



NATIONAL DIRECTORS' POLICY MEMORANDUM 2005-01

8/16/2005

Subject: Promotion Requirements

Reference: Young Marine Guide

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 and Non-restrictive Promotions.** Promotions to certain ranks may be restrictive or non-restrictive.
 - a. Restrictive promotions are those that would put a Young Marine into the next level guidebook. These promotions require the Young Marine to take and pass the national promotion exam for their current guidebook. For example, a YM/LCPL must take and pass the national promotion examination for YM/LCPL's in addition to the other requirements within this policy memorandum.

NOTE: Special consideration will be given to those that are reading impaired. The National exam may be given orally to those Young Marines.
 - b. Non-restrictive promotions are those that do not require a Young Marine to pass a national promotion examination. These promotions can be made to ranks within a guidebook. For example, a YM/PFC can be promoted to a YM/LCPL without taking the national promotion examination, but they must meet all other requirements within this policy memorandum.
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 rank. 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, and at least one other registered adult. The ideal board will consist of the unit executive officer, one other registered adult and three Young Marines senior in rank to those standing the board. (When there is not enough senior Young Marines, that slot will be filled by a registered adult)
 - 3) The content of the oral promotion board shall be derived from the appropriate guidebook. The content shall be determined by the unit commander, and shall be consistent for all Young Marine participants.

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.

b. Physical Fitness/Health 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/HFT 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/HFT 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/Health Fitness on the National Level. National Headquarters will retain criteria for a minimum passing PFT/HFT 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/HFT'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.

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.** Under the new guidebook requirements, time in rank and time in program no longer have any bearing on promotions. Young Marines are required to stand a promotion board, have a passing PFT/HFT score, and receive a recommendation from the board, before they can be promoted. Meritorious promotions are still authorized on all levels. Unit, Battalion, Regiment, and Division Commander's, as well as the National Executive Director are authorized to meritoriously promote Young Marines to the next rank based on unit needs and where not restricted by this memorandum. (See paragraph 2) The national promotion exam is

still required to go from one guidebook to the next. This authorization is not transferable nor can this authority be delegated to subordinates.

a. Conditions. To qualify for a meritorious promotion, a Young marine must have:

- i. Exhibited a high degree of maturity and behavior commensurate with higher rank and demonstrated exceptional skill and abilities above those exhibited by the Young Marine's current peers over a reasonable amount of time.
- ii. Show progress of completing all Performance Objective Reviews within the current guidebook for a non-restrictive meritorious promotion.
- iii. Written recommendations citing specific actions that describes the high-degree of maturity, and exceptional skills and abilities from not less than two registered adults other than the unit commander, from the same unit, or;
- iv. Written recommendation by a National Leadership School based on the Young Marine's performance at the respective school, and;
- v. if required by a restrictive promotion, the Young Marine must pass the national promotion examination for their current guidebook. Example – The unit commander wishes to meritoriously promote a YM/LCPL. Because the Young Marine will be going from the basic guidebook to the junior guidebook upon promotion, it is a restrictive promotion and the Young Marine **must** pass the national promotion examination as part of the meritorious promotion requirement. Similarly, YM/SGT's and YM/GYSGT's must pass the national promotion examination as part of a meritorious promotion. (see National Promotion Exams in paragraph 9 below)

b. Other Restrictions.

- i. Only one meritorious promotion may be given to the best-qualified and most deserving Young Marines one time per year beginning on 1 October and ending on 30 September.
- ii. At the Battalion to Division level, the commander may meritoriously promote one Young Marine from each unit under their jurisdiction beginning 1 October and ending on September 30.
- iii. The National Executive Director reserves the right to meritoriously promote any deserving Young Marine and is not bound by the annual restrictions.

5. Grandfather Clause.

- a. As of 1 October 2005, Young Marines holding the rank of YM/PVT, YM/PFC, and YM/LCPL shall be assigned the Basic Guidebook, and retain their current rank.
- b. Young Marines holding the rank of YM/CPL and YM/SGT shall be assigned the Junior Guidebook and retain their current rank.
- c. Young Marines holding the rank of YM/SSGT and YM/GYSGT shall be assigned the Senior Guidebook and retain their current rank.
- d. Young Marines above the rank of YM/GYSGT shall be assigned the Advanced Guidebook and retain their current rank. Promotions from YM/GYSGT shall be to YM/MSGT, and promotions from YM/MSGT shall be to YM/MGySGT in accordance with the guidebooks and the following criteria;

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 only. There is no YM/SGTMAJ billet on the unit level. 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 on higher headquarters levels 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 on a higher headquarters level, the Young Marine will turn over the insignia to the next YM/MGYSGT that will be filling the billet. Consequently, a YM/MGYSGT that is selected as the Young Marine of the Year, shall, by virtue of the office fulfill their year as a YM/SGTMAJ. This is for YM/MGYSGT only. Upon selection of the new Young Marine of the Year, the billet is relinquished and the Young Marine wears the YM/MGYSGT insignia. 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 table shows the requirements for promotion to each rank. Please note that the restrictive promotions require the Young Marine to pass the National Promotion Examination as well as the other requirements.

GUIDEBOOK	RANK	RESTRICTIVE NON-RESTRICTIVE (TO THE NEXT RANK)	REQUIRED SCHOOLS AND OTHER QUALIFICATIONS * = (can be completed anytime within the guidebook)
BASIC GUIDEBOOK	YM/PVT YM/PFC YM/LCPL	NON-RESTRICTIVE NON-RESTRICTIVE RESTRICTIVE	* PERFORM 50 HOURS OF COMMUNITY SERVICE. * EARN THE BASIC FIRST AID RIBBON. REQUIRED SCHOOLS – SEE PARAGRAPH 7.
JUNIOR GUIDEBOOK	YM/CPL YM/SGT	NON-RESTRICTIVE RESTRICTIVE	*EARN THE YOUNG MARINE CPR RIBBON REQUIRED SCHOOLS – SEE PARAGRAPH 7.
SENIOR GUIDEBOOK	YM/SSGT YM/GYSGT	NON-RESTRICTIVE RESTRICTIVE	* RE-QUALIFY IN CPR REQUIRED SCHOOLS – SEE PARAGRAPH 7.
ADVANCED GUIDEBOOK	YM/MSGT YM/MGYSGT	NON-RESTRICTIVE NON-RESTRICTIVE	HOLD BILLET OF YM/1SGT HOLD BILLET OF YM/SGTMAJ (must be a YM/MGYSGT) REQUIRED SCHOOLS – SEE PARAGRAPH 7.

7. Leadership School Requirements.

- a. Young Marines are required to complete a nationally certified Junior Leadership School before being promoted to YM/SGT.
- b. Young Marines are required to complete a nationally certified Senior Leadership School before being promoted to YM/GYSGT.
 - 1) Young Marine must complete Senior Leadership School before they can apply for Young Marine Staff at any level schools.
- c. Young Marines are required to complete the Advanced Leadership School before being promoted to YM/MGYSGT.

8. Advanced Young Marine Initiatives. Young Marines that complete the Advanced Guidebook will be presented a special award from the National Executive Director. Only 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.

9. National Promotion Exams. The following national promotion exam requirements will be followed for the purpose of restrictive promotions.

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.