

Date

MEMORANDUM FOR

FROM:

SUBJECT: Portfolio Completion Verification and Checklist

1. I have reviewed all the elements of the submitted portfolio for the _____
Badge and findings are listed below.

Criteria	Yes	No
Earners completed the Emotional Intelligence Self-Assessment questionnaire. Their results are included.		
Earners completed the Emotional Intelligence Exercises and activity worksheets are included.		
Earners acquired real-world experience during the first sergeant shadowing period prior to First Sergeant Academy (FSA) attendance and following FSA graduation. The Emotional Intelligence Assessment Tool was completed by First Sergeant Mentor which identifies earners strengths, areas for improvement, and how the earners employed emotional intelligence skills.		

2. After review of included content, _____ has /has not earned this badge.

