NOTIFICATION OF CHANGE IN CADET RANK OR STATUS FORM

This form must be completed and submitted to the battalion S-1 no later than 2200 on any Monday. The purpose of this form is to assist the Cadet Battalion and Commandant’s Office Staff in personnel management.

TODAY’S DATE:_____________________

FROM: ____________________________  __________________________
(Print name/position: i.e. CO)  (Company)

TO: Assistant Commandant

1. Report a change in regards to cadet: ____________________________  (Print: Last name, first name)

   [ ] Change in Rank: Previous rank: __________  (i.e. CPL)
       New rank: __________  (i.e. SGT)

   [ ] Change in Status: No longer enrolled at MMI.
       (Please remove from Guard Duty Rosters)

2. Change in rank occurred due to: ____________________________
   ____________________________
   (ex. Promoted into a leadership position/Removed from a leadership position/disciplinary action)

   Signature: ____________________________

Approval

Signatures:

Company Commander

TAC Officer

C/ BN S-1

C/BN S-2

Commandant’s Office

Revised: April 2011