

SEAMAN APPRENTICE Promotion Worksheet

(All parts must be completed in pen)

Name _____ Platoon _____
(Last, First)

Platoon Commander Section

- Hold the rank of Cadet Seaman Recruit for nine weeks (exceptional performance may warrant a waiver)
- Recite and explain the Core Values of the Coast Guard _____
- Recite the Position of Attention _____
- Demonstrate ability to perform all facing movements and basic military drill movements _____
- Recite Patriot Company Chain of Command _____
- Have no disciplinary actions/unexcused tardies within one month _____
- Have weekly Physical Fitness scores of 80% or above _____
- Demonstrate proficiency in Cadet Field Manual chapter 4 Vocabulary _____
- Have a weekly uniform inspection score of 80% or above _____
- Have a GPA of 2.50 or higher _____

Overall Appearance: Go/No Go

Overall Behavior: Go/No Go

Platoon Commander Signature: _____

Platoon Staff Section

RECOMMEND PROMOTION

RATING

Platoon XO YES / NO _____ 1—2—3—4—5—6—7—8—9—10

Platoon Commander YES / NO _____ 1—2—3—4—5—6—7—8—9—10

Platoon Chief YES / NO _____ 1—2—3—4—5—6—7—8—9—10

Squad Leader YES / NO _____ 1—2—3—4—5—6—7—8—9—10

COAST GUARD INSTRUCTOR'S NAME: _____

COAST GUARD INSTRUCTOR'S SIGNATURE: _____

Company Commander Section

Date Received: _____

- Cadet has demonstrated moral behavior and ethical conduct within the Company _____

Company Commander Signature: _____

SEAMAN Promotion Worksheet

(All parts must be completed in pen)

Name _____ Platoon _____
(Last, First)

Platoon Commander Section

- Hold the rank of Cadet Seaman Apprentice for nine weeks (exceptional performance may warrant a waiver) _____
- Recite the C.O.A.S.T. acronym correctly _____
- Recite the Coast Guard JROTC Cadet Creed _____
- Obtain 100% on the Military Time Exam _____
- Recite the Phonetic Alphabet correctly _____
- Recite Military Chain of Command correctly _____
- Recite the Cadet Enlisted rates & Cadet Officer ranks correctly in order _____
- Have five hours of community service on your Cadet Record _____
- Have no disciplinary actions/unexcused tardies within one month _____
- Demonstrate proficiency in Cadet Field Manual chapter 2 Vocabulary _____
- Have a weekly uniform inspection score of 80% or above _____
- Have a GPA of 2.75 or higher _____

Overall Appearance: Go/No Go

Overall Behavior: Go/No Go

Platoon Commander Signature: _____

Platoon Staff Section

Platoon XO YES / NO _____ 1—2—3—4—5—6—7—8—9—10

Platoon Commander YES / NO _____ 1—2—3—4—5—6—7—8—9—10

Platoon Chief YES / NO _____ 1—2—3—4—5—6—7—8—9—10

Squad Leader YES / NO _____ 1—2—3—4—5—6—7—8—9—10

COAST GUARD INSTRUCTOR'S NAME: _____

COAST GUARD INSTRUCTOR'S SIGNATURE: _____

Company Commander Section

Date Received: _____

- Cadet has demonstrated moral behavior and ethical conduct within the Company _____

Company Commander Signature: _____

PETTY OFFICER THIRD CLASS Promotion Worksheet

(All parts must be completed in pen)

Name _____ Platoon _____
(Last, First)

Platoon Commander Section

- Hold the rank of Cadet Seaman for nine weeks (exceptional performance may warrant a waiver) _____
- Demonstrate proficiency in leading a three person squad in basic drill movements _____
- Have Earned at least 4 ribbons _____
- Participate in an extracurricular activity (approved by SMSI) _____
- Attach a typed, one-page essay about the correlation between rank and responsibility _____
- Have no disciplinary actions/unexcused tardies within one month _____
- Have weekly inspection scores of 90% or above _____
- Recite Coast Guard and Navy Ranks in order correctly (Officer and Enlisted) _____
- Demonstrate memorization of Semper Paratus _____
- Demonstrate proficiency in Cadet Field Manual chapter 3 Vocabulary _____
- Have ten (10) hours of community service on your Cadet Record _____
- Have a GPA of 2.75 or higher _____

Overall Appearance: Go/No Go

Overall Behavior: Go/No Go

Platoon Commander Signature: _____

Platoon Staff Section

Platoon XO YES / NO _____ 1—2—3—4—5—6—7—8—9—10

Platoon Commander YES/NO _____ 1—2—3—4—5—6—7—8—9—10

Platoon Chief YES / NO _____ 1—2—3—4—5—6—7—8—9—10

Squad Leader YES / NO _____ 1—2—3—4—5—6—7—8—9—10

COAST GUARD INSTRUCTOR'S NAME: _____

COAST GUARD INSTRUCTOR'S SIGNATURE: _____

Company Commander Section

Date Received: _____

- Cadet has demonstrated moral behavior and ethical conduct within the Company _____
- Attached essay about the correlation between rank and responsibility has been approved for quality and punctual writing _____

Company Commander Signature: _____

PETTY OFFICER SECOND CLASS Promotion Worksheet

(All parts must be completed in pen)

Name _____ Platoon _____
(Last, First)

Platoon Commander Section

- Hold the rank of Cadet Petty Officer Third Class for nine weeks (exceptional performance may warrant a waiver) _____
- Demonstrate proficiency in leading a P.T. Session _____
- Recite the Appendix of the Orders of the Senturies _____
- Participate in an extracurricular activity (approved by MSI) _____
- Recite Marine Corps, Air Force, and Army Ranks in order (Officer and Enlisted) _____
- Attach a typed one-page essay explaining what leadership experiences you have had as a PO3 _____
- Assist a minimum of three cadets in promotion to the next rank (verified by MSI) _____
- Have twenty hours of community service on your Cadet Record _____
- Demonstrate the 28 Count Drill correctly and proficiently _____
- Have no disciplinary actions/unexcused tardies within one month _____
- Have a weekly uniform inspection score of 90% or above _____
- Have a GPA of 3.00 or higher _____

Overall Appearance: Go/No Go

Overall Behavior: Go/No Go

Platoon Commander Signature: _____

Faculty Section

RECOMMEND PROMOTION	TEACHER SIGNATURES	RATING
PD 1 YES / NO	_____	1—2—3—4—5—6—7—8—9—10
PD 2 YES / NO	_____	1—2—3—4—5—6—7—8—9—10
PD 3 YES / NO	_____	1—2—3—4—5—6—7—8—9—10
PD 4 YES / NO	_____	1—2—3—4—5—6—7—8—9—10

COAST GUARD INSTRUCTOR'S NAME: _____

COAST GUARD INSTRUCTOR'S SIGNATURE: _____

Company Commander Section

Date Received: _____

- Cadet has demonstrated moral behavior and ethical conduct within the Company _____
- Attached essay about the cadets leadership experiences as a PO3 has been approved for quality and punctual writing _____
- Successfully appear before a Promotion Board _____

Company Commander Signature: _____

PETTY OFFICER FIRST CLASS Promotion Worksheet

(All parts must be completed in pen)

Name _____ Platoon _____
(Last, First)

Platoon Commander Section

- Hold the rank of Cadet Petty Officer Second Class for nine weeks (exceptional performance may warrant a waiver) _____
- Design and successfully present a block of instruction during Coast Guard J.R.O.T.C. _____
- Ensure a minimum of six cadets are proficient in knowledge to obtain a promotion sign off to next rank (verified by MSI) _____
- Demonstrate the ability to supervise, make corrections, train others, and work independently (approved by MSI) _____
- Attach a typed one-page essay explaining how to apply leadership in the company _____
- Have thirty hours of community service on your Cadet Record _____
- Have no disciplinary actions/unexcused tardies within three month _____
- Have a weekly uniform inspection score of 90% or above _____
- Have a GPA of 2.75 or higher _____

Overall Appearance: Go/No Go

Overall Behavior: Go/No Go

Platoon Commander Signature: _____

Faculty Section

RECOMMEND PROMOTION

PD 1 YES / NO _____
PD 2 YES / NO _____
PD 3 YES / NO _____
PD 4 YES / NO _____

TEACHER SIGNATURES

RATING

1—2—3—4—5—6—7—8—9—10
1—2—3—4—5—6—7—8—9—10
1—2—3—4—5—6—7—8—9—10
1—2—3—4—5—6—7—8—9—10

COAST GUARD INSTRUCTOR'S NAME: _____

COAST GUARD INSTRUCTOR'S SIGNATURE: _____

Company Commander Section

Date Received: _____

- Cadet has demonstrated moral behavior and ethical conduct within the Company _____
- Attached essay about the cadet can apply leadership within the company _____
- Successfully appear before a Promotion Board _____

Company Commander Signature: _____

CHIEF PETTY OFFICER Promotion Worksheet

(All parts must be completed in pen)

Name _____ Platoon _____
(Last, First)

Platoon Commander Section

- Hold the rank of Cadet PO1 for nine weeks _____
- Demonstrate thorough knowledge of all chapters of the Cadet Field Manual _____
- Demonstrate knowledge of all vocabulary in the Cadet Field Manual _____
- Recite officer and enlisted ranks of the Army, Coast Guard, Navy, Marine Corps and Air Force _____
- Recite the Phonetic Alphabet, Military Chain of Command, Patriot Company Chain of Command, Cadet Creed, Pledge of Allegiance, Semper Paratus, Position of attention and National Anthem **together** _____
- Have no disciplinary actions/unexcused tardies within one quarter _____
- Have weekly Physical Fitness scores of 90% or above _____
- Have a weekly uniform inspection score of 95% or above _____
- Have a GPA of 2.75 or higher _____

Overall Appearance: Go/No Go

Overall Behavior: Go/No Go

Platoon Commander Signature: _____

Faculty Section

RECOMMEND PROMOTION

TEACHER SIGNATURES

RATING

PD 1 YES / NO	_____	1—2—3—4—5—6—7—8—9—10
PD 2 YES / NO	_____	1—2—3—4—5—6—7—8—9—10
PD 3 YES / NO	_____	1—2—3—4—5—6—7—8—9—10
PD 4 YES / NO	_____	1—2—3—4—5—6—7—8—9—10

COAST GUARD INSTRUCTOR'S NAME: _____

COAST GUARD INSTRUCTOR'S SIGNATURE: _____

Company Commander Section

Date Received: _____

- Cadet has demonstrated moral behavior and ethical conduct within the Company _____

Company Commander Signature: _____