**Young Marine Promotion Checklist and Request**

**Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YM Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Rank** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do I have all required PO's and EO's signed off on YES/NO

Do I have all DDR Hours up to date for all quarters YES/NO

How many hours of Community Service Hours in last 6 months \_\_\_\_\_\_\_\_\_\_\_total hours

How many total number of unexcused absences in last 6 months \_\_\_\_\_\_\_\_\_\_

Have I attended at least 85-90% of weekly drill attendance in last 6 months YES/NO

Have I earned required ribbons (if required) YES/NO

Billets successfully carried in last 6 months\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Necessary Exam passed with score of \_\_\_\_\_\_\_\_\_\_(if required)

Board passed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the above information is correct to the best of my knowledge and

I therefore request a promotion from my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(current rank)

to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(promoted rank).

Please give an example of why you deserve a promotion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Respectfully Submitted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Young Marine Signature

Received by Executive Officer on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)