

**CHIEF PETTY OFFICER FIRST CLASS (CPO1) / CHIEF WARRANT OFFICER (CWO) /  
WARRANT OFFICER FIRST CLASS (WO1)**

**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 CPO2 / MWO / WO2.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Section 2: Div O / PI Comd / Flt Comd Recommendation</b>			
Recommendation is based on the following criteria, on a review of cadet training results and a file review:			
	<b>Needs Developing</b>	<b>Acceptable</b>	<b>Outstanding</b>
• 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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