade or by signing up on the "Promotion Review Boards Request" sign-up sheet located in the hallway, NLT 2000 hours Monday nights.
3. Requesting cadet's flight staff will forward an assessment of the cadet's performance through the cadet chain of command. The Cadet Commander, or their designee, will review and forward the assessments and their recommendations to the Deputy Commander for Cadets to convene a Promotion Review Board.

A handwritten signature in blue ink, appearing to read "Paul J. Saba".

PAUL J. SABA, Captain, CAP  
Deputy Commander for Cadets

cc:  
CD  
C/CC

1st Endorsement

TO: CC

Concur.

A handwritten signature in blue ink, appearing to read "Chris Garbutt".

CHRISTOPHER E. GARBUTT, 1st Lt, CAP  
Commander