

VI. REMARKS

INSTRUCTIONS AND GUIDANCE FOR COMPLETING SVR FORM 1A

ITEM

- I. *Self-explanatory.*
- II. *Indicate grade requested in this block. Check only one promotion category. For example, a member being promoted at the District level should not also check a promotion in the Company he belongs to.*
 - a. **Company.** *Insure that the member has demonstrated the minimum skill and professional level that is commensurate with the grade. Per Article V, grade distribution is dependent on unit's manning strength and more than one officer of the same grade is not authorized.*
 - b. **Battalion.** *Per Article IV, the Commander is authorized to recommend only two officers, as indicated.*
 - c. **District.** *Per Article III, the Commander is authorized to recommend the officers, as indicated, based on the membership strength in his District.*
 - d. **National.** *Per Article II, the Commander is authorized to appoint the officers, as indicated, based on the membership strength in the organization.*
- III. *Recommendations for demotion will follow the same administrative procedures as promotions, to include consideration by the appropriate promotion board. Final action rests with the promoting authority. (See Article II, paragraph 4.)*
- IV. *Only the promoting authority is authorized to approve promotions and this form must bear his personal signature. Stamped signatures are not acceptable. Deputy Commanders are authorized to approve promotions only in the prolonged absence of the Commander. The officer's commission fee must be included.*
- V. *Self-explanatory*