



NATIONAL DIRECTORS' POLICY MEMORANDUM 2008-04

5/29/2008 Updated 05/2010

Subject: Promotion Requirements

Reference: Young Marine Guide, Policy Memorandum 2005-01

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, 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 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 **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.** Upon selection of the new Young Marine of the Year, the billet is relinquished and the Young Marine **reverts back to their previous rank.** 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	PO1 EO1, EO2, EO3, EO4, EO11 PO2 EO1a, EO2, EO3a, EO4a, EO6a-b, EO8a-terms in grey shade only PO3 EO1b, EO8 PO4 EO2 PO5 EO1a PO6 None required for this rank PO7 EO1, EO4 PO8 EO3, EO4 PO9 EO1, EO2, EO4, EO5a-c	RESTRICTIVE	Complete Recruit Training NOTE: The quarterly requirement for Drug Resistance Training must be accomplished during recruit training
To obtain the rank of YM/PFC	PO1 EO5, EO6, EO7, EO8, EO9 PO2 EO1b-d, EO4b-c, EO6c-d, EO8b-terms in white only 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	RESTRICTIVE	Earn the Basic First Aid Ribbon Award (PO9, EO5)
To obtain the rank of YM/L/CPL	PO1 EO10 PO2 EO3b-c, EO5, EO6e-f, EO7 PO3 EO3, EO4, EO5, EO6, EO7, EO12 PO4 EO3, EO4 PO5 EO1a-b PO6 EO1, EO2 PO7 EO3 PO8 EO5 PO9 EO4, EO5f	RESTRICTIVE	Earn the Community Service Ribbon Award (PO8, EO5) Meet all mandatory requirements for this rank.

STOP

Newly promoted Young Marine L/Cpl's should be given the Junior 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	PO1 EO1, EO2, EO6, EO13, EO14, EO16, EO19 PO2 EO1, EO2, EO4 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	RESTRICTIVE	Re-certify in CPR Pass the National Junior Exam.
To obtain the rank of YM/GYSGT	PO1 EO3, EO4, EO5, EO7, EO8, EO9, EO10, EO11, EO12, EO15, EO17, EO18 PO2 EO3, EO5 PO3 EO2, EO3 PO4 EO3 PO5 EO3, EO4 PO6 EO3, EO5, EO6 PO7 EO3, EO5, EO8, EO9 PO8 EO3, EO4 PO9 EO1d-e, EO2f-i, EO2n	RESTRICTIVE	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.

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

RANK	ENABLING OBJECTIVES REQUIRED	RESTRICTIVE NON-RESTRICTIVE (TO THE NEXT RANK)	REQUIRED SCHOOLS & OTHER QUALIFICATIONS
To obtain the rank of YM/MSGT	PO1 EO1, EO2 PO2 EO1, EO4 PO3 EO1, EO2 PO4 EO1, EO2 PO5 EO1, EO3, EO4 PO6 EO1, EO2, EO3, EO7, EO9 PO7 EO1, EO3 PO8 EO1 PO9 EO1 PO10 EO1, EO3	RESTRICTIVE	Earn the DEA device for the Drug Demand Reduction Ribbon as prescribed in the Young Marines Awards Manual. Pass the National Senior Exam.
To obtain the rank of YM/MGYSGT	PO1 EO3, EO4 PO2 EO2, EO3 PO3 EO3, EO4, EO5 PO4 EO3, EO4 PO5 EO2, EO5, EO6 PO6 EO4, EO5, EO6, EO8 PO7 EO2, EO4 PO8 EO2, EO3 PO9 EO2, EO3 PO10 EO2, EO4	RESTRICTIVE	Attend and pass the National Advanced Leadership School Must Re-Certify in CPR (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.
- 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.

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|------------------------------------|--|
| 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

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	_____			Additional Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
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 <i>promotable</i> at this time	Yes	No		

Print name of Platoon Commander _____

Signature and Date _____