

**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: _____

Section 1: Prerequisites for Promotion		
	Achieved	Not Achieved
• Completed at least six months of service at the rank of PO1 / WO / FSgt.	<input type="checkbox"/>	<input type="checkbox"/>
• Achieved a minimum of "completed without difficulty" in PO 503 (Leadership).	<input type="checkbox"/>	<input type="checkbox"/>
• Participated in the Cadet Fitness Assessment as part of PO 504 (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 motivate team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to provide effective feedback to team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to plan, coordinate and conduct larger cadet activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ability to execute leadership appointments in which they will manage and mentor a team over a longer period of time	<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:

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