

# 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 Sentinies \_\_\_\_\_
- 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	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 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: \_\_\_\_\_