

**THE PURPOSE OF THIS FORM IS TO ASSIST IN COMPILING THE ADVANCEMENT PACKAGE FOR SUBMISSION TO THE EXECUTIVE DIRECTOR THROUGH THE CHAIN OF COMMAND IT IS INTENDED TO ENSURE THAT ALL REQUIRED DOCUMENTS ARE INCLUDED TO ASSIST IN SPEEDING THE APPROVAL PROCESS, AND IS MANDATORY FOR SUBMISSION OF ALL PETTY OFFICER FIRST CLASS ADVANCEMENT PACKAGES**

## **ADVANCEMENT CHECK-OFF SHEET**

### **PETTY OFFICER FIRST CLASS**

**NAME:** \_\_\_\_\_

- Command cover letter to the Executive Director thru Regional Director and NHQ Representative as required by NSCC Admin Manual Section 0107.8.b indicating the info below:
- Commanding Officer recommendation addressing the cadet's abilities, contributions and potential Unit manning levels as required by NSCC Regulations, paragraph 0520.1
  - Waiver request included for increasing PO1 manning levels
- Copy of Cadet's NSCC Record of Advancement (NSCADM 009)
- PO1 Advancement Examination Score (auto-generated email)
- Copy of Correspondence Course Completion Certificate (NSCTRNG027) for Military Requirements for First Class Petty Officer. (See Chapter 0305 of Correspondence Course Manual)
- Copy of Completion Certificate for Petty Officer Leadership Academy (POLA)

- **Advancement packages only require the LAST FOUR numbers of the SSN**
- Place the check-off sheet on top of the submitted package
- Scan all documents into a PDF file and forward to the Regional Director via email for endorsement.  
**(This will save time and the expense of mailing the documents via USPS)**
- The Regional Director will ensure all required documentation is present before providing the First Endorsement
- The Regional Director will forward the package to the National Representative for the Second Endorsement  
**(Do not send an advanced copy or separate copy to NHQ)**
- The National Representative will review package for thoroughness, provide the Second Endorsement and forward to the Executive Director for final approval with copy to the Regional Director

**THE PURPOSE OF THIS FORM IS TO ASSIST IN COMPILING THE ADVANCEMENT PACKAGE FOR SUBMISSION TO THE EXECUTIVE DIRECTOR THROUGH THE CHAIN OF COMMAND IT IS INTENDED TO ENSURE THAT ALL REQUIRED DOCUMENTS ARE INCLUDED TO ASSIST IN SPEEDING THE APPROVAL PROCESS, AND IS MANDATORY FOR SUBMISSION OF ALL CHIEF PETTY OFFICER ADVANCEMENT PACKAGES**

## **ADVANCEMENT CHECK-OFF SHEET CHIEF PETTY OFFICER**

**NAME:** \_\_\_\_\_

- Cover letter from Commanding Officer to the Executive Director thru Regional Director and NHQ Representative as required by NSCC Admin Manual Section 0107.8.c indicating:
- Commanding Officer's recommendation addressing the cadet's abilities, contributions and potential.
  - Include current unit manning levels as required by Chapter Five of NSCC Regulations, paragraph 0520.1.
  - Waiver request included for increasing CPO manning levels if necessary.
  - Cadet's age (minimum age for CPO is 16. No waivers granted) State age in the cover letter.
- Copy of Cadet's NSCC Record of Advancement (NSCADM 009)
- Copy of Advancement Certificate to PO1 (NSCADM 026) issued by NHQ
- Copy of Correspondence Course Completion Certificate (NSCTNG027) for Military Requirements for Chief Petty Officer (See Chapter 0305 of the Correspondence Course Manual) or CPO course competition certificate signed by CNET representative.
- Proof of attendance at NSCC Recruit Training or NLCC Orientation as Staff Cadet in a leadership position.

- **Advancement packages only require the LAST FOUR numbers of the SSN**
- Place the check-off sheet on top of the submitted package
- Scan all documents into a PDF file and forward to the Regional Director via email for endorsement.

**(This will save time and the expense of mailing the documents via USPS)**
- The Regional Director will ensure all required documentation is present in the package before providing the First Endorsement
- The Regional Director will forward the package to the National Representative for the Second Endorsement

**(Do not send an advanced copy or separate copy to NHQ)**
- The National Representative will review package for thoroughness, provide the Second Endorsement and forward to the Executive Director for final approval with copy to the Regional Director

**USE AS TOP PAGE FOR SUBMITTING PACKAGE THRU CHAIN OF COMMAND TO NHQ  
INCLUDING REGIONAL DIRECTOR AND NATIONAL REPRESENTATIVE**

**OFFICER APPOINTMENT / PROMOTION CHECK-OFF SHEET**

**(FOR ALL COMMISSIONED OFFICERS AND MIDSHIPMAN)**

Reference: (A) NSCC Administrative Manual, Section 0205

(B) NSCC Administrative Manual Figure 2-5-2

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LAST NAME	FIRST NAME	M.I.	PRESENT RANK	ONLY LAST FOUR OF SSN#	AGE (Officer 21 yrs, MIDN 18 yrs) (Waiver required if over 75 yrs)
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**REQUIRED BY REFERENCE (A)**

- COVER LETTER OF RECOMMENDATION FROM UNIT COMMANDING OFFICER (Address the officer's contributions, abilities and potential. Include any pertinent or amplifying info that may be beneficial in the promotion process)
- CITIZENSHIP: U.S.  YES  NO  PROOF OF OSMG COMPLETION (Required for Ensign and Warrant Officer)
- FULL LENGTH PHOTO IN UNIFORM (or alternative uniform if designated as such)
- COMPLETED OFFICER/MIDSHIPMAN/INSTRUCTOR FITNESS REPORT (NSCADM 017)
- OPD \_\_\_\_\_ PROOF OF COMPLETION (Indicate the course required for the rank the officer seeks promotion to)
- ACTUAL TIME IN CURRENT GRADE \_\_\_\_\_ YRS  ACTUAL TIME IN SERVICE \_\_\_\_\_ YRS
- PROOF OF COMPLETION OF ESCORT DUTY AT CURRENT RANK (required for promotion to LTJG and above)
- INDICATE BY CHECKING IF WAIVER REQUEST IS ATTACHED

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**FOR WARRANT OFFICER APPOINTMENTS**

- PROOF OF FORMER ARMED FORCES RANK OF E6 OR HIGHER  EIGHT YEARS MILITARY SERVICE
- COPY DD-214  PROOF OF HONORABLE DISCHARGE  MINIMUM 35 YEARS OF AGE
- OPD 101 COMPLETION  OSMG COMPLETION  ONE YEAR AS INST
- ONE YEAR IN NSCC  SERVE AS ESCORT OFFICE WHILE AN INST  RECOMMENDATION

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**REQUIRED FOR PROMOTION TO THE NEXT GRADE (PER REF A & B)**

**TO ENSIGN (ENS)**

- OPD 101
- 1 YEAR AS INST OR MIDN
- 1 YEAR TIME IN SERVICE
- 1 ESCORT DUTY AS INST/MIDN

**TO LIEUTENANT JUNIOR GRADE (LTJG)**

- OPD 201
- 1 ESCORT DUTY AS ENS
- 2 YEARS AS ENS (WAIVED FOR WO)
- 3 YEARS TIME IN NSCC

**TO LIEUTENANT (LT)**

- OPD 301
- 1 ESCORT DUTY AS ENS
- 3 YEARS AS LTJG
- 6 YEARS TIME IN NSCC
- PROMOTION IS MADE BY BOARD ACTION

**TO LIEUTENANT COMMANDER (LCDR)**

- SERVE AS ESCORT OFFICER WHILE LT
- SERVE 1 CAREER ESCORT OFFICER DUTY IN A LEADERSHIP POSITION AT EITHER NSCC RECRUIT TRAINING OR NLCC ORIENTATION
  - If this duty was used to satisfy the training requirement for a promotion to a previous grade, Escort Duty is required at another approved training.
- MINIMUM 4 YEARS AS LT
- MINIMUM 10 YEARS IN NSCC

**NE REGION FORM 3  
REVISED FEB 2014**