

# PROMOTION BOARD

## GENERAL GUIDELINES AND PROCEDURES

The Zone Promotion Board shall be responsible for all Officers' and Cadets' promotions.

### 1. Appraisal / Promotion of Officers

- All Officers shall be appraised by their immediate superiors annually.

S/no.	Appointment	Appraised by
(a)	Head-of-Department	Zone Superintendent
(b)	Deputy or Asst HOD	respective HOD
(c)	Exco members	Zone Superintendent / HOD (if any)
(d)	OIC / Corps Superintendent	TIC & Corps Supervising Officer
(e)	Corps Staff Officer	TIC & OIC

- The Zone Promotion Board shall based their nominations on the annually Appraisal Reports (submitted by 30 November) before recommending Officers to be promoted.
- All Officers' Promotion Exercise shall be carried out in the month of November to December.
- Promotion of Officers from:-
  - (a) Corps SO Grade 6 to Grade 5 :- at least 1 year in holding of Grade 6 rank from the date of commission.
  - (b) ZSO / Corps SO Grade 5 to Grade 4:- at least 2 years in holding of Grade 5 rank from the date of promotion.
  - (c) ZSO / CS Grade 4 to Grade 3 :- at least 3 to 5 years in holding of Grade 4 from the date of promotion.

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### 2. Cadets' Promotion

<b>S/No.</b>	<b>Description</b>	<b>Time Frame</b>	<b>Action by</b>
(a)	Junior NCOs ( <b>LCP &amp; CPL</b> ) Promotion Exercise – complete and submit BF7 for endorsement.	By 15 December	Teacher / Officer-in-charge
(b)	Senior NCOs ( <b>SGT</b> ) – complete and submit BF 7 upon successfully completing the Advance NCOs' Training Course for endorsement.	2 months after the release of results	Teacher / Officer-in-charge
(c)	Senior NCOs ( <b>S/SGT &amp; Cadet Leader</b> ) Promotion Exercise – complete and submit BF 7 for examination and interview.	Notified by Zone Promotion Board	Teacher / Officer-in-charge