

PETTY OFFICER SECOND CLASS (PO2) / SERGEANT (SGT) / SERGEANT (SGT)

MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST

Cadet's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Section 1: Prerequisites for Promotion		
	Achieved	Not Achieved
• Completed at least six months of service at the rank of MS / MCpl / FCpl.	<input type="checkbox"/>	<input type="checkbox"/>
• Successfully completed Phase Three / Silver Star / Proficiency Level Three.	<input type="checkbox"/>	<input type="checkbox"/>
• Achieved a minimum of "completed without difficulty" in PO 303 (Leadership).	<input type="checkbox"/>	<input type="checkbox"/>
• Participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living).	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Div O / PI Comd / Flt Comd Recommendation			
Recommendation is based on the following criteria, on a review of cadet training results and a file review:			
	Needs Developing	Acceptable	Outstanding
• dress and deportment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• conduct, discipline and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• response to direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to interact positively and comfortably with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to make sound judgements regarding their own actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• willingness to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to solve problems effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to communicate effectively with subordinates, peers and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to set a positive example for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to supervise effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to lead small teams to complete leadership assignments effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to mentor junior cadets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Based on the criteria above, I recommend the cadet:

• not be promoted at this time but reconsidered in \_\_\_\_ months.

• be promoted as soon as possible.

Div O / PI Comd / Flt Comd Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Section 3: CO's Approval

The Div O / PI Comd / Flt Comd recommendation for promotion is:

- not approved
- approved

CO's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: