



## NATIONAL DIRECTORS' POLICY MEMORANDUM 2008-04

5/29/2008

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". Young Marines must still pass the National Promotion Exam at certain points. See the Promotion Table (para 6).
  - b. 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, 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) **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.

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. The National Executive Director reserves the right to meritoriously promote Young Marines.**

## 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 **unit or** higher headquarters billet. Young Marines eligible for this billet will seek them out on the **Unit**, 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 as YM/SGTMAJ, 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 tables show the requirements for promotion to each rank. Please note the National Promotion Exam requirements for certain ranks.

## BASIC GUIDEBOOK

RANK	ENABLING OBJECTIVES REQUIRED	RESTRICTIVE NON-RESTRICTIVE (TO THE NEXT RANK)	REQUIRED SCHOOLS & OTHER QUALIFICATIONS
To obtain the rank of  YM/PVT	<b>PO1</b> EO1a-d, 2a-b, 3a, 4a-c, 11a-b <b>PO2</b> EO1a, 2a-c, 3a, 4a, 6a-b, 8a-terms in grey shade only <b>PO3</b> EO1b, 8a-e <b>PO4</b> EO2a-e <b>PO5</b> EO1a <b>PO6</b> None required for this rank <b>PO7</b> EO1, EO4 <b>PO8</b> EO3, EO4 <b>PO9</b> EO1, EO2, EO4, EO5a-c	<b>RESTRICTIVE</b>	Complete Recruit Training  <b>NOTE: The quarterly            requirement for Drug            Resistance Training must            be accomplished during            recruit training</b>
To obtain the rank of YM/PFC	<b>PO1</b> EO5a-b, 6a-b, 7a, 8a, 9a <b>PO2</b> EO1b-d, 4b, 6c-d, 8b-terms in white only <b>PO3</b> EO1a, 2a, 9a-j, 10a-f, 11a-g <b>PO4</b> EO1a-d <b>PO5</b> EO1a <b>PO6</b> None required for this rank <b>PO7</b> EO2 <b>PO8</b> EO1, EO2, <b>PO9</b> EO3, EO4, EO5d-e	<b>RESTRICTIVE</b>	Earn the Basic First Aid Ribbon Award (PO9, EO5)
To obtain the rank of YM/L/CPL	<b>PO1</b> EO10a-d, <b>PO2</b> EO3b-c, 5a-d, 6e-f, 7a-f <b>PO3</b> EO3a, 4a, 5a-c, 6a-c, 7a-c, 12a-d <b>PO4</b> EO3a-c, 4a-c <b>PO5</b> EO1a-b <b>PO6</b> EO1a-b, 2a-i <b>PO7</b> EO3 <b>PO8</b> EO5 <b>PO9</b> EO4, EO5f	<b>RESTRICTIVE</b>	Earn the Community Service Ribbon Award (PO8, EO5)  Meet all mandatory requirements for this rank.  Pass the National Basic Exam

**STOP**

**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

RANK	ENABLING OBJECTIVES REQUIRED	RESTRICTIVE NON-RESTRICTIVE (TO THE NEXT RANK)	REQUIRED SCHOOLS & OTHER QUALIFICATIONS
<p>To obtain the rank of</p> <p style="text-align: center;">YM/CPL</p>	<p><b>PO1</b> EO1, EO2, EO3, EO4, EO5, EO 6, EO7, EO8  <b>PO2</b> EO1, EO3a-d, EO4a-h  <b>PO3</b> EO1a, EO3a, EO4a-b, EO5a, EO6a, EO7a-b  <b>PO4</b> EO2, EO3, EO4,  <b>PO5</b> EO1a, EO2  <b>PO6</b> EO1, EO2a  <b>PO7</b> EO1, EO2, EO5, EO6, EO9  <b>PO8</b> EO1a, EO2a-b, EO3a-b  <b>PO9</b> EO1, EO2, EO5a</p>	<p><b>RESTRICTIVE</b></p>	<p>Earn the CPR Ribbon Award</p>
<p>To obtain the rank of</p> <p style="text-align: center;">YM/SGT</p>	<p><b>PO1</b> EO9, EO10, EO11, EO12, EO13, EO14  <b>PO2</b> EO2, EO3e-i, EO4i-o  <b>PO3</b> EO1b, EO2, EO3b-c, EO4c, EO5b-c, EO6b, EO7c-e  <b>PO4</b> EO1, EO2, EO5, EO6  <b>PO5</b> EO1b-c, EO3  <b>PO6</b> EO2b  <b>PO7</b> EO3, EO4, EO7, EO8  <b>PO8</b> EO1b-c, EO2c-d, EO3c  <b>PO9</b> EO3, EO4, EO5b</p>	<p><b>RESTRICTIVE</b></p>	<p>Attend and pass the National Junior Leadership School or local accredited Junior Leadership School (must be entered into database before promotion to YM/SGT can be obtained)</p> <p>Earn the Advanced 1<sup>st</sup> Aid Ribbon Award.</p> <p>Meet all mandatory requirements for this rank.</p> <p>Pass the National Junior Exam.</p>

**STOP**

**Newly promoted Young Marine Sgt's should be given the Senior Guidebook so that they can begin studying for the next rank.**

## SENIOR GUIDEBOOK

RANK	ENABLING OBJECTIVES REQUIRED	RESTRICTIVE NON-RESTRICTIVE (TO THE NEXT RANK)	REQUIRED SCHOOLS & OTHER QUALIFICATIONS
To obtain the rank of YM/SSGT	<b>PO1</b> EO1, EO2, EO6, EO13, EO14, EO16, EO19 <b>PO2</b> EO1, EO2, EO4 <b>PO3</b> EO1, EO4 <b>PO4</b> EO1, EO2 <b>PO5</b> EO1, EO2 <b>PO6</b> EO1, EO2, EO4 <b>PO7</b> EO1, EO2, EO4, EO6, EO7 <b>PO8</b> EO1, EO2 <b>PO9</b> EO1a, 1b, 1c	<b>RESTRICTIVE</b>	Re-certify in CPR
To obtain the rank of YM/GYSGT	<b>PO1</b> EO3, EO4, EO5, EO7, EO8, EO9, EO10, EO11, EO12, EO15, EO17, EO18 <b>PO2</b> EO3, EO5 <b>PO3</b> EO2, EO3 <b>PO4</b> EO3 <b>PO5</b> EO3, EO4 <b>PO6</b> EO3, EO5, EO6 <b>PO7</b> EO3, EO5, EO8, EO9 <b>PO8</b> EO3, EO4 <b>PO9</b> EO1d, 1e, EO2	<b>RESTRICTIVE</b>	Attend and pass the National Senior Leadership School or local accredited Senior Leadership School  (must be entered into database before promotion to YM/GYSGT can be obtained)  Meet all mandatory requirements for this rank.  Pass the National Senior Exam.

**STOP**

**Newly promoted Young Marine GySgt's should be given the Advanced Guidebook so that they can begin studying for the next rank.**

## ADVANCED GUIDEBOOK

<b>RANK</b>	<b>ENABLING OBJECTIVES REQUIRED</b>	<b>RESTRICTIVE NON-RESTRICTIVE (TO THE NEXT RANK)</b>	<b>REQUIRED SCHOOLS &amp; OTHER QUALIFICATIONS</b>
To obtain the rank of  YM/MSGT	<b>PO1</b> E01, E02 <b>PO2</b> E01, E04 <b>PO3</b> E01, E02 <b>PO4</b> E01, E02 <b>PO5</b> E01, E03, E04 <b>PO6</b> E01, E02, E03, E07, E09 <b>PO7</b> E01, E03 <b>PO8</b> E01 <b>PO9</b> E01 <b>PO10</b> E01, E04	<b>RESTRICTIVE</b>	Earn the DEA device for the Drug Demand Reduction Ribbon as prescribed in the Young Marines Awards Manual.
To obtain the rank of  YM/MGYSGT	<b>PO1</b> E03, E04 <b>PO2</b> E02, E03 <b>PO3</b> E03, E04, E05 <b>PO4</b> E03, E04 <b>PO5</b> E02, E05, E06 <b>PO6</b> E04, E05, E06, E08 <b>PO7</b> E02, E04 <b>PO8</b> E02, E03 <b>PO9</b> E02, E03 <b>PO10</b> E02, E03	<b>RESTRICTIVE</b>	Attend and pass the National Advanced Leadership School  (must be entered into database before promotion to YM/MGYSGT can be obtained)  Meet all mandatory requirements for this rank.  Pass the National Advanced Exam.

### NOTE

**Young Marine must meet all requirements as dictated in this policy.**

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 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.