

**Wildcat Battalion Standing Operating Procedure (SOP) Manual**

**Chapter 9**

**PROMOTIONS**

*PURPOSE: This chapter prescribes the promotion authorization and schedule and procedures for the administration of cadet promotions to the JROTC Program at Richmond Hill High School, Richmond Hill, Georgia 31324.*

*APPLICABILITY: This SOP is applicable to all cadets enrolled in the Junior ROTC Program at Richmond Hill High School.*

**9-1. Battalion Authorization and Promotion Schedule**

<b>Unit</b>	<b>Duty Position</b>	<b>Number Authorized</b>	<b>Initial Rank</b>	<b>Highest Rank</b>
Battalion	Bn Cdr	1	C/MAJ	C/COL
	Bn Xo	1	C/CPT	C/LTC
	S-1 Officer	1	C/2LT	C/CPT
	S-2 Officer	1	C/2LT	C/CPT
	S-3 Officer	1	C/2LT	C/MAJ
	S-4 Officer	1	C/2LT	C/CPT
	S-5 Officer	1	C/2LT	C/CPT
	CSM	1	C/MSG	C/CSM
Company	Co Cdr	1	C/2LT	C/CPT
	Co XO	1	C/2LT	C/1LT
	PL	3	C/MSG	C/2LT
	1SG	1	C/SFC	C/1 <sup>ST</sup> G
	PSG	3	C/SGT	C/SFC
	SL	4	C/CPL	C/SSG
	Guidon Bearer	1	C/PV2	C/CPL

## **9-2. Procedures**

For all promotions, the battalion table of organization and its rank structure will be used as a guide. In no case will it be exceeded without the approval of the SAI. Cadets are eligible for promotion during each of the first three quarters of the school year. All promotion recommendation rosters are due to the Battalion Adjutant (S-1) two weeks prior to the end of the promotion period.

### **A) Enlisted Promotion: To be eligible for promotion to the rank of C/PFC (E-3) through C/SGT (E-5), cadets must meet the following criteria:**

- 1) Receive a passing grade in all academic classes.
- 2) Must be able to March the Squad Drill Sheet.
- 3) Be recommended for a promotion by their company.
- 4) Missed less than 3 uniform/PT days.
- 5) Complete a minimum of 15 hours of Community Service

### **B) Non commissioned Officer Promotion: To be eligible for promotion to the rank of C/SSG (E-6), cadets must meet the following criteria:**

- 1) Received a passing grade in all academic classes.
- 2) Completed 20 hours of community service.
- 3) Receive a written recommendation from the chain of command.
- 4) Have the rank of C/SGT (E-5).
- 5) Be assigned to a C/SSG position or higher for six weeks.
- 6) Demonstrate the ability to conduct Physical Fitness/Squad Drill prior to being promoted.
- 7) Missed less than 2 uniform/PT days.

### **C) To be eligible for promotion to C/SFC (E-7) through C/CSM (E-9), cadets must meet the following criteria:**

- 1) Received a passing grade in all academic classes.
- 2) Completed 24 hours of Community Service.
- 3) Be recommended by the chain of command.
- 4) Be assigned to a C/SFC position or higher for six weeks.
- 5) Missed less than 1 uniform/PT day.
- 6) Demonstrate the ability to conduct Squad/Platoon Drill prior to being promoted.
- 7) Know and understand the BN and External Chain of Command.

**D) Officer's Promotions: To be eligible for promotion to the rank of C/2LT (O-1), cadets must meet the following criteria:**

- 1) Received a passing grade in all academic classes.
- 2) Completed 30 hours of Community Service.
- 3) Receive a written recommendation by the chain of command.
- 4) Have the rank of C/SFC or higher.
- 5) Be assigned to a C/2LT position or higher.
- 6) Demonstrate the ability to conduct Physical Fitness/Platoon Drill prior to being promoted.
- 7) Pass the Officer's Board prior to being promoted.
- 8) Missed less than 1 uniform/PT day.

**E) To be eligible for promotion to C/1LT (O-2) through C/COL (O-6), cadets must meet the following criteria:**

- 1) Received a passing grade in all academic classes.
- 2) Completed 40 hours of Community Service.
- 3) Be recommended by the chain of command
- 4) Be assigned to a C/1LT position or higher in six weeks.
- 5) Missed less than 1 uniform/PT day.
- 6) Know the External/BN Chain of Command and the Army's Structure.

**Wildcat Battalion Standing Operating Procedure (SOP) Manual****Chapter 10****DEMOTIONS**

*PURPOSE; This chapter prescribes the procedures for the administration of cadet reductions in rank and relief for cause from duty positions pertinent to the JROTC Program at Richmond Hill High School, Richmond Hill, Georgia 31324.*

*APPLICABILITY: This SOP is applicable to all cadets enrolled in the Junior ROTC Program at Richmond Hill High School.*

**10-1. General.** The SAI and AIs will consider and may demote cadets as a result of unsatisfactory behavior and or performance of duty. The following are some of the justifications for reduction in rank or relief from duty position. Appropriate efforts will be made by the cadet's chain of command to take alternative corrective action, i.e., counseling, demerits, etc., prior to initiating a reduction in rank. Any cadet officer, non-commissioned officer, cadet private first class, or cadet private two may be reduced in grade for any of the following reasons:

- (1) Insubordination toward any cadet of a higher grade or position who is duly appointed over the cadet in question, and who gives a legal and lawful order.
- (2) Insubordination toward a member of the military staff.
- (3) Demonstrated inability to serve as leader in that grade or position.
- (4) Inefficiency or neglect of duty.
- (5) Conduct improper for a person holding that grade.
- (6) Failure to receive a passing nine weeks/semester grade in JROTC.
- (7) Suspension from school or in school suspension for serious violations of school rules.
- (8) Failure to wear the uniform on required days or continues to wear the uniform as to present a disreputable appearance, i.e.:
  - a. Badly needs haircut or does not shave.
  - b. Male cadets wear earring(s) while in uniform or female cadet wears earrings with the Class "C" uniform or improper earrings with the Class "A" or Class "B" uniform.
  - c. Continuous unacceptable standards of grooming and appearance.
- (9) Violations of the rules, regulations and procedures contained in the cadet SOP.
- (10) Failure to turn in homework or fulfill assigned class projects.

a. Cadet Officers must maintain a passing average in both military and academic subjects, non-commissioned officers must maintain a passing grade in JROTC and may not be failing more than one subject outside of JROTC. Any indication that battalion duties are interfering with academic class work will be dealt with on an individual basis

~~b. The reduction may be to any grade considered appropriate by the Military Staff and/or Board of Officers.~~

**SOP MANUAL**