

Notre Dame NJROTC Cadet Promotion Card

Name _____

Requirements for promotion to:

Sources

Completed/Signature

Date

Cadet/Seaman Apprentice

Explain Navy Core Values	NS1 Book Ch 1 + CFM pg vi	**	
<u>Perform</u> Basic Stationary Drill:	CFM/DM Ch 2 & 7 Drill Card 1	***	
Passing "Uniform Inspection" grade	CFM Ch 1	Admin	
Unit Participation - 1 NJROTC event		OPS	
Conduct a minimum of 10 hours of community service		OPS	
Passing NS grade and S/NSI Approval		*	

Cadet/Seaman

Recite NJROTC Cadet Oath and Explain	Handout	CMC	
<u>Perform</u> Basic Marching Drill:	CFM 4; CFM/DM Ch 2 & 7: Drill card 2	***	
Passing "Uniform Inspection" grade	CFM Ch 1	Admin	
Unit Participation - total of 2 NJROTC events		OPS	
Demonstrate the proper way to fold the flag		*	
Conduct a minimum of 20 hours of community service		OPS	
Passing NS grade and S/NSI Approval		*	

Cadet/Petty Officer Third Class

Recite NJROTC Cadet Code of Conduct and explain	Handout	CMC	
<u>Command</u> Basic Squad Stationary Drill:	CFM/DM Ch 2 & 7; Drill card 1	***	
Perform Manual of Arms	CFM/DM Ch 3	**	
Perform Color Guard(all stations)	CFM DM Ch 6	*	
Receive a outstanding "Uniform Inspection" grade since last promotion	CFM Ch 1	ADMIN	
Unit Participation - total of 3 NJROTC events		OPS	
Conduct a minimum of 40 hours of community service		OPS	
Letter of Recommendation from Division Officer/Dept Head	Put in S/NSI box	*	
Pass Promotion Exam for C/PO3		TRAINING	
Passing NS grade and S/NSI Approval		*	

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Cadet/Petty Officer Second Class			
NS1 Graduate (Waiverable by SNSI)		*	
<u>Command</u> Squad Marching Drill:	CFM/DM Ch 2 & 7; Drill card 2	***	
Perform Guidon Manual	CFM/DM Ch 5	***	
Outstanding "Uniform Inspection" grade, since last promotion	CFM Ch 1	ADMIN	
Unit Participation - total of 5 NJROTC events		OPS	
Conduct a minimum of 60 hours of community service		OPS	
Physical Fitness Average (> 80%)		*	
Letter of Recommendation from Staff Officer	Put in S/NSI box	*	
1 month time in rank (date made C/PO3 _____)		ADMIN	
Pass Promotion Exam for C/PO2		TRAINING	
Passing NS grade and S/NSI Approval		*	

Cadet/Petty Officer First Class			
<u>Command</u> Platoon Marching Drill: (3 squads, 12 cadets)	CFM/DM Ch 8; Drill Card 3	***	
Outstanding "Uniform Inspection" grade, since last promotion	CFM Ch 1	ADMIN	
Unit Participation - total of 7 NJROTC events		OPS	
Conduct a minimum of 80 hours of community service		OPS	
Physical Fitness Average (> 80%)		*	
Letter of Recommendation from a XO/CMC	Put in S/NSI box	*	
2 months time in rank (date made C/PO2 _____)		ADMIN	
Medal of Honor recipient Essay	See S/NSI for details.	*	
Pass Promotion Exam for C/PO1		TRAINING	
Passing NS grade and S/NSI Approval		*	

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Cadet/Chief Petty Officer

Perform Manual of the Sword	CFM/DM Ch 4	***	
Command Column of Files (as Plt CDR)	CFM/DM Ch 8; Drill card 4	***	
Perform Column of Files (as Squad LDR)	CFM/DM Ch 8; Drill card 4	***	
OIC a unit event from start to finish		OPS	
Unit Participation - total of 10 NJROTC events		OPS	
Conduct a Uniform Inspection		*	
Conduct a minimum of 100 hours of community service		OPS	
2 months time in Rank (date made E-6 _____)		ADMIN	
Teach a successful NS1 class		*	
Physical Fitness Average (> 80%)		*	
Passing NS grade/NSI Recommendation		*	
Pass Promotion Exam for C/CPO		*	
Submit Senior Enlisted/Officer Packet	Handout	*	
Passing NS grade and S/NSI Approval			

Cadet/Senior Chief Petty Officer

Successfully Develop a Comm Service Project (> 5 Cadets)		OPS	
Exemplary Conduct Ribbon		ADMIN	
Exemplary Personal Appearance Ribbon		ADMIN	
Working knowledge of all unit functions/operations		*	
Proficiency in Senior Enlisted Characteristics on the back of this card		*	
Pass the Physical Fitness Test		*	
Pass Comprehensive Naval Science Knowledge Exam		*	
Average school GPA = 80 or above		*	
3 months Time in Rank (date made E-7 _____)		ADMIN	
CMC Interview/Recommendation			
Passing NS grade and S/NSI Approval			

* = Naval Science Instructor (NSI) Only
 ** = CO, XO, and CMC
 *** = CO, XO, CMC and Platoon Commanders

CFM = Cadet Field Manual
 DM = Drill Manual

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Characteristics of a Senior Enlisted Cadet

Active participation in some unit events; attends major unit events
Above Average obedience, respect for authority, and conduct in school & NJROTC; lives up to NJROTC core values
Willing participation in physical fitness activities with some effort
Minimal/minor disciplinary events in NJROTC or School
Reinforces others' efforts; meets personal commitments to team; accepts and offers team direction
Rising motivator & trainer; above average organizer & problem solver; performs well in stressful situations; excellent communicator; considers subordinates' welfare and professional growth; key contributor to unit and individual cadet
Good Time Management - often meets deadlines; Successfully juggles a few tasks simultaneously
"Follows" well; able to take orders;
Willing to do what is asked of them without complaining
Respectful of Authority; Good conduct in school
Supports school mission - good grades & attendance
Developing motivation for NJROTC mission/program
Seeks advise and direction to make decisions
Supports chain of command concept
Developing maturity

Characteristics of a Cadet Officer

Active participation in many varied unit events; attends all major unit events
Exemplary obedience, respect for authority, and conduct in school & NJROTC; Exemplifies NJROTC core values
Full willing participation in physical fitness activities with much effort
Presents a professional appearance; willingly wears sharp/precision uniform; excellent grooming & hygiene standards at all times; commanding presence
Inspiring motivator & Trainer; superb organizer, planner, team player; perseveres through toughest challenges; exceptional communicator; always meets deadlines; excellent concern for subordinates' welfare; dramatically furthers
Zero disciplinary events in NJROTC or School
Performs their assigned jobs well with little supervision; has superiors' fullest trust and confidence.
Performs tasks despite personal emotions, attitudes, etc; does not whine when things don't go their way.
Mature behavior; Respect for Authority; Committed to meeting NJROTC and School code of conduct
Supports school mission - excellent grades & attendance; on track to graduate on schedule
Devoted/Committed to the NJROTC mission/program
Lives the Cadet Oath/Code of Conduct -- exhibits exceptional characteristic traits: Integrity; honest, trustworthy, accountable, reliable, responsible, respectful, motivated, positive attitude, loyalty, duty, moral courage, honor
Works well with others; others-focused; team builder; self-initiates helping other cadets get promoted
Mature decision-making; makes smart decisions; able to perform under pressure.
Institutes chain of command concept; inspires cooperation & progress
Good drill skills including the ability/willingness to teach other cadets
Excellent military bearing and tactfulness

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Notre Dame NJROTC Minimum and promotion Restrictions

	Class	Minimum	Maximum
3 year cadets	NS1	C/ Seaman	C/ 2nd Class Petty Officer
	NS2	C/ 2nd Class Petty Officer	C/ Senior Chief Class Petty Officer
	NS3	C/ 1st Class Petty Officer	C/ Officer
4 year cadets	NS1	C/ Seaman	C/ 3rd Class Petty Officer
	NS2	C/ 3rd Class Petty Officer	C/ 1st Class Petty Officer
	NS3	C/ 2nd Class Petty Officer	C/ Senior Chief Class Petty Officer
	NS4	C/ 1st Class Petty Officer	C/ Officer