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**DANIEL BOONE HIGH SCHOOL ORDER 1400.3E**

From: Senior Marine Instructor  
To: Daniel Boone High School Cadets

Subj: MCJROTC CADET PERFORMANCE EVALUATION AND PROMOTION MANUAL  
(Short Title: CADPROMAN)

1. Purpose. To publish policies and procedures governing the cadet promotion process.
2. Cancellation. DBHSO 1400.3D
3. Action. The procedures established in this manual are applicable to all cadets of the Daniel Boone High School MCJROTC.
4. Recommendations. Recommendations for changes to this manual are invited and should be submitted through the chain of command.
5. Certification. Reviewed and approved this date

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## Chapter 1

### General

1000. **Overview.** The promotion of cadets must positively contribute to the high standards of leadership and proficiency required for the continued success of the MCJROTC program. Promotion is not just a reward for past performance. It is, more importantly, an expectation of future performance.

1. Performance evaluation and promotion of cadets in the Daniel Boone High School MCJROTC program parallels to the greatest extent possible the same opportunities afforded every United States Marine, whether enlisted or commissioned officer. To that purpose, cadets begin their "careers" as followers, learning the principles and traits of leadership while under the charge of more seasoned cadets and the instructor staff. As they gain more knowledge and confidence in their abilities, cadets are given occasion to demonstrate their skills as developing leaders. At regular intervals, a cadet receives an assessment of his / her performance, counseling regarding strengths and weaknesses, and provided recommendations for improvement.

2. When a cadet has met the eligibility criteria as established in paragraph 4003 of this order, he / she will be considered for promotion by a duly constituted board of senior cadets. That board will forward its recommendations to the Marine Instructor for review and comment prior to submission to the Senior Marine Instructor for approval. The Senior Marine Instructor will make the final determination as to a cadet's promotion.

#### 1001. **Objectives**

- a. To maintain the strength in each grade necessary to the successful operation of the Cadet Battalion.
- b. To ensure that all eligible cadets receive full and equitable opportunity to compete for promotion.
- c. To ensure that only the best and fully qualified cadets are promoted.

#### 1002. **Responsibility of Cadet Commanders**

a. Cadet commanders occupy a position of paramount importance in the promotion system. The cadet commander must:

- (1) Ensure strict compliance with the policies and regulations contained in this order.
- (2) Ensure cadets receive a fair and impartial assessment of their academic and professional development.
- (3) Ensure that all cadets to be promoted to the next higher grade meet MCJROTC standards of professionalism, personal performance, and leadership.
- (4) Ensure that a cadet is not promoted unless he / she can be expected to assume the responsibilities and perform the duties of that grade in a credible and satisfactory manner.
- (5) Ensure that fully qualified and deserving cadets are expeditiously promoted.

#### 1003. **Responsibilities of the Instructor Staff**

##### 1. **Marine Instructor (MI)**

(a) The MI is tasked with instilling in enlisted cadets those traits necessary to make them successful leaders as they progress through the MCJROTC program.

(b) The MI serves as a mentor to all cadets and will offer advice and counsel whenever appropriate.

(c) The MI will monitor the promotion process, offer personal observations or recommendations whenever appropriate and review the findings of all promotion boards before submission to the Senior Marine Instructor (SMI).

## 2. **Senior Marine Instructor (SMI)**

(a) The SMI is responsible for the leadership development of every cadet.

(b) The SMI is tasked with honing the leadership skills of cadet officers.

(c) The SMI serves as a mentor to all cadets and will offer advice and counsel whenever appropriate.

(d) The SMI will review the findings of all promotion boards and serve as the sole promotion authority for the Daniel Boone MCJROTC program.

## 1004. **Definitions**

1. **Cutting Score**. A mathematical calculation of certain data elements used as a measuring factor for cadets within a given grade.

2. **Date of Rank**. The date assigned to a cadet upon advancement to the next higher grade and used to determine seniority in grade as well as eligibility for promotion.

3. **Entry Base Date**. An established date at the beginning of a cadet's "career", adjusted for broken service or service in other JROTC programs.

4. **Grade**. A step or degree in a graduated scale of military rank as established by regulation.

5. **Junior Enlisted Cadet**. A cadet serving in the grade of Private (E-1) through Lance Corporal (E-3).

6. **Noncommissioned Officer (NCO)**. A cadet serving in the grade of Corporal (E-4) or Sergeant (E-5).

7. **Officer**. A cadet serving in the grade Second Lieutenant (O-1) or higher.

8. **Promotion Board**. A board of cadet senior enlisted and officers convened by the Cadet Battalion Commander to select those cadets best qualified for promotion to the next higher grade.

9. **Reporting Senior**. The cadet in the chain of command who assigns Proficiency and Conduct marks to junior enlisted cadets and cadet noncommissioned officers or completes Fitness Reports on Cadet Staff Noncommissioned Officers and Officers.

10. **Reviewing Official**. The member of the Instructor Staff who reviews all Proficiency and Conduct marks or Fitness Reports completed by cadet commanders.

11. **Staff Noncommissioned Officer (SNCO)**. A cadet serving in the grade of Staff Sergeant (E-6) to Sergeant Major (E-9).

12. **Time in Grade (TIG)**. A period of time that a cadet spends in a particular grade or rank. TIG ensures that a cadet acquires a regulated amount of experience in grade prior to being considered for promotion.

1005. **Grade Structure**. Officer and enlisted grades of the Daniel Boone High School MCJROTC program, in order of seniority, are:

a. Officer Grades

Major	(Maj)	O-4
Captain	(Capt)	O-3
First Lieutenant	(1stLt)	O-2
Second Lieutenant	(2ndLt)	O-1

b. Enlisted Grades

Sergeant Major	(SgtMaj)	E-9
First Sergeant	(1stSgt)	E-8
Gunnery Sergeant	(GySgt)	E-7
Staff Sergeant	(SSgt)	E-6
Sergeant	(Sgt)	E-5
Corporal	(Cpl)	E-4
Lance Corporal	(LCpl)	E-3
Private First Class	(PFC)	E-2
Private	(Pvt)	E-1

## Chapter 2

### PERFORMANCE EVALUATION FOR JUNIOR ENLISTED CADETS AND NCOs

2000. **General.** Leadership development of cadets requires frequent evaluations of strengths and weaknesses, an assessment of growth, and the implementation of a plan to maximize an individual's potential. Junior enlisted cadets and NCOs in the grade of Private (E-1) through Sergeant (E-5) will be evaluated through assignment of Proficiency and Conduct (Pro / Con) marks.

2001. **Proficiency Marks.** In assigning Proficiency marks, a scale of 0.0 to 5.0 is used. The mark should indicate how well the cadet has executed his / her duties during the marking period. In addition to academic and specialized knowledge relating to duty proficiency, the "whole person" concept must be considered. Such attributes as mission accomplishment, leadership, intellect and wisdom, character, physical fitness, and personal appearance should also be evaluated and incorporated into the proficiency mark. Due allowance should be given to a cadet who is filling a billet inconsistent with his / her grade. Reporting seniors who do not have daily contact with the subject cadet should consult with other cadets who supervise his / her duties or with an instructor prior to assigning any proficiency mark.

a. Appendix A offers guidance applicable to the assignment of proficiency marks.

2002. **Conduct Marks.** In assigning Conduct marks, a scale of 0.0 to 5.0 is used. In addition to observance of the letter of the law and regulations, conduct includes conformance to accepted usage and custom and positive contributions to unit, school, and community. General bearing, attitude, interest, reliability, courtesy, cooperation, obedience, adaptability, influence on others, moral fitness, and participation in unit activities are all factors of conduct and should be considered in evaluating the cadet. The mark assigned after consideration of these qualities and, if necessary, after consultation with the cadet SNCO, officer, or instructor who supervises the cadet's performance of duty, should represent a fair, objective evaluation of the cadet's conduct for the marking period.

a. Appendix A offers guidance applicable to the assignment of conduct marks.

#### 2003. **Assignment of Pro / Con Marks**

1. **Reporting Senior.** The reporting senior for a junior enlisted cadet or NCO is that cadet SNCO or officer who has direct and frequent contact with the cadet to be evaluated. Under normal circumstances, the Cadet Company Commander will act as the reporting senior for cadets in the company; however, he / she may consult with class leaders, platoon commanders, and members of the battalion staff prior to assigning Pro/Con marks. Members of the Cadet Battalion Staff and the Cadet Sergeant Major will exercise staff cognizance in assigning Pro / Con marks to junior enlisted members of their respective staff sections.

2. **Frequency.** Pro / Con marks will be assigned at the conclusion of every nine week grading period.

#### 3. **Procedures**

##### a. **Reporting Seniors**

(1) Submit a completed roster of cadets and recommended Pro/Con marks to the Battalion S-1 Officer.

(2) Upon recording of Pro / Con marks in the individual cadet's SRB, ensure that counseling of each cadet is conducted by class leaders and platoon commanders.

b. **S-1 Officer**

(1) Cross reference the submitted list of Pro / Con marks against the battalion roster to ensure that each cadet who merits assignment of Pro / Con marks has received an evaluation.

(2) Once all Pro / Con recommendations are received, submit the list to the Instructor Staff for review.

(3) Upon review by the Instructor Staff, make appropriate Pro / Con mark entries in the Record of Service page, Appendix B, of each cadet's Service Record Book (SRB) and in the Marine Corps Cadet Record Manager (MCCRM) system's database.

c. **Instructor Staff**. Upon receipt of Pro / Con recommendations from the S-1, review all markings to ensure a fair, objective evaluation of each cadet's performance of duties and conduct for the subject period was made. Instructors may make changes to the recommendations, as necessary.

d. **Individual Cadet**.

(1) The cadet to receive Pro / Con marks will complete an Extracurricular Activity Report and submit it to the Reporting Senior prior to the end of the first nine-week grading period and submit updates as they may occur.

(2) The chain of command serves as an instrument for command and control and as a vehicle for addressing grievances. No individual can prevent another from seeking assistance. A cadet who believes he / she has received an unfair evaluation has every right and opportunity to address these concerns via the chain of command through the use of the Rebuttal Form (Appendix C).

### Chapter 3

#### PERFORMANCE EVALUATION OF CADET SNCOs AND OFFICERS

3000. **General.** The fitness report provides for the periodic reporting, recording, and analysis of performance and character of cadets in the grade of Staff Sergeant through Major. Its fundamental concepts are accuracy, accountability, simplicity, and consistency of policy and evaluation methods. Achieving these concepts requires standardization of procedures, supervision throughout the chain of command, and education of all participants in the system. The fitness report provides a history of a cadet's performance and potential.

1. **Accurate Fitness Reports.** The evaluation must:

a. Reflect an assessment of performance of duties and responsibilities against an understood set of requirements, individual capacity, and professional character.

b. Center on individual performance during a designated period of observation.

c. Report fact and the reporting senior's objective judgments based on MCJROTC standards.

d. Ensure narrative portions of the evaluation are clear in their meaning and represent fact, not conjecture.

3001. **Completing the FitRep** (Appendix D to this order)

1. **Reporting Senior.** The Reporting Senior is the first cadet officer or SNCO in the reporting chain senior to the cadet being evaluated.

a. The following table offers guidance as to which cadet acts as the Reporting Senior for subordinates in the chain of command:

<u>REPORTING SENIOR</u>	<u>RESPONSIBLE FOR FITREPS ON</u>
Platoon Commander	Platoon Sergeant
Company Commander	Company GySgt Company 1stSgt Platoon Commanders Company XO
Sergeant Major	Color Sergeant (if SNCO)
Staff Officers	Section Chiefs (if SNCO)
Battalion XO	Staff Officers /SNCOs
<u>REPORTING SENIOR</u>	<u>RESPONSIBLE FOR FITREPS ON</u>
Battalion CO	Company Commanders Sergeant Major Battalion XO
SMI / MI	Battalion CO

2. **Frequency.** FitReps will be completed at the conclusion of every nine-week period.



3. **Procedures**

a. **Reporting Senior**

- (1) Complete FitReps on each cadet in his/her command.
- (2) Turn completed FitReps in to the S-1.

b. **S-1 Officer**

(1) Cross reference the submitted FitReps against the battalion roster to ensure that each cadet who merits a FitRep has received an evaluation.

(2) Submit all completed FitReps to the Instructor Staff for review.

(3) Upon review by the Instructor Staff, file the FitReps in the individual cadet's FitRep file.

c. **Instructor Staff**. Upon receipt of FitReps from the S-1, review all markings to ensure a fair, objective evaluation of each cadet's performance of duties and conduct for the subject period was made. The MI will serve as the Reporting Senior for the Cadet Battalion Sergeant Major and Cadet Battalion Commanding Officer. The SMI will act as the Reviewing Officer for all Fitreps.

d. **Individual Cadet**

(1) The cadet to receive a FitRep evaluation will complete an Extracurricular Activity Report and submit it to the Reporting Senior prior to the end of the first nine-week grading period and submit updates as they may occur.

(2) The chain of command serves as an instrument for command and control and as a vehicle for addressing grievances. No individual can prevent another from seeking assistance. A cadet who believes he / she has received an unfair evaluation has every right and opportunity to address these concerns via the chain of command through the use of the Rebuttal Form (Appendix C).

## Chapter 4

### Promotions

4000. **General.** Promotions within the Daniel Boone High School MCJROTC are based on time in grade and, more importantly, on demonstrated performance. In order to advance from Cadet Private to Cadet Staff Sergeant, a cadet must demonstrate a prescribed degree of proficiency in drill and ceremonies, military knowledge coupled with good grades, attendance, and discipline. In order to be advanced to senior Cadet Staff Noncommissioned Officer and Officer grades, a cadet must be in his/her third or fourth year of the program, unless meritoriously promoted to the SNCO ranks. These ranks are attained upon the recommendation of a duly constituted promotion board of cadets, monitored by the MI, and upon final approval by the SMI.

4001. **Meritorious Promotion.** Cadets who have demonstrated a superior degree of diligence, academic excellence, and military skill may be meritoriously promoted upon the forwarding of a recommendation through the cadet chain of command to the instructor staff. A cadet may be meritoriously promoted only once per academic year through the first two years in the program.

4002. **Requirements and Reports.** The S-1 will maintain a record of cadet promotions in the individual Cadet's Service Record Book (SRB) and in the Marine Corps Cadet Record Manager (MCCRM) system's database. The S-1 will also assist the MI in producing promotion warrants.

4003. **Promotion Criteria.** Each cadet who enrolls in the MCJROTC program, regardless of class standing, will begin his/her MCJROTC career as a Cadet Private. Cadets who transfer in from other JROTC programs will have their records evaluated and will be assigned a rank based on their record and time in the JROTC program.

a. The following chart details the promotion opportunities for cadets:

<u>CLASS</u> <u>STANDING</u>	<u>MAY BE PROMOTED</u> <u>TO THE RANK OF</u>	<u>MERITORIOUS PROMOTION</u> <u>TO THE RANK OF</u>
1st Year	Cadet Corporal	Cadet Sergeant
2nd Year	Cadet Staff Sergeant	Cadet Gunnery Sergeant
3rd / 4th Years	Based on recommendation of Promotion Board and billet availability	

1. **Academic Eligibility.** No factor is more important in a cadet's promotional opportunities than academics. Grade Point Average (GPA) and academic performance in MCJROTC classes are frequently the deciding factor in whether or not a cadet is promoted. To be considered for promotion, a cadet:

a. Should possess a minimum GPA of 2.5. For promotion purposes, GPA is calculated in grade (since the cadet's last promotion). While cadets who possess a GPA below 2.5 are not ineligible for promotion, a low GPA significantly reduces the chances of selection to the next higher grade.

b. Must possess an average grade of "A" or "B" in MCJROTC course work.

c. Must pass a rank appropriate test with a minimum grade of 75% (E1 to E-5) or 80% (E-6 to O-4).

2. **Professional Standing.** In order to be considered for promotion, a junior enlisted cadet must have minimum average Pro / Con marks of 4.0 / 4.0. In order to be considered for promotion to Sergeant, a cadet corporal must have minimum average Pro / Con marks of 4.2 / 4.2. In order to be considered for promotion to the SNCO and Officer ranks a cadet must possess minimum marks of 4.4 / 4.4.

3. **Time in Grade (TIG)**. TIG will be calculated based on the number of nine- week grading periods a cadet has had in grade since his/her last promotion. Eligibility criteria for promotion to the next higher grade based on TIG are as follows:

<u>PROMOTION TO</u>		<u>TIG (9 WEEK GRADING PERIODS)</u>
PFC	(E-2)	1
LCPL	(E-3)	1
CPL	(E-4)	1
SGT	(E-5)	2
SSGT	(E-6)	2
SNCO - OFFICER		2

A cadet who works a minimum of twelve (12) hours over the summer recess will be credited with an additional nine-week grading period towards promotion.

4. **Participation in MCJROTC Activities**. Leadership development can only be achieved when a cadet participates fully in the MCJROTC program. As a cadet increases in rank, his / her responsibilities to subordinates and the program also increase. Those cadets who participate in MCJROTC activities are developing their leadership skills and giving of themselves to a greater cause. For promotion purposes, participation in MCJROTC activities is calculated in grade (since the cadet's last promotion). Eligibility criteria for promotion to the next higher grade based on participation in MCJROTC sponsored activities are as follows:

<u>PROMOTION TO</u>		<u>ACTIVITIES</u>
PFC	(E-2)	1
LCPL	(E-3)	2
CPL	(E-4)	3
SGT	(E-5)	5
SSGT	(E-6)	6
GYSGT- MAJOR	(E-7 through O-4)	7

5. **Recommendation For Promotion**. A cadet eligible for promotion must also receive a recommendation for advancement by the Reporting Senior. The Reporting Senior will take into consideration the cadet's performance of duties, conduct, and academics as well as his / her potential to serve in the next higher grade.

6. **Extracurricular Activities**. One of the principle tenets of the MCJROTC program is encouraging cadets to be involved in their school and community. Cadets who are active in school athletics, band, school activities, clubs and organizations outside of school, and cadets who are employed will receive "bonus" points towards promotion to the next higher grade. These activities will be documented on the Extracurricular Activity Report, Appendix E, to be submitted by individual cadets during the first nine-week grading period and updated as required.

(a) School club / sport / leadership activities as defined as those activities identified in the Daniel Boone High School Curriculum and Activities Guide.

(b) Non-school sponsored volunteer/community activities will be considered as those service / volunteer activities which strengthen an individual cadet's self-reliance and dedication or contribute to the community. Examples of such activities are Boy/Girl Scouts, Explorer Scouts, Volunteer Fire Department, and other non-court ordered community service activities. The instructor staff will offer wide latitude to cadets in determining participation in these activities.

4004. **Promotion Boards.** The purpose of promotion boards is to recommend the best-qualified cadets for promotion based on an individual's performance and potential to serve in the next higher grade.

1. **Frequency.** Promotion boards will be convened at the direction of the Cadet Battalion Commander. Normally, a board will be convened every nine weeks.
2. **Composition.** The promotion board will be comprised of senior cadets, chaired by the Cadet Battalion Executive Officer. Though composition of the board may vary, it will usually consist of the Battalion Executive Officer, Adjutant (S-1), Sergeant Major, and two Company Commanders / Staff Officers.
3. **Procedures**

- a. **Cadet Junior Enlisted and Noncommissioned Officer Promotions**

(1) The board will employ the Promotion Eligibility Sheet, Appendix E, as the basis for calculating eligibility for promotion. The Extracurricular Activity Report, Appendix D, submitted by eligible cadets will also be used by the board to select qualified cadets for advancement to the next higher grade.

(2) Once a cadet's basic eligibility for promotion, as directed in paragraph 4003 of this order, has been determined the board will calculate the subject cadet's cutting score.

(a) **Grade point Average (GPA)** - The GPA will be calculated from the date of the subject cadet's last promotion. The board will add the GPA from each of the nine-week grading periods and divide by the number of grading periods used in the equation. The GPA will be rounded to the nearest 100th decimal place.

Example: Cadet Corporal Smith has two nine-week periods in grade and is, therefore, eligible for consideration for promotion to Cadet Sergeant. Her GPA for each of the previous nine-week grading periods since her promotion to Cadet Corporal has been 2.57 and 2.72. The board will add the two GPA's (5.29) and divided by the number of grading periods calculated (2) to obtain her GPA for the promotion period (2.645), rounding to the nearest 100th decimal place (2.65).

(b) **Proficiency / Conduct Marks (Pro/Con)** - The promotion board will calculate the subject cadet's Pro / Con marks in the same manner as described above for the GPA. Pro / Con marks will be rounded to the nearest 10th decimal place.

(c) **Time in Grade (TIG)** - A cadet's TIG will be calculated based on the number of 9 week grading periods he / she has had in grade since his / her last promotion. Paragraph 4003.3 refers.

(d) **MCJROTC Activities** - MCJROTC sponsored volunteer activities are defined as those activities assumed by the cadet leadership which support school / community functions (color guards, assistants at sporting events, ushers, escorts, etc.) or participation in activities which further a cadet's military skills / understanding of the role of the Armed Forces in the national defense (field trips, intramural competition, etc.). For promotion purposes, participation in MCJROTC activities is calculated in grade (since the cadet's last promotion). The S-3 will provide the promotion board with the subject cadet's record of participation in MCJROTC sponsored activities.

(e) **Marksmanship Scores** - A cadet's marksmanship scores will be provided to the board by the S-3. Points will be allocated for promotion based on the following table:

<u>MARKSMANSHIP SCORE</u>	<u>POINTS ALLOCATED</u>
FAM FIRE	05
MARKSMAN	15
SHARPSHOOTER	20
EXPERT	30

It is not necessary for a cadet to have fam-fired or qualified in order to be promoted. Marksmanship points for those who successfully fam-fire or qualify are provided as "bonus points".

(f) **Physical Fitness** - A cadet's physical fitness scores from the last physical fitness test **before** the convening of the promotion board will be provided by the S-3. Points will be allocated for promotion based on the following table:

<u>PHYSICAL FITNESS SCORE</u>	<u>POINTS ALLOCATED</u>
000 - 249	00
250 - 299	10
300 - 349	15
350 - 399	20
400 - 449	25
450 - 500	30

It is not necessary for a cadet to have passed the physical fitness test in order to be promoted. Physical Fitness points for those who successfully complete the Youth Physical Fitness (YPF) test are provided as "bonus points".

(g). **Extracurricular Participation** - The MCJROTC program encourages cadets to participate fully in those sports and activities offered by the high school and other organizations in the community. Those who take advantage of these opportunities will receive "bonus points" towards promotion. Each cadet is responsible for submitting to the class leader an extracurricular activity report listing those activities he / she is currently participating in or has **fully** participated in since his/her last promotion. **Full** participation requires that the cadet complete the activity as a member in good standing or is currently active in the organization at the time of the promotion board's convening.

Example 1: Cadet Corporal Jones signed up to play football and reported for practice for the first five weeks. However, after the third game he quit the team. Cadet Jones **did not fully participate** in football and should not receive points towards promotion.

Example 2: Cadet Corporal Jones had to quit football because he broke his leg in a game. His departure from the team was **under conditions that merit** his receiving points towards promotion.

Example 3: Cadet Corporal Jones came to a couple of meetings of the FFA, but hasn't really been active in the organization for several weeks. She **is not fully participating** in the organization and should not receive points towards promotion.

A cadet's Extracurricular Activity Report will be accepted as submitted. If a member of the promotion board questions the validity of a cadet's report, that board member will personally conduct an investigation into the matter. If he / she reports that the cadet has submitted a false report, disciplinary actions will be taken against the cadet for an integrity violation.

(h) **Penalty Assessment** - A cadet who receives grades of "D" or "F" will receive a deduction from his/her cutting score. The board will determine the penalty deduction based on the average number of grades of "D" and "F" the subject cadet received since his/her last promotion in the same manner as described for computing GPA above. The average will be rounded to the nearest **whole** number.

(i) **Cutting Scores for Promotion** - The following table indicates those scores necessary for a cadet to be considered for promotion to the next higher grade:

PROMOTION TO		CUTTING SCORE MINIMUM
PFC	(E-2)	600
LCPL	(E-3)	605
CPL	(E-4)	610
SGT	(E-5)	695
SSGT	(E-6)	718
GYSGT	(E-7)	723

(3) The promotion board will submit its recommendations to the Marine Instructor for review and comment before passing them on to the Senior Marine Instructor for final approval. The instructor staff may waive minimum requirements for promotion under extraordinary circumstances and on a case-by-case basis.

b. **Cadet Staff Noncommissioned Officer and Officer Promotions**

(1) The board will employ the Promotion Eligibility Sheet, Appendix F, as the basis for calculating eligibility for promotion. The Extracurricular Activity Report, Appendix D, submitted by eligible cadets will also be used by the board to select qualified cadets for advancement to the next higher grade.

(2) Once a cadet's basic eligibility for promotion, as directed in paragraph 4003 of this order, has been determined, the board will calculate the subject cadet's cutting score.

(a) Cutting scores for cadet SNCOs and Officers will be calculated in the same manner as directed in paragraph 4003.2 above with the following exceptions:

(1) The average score on a cadet's fitness report for the 14 leadership traits will be used in place of Conduct marks.

(2) The average score on a Cadet's fitness report for "Value to MCJROTC" and "Overall Potential" will be used in place of Proficiency Marks.

(b) Cutting Scores for Promotion - The following table indicates those scores necessary for a cadet to be considered for promotion to the next higher grade:

PROMOTION TO	CUTTING SCORE MINIMUM
GYSGT - MAJOR (E-8 through O-4)	723

4005. **Promotion Warrant.** Once the promotion list has been approved by the Senior Marine Instructor, the S-1, under the guidance of the Marine Instructor will prepare the Enlisted Promotion Warrant (Appendix G) and the Officer Promotion Warrant (Appendix H) for those cadets slated for promotion.

4006. **Promotion Ceremony.** Promotion of cadets selected to the next higher grade will be performed at an appropriate ceremony in the presence of their peers.