

## **Outpost 10F Recommendation Checklist**

Prepared by: Adm. Andrew Maxwell

Prepared on: June 3<sup>rd</sup>, 2001

### **How to use this list:**

1. For the recommendation at hand, step through each of the requirements on the checklist. Ensure the officer has **exhibited effort in all of the required areas**. There must be **explicit evidence** to show that each criterion has been met; if you cannot write this evidence down, perhaps the officer is not yet ready.
2. Remember that everyone is different; someone might have far more effort in one area, but not as much in the other. **Use your best judgment** in deciding what a fair balance is between criteria. Remember though, as stated above, some effort must be demonstrated in all required categories.
3. When you reach the end of the criteria, sit back, and reflect. Is this officer, after running through the criteria, jumping out and saying, “yes, I am ready for sure!! Promote me!!” If so, then promote the officer. If however, you are thinking along the lines of, “mleh...I don’t really know...this officer has shown promise in some areas but I’m not sure about this or that...” then don’t promote the officer.
4. Remember that successful past projects credited to a past promotion should not be considered when promoting an officer. If an officer did great work on a project for his/her last promotion, but is no longer working on it, this project cannot be used as criteria for the current recommendation.
5. Think of yourself as the gatekeeper to promotions. Be objective. Question the recommendations. Be blunt if you have to be. Promotions aren’t just handed out; they have to be earned, and you need to make sure people are truly deserving for their efforts. We’re not out to butt-kiss. With the same token though, ensure those that who deserve it, are rewarded for their efforts.

### **Ensign to Lieutenant JG**

- Required Term:** 1 month
- Regular Attendance
- Good Behaviour

So long as the officer in question displays the above qualities and surpasses the required rank term they may be promoted.

### **Lieutenant JG to Lieutenant**

- Required Term:** 2 months

- Regular Attendance
- Good Behaviour

Basically the same criteria are in place for a promotion to Lieutenant as a promotion to Lieutenant JG. So long as the officer in question displays the above qualities and surpasses the required rank term they may be promoted.

## **Lieutenant to Lieutenant Commander**

---

- Required Term:** 4 months
- Regular Attendance
- Good Behaviour
- Good efforts within a **department**. We are looking for:
  - Reliable** work; can be one or many of:
    - html page creation/editing
    - valuable idea generation
    - researching material/content for projects
    - chatroom monitoring (ISA)
  - Viable** work results. **Something to show** for their efforts; recommending officer should be able to **clearly** state what this person has **accomplished**.
  - Teamwork Skills**. Officer should be able to work with others.
  - The recommendation of the respective **Senior Manager**.

The focus here is not the ability to go above and beyond the call of duty or provide super high quality work; the key is **good work habits, reliability, results, and teamwork skills**. If the officer in question has been contributing to a department as described above, and has completed the required rank term, they may be promoted. ISA officers can be promoted to Lieutenant Commander for their ISA work only, providing they exhibit solid diplomatic and problem solving skills.

**Key characteristics:** Good worker, works well with others, has something to show for his/her efforts.

## **Lieutenant Commander to Commander**

---

- Required Term:** 4 months
- Regular Attendance
- Good Behaviour
- Continued strong** efforts in a **department**. We are looking for:
  - Very reliable** work; can be one or many of:
    - Project management
    - Good idea generation
  - Valuable** work; officer's efforts must add value to the community in some form.
  - Initiative**; officer can set goals and achieve them with limited guidance.
  - Leadership**; officer should be able to lead others to achieve objectives.

- **Teamwork Skills;** officer can work well with others in the department.
- **Viable** work results. **Something to show** for their efforts; recommending officer should be able to **clearly** state what this person has **accomplished**.
- The recommendation of the respective **Senior Manager**.
- Must submit monthly promotion recommendations on a regular basis

This officer must **impress** in order to be considered for Commander. They must do more than the average Lieutenant Commander and exhibit solid **leadership** and **initiative**. If they have demonstrated solid **leadership**, **initiative**, and **results** (usually successful projects and teams), and completed their required rank term they may be promoted. Usually officers gunning for this promotion are leading projects and teams within departments. Also note that “time as Lieutenant Commander” plays absolutely no bearing on whether one should be promoted to Commander (aside from the required rank term). The officer must show **continued** aspects of all requirements.

**Key characteristics:** Continued added value via being a self-starter, a leader, and by having great results to show for his/her efforts.

## Commander to Captain

---

- **Required Term:** 6 months
- Regular Attendance
- Good Behaviour
- **Outstanding efforts** in a department. We are looking for:
  - **Continued exemplary** work; officer has talent and isn't afraid to use it. The talent is obvious and is flowing through the entire department.
  - **Continued added value**; ideas and projects they generate add value to the site and the community.
  - **Continued leadership**; must be an excellent leader and be respected by their department and community.
  - **Continued initiative**; very important; must have a portfolio of achievements they have single handedly lead, managed, or executed.
  - **Diplomacy**; ability to resolve conflicts rather than further them.
  - **Teamwork Skills**; most definitely a team player.
  - **Personnel Management**; the ability to delegate and assign tasks to the right people is crucial.
  - The recommendation of the respective **Senior Manager**(if applicable).
- Must submit monthly promotion recommendations on a regular basis

This officer must go above the call of duty to be considered for Captain. They are at "the top of their class" in all facets of their character, work, and achievements, and have really set themselves apart from the rest. If the officer has **exemplary, value added** work to show, has demonstrated **solid leadership, initiative, diplomacy, and management skills**, and has completed their required rank term they may be promoted. Usually these officers are leading key projects, teams, and departments. Also note that “time as Commander” plays absolutely no bearing on whether one should be promoted to Captain

(aside from the required rank term). The officer must show **continued** aspects of all requirements.

**Key Characteristics:** Value added work via initiation. Terrific leadership and management skills have led to a portfolio of exemplary work. **Has had the opportunity to lead a department or key project team.**

### Captain to Commodore

- Required Term:** 8 months

In this case the officer must exhibit all of the requirements for the promotion from Commander to Captain, complete the required rank term, in addition to either providing a **single, outstanding effort/achievement in some area**, or **continuing an outstanding role in a department**.

### Commodore to Rear Admiral

When the Quadrant Commander or Vice Commander feels an officer is ready for flag rank (via promotion recommendations or own personal opinion) they may submit a recommendation to the Commander-in-Chief for this officer. Should the Commander-in-Chief feel that the recommended officer could be ready for flag rank, he/she will contact the officer and request the following:

- Personal statistics (REAL);
- Two letters of recommendation from other officers with ranks no less than full Commander;
- Resume (including accomplishments and working skills);
- A brief synopsis of reasons for applying for flag rank.

If the Commander-in-Chief, after reviewing this information, still feels the officer in question is ready for flag rank, he/she will request that the officer write a four page thesis on a topic of the officer's choice. The officer will have to prepare topic ideas and have one approved by the Commander-in-Chief. Once approved and completed, the thesis will be posted online for fellow officers to view. Providing the thesis is well written, the officer in question will be promoted to Rear Admiral.

### Other Flag Rank Promotions

All further promotions to flag ranks will not require the process outlined above and will be based solely on the evaluation of those officers who currently retain the ranks of Fleet Admiral, Admiral, Vice Admiral, and Rear Admiral.