



MIAMI VALLEY YOUNG MARINES

6161 Chambersburg Road
Huber Heights, OH 45424



From: Commanding Officer
To: Unit Staff and Young Marines
Subject: Young Marine Promotion Procedure
Policy: MVCompOrd 1001.01
Date: April 6, 2007

PROMOTION PROCEDURE

This is the procedure for all Young Marine Promotions within the Miami Valley Young Marines Unit.

1. Responsibility: It is the sole responsibility of the Young Marine themselves to perform the proper actions to receive a promotion based on this unit's policy.
2. Time in Grade (TIG): Unlike it was in previous years, there is no longer a TIG or Time in Service Requirement for promotions in the Young Marines Program.
3. Written Test: There are now only four written tests in the Young Marines program. These take place between the ranks of YM/LCpl and YM/Cpl, YM/Sgt and YM/SSgt, YM/GySgt and YM/MstSgt, and after completion of the Advanced Leadership Guide Book.
4. Promotion Board: Promotion boards are required by all youth to achieve the next rank. These will be conducted by the Executive Officer upon completion of the Miami Valley Young Marine Promotion Packet.
5. Promotion Packet: This packet can be obtained from the Adjutant during any regular meeting. This package contains four pages:
 - a. Personal Information: To be completed by the Young Marine
 - b. Parent Evaluation: To be completed by the parent or guardian of the Young Marine
 - c. School Evaluation: To be completed by all of the teachers of the Young Marine
 - d. Platoon Commander/ XO Form: To be completed by the Platoon Commander once the other three pages are complete then turned into the XO. The XO will place the board results on this page and inform the CO of the results.
6. Attendance: The CO will take into account the results of the Young Marines' attendance when making the final decision.
7. CO's Meeting: Once the board is complete the CO will set down personally with the Young Marine and inform them of whether or not the promotion was achieved at this time. If not the CO will give the reasons and what the Young Marine can do to achieve the rank at a future date.



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Break Down per rank:

1. Private (Pvt): Complete Recruit Training and earn the Basic Award.
2. Private First Class (PFC):
 - a. Must perform aforementioned process.
 - b. This rank can be achieved meritoriously through recommendation by someone in the unit up through the chain, or during recruit training for graduating in the top 10% of their recruit class.
3. Lance Corporal (LCpl):
 - a. Must perform aforementioned process.
 - b. This rank can be achieved meritoriously through recommendation by someone in the unit up through the chain.
4. Corporal (Cpl):
 - a. Must perform aforementioned process.
 - b. Must pass the Basic Guidebook Test with a score of at least 80%
 - c. Must earn the Basic First Aid Award.
 - d. Must earn a Community Service Award.
 - e. This rank can not be achieved meritoriously.
5. Sergeant (Sgt):
 - a. Must perform aforementioned process.
 - b. Must earn the Junior Leadership School Award.
 - c. This rank can be achieved meritoriously through recommendation by someone in the unit up through the chain.
6. Staff Sergeant (SSgt):
 - a. Must perform aforementioned process.
 - b. Must pass the Junior Guidebook Test with a score of at least 80%
 - c. Must earn a CPR Award
 - d. This rank can not be achieved meritoriously.
7. Gunnery Sergeant (GySgt):
 - a. Must perform aforementioned process.
 - b. Must earn a Senior Leadership School Award.
 - c. This rank can be achieved meritoriously through recommendation by someone in the unit up through the chain.
8. Master Sergeant (MSgt):
 - a. Must perform aforementioned process.
 - b. Must pass the Senior Guidebook Test with a score of at least 80%
 - c. This rank can not be achieved meritoriously.
9. First Sergeant (1stSgt):
 - a. Must have the rank of MSgt and be performing the duties of the Unit First Sergeant.
 - b. This rank can only be worn while performing these duties.
10. Master Gunnery Sergeant (MGySgt):



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- a. Must perform aforementioned process.
 - b. Must earn an Advanced Leadership School Award.
 - c. Must pass the Advanced Guidebook Test with a score of at least 80%
 - d. This rank can not be achieved meritoriously.
11. Sergeant Major (SgtMaj):
- a. Must have the rank of MGySgt and be performing the duties of a Sergeant Major at the Battalion or higher levels.
 - b. This rank can only be worn while performing these duties

J. Keagan Miller
Commanding Officer
Miami Valley Young Marines