



DOMINION GAMING
EXECUTIVE OFFICER
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DOM-XO

6 FEBRUARY 2011

MEMORANDUM FOR RECORD

SUBJECT: Rank Structure and Advancement Requirements

1. **Introduction.** Within Dominion Gaming ranks are used to identify longevity of service and leadership responsibilities. This memorandum establishes the rank structure and policies for rank promotions. It supersedes the previous revision, "Rank Structure and Advancement Requirements," dated 4 March 2010.

Changes:

- a. Implements criteria for promotion to the ranks of First Sergeant and Sergeant Major.
 - b. Eliminates accelerated promotions for E-3/LCPL and E-4/CPL.
 - c. Minor clarifications throughout.
2. **Approval Authority.** The approval authority for all routine promotions is the Operations Officer. Routine promotions are defined as those which follow the time in grade schedule defined in paragraph 3 of this memorandum. The approval authority for promotions requiring an exception to policy, a commission by the Forces Commander, or other non-routine promotions is the Executive Officer.
 3. **Rank Structure.** The following rank structure and advancement requirements are established. Periods of inactivity are not credible for the purposes of time-in-grade requirements. Under this policy, the rank of Sergeant (E-5) is defined as 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	15 days ^(note 1)
E-3	LCPL	Lance Corporal	Squad Member	1 mo.
E-4	CPL	Corporal	Squad Member	2 mo.
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.
	MSG	Master Sergeant	Squad Member / Squad Leader	6 mo.
E-8	1SG	First Sergeant	Platoon Sergeant / Company Sergeant	(note 2)
E-9	SGM	Sergeant Major	Company Sergeant	6 mo. ^(note 3)

Warrant Officers

Grade	Rank	Normally Held By	Time In Prev. Grade <small>(note 4)</small>
W-1	WO1	Warrant Officer	
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
O-3	CPT	Captain	Company Commander
O-4	MAJ	Major	Company Commander
O-5	LTC	Lieutenant Colonel	Company Commander
O-6	COL	Colonel	Special Appointment
O-7	BG	Brigadier General	Command Group
O-8	MG	Major General	Command Group
O-9	LG	Lieutenant General	Executive Officer
O-10	GEN	General	Forces Commander

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

Note 2. While actively serving in the duty position of Platoon Sergeant or Company First Sergeant, personnel having attained the rank of Master Sergeant will be advanced to the rank of First Sergeant. Upon leaving this duty position, personnel will revert to the rank of Master Sergeant unless otherwise promoted (e.g., into the warrant or commissioned officer corps).

Note 3. The rank of Sergeant Major is only obtainable by personnel actively serving as a Company Sergeant and having 6 months time in grade as a Master Sergeant and/or First Sergeant.

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

Note 5. Promotion to O-1/2LT occurs after appointment as a Platoon Commander.

Note 6. Promotion to O-3/CPT occurs after appointment as a Company Commander.

Note 7. Promotion to O-6/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 or E-9 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. **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.
7. The point of contact for this policy is the undersigned.

FOR THE COMMANDER:

TURTLE JERRAR
LG, DOM
Executive Officer