

**CHIEF PETTY OFFICER SECOND CLASS (CPO2) / MASTER WARRANT OFFICER (MWO) /  
WARRANT OFFICER SECOND CLASS (WO2)**

**MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST**

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

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

| <b>Section 1: Prerequisites for Promotion</b>   |                          |                          |
|---|--------------------------|--------------------------|
|   | <b>Achieved</b>          | <b>Not Achieved</b>      |
| <ul style="list-style-type: none"> <li>Completed at least six months of service at the rank of PO1 / WO / FSgt.</li> </ul>                                | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Achieved a minimum of "completed without difficulty" in PO 503 (Leadership).</li> </ul>                            | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Participated in the Cadet Fitness Assessment as part of PO 504 (Personal Fitness &amp; Healthy Living).</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Section 2: Div O / PI Comd / Flt Comd Recommendation</b>   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| <p>Recommendation is based on the following criteria, on a review of cadet training results and a file review:</p>  |                          |                          |                          |
|   | <b>Needs Developing</b>  | <b>Acceptable</b>        | <b>Outstanding</b>       |
| <ul style="list-style-type: none"> <li>dress and deportment</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>conduct, discipline and attitude</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>attendance</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>participation</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>response to direction</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to interact positively and comfortably with others</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to make sound judgements regarding their own actions</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>willingness to accept responsibility</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to solve problems effectively</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to communicate effectively with subordinates, peers and supervisors</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to set a positive example for others</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>initiative</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to supervise effectively</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to lead small teams to complete leadership assignments effectively</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to motivate team members</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to provide effective feedback to team members</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to plan, coordinate and conduct larger cadet activities</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>ability to execute leadership appointments in which they will manage and mentor a team over a longer period of time</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Based on the criteria above, I recommend the cadet:

- not be promoted at this time.
- be promoted.

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

### Section 3: Merit Review Board's Recommendation

Based on the results of the merit review board (attached), I recommend the cadet:

- not be promoted at this time.
- be promoted as soon as possible.

Merit Review Board Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 4: CO's Approval

The Merit Review Board's recommendation for promotion is:

- not approved
- approved

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

Notes: