

National Executive Director

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POLICY MEMORANDUM 2008-04

Date: 5/29/2008 Updated 05/2012

Subject: Promotion Requirements

Reference: Young Marine Guide, Policy Memorandum 2005-01

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1. **Purpose.** The purpose of this policy memorandum is to establish the updated promotion criteria as set forth in the new guidebooks. It is the responsibility of all registered adult staff to become familiar with this memorandum as well as the four guidebooks. This new criteria should provide a fair and just measure of each individual Young Marine's ability to be promoted.

 2. **Restrictive Promotions.** Promotions to all ranks are restrictive.
 - a. Young Marines must be signed off on all Enabling Objectives listed in the Table of Promotions (Para 6 below) for that rank. Additional restrictions may apply and can be found in the same table under "Required Schools and Other Qualifications". **In this section you will see which billets must be filled as part of the promotion requirement for the next rank. A rank billet chart is located at the end of this chapter.** Young Marines must still pass the National Promotion Exam at certain points. See the Promotion Table (para 6). **Unit Commanders will determine which registered adults and ALS graduates will be the authorized evaluators for the guidebooks. Parents/Guardians are not authorized to sign off on their family member's guidebooks.**
 - b. **Young Marines holding billets on any level are authorized to wear their billeted rank to higher headquarters events.**
 - c. Special consideration will be given to those that are reading impaired. The National exam may be given orally to those Young Marines.

 3. **Mandatory Requirements.** The following requirements must be met for promotion.
 - a. **Oral Promotion Board.** Young Marines must stand an oral promotion board for each promotion. Oral Promotion Boards are conducted in the following manner:
 - 1) Scheduled and overseen by the unit executive officer.
 - 2) Members of the oral promotion board at a minimum will consist of the unit executive officer, a Young Marine senior in rank to those standing the board, and at least one other registered adult. (When there is no Young Marine senior in rank, that slot will be filled by a registered adult) The review board will not be comprised of any relatives of Young Marines seeking promotion.
 - 3) The content of the oral promotion board shall not be questions from the guidebook; rather the board is convened for the purpose of determining if the Young Marine is mature enough for the promotion. In addition, this board should ensure that the Young Marine wears the uniform properly with all ribbons and awards and that the fit is appropriate. Questions asked at this board should be such so as the members of the board can get a clear understanding of what the Young Marine understands being promoted means to them. Questions such as "How will promoting you to YM/Cpl help this unit?", or "What are your

goals in the Young Marine program?” The oral board is not the place to ask questions from the guidebook that the Young Marine will have to answer on the national promotion exam.

- 4) Each Young Marine being tested for the same rank shall receive the same questions, tasks, and examinations. The Young Marines Obligation, Young Marine Creed, and the Pledge of Allegiance shall be part of every oral promotion board.
- 5) Optional – At the end of this promotion policy is the Young Marine Progress Report. This is optional. However, if the unit decides to require the progress report it must be completed quarterly.

b. Physical Fitness. Young Marines who are not physically fit must be encouraged in every way to improve their physical fitness. Every improvement of their current PFT score, although short of the minimum standard, should be praised and acknowledged as success. With that in mind, Young Marines who continuously give the effort but come up short while still showing improvement should not be held back from promotions. You may enter a minimum passing score into the database. Remember...reward the effort, not the outcome. This decision lies solely with the unit commander. There will come a time when the Young Marine must have a valid passing PFT score for acceptance to certain national programs. Young Marines should be made aware of this and encouraged to get physically fit so as to accomplish this.

- 1) Physical Fitness on the National Level. National Headquarters will retain criteria for a minimum passing PFT score for selected programs. These requirements will be posted with the programs information. The National Leadership Academy will be one of these programs.

c. Recommendations for Promotions. Recommendations for promotions may come from various billets. Young Marines serving in a leadership billet may recommend Young Marines under their charge for promotion to the unit executive officer. Additionally, registered adults serving in a billet may recommend Young Marines under their charge for promotion to the unit executive officer. Please note that there are national requirements that must be met before certain promotions can take place. (See paragraph 2)

- 1) In addition to the above, the unit executive officer, following the oral promotion board will make their recommendations for or against promotion to the unit commander. The unit commander has the authority to accept the recommendation or render their own.
- 2) The unit commander must take into consideration the following when recommending a Young Marine for promotion.
 - i. Does the Young Marine practice good citizenship and leadership.
 - ii. Does the Young Marine participate in school, home, and outside activities.
 - iii. Does the Young Marine pass the required PFT's or show improving effort at each test.
 - iv. Does the Young Marine practice good personal and other habits to include regular attendance of scheduled meetings and unit events.
 - v. Is the Young Marine mature enough to handle the rank they are being recommended for.
 - vi. Has the Young Marine completed and been signed off on all required enabling objectives for the rank they are seeking?

d. In all cases, the unit commander cannot promote a Young Marine unless they have completed the mandatory requirements as listed above.

4. Meritorious Promotions. The **only** meritorious promotion may be those that finish in the top ten percent of recruit training. Meritorious promotions given at the conclusion of recruit training will be from RCT to PFC. The National Executive Director, **the Deputy Director, and the Division Commanders** reserve the right to meritoriously promote Young Marines **beyond Recruit Training.**

5. **Promotions**

Promotions from one rank to the next must be in order. No ranks may be skipped. The only billeted ranks in the Young Marines are YM/1st Sgt and YM/Sgt Maj. These billets are explained further below.

i. A YM/MSGT may be assigned the billet of YM/1stSGT in the unit by the unit commander. This tour will be at least 3 months, however, if there are other YM/MSGT's in the unit that are eligible for the billet, the tour should not exceed 3 months. This will allow other YM/MSGT's the opportunity to fill the requirement. While filling the billet of unit YM/1stSGT, the Young Marine will wear the YM/1stSGT insignia. Following the completion of the tour, the Young Marine will turn over the insignia to the next YM/MSGT that will be filling the billet. The database administrator for the unit will add the YM/1stSGT leadership assignment to the Young Marines profile. This will indicate that the Young Marine has fulfilled the requirements of the unit YM/1stSGT. Young Marines cannot be promoted to YM/MGYSGT or fill the billet of YM/SGTMAJ without fulfilling the YM/1stSGT billet. Additionally, YM/MSGT's that have not fulfilled the billet of YM/1stSGT cannot be meritoriously promoted to YM/MGYSGT. There are no promotions from YM/1stSGT as this is a billet, not a rank.

ii. A YM/MGYSGT may be assigned the billet of YM/SGTMAJ for a higher headquarters billet. Young Marines eligible for this billet will seek them out on the Battalion, Regiment, and Division levels. Additionally, Young Marines may apply for the billet of Academy YM/SGTMAJ at the National Leadership Academy. The tour of YM/SGTMAJ will be at least 3 months, however, if there are other YM/MGYSGT's that are eligible for the billet, the tour should not exceed 3 months. This will allow other YM/MGYSGT's the opportunity to fill the requirement. Completing the 2 weeks at the National Leadership Academy will substitute as fulfillment of the 3 month period. Following the completion of the tour as YM/SGTMAJ, the Young Marine will turn over the insignia to the next YM/MGYSGT that will be filling the billet. Consequently, a Young Marine who is selected as the National Young Marine of the Year, shall, by virtue of the office fulfill their year as a YM/SGTMAJ. Likewise, the selected division Young Marine of the Year will carry the billet of division YM/SgtMaj and wear the appropriate rank for that billet. **National and Division Young Marines of the Year are authorized to wear the YM/SgtMaj rank for the duration of their time in the Young Marines. These Young Marines must still continue to complete all requirements for promotions up to and including YM/MGySgt. Please note: If your Division YMOY is selected as the NYMOY, your runner up does not elevate to the position of Division YMOY.** The database administrator for the unit will add the YM/SGTMAJ leadership assignment to the Young Marines profile. This will indicate that the Young Marine has fulfilled the requirements of the YM/SGTMAJ. Young Marines cannot be promoted to YM/SGTMAJ as it is a billet not a rank.

6. **Table of Promotions.** The following tables show the requirements for promotion to each rank. Please note the National Promotion Exam requirements for certain ranks.

- **BASIC GUIDEBOOK -Newly promoted Young Marine L/Cpl's should be given the Junior Guidebook so that they can begin studying for the next rank.**
- **JUNIOR GUIDEBOOK - Newly promoted Young Marine Sgt's should be given the Senior Guidebook so that they can begin studying for the next rank.**
- **SENIOR GUIDEBOOK - Newly promoted Young Marine GySgt's should be given the Advanced Guidebook so that they can begin studying for the next rank.**
- **ADVANCED GUIDEBOOK - Young Marine must meet all requirements as dictated in this policy.**

To Obtain Rank of	PO/EO	DDR	Billet	Ribbons	Exam	School	In addition to requirements for:
YM/PVT	PO1 EO1, EO2, EO3, EO4, EO11	Quarterly	N/A	Basic	N/A	Recruit	Registered
	PO2 EO1a, EO2, EO3a, EO4a, EO6 a-b, EO8a-terms in grey shade only	DDR Training		Honor Graduate, if applicable			
	PO3 EO1b, EO8			PFT, if applicable			
	PO4 EO2						
	PO5 EO1a						
	PO6 None required for this rank						
	PO7 EO1, EO4						
	PO8 EO3, EO4						
	PO9 EO1, EO2, EO4, EO5a-c						
YM/PFC	PO1 EO5, EO6, EO7, EO8, EO9	Quarterly	N/A	Basic First Aid	N/A	N/A	YM/PVT
	PO2 EO1b-d, EO4b-c, EO6c-d, EO8b-terms in white only	DDR Training					
	PO3 EO1a, EO2, EO9, EO10, EO11						
	PO4 EO1						
	PO5 EO1a						
	PO6 None required for this rank						
	PO7 EO2						
	PO8 EO1, EO2,						
	PO9 EO3, EO4, EO5d-e						
YM/LCPL	PO1 EO10	Quarterly	N/A	Community Service	National	N/A	YM/PFC
	PO2 EO3b-c, EO5, EO6e-f, EO7	DDR Training		Drug Demand Reduction	Basic Exam		
	PO3 EO3, EO4, EO5, EO6, EO7, EO 12			Physical Fitness			
	PO4 EO3, EO4						
	PO5 EO1a-b						
	PO6 EO1, EO2						
	PO7 EO3						
	PO8 EO5						
	PO9 EO4, EO5f						

To Obtain Rank of	PO/EO	DDR	Billet	Ribbons	Exam	School	In addition to requirements for:
YM/CPL	PO1 EO1, EO2, EO3, EO4, EO5, EO 6, EO7, EO8	Quarterly DDR	Flag Bearer*	CPR	N/A	N/A	YM/LCPL
	PO2 EO1, EO3a-d, EO4a-h	Training	Team Leader*				
	PO3 EO1a, EO3a, EO4a-b, EO5a, EO6a, EO7a-b						
	PO4 EO2, EO3, EO4, EO6						
	PO5 EO1a, EO2						
	PO6 EO1, EO2a						
	PO7 EO1, EO2, EO5, EO6, EO9						
	PO8 EO1a, EO2a-b, EO3a-b						
	PO9 EO1, EO2, EO5a						
YM/SGT	PO1 EO9, EO10, EO11, EO12, EO13, EO14	Quarterly DDR	Assistant Squad Leader*	Drug Demand Reduction 1 star	National Junior Exam	JLS	YM/CPL
	PO2 EO2, EO3e-i, EO4i-o	Training	and	Advanced 1st Aid			
	PO3 EO1b, EO2, EO3b-c, EO4c, EO5b-c, EO6b, EO7c-e		Hold one from below:	Junior Leadership			
	PO4 EO1, EO5, EO7		Color Guard Rifleman				
	PO5 EO1b-c, EO3		Squad Leader				
	PO6 EO2b						
	PO7 EO3, EO4, EO7, EO8						
	PO8 EO1b-c, EO2c-d, EO3c						
	PO9 EO3, EO4, EO5b						
YM/SSGT	PO1 EO1, EO2, EO6, EO13, EO14, EO16, EO19	Quarterly DDR	Squad Leader*	Re-Certify in CPR	N/A	N/A	YM/SGT
	PO2 EO1, EO2, EO4	Training	Platoon Guide*				
	PO3 EO1, EO4						
	PO4 EO1, EO2						
	PO5 EO1, EO2						
	PO6 EO1, EO2, EO4						
	PO7 EO1, EO2, EO4, EO6, EO7						
	PO8 EO1, EO2						
	PO9 EO1a-c, EO2a-e, EO2m, EO2o, EO3						

To Obtain Rank of	PO/EO	DDR	Billet	Ribbons	Exam	School	In addition to requirements for:	
YM/GYSGT	PO1 E03, E04, E05, E07, E08, E09, E010, E011, E012, E015, E017, E018	Quarterly DDR Training	Platoon Sergeant*	Drug Demand Reduction - 2 stars	Senior	SLS	YM/SSGT	
	PO2 E03, E05				Senior Leadership			
	PO3 E02, E03							
	PO4 E03							
	PO5 E03, E04							
	PO6 E03, E05, E06							
	PO7 E03, E05, E08, E09							
	PO8 E03, E04							
	PO9 E01d-e, E02f-l, E02n							
To Obtain Rank of	PO/EO	DDR	Billet	Ribbons	Exam	School	In addition to requirements for:	
YM/MSGT	PO1 E01, E02	Quarterly DDR Training	Platoon Leader*	DEA Device	N/A	N/A	YM/GYSGT	
	PO2 E01, E04			Recruit Instructor*				
	PO3 E01, E02							
	PO4 E01, E02							
	PO5 E01, E03, E04							
	PO6 E01, E02, E03, E07, E09							
	PO7 E01, E03							
	PO8 E01							
	PO9 E01							
	PO10 E01, E03							
To Obtain Rank of	PO/EO	DDR	Billet	Ribbons	Exam	School	In addition to requirements for:	
YM/MGYSGT	PO1 E03, E04	Quarterly DDR Training	YM First Sergeant*	ALS	Advanced	ALS	YM/MSGT	
	PO2 E02, E03			and	Re-certify in CPR			
	PO3 E03, E04, E05			select one*:				
	PO4 E03, E04			Unit Adjutant Assistant				
	PO5 E02, E05, E06			Unit Paymaster Assistant				
	PO6 E04, E05, E06, E08			Unit Training Assistant				
	PO7 E02, E04							
	PO8 E02, E03							
	PO9 E02, E03							
	PO10 E02, E04							
	* - Required Billet Must show 2 PFT's per year (Jan-Jun & Jul-Dec)							

7. **Leadership School Requirements.**

- a. Young Marines are required to complete a locally certified Junior Leadership School before being promoted to YM/SGT. **Young Marines must have 12 months in the program from the date of graduation of recruit training to the start of the school.**
- b. Young Marines are required to complete a **national** or locally certified Senior Leadership School before being promoted to YM/GYSGT. **Young Marines must wait at least nine months after completion of JLS before attending SLS on any level.**
- c. Young Marines are required to complete the National Advanced Leadership School before being promoted to YM/MGYSGT. **Young Marines must wait at least nine months after completion of SLS before attending ALS.**
 - 1) **Young Marines must complete Advanced Leadership School before they can apply for Young Marine Staff at any level schools.**

8. **Advanced Young Marine Initiatives.** Young Marines that complete the Advanced Guidebook will be authorized for the following.

- a. Apply as Young Marine Sergeant Major at any Leadership School.
- b. Apply as Young Marine National Staff for the summer Intern program.
- c. Completing the Advanced Guidebook is also a requirement for the D.O.M.
- d. Graduates of Advanced Leadership School, with the approval of the unit commander, are authorized to sign off on Young Marine Guidebook Enabling Objectives for those Young Marines under their charge.

9. **National Promotion Exams.** The following national promotion exam requirements will be followed for the purpose of restrictive promotions. These exams are found in the database.

Basic Guidebook National Exam	Minimum of 50 questions – 70% required to pass.
Junior Guidebook National Exam –	Minimum of 50 questions – 75% required to pass.
Senior Guidebook National Exam –	Minimum of 50 questions – 75% required to pass.
Advanced Guidebook National Exam –	Minimum of 100 questions – 80% required to pass.

**Young Marines
PERSONAL PROGRESS REPORT**

Date Issued: _____
Date To Be Returned: _____

Name

Last,	First	Middle
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Rank _____ Platoon _____ Drills Since Last Report _____ UAs _____

SCHOOL EVALUATION

Additional Comments:

Polite and attentive to Teachers
and others? Yes No

Making an effort compatible
with their ability? Yes No

Completes assignments on time
and work turned in on time? Yes No

Is neat in appearance and cares
for personal belongings? Yes No

Contributes to the class or activity
regularly? Yes No

Print name of person preparing this document

and School Name

Teacher's Signature and Date

HOME EVALUATION

Additional Comments:

Polite and attentive to Parents? Yes No

Takes responsibility in caring
for own room? Yes No

Takes care of own clothing? Yes No

Does homework on time
without urging? Yes No

Does household chores
without urging? Yes No

Has shown improvement in
behavior since joining? Yes No

Has shown improvement in
behavior since last report? Yes No

Print name of person preparing this document

Parent's Signature and Date

Name (Last, First, Initial) _____ Rank _____

PLATOON COMMANDER'S EVALUATION

Drills since last report _____

Date last report rec'd _____

Attendance Excellent Good Poor

Personal Appearance Excellent Good Poor

Attention to Leaders Excellent Good Poor

Leadership Abilities Excellent Good Poor

Attention to details Excellent Good Poor

YM subjects knowledge Excellent Good Poor

Contributes to Platoon Yes No

Works well with others Yes No

Is YM *promotable* at this time Yes No

Additional Comments:

Print name of Platoon Commander _____

Signature and Date _____

This chart shows the billets Young Marines are eligible to hold for their rank. If your unit does not have Young Marines with rank appropriate to the billet, then said billet is left unfilled or filled by a registered adult until such time as a Young Marine meets the rank requirement for that billet.

RANK BILLET CHART										
Billet Assignments	YMRct	YMPvt	YMPFC	YM LCpl	YMCpl	YMSgt	YM SSgt	YM GySgt	YM MSgt	YM MGySgt
Team Member										
Flag Bearer										
Team Leader										
Color Guard Rifleman										
Assistant Squad Leader										
Squad Leader										
Platoon Guide										
Platoon Sergeant										
Platoon Leader										
Recruit Instructor										
Unit Gunny										
Unit Supply Assistant										
Unit Training Assistant										
Unit Adjutant Assistant										
Unit Paymaster Assistant										
YM First Sergeant										
Unit Executive Officer Assistant										

YM Sergeant Major

