



DOM-XO

4 MARCH 2010

MEMORANDUM FOR RECORD

SUBJECT: Rank Structure and Advancement Requirements

1. **Introduction.** This memorandum establishes policies for rank promotions within Dominion Gaming. It supersedes the previous revision, "Rank Structure and Advancement Requirements," dated 14 October 2008.

Changes:

- a. Requires Commanders to submit promotion requests for under-grade Squad Leaders IAW the accelerated promotion policy.
 - b. Updates promotion approval authority.
 - c. Modifies Time in Grade requirements for promotion to E-5 thru E-8.
2. **Approval Authority.** The approval authority for all routine promotions is the Operations Officer. Routine promotions are defined as those which follow the time schedule defined in paragraph 3 of this memorandum. The approval authority for promotions requiring an exception to policy, Forces Commander commission, or other non-routine promotions is the Executive Officer.
 3. **Rank Structure.** The following rank structure and advancement requirements are established. Periods of inactive service are not credible for the purposes of time-in-grade requirements. Under this policy, the rank of Corporal (E-4) is the beginning rank of the Dominion non-commissioned officers (NCO) corps.

Enlisted and Non-Commissioned Officers

Grade	Rank		Normally Held By	Time In Prev. Grade
E-1	PVT	Private	Provisional Member	
E-2	PFC	Private First Class	Squad Member	(note 1)
E-3	LCPL	Lance Corporal	Squad Member	1 mo./15 day ⁽²⁾
E-4	CPL	Corporal	Squad Member / Squad Leader	2 mo./1mo ⁽²⁾
E-5	SGT	Sergeant	Squad Member / Squad Leader	4 mo.
E-6	SSG	Staff Sergeant	Squad Member / Squad Leader	5 mo.
E-7	GYSGT	Gunnery Sergeant	Squad Member / Squad Leader	6 mo.
E-8	MSG	Master Sergeant	Squad Member / Squad Leader	6 mo.
E-8	1SG	First Sergeant	Company First Sergeant	(note 3)
E-9	SGM	Sergeant Major	Special Appointment	(note 3)

Warrant Officers

Grade	Rank		Normally Held By	Time In Prev. Grade
W-1	WO1	Warrant Officer		(note 4)
W-2	CW2	Chief Warrant Officer 2		6 mo. ⁽⁴⁾
W-3	CW3	Chief Warrant Officer 3		6 mo. ⁽⁴⁾
W-4	CW4	Chief Warrant Officer 4		6 mo. ⁽⁴⁾
W-5	CW5	Chief Warrant Officer 5		6 mo. ⁽⁴⁾

Commissioned Officers

Grade	Rank		Normally Held By	Time In Prev. Grade <small>(note 5)</small>
O-1	2LT	Second Lieutenant	Platoon Commander	
O-2	1LT	First Lieutenant	Platoon Commander	6 mo. <small>(note 6)</small>
O-3	CPT	Captain	Company Commander	
O-4	MAJ	Major	Company Commander	6 mo.
O-5	LTC	Lieutenant Colonel	Company Commander	6 mo. <small>(note 7)</small>
O-6	COL	Colonel	Special Appointment	<small>(note 8)</small>
O-7	BG	Brigadier General	Command Group	<small>(note 8)</small>
O-8	MG	Major General	Command Group	<small>(note 8)</small>
O-9	LG	Lieutenant General	Executive Officer	<small>(note 8)</small>
O-10	GEN	General	Forces Commander	<small>(note 8)</small>

Note 1. Promotion to E-2/PFC occurs after completion of the member's 15-day probationary membership period.

Note 2. For E-2/PFCs and E-3/LCPLs serving as Squad Leaders the time in previous grade requirement is halved. See para. 6, "Accelerated Promotions for Junior Leaders".

Note 3. See para. 7, "First Sergeant/Sergeant Major".

Note 4. Induction into Warrant Corps is through direct commission by the Forces Commander. See para. 4, "Warrant Officer Corps".

Note 5. Promotion to 2LT occurs after appointment as a Platoon Commander.

Note 6. Promotion to CPT occurs after appointment as a Company Commander.

Note 7. Promotion to COL requires special appointment by the Forces Commander.

Note 8. Promotion to General ranks requires special appointment by the Forces Commander.

4. **Warrant Officer Corps.** The purpose of the Dominion Warrant Corps is to recognize outstanding members who have contributed significantly to the Dominion over an extended period of time, and to provide them with continued opportunities for rank advancement and recognition within the organization. Members of the Warrant Corps will be some of the most senior and experienced within the club.

Members enter the Warrant Corps through a direct commission by the Forces Commander at the recommendation of a Company Commander or any Command Group officer. Such a commission may be conveyed by the Forces Commander in one of the following circumstances:

- a. Officers who have completed at least one satisfactory tour of command duty (6 months) and who are retiring or returning to service in a line duty position, and who have served in an honorable status (i.e., not being administratively removed from command); or
- b. Superior non-commissioned officers who have attained the grade of E-8 and have consistently demonstrated dedication to the organization and its members.

All requests for Warrant Officer consideration should be submitted to the Executive Officer for processing. The approval authority for initial promotion into the Warrant Officer Corps is the Executive Officer. The approval authority for subsequent promotions is the Operations Officer.

5. **Promotion Tracking.** All routine rank promotions are tracked and processed at the Command Group level. Time in grade waivers for individual members may be approved on a limited basis by the Executive Officer. Submit requests for a waiver of time in grade requirements via e-mail to DOM-XO.
6. **Accelerated Promotions for Junior Leaders.** Promotions are accelerated for members in the grades of E-2 (Private First Class) and E-3 (Lance Corporal) who are serving as Squad Leaders. The

purpose of this policy is to accelerate induction of these members into the Non-Commissioned Officer (NCO) Corps, and to recognize their service above and beyond their rank and longevity within the club. For promotion to grades E-3 (Lance Corporal) and E-4 (Corporal), the time in grade requirement for members serving as Squad Leaders is halved. There is no time in position requirement under this policy; for example, an E-3 appointed as a Squad Leader at one month time in grade would be immediately promoted to E-4 under this policy.

Platoon and Company Commanders will track promotion schedules for under-grade Squad Leaders within their command. Requests for the accelerated promotion of these members should be submitted by the Platoon or Company commander at the appropriate time to DOM-XO for processing. Eligible members may request a back-dating of their promotion (and subsequent promotions) when an accelerated promotion was erroneously not performed by submitting a request to DOM-XO.

7. **First Sergeant/Sergeant Major.** Promotions to the ranks of First Sergeant (E-8) and Sergeant Major (E-9) continue to be suspended as of this policy revision. This office will transmit revised policy for these ranks at a future date.
8. **Transition from Officer Corps.** Officers returning to an assignment in a line duty position will be transitioned into the NCO Corps or Warrant Corps as follows:
 - a. Officers who have successfully completed at least one tour of command duty (6 months of command service) and are returning to line service under honorable conditions (i.e., not being administratively removed from command) will receive a commission into the Warrant Corps IAW paragraph 4 of this memorandum.
 - b. Officers not meeting the criteria above will be transitioned to an enlisted rank commensurate with their overall time in service. In order to make this determination, the member's expected current rank is calculated (based on time in grade requirements) as if the member had remained in the enlisted promotion track and not entered the Officer Corps. The member is then administratively promoted to a rank one grade higher.
9. The point of contact for this policy is the undersigned.

FOR THE COMMANDER:

TURTLE JERRAR
LG, DOM
Executive Officer