

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

RECOMMEND PROMOTION	TEACHER SIGNATURES	RATING									
		Poor								Superior	
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

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.

Activity		Date	Hours

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: _____