

E4 (CPL) to E5 (SGT) PROMOTION WORKSHEET (as of 6 May 2024)

Cadet Name (last, first): _____ Company: _____

Task:	Date Completed:	Certified By (rank & name):
1. Recertify E1 thru E4 Knowledge	_____	_____
2. Demonstrate Extended Rectangular Formation and 2 Exercises	_____	_____
3. Attend 2 BN Out of School Activities	_____	_____
4. Recite 1 Marching Cadence	_____	_____
5. Recite 1 Running Cadence	_____	_____
6. Discuss 11 Principles of Leadership	_____	_____
7. Properly Instruct a Uniform Class	_____	_____
8. Correctly Perform a Color Guard	_____	_____
9. All Forms & Assignments Completed & Turned In	_____	_____
10. Have at Least 25 Merits Since Last Promotion	_____	_____

PSG: _____ 1SG: _____ CDR: _____

SAI / AI Verifies or Waives the Following: _____

- Grade of 75% or Higher in JROTC**
- No ISS/OSS in 9 Week Period**
- No Missed Uniform Wears in 9 Week Period**
- No More than 1 Unexcused Absence in 9 Week Period**
- Teacher's Endorsement Received with Favorable Recommendations**

11 Principals Of Leadership:

- 1. Know Yourself and Seek Self Improvement** – Develop a plan to keep your strengths and improve on your weaknesses.
- 2. Be Technically and Tactically Proficient** – Not only do we know our duties and responsibilities, we know all those of our team members, and we look to our leaders and concern ourselves with learning their duties and responsibilities.
- 3. Know Your Subordinates and Look Out for Their Welfare** - Leaders must know and understand those being led. When individuals trust you, they will willingly work to help accomplish any mission.
- 4. Keep Your Subordinates Informed** – Our team members expect us to keep them informed, and where and when possible, to explain the reasons behind requirements and decisions. Information encourages initiative, improves teamwork, and enhances morale.
- 5. Set the Example** – No aspect of leadership is more powerful. Our personal example affects people more than any amount of instruction or form of discipline. We are the role model.
- 6. Ensure the Task is Understood, Supervised and Accomplished** – Team members must know the standard. Supervising lets us know the task is understood and lets our team members know we care about mission accomplishment and about them.
- 7. Train Your Subordinates as a Team** – Leaders develop a team spirit that motivates team members to work with confidence and competence. Because mission accomplishment is based on teamwork, it is evident the better the team, the better the team will perform the task.
- 8. Make Sound and Timely Decisions** – Leaders must be able to reason under the most critical condition and decide quickly what action to take.
- 9. Develop A Sense of Responsibilities Among Your Subordinates** – The members of a team will feel a sense of pride and responsibility when they successfully accomplish a new task given them. When we delegate responsibility to our followers, we are indicating that we trust them.
- 10. Employ Your Command in Accordance with Its Capabilities** – A leader must use sound judgement when employing the team. Failure is not an option. By employing the team properly, we insure mission accomplishment.
- 11. Seek Responsibility and Take Responsibility for Your Actions** – We are not satisfied with performing just our duties to the best of our abilities, we look to grow and seek further challenges, and always, when in charge, accept the consequences of our decisions, absorb the negative, and pass on the praises.

Color Guard:

All of the commands are required to be signed off.

Fall	IN
At Close Interval Dress Right	DRESS
Ready	FRONT
Carry	COLORS
Forward	MARCH
Left Wheel	MARCH
Right Wheel	MARCH
Colors Reverse	MARCH
<i>While Marching</i>	
Colors	HALT
Colors Reverse	MARCH
<i>While Stationary</i>	
Colors	HALT
Present	ARMS
Order	ARMS
Order	COLORS
Fall	OUT

Extended Rectangular Formation

Extend to the Left	MARCH
Arms Downward	MOVE
Left	FACE
Extend to the Left	MARCH
Arms Downward	MOVE
Right	FACE
From Front to Rear	COUNT OFF
Even Numbers to the Left	UNCOVER
	AT EASE
<i>Demonstrate 2 Exercises</i>	
Assemble to the Right	MARCH

**FOR ADDITIONAL
RESOURCES, VISIT
THE NEWSOME
JROTC WEBSITE!**

nhsjrotc.com

