

# TRAINING OFFICER MANUAL

## CHAPTER 2

### PROMOTIONS

1. **Purpose.** The purpose of this chapter is to establish the promotion criteria as set forth in the new guidebooks. It is the responsibility of all registered adult staff to become familiar with this chapter as well as the four guidebooks. This 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. **A Young Marine must be eligible to hold a billet, otherwise the billet is left open and a Registered Adult fulfills the need until such time as a Young Marine becomes eligible.** 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 family member's guidebooks.
  - b. Young Marines holding **billeted ranks of YM 1<sup>st</sup> Sgt or YM SgtMaj** on any level are authorized to wear their billeted rank to higher headquarters events **unless Registered Adult in Charge determines only the event billeted YM 1 Sgt or YM SgtMaj should be the only ones wearing the billeted rank to lessen confusion. YM Division and National Young Marines of the Year will always wear YM-Sergeant Major insignia.**
  - 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.** Also known as XO 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

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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 presenting themselves before the ‘Board’ 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) In addition to the above, the unit Executive Officer, following the oral promotion board will make recommendations for or against promotion to the Unit Commander. The Unit Commander has the authority to accept the recommendation or not.
  - 6) Optional – At the end of promotion requirements is the Young Marine Progress Report. This report is optional. However, if the Unit Commanders decides to require the progress report it must be completed quarterly by all Young Marines and maintained in their paper YM records folder.
- b. Physical Fitness. Young Marines must be encouraged in every way to improve their physical fitness. Each improvement of current PFT score, although short of the minimum standard, should be acknowledged as successful improvement. Young Marines continuously giving the effort but coming up short should not be held back from promotions. At Unit Commanders discretion, a minimum passing score may be entered into the database with a note indicating positive improvement thus rewarding the effort, not the outcome. There will come a time when the Young Marine must have a valid passing PFT score for acceptance to certain National 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.
- d. The Unit Commander must take into consideration the following when recommending a Young Marine for promotion.
- 1) Does the Young Marine practice good citizenship and leadership
  - 2) Does the Young Marine participate in school, home, and outside activities
  - 3) Does the Young Marine pass required PFT’s or show improving effort at each test
  - 4) Does the Young Marine practice good personal and other habits to include regular attendance of scheduled meetings and unit events
  - 5) Is the Young Marine mature enough to handle the rank they are being recommended for
  - 6) Has the Young Marine completed and been signed off on all required enabling objectives for the rank they are seeking
- d. Unit Commander should take all the above into consideration for promotions.
4. Meritorious Promotions. The **only** meritorious promotions may be those that finish in the top ten percent of recruit training. Meritorious promotions given at the conclusion of recruit training will be

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from RCT to PFC. The National Executive Director, Deputy Director(s), 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-1<sup>st</sup> Sgt and YM-SgtMaj . These billets are explained further below.
- a. A YM-MSgt may be assigned the billet of YM-1<sup>st</sup> Sgt in the unit by the Unit Commander. This assignment will be at least 3 months, however, if there are other YM-MSgt's in the unit that are eligible for the billet, the assignment 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-1st Sgt, the Young Marine will wear the YM-1<sup>st</sup> Sgt insignia. Following the completion of the assignment, 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-1<sup>st</sup> Sgt leadership assignment to the Young Marines profile. Additionally, the YM-MSgt should be awarded the YM-1<sup>st</sup> Sgt ribbon at an appropriate ceremony. This will indicate that the Young Marine has fulfilled the requirements of YM-1<sup>st</sup> Sgt. Young Marines cannot be promoted to YM-MGySgt or fill the billet of YM-SgtMaj without fulfilling the YM-1<sup>st</sup> Sgt billet. YM-MSgt's that have not fulfilled the billet of YM-1<sup>st</sup> Sgt cannot be meritoriously promoted to YM-MGySgt. There are no promotions from YM-1<sup>st</sup> Sgt as this is a billet, not a rank.
  - b. A YM-MGySgt may be assigned the billet of YM-SgtMaj for a higher headquarters billet (there is no unit YM-SgtMaj 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 YM-SgtMaj at the National Leadership Academy and/or Local Leadership Schools. 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 2 weeks at the National Leadership Academy as the academy YM-SgtMaj will substitute as fulfillment of the 3 month period; **filling the billet of YM-SgtMaj at local JLS/SLS events does not fulfill the 3 month requirement**. Following the completion of a tour as YM-SgtMaj, the Young Marine will turn over the insignia to the next to YM-MGySgt that will be filling the billet. Additionally, the YM-MGySgt should be awarded the YM-SgtMaj ribbon at an appropriate ceremony. This will indicate that the Young Marine has fulfilled the requirements of YM-SgtMaj billet.
  - c. Young Marines who are selected as Division Young Marine of the Year (YMOY), regardless of present rank, shall by decree of the National Executive Director be made YM-SgtMaj immediately upon selection as Division YMOY and 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 Young Marine Guidebook requirements. Please note: If the Division YMOY is selected as the NYMOY, the division 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 and immediately prepare an award certificate for the YM-SgtMaj ribbon.

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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 LCPL'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 complete all requirements in this YM Guidebook in order to be promoted to YM-MSGT and YM-MGYSGT.

7. **Leadership School Requirements.**

- a. **Before promotion to YM-SGT Young Marines are required to complete a National or locally certified Junior Leadership School (JLS).** Young Marines must have minimum of 12 months in the program from date of graduation of recruit training to start date of JLS.
- b. **Before promotion to YM-GySgt Young Marines are required to complete a national or locally certified Senior Leadership School (SLS).** Young Marines must have at least nine months between graduation date from JLS and start date of SLS whether local or National SLS.
- c. **Before promotion to YM-MGySgt Young Marines are required to complete the National Advanced Leadership School.** Young Marines must have at least nine months between graduation date from SLS and start date of ALS. Advance Leadership School is only conducted at National Leadership Academy each summer.

1) Young Marines must complete Senior Leadership School before they can apply for Young Marine Staff at any level schools. Graduates of SLS may apply as YM Staff in the billets of YM Platoon Sergeant or Squad Advisors only. SLS graduates may be instructors at JLS.

2) Young Marine Staff are positions delegated by the Unit Commander

a. Billeted positions

- i. Unit Supply Assistant
- ii. Unit Training Assistant
- iii. Unit Adjutant Assistant
- iv. Unit Executive Officer Assistant
- v. Assistant YM Recruit Instructor

b. Other positions as deemed appropriate including but not limited to:

- i. Unit Photographer
- ii. Event Planner
- iii. Event planning committee
- iv. Unit Chaplain

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- d. Young Marine Recruit Instructor
  - 1) In order to standardize recruit training that all YM Recruits receive the National Headquarters Training and Education Department instituted a YM Recruit Instructor Course at the National Leadership Academy. This course is designed to teach Senior Leadership Students (YM-Sgt's thru YM-GySgt's) how to train YM Recruits utilizing all program standards. Only those YMs who attend the National Senior Leadership School and pass this course are eligible to hold the billet of YM Recruit Instructor. Units may have YM-Cpl's and above acting as assistant recruit instructors under the direct charge of an accredited YM Recruit Instructor or registered adult.
  - 2) Certified YM Recruit Instructors are eligible to earn the YM Recruit Instructor Device, worn on the Basic Ribbon, after successful completion of duty as a Recruit Instructor; graduation of the recruit platoon. YM Assistant Recruit Instructors are not authorized to earn the device.
- 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 (if offered)
  - c. Completing the Advanced Guidebook is also a requirement for the Distinguished Order of Merit.
  - 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.



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RCT to PVT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
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	Quarterly DDR Training	N/A	Basic PFT (if applicable) Honor Graduate (if applicable)	N/A	26 hours, Recruit Training	<b>Must be registered in YM Database before first day of training!</b>
PVT to PFC	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
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-f	Quarterly DDR Training	N/A	Basic First Aid	N/A	N/A	
PFC to LCPL	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-LCPL	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	Quarterly DDR Training	N/A	Community Service  Drug Demand Reduction  PFT	Basic Guidebook Examination (Database printout)	N/A	
	<b>* = Required Billet Database must report two (2) PFT's per year (Jan-Jun / Jul-Dec)</b>						

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LCPL to CPL	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-CPL	PO1 – EO1, EO2, EO3, EO4, EO5, EO6, EO7, EO8 PO2 – EO1, EO3a-d, EO4a-h 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	Quarterly DDR Training	Guidon Bearer*  Team Leader*	CPR	N/A		
CPL to SGT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-SGT	PO1 – EO9, EO10, EO11, EO12, EO13, EO14 PO2 – EO2, EO3e-i, EO4i-o PO3 – EO1b, EO2, EO3b-c, EO4c, EO5b-c, EO6b, EO7c-e PO4 – EO1, EO5, EO7 PO5 – EO1b-c, EO3 PO6 – EO2b PO7 – EO3, EO4, EO7, EO8 PO8 – EO1b-c, EO2c-d, EO3c PO9 – EO3, EO4, EO5b	Quarterly DDR Training	Assistant Squad Leader*  <b>Plus</b> <u>Select one:</u> *  Color Guard  Squad Leader	Advance First Aid  Junior Leadership  DDR w/ ★	Junior Guidebook Examination (Database printout)	Junior Leadership School (JLS)	
SGT to SSGT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
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, EO6a-b, EO7 PO8 – EO1, EO2 PO9 – EO1a-c, EO2a-e, EO2m, EO2o, EO3	Quarterly DDR Training	Squad Leader*  Platoon Guide*	Conservation	N/A	N/A	
	<b>* = Required Billet</b> <b>Database must report two (2) PFT's per year (Jan-Jun / Jul-Dec)</b>						

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








































































SSGT to GYSGT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
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, EO8a-b, EO9a-b PO7 – EO3, EO5, EO6c, EO8, EO9 PO8 – EO3, EO4 PO9 – EO1d-e, EO2f-l, EO2n	Quarterly DDR Training	Platoon Sergeant*	Senior Leadership  DDR w/ 	Senior Guidebook Examination (Database printout)	Senior Leadership School (SLS)	
GYSGT to MSGT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
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 – EO1a-e PO9 – EO1 PO10 – EO1, EO3	Quarterly DDR Training	Unit Gunnery Sergeant*  Unit Supply Assistant*	DEA device  	N/A	N/A	
MSGT to MGYSGT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
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 – EO1f, EO2a-e, EO3 PO9 – EO2, EO3 PO10 – EO2, EO4	Quarterly DDR Training	YM First Sergeant*  <b>Plus</b> <u>Select one:</u> *  Unit Adjutant Assistant  Unit Paymaster Assistant  Unit Training Assistant	Advance Leadership  Current CPR trained  DDR (4 <sup>TH</sup> Award)	Advance Guidebook Examination (Database printout)	Advance Leadership School (ALS)	
<b>* = Required Billet</b> <b>Database must report two (2) PFT's per year (Jan-Jun / Jul-Dec)</b>							





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This chart shows billets Young Marines are eligible to hold by rank and entered into their Young Marine record book. If unit does not have Young Marines with rank appropriate to the billet, then said billet is left unfilled or filled by a registered adult or at the Unit Commanders discretion a lesser rank YM mature enough to handle the billet (they will not have the billet entered in the database records however until the rank requirement is met).

## YOUNG MARINES RANK / BILLET CHART









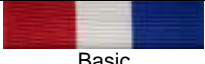














										
Billet Assignment	YM RCT	YM PVT	YM PFC	YM LCPL	YM CPL	YM SGT	YM SSGT	YM GYSGT	YM MSGT	YM MGYSGT
Team Member										
Team Leader										
Color Guard										
Assistant Squad Leader										
Squad Leader										
Platoon Guide / (Guidon Bearer)										
Assistant Recruit Instructor	YM CPL and above that have not received National Recruit Instructor certification									
Recruit Instructor	Graduates of National SLS or ALS that have received National Certification to be a YM Recruit Instructor									
Platoon Sergeant										
Unit Gunnery Sergeant										
Unit Supply Assistant										
Unit Training Assistant										
Unit Adjutant Assistant										
Unit Paymaster Assistant										
YM First Sergeant										
Unit XO Assistant										
YM Sergeant Major										

	= Must fill this billet at or by rank indicated
	= Must fill one of these billets at or by rank indicated

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Below chart shows awards that Young Marines must earn before promotion to rank indicated.

## YOUNG MARINES MANDATORY AWARDS FOR PROMOTION CHART

Must earn award indicated before promotion to >										
Award	YM RCT	YM PVT	YM PFC	YM LCPL	YM CPL	YM SGT	YM SSGT	YM GYSGT	YM MSGT	YM MGYSGT
 Basic	Earn before promotion to >									
 Basic First Aid	Earn before promotion to >									
 Community Service	Earn before promotion to >									
 Physical Fitness										
 Drug Demand Reduction			< First award of DDR ribbon at completion of Basic YM Guidebook							
 CPR	Earn before promotion to >									
 Advance First Aid	Earn before promotion to >									
 DDR w/ ★			< Second award of DDR ribbon at completion of Junior YM Guidebook							
 Junior Leadership										
 Conservation			Earn before promotion to >							
 DDR w/ ★★	Earn before promotion to >									
 Senior Leadership			< Third award of DDR ribbon at completion of Senior YM Guidebook							
 DEA device			Earn before promotion to >							
 Advance Leadership	Earn before promotion to >									
 DDR w/ ★★★			< Fourth award of DDR ribbon at completion of Advance YM Guidebook							

**Note:** Other than the DDR, School and YM 1<sup>ST</sup> Sgt ribbons there is no 'restriction on a YM earning an award two or three or more ranks ahead of when it is required for a rank (i.e., DEA device required before promotion to YM-MSGT can be earned as early as YM-PVT).