Name: __________________ Company: ________

Last, first

STAFF SERGEANT Promotion Worksheet

Company Commander/First Sergeant Section

• GPA of 2.0 ______ (attach report card)
• Held the rank of SGT for 8 weeks (May be waived by CDR/JROTC Instructor) ________
• Demonstrates proficiency in squad drill ____________
• Conduct formal squad inspection: _______________
• Have a balance of 30 merits __________
• No Disciplinary Actions/Unexcused Uniforms within Quarter __________
• Have an organized and updated portfolio ______________
• JROTC grade of 80 percent or better ____________
• Attach a one page essay about the correlation between rank and responsibility
• Pass the NCO Board __________

Faculty Review

<table>
<thead>
<tr>
<th>RECOMMEND PROMOTION</th>
<th>TEACHER SIGNATURES</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 1 YES / NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PD 2 YES / NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PD 3 YES / NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PD 4 YES / NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PD 1: YES / NO: __________________
PD 2: YES / NO: __________________
PD 3: YES / NO: __________________
PD 4: YES / NO: __________________

ARMY INSTRUCTOR'S NAME: ________________________________

ARMY INSTRUCTOR’S SIGNATURE: __________________________

BN Staff Section

S-1 Date Received

Merits on cadet record. SSG = 30 cumulative merits. Request the following hours be added: For additional hours attach a note.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Hours</th>
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</thead>
<tbody>
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</tbody>
</table>

S-1 verification: __________ Cadet must have all required forms on file to be promoted.

Review of cadet’s attendance, personal appearance & conduct:

Outstanding --- appearance, attendance & conduct (award personal appearance ribbon)
Excellent --- great overall, with minor discrepancies
Meets the Standards --- average performance
Needs Improvement --- demonstrated pattern of poor performance, (schedule parent conference)

CSM Approval: ___________________ SAI Final Approval: ___________________