

PROMOTION CHECKLIST AS OF JANUARY 1, 2016 (revised 12/5/17)

NOTE: COMPLETION OF THE CHECKLIST DOES NOT GUARANTEE A PROMOTION. PROMOTION BOARDS, STAFF AND PEER EVALUATIONS ON PERFORMANCE, BEHAVIOR, MATURITY, ETC ARE ALSO FACTORS.

Anyone wishing to post for a promotion should follow the steps as outlined below, *in the order in which they are listed*.

- STEP 1** Complete all requirements listed in the Table of Promotions for the Rank desired (found in your guidebooks and on our website). This would include but may not be limited to all the following:
- Performance Objectives (make sure all PO's have been signed off for the rank posting for)
 - Billets
 - Awards
 - Exams
 - PFT's (min. scores vary with rank 200 for PFC, 250 for LCpl, etc)
 - DDR (must have a min of 3 hrs of DDR for every quarter the YM has been in the program)
 - Community Service (14 or older? You must have completed Project Alert Online Training)
 - Leadership Schools

IF YOU HAVE NOT COMPLETED EVERYTHING IN ITEM 1 ABOVE, YOU ARE NOT ELIGIBLE FOR A PROMOTION AND CANNOT MOVE ON TO STEP 2.

- STEP 2** Complete a Personal Progress Report (found on our website) by having the following individuals complete their evaluation sections. **NOTE: All evaluations must not be more than 30 days old at the time you submit your package to your Platoon Sgt in Step 3, so make sure you move the form on quickly**

- Two teachers from your school (teachers are defined as class instructors that have daily interaction with the candidate and are responsible for marking their grades for one or more classes)
- Have your parents complete their section.
- Complete a Promotion Request Form, sign it and attach it to the Personal Progress Report

- STEP 3** Compile all the following into a complete package and give it to the Platoon Sgt for review, comment and submission for a promotion board posting:

- Personal Progress Report (completed in step 2)
- Request for Promotion (completed in step 2)
- Most Recent school report card (if more than 90 days old, you must obtain a current progress report from your school or download it from their website)
- Guidebook
- Ribbon Rack
- Record Book (aka binder)

- STEP 4** Platoon Sgt will submit to the Adjutant for final review and processing.

- STEP 5** Adjutant will review for promotion eligibility based on set unit guidelines and program requirements.

If complete the adjutant will notify the Executive Officer and Unit Commander that a promotion board is needed. If they have no objections moving forward to the promotion board; a promotion board will be scheduled and the young marine requesting the promotion will be notified of the date.

If the package falls short of requirement, the entire package will be returned for correction and resubmittal at a later date. This may require new evaluations, depending on time frames.

VERY IMPORTANT THE FOLLOWING ARE ABSOLUTE REQUIREMENTS FOR PASSING A PROMOTION BOARD – NO

EXCEPTIONS:

1. Young Marines must be able to pass uniform inspection:
 - a. Ribbon rack should match the current status as illustrated in the Young Marines database.
 - b. Good condition – clean, pressed, free of tears, no missing buttons and no excessive wear.
 - c. Boots shined
 - d. Belts proper length
 - e. T-shirts clean and in good condition
2. Must know verbatim the following:
 - a. Pledge of Allegiance
 - b. National Anthem
 - c. Young Marine Obligation
 - d. 4 General Orders
 - e. Young Marine Creed (*LCpl and above only*)
8. Young marines may also be asked random questions relating to the following:
 - Understanding of the responsibilities of the rank they are requesting promotion to.
 - Why they feel they are qualified for the rank requested.
 - What our core values.
 - What is the primary focus of the Young Marines.
 - Be prepared to respond to the board confidently and intelligently.