


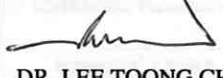


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|  ST. JOHN AMBULANCE OF MALAYSIA, NORTH EAST AREA, STATE OF PENANG STANDARD OPERATING PROCEDURES | | | | |
| SOP. No. : | NEA-SOP-CADET-004 | Rev. No. : | 00 | Page : 1 of 2 |
| SOP Title : | NON-COMMISSIONED OFFICER (NCO) PROMOTION APPLICATION PROCEDURE | | | |

APPROVAL:

| Group | Originator | Area Superintendent | Deputy Area Commander | Area Commander | Date Release |
|------------------|--|--|-----------------------|---|--------------|
| Name & Signature |  LEONG KHAI SHEONG |  ONG TEONG ENG | NA |  DR. LEE TOONG CHOW | 31 Jan 2017 |

1.0 Objective:

To provide a standard guideline for Non-Commissioned Officer (NCO) Promotion and its application procedure.

2.0 Scope:

Applicable for SJAM Cadet and Adult Member only

3.0 Requirements / Conditions:

- Division Superintendent / Officer / Teacher Advisor shall be responsible to identify suitable candidate who posses great leadership skills and to be promoted as NCOs within division in order to assist to the division in proper manner under the supervision of the officer.
- NCO rank is a form of role and responsibility to a person so that he / she can exercise the leadership skills to the best for the division. It must not be given as a form of award. Length of service shall not be the deciding factor in recommendation for this appointment.
- Upon promoted, he/she shall carry as acting rank. He / She must attend the coming NCO Training Course/Camp organised by Headquarters and pass the Promotion Examination in order to confirm his/her rank.

As quoted from SJAM General Regulation:

Chapter 3: Appointments, Promotions and Ranks

Para 3-7 Appointment of Adult NCO

- (a) *It is of great importance that persons proposed as NCOs are capable of giving correct orders and instructions. Length of service alone is not a deciding factor in recommendation for this appointments*
- (b) *As an inducement to diligent performance of duties and in recognition of exceptionally good service, Sergeants may be promoted to Staff Sergeant. A Sergeant shall only be eligible for this distinction provided he has served in his rank for the five preceding years and has been efficient, as defined in SJAM regulations, in each of those years. Staff Sergeants can only be appointed in Divisions.*
- (c) *Adult NCOs shall be appointed by the Area Commander in the recommendation of the Divisional Superintendents.*

Para 3-8 Cadet Leaders and Cadet NCOs


- (a) *Cadet Leaders and Cadet NCOs shall be appointed by the Divisional Superintendent who may consult their immediate superior Staff Officers. They shall be chosen for their qualities of leadership. Cadet Leaders shall normally have reached the rank of Cadet Sergeant and have reached their 15th but not yet reached their 18th birthday.*
- (b) *Cadet Leader rank above Cadet Sergeant but are not Officers. They are appointed to provide leadership and taking charge of small group of Cadets of St John Juniors or by understudying their Divisional Officers for further training in running a Division. Cadet Leaders upon reaching their age of 18 years may elect to remain as Adult Members of the Cadet Division and retain their rank until their 21st birthday.*

Para 3-11 Promotion Assessment

- (c) *All Adult NCOs are required to pass a Promotion Assessment conducted by an Officer approved by the Area Commander.*
- (d) *Cadet Leaders and Cadet NCOs are not required to take a Promotion Examination. Divisional Superintendent may, if they wish, conduct test at Division Level.*









Para 3-12 Acting Rank

- (a) *When a vacancy exists, acting rank may be granted to officers by the Commander-in-Chief. Acting rank may be granted to NCOs by State/Regional/Area Commander, as appropriate, after satisfactory completion of the assessment. Person holding acting rank shall wear uniform and rank, carry out duty laid down and have the same privileges and precedence as the holder of that rank and appointment. The fact that uniform of that rank has been obtained cannot be taken into consideration when the final decision is given.*
- (b) *All first appointment as Officer or NCO in Adult Division shall be in acting rank for six month. After the expiry of this period, if the duties have been satisfactorily carried out, the appointment shall be substantiated from the first day of acting rank in the case of NCOs after passing the NCO's Promotion Examination. In the case of Officers the Warrant shall be antedated accordingly after passing the National Officers' Training Course Promotion Examination.*

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4.0 Entitlement - Badges & Certificates:

- Any successful candidate shall be awarded with NCO Rank badge or epaulette.

| Category | Lance Corporal | Corporal | Sergeant | Cadet Leader | Staff Sergeant |
|----------|---|---|---|---|---|
| Cadet |  Title : Cadet L/Cpl. Type : Badge |  Title : Cadet Sgt. Type : Badge |  Title : Cadet Sgt. Type : Badge |  Title : CL Type : Epaulette | NA |
| Adult |  Title : L/Cpl. Type : Epaulette |  Title : L/Cpl. Type : Epaulette |  Title : L/Cpl. Type : Epaulette | NA |  Title : Staff Sgt. Type : Epaulette |

- Shall any candidate receive a rank upgrade, the existing badge or epaulette shall be replaced with the newly given.

5.0 Application Procedure

- The Division Superintendent / Officer / Teacher Advisor shall make a written recommendation through usual channel to Area Commander with a list of candidates who will be promoted to the rank proposed.
- The application shall be reviewed and the result shall be notified by Area Headquarter through usual communication channel within 2 months period.

6.0 Repeal

This standard procedure supersedes any similar procedure introduced by the Headquarter prior to its implementation date

7.0 General

The Headquarter reserve the rights to amend, vary, withdraw, impose, add, cancel any of the term's and conditions of this Standard procedure at any time. Each application shall be considered on its own merit. The Headquarter reserves all rights not to approve an application to eligible candidates for whatsoever reason without assigning any reasons to the eligible candidate

8.0 Form : N/A