

FRSC/HQ/CS/516/VOL.6/005

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**2023 PROMOTION EXERCISE: ADMINISTRATIVE INSTRUCTIONS FOR
THE CONDUCT OF CRC - ARC, DCI - RMAIL, DRIVERS/RIDERS
DOCUMENTATION AND RMAIL SCREENING EXERCISE**

References:

- A. FRSC/HQ/CS/516/VOL.6/001 dated 23 Aug, 2023.
- B. FRSC/HQ/CS/516/VOL.6/002 dated 8 Sep, 2023
- C. FRSC/HQ/CS/516/VOL.6/003 dated 20 Sep, 2023.

Quoted references "A-C" are in respect of the above subject.

2. Recall the notification of commencement of 2023 Promotion Exercise with the release of Promotable List vide quoted reference "A" for Officer and Marshal Cadres.
3. In furtherance of the above, I am directed to inform Officers and Marshals that the Promotion Exercise of the above categories of staff has been scheduled to hold from **Tue 24 Oct to Sat 4 Nov, 2023** at the various Zonal Commands.
4. Participants are to note that Officers from the rank of Chief Route Commanders (CRCs) and below **MUST** present **Medical Certificate of Fitness** issued by **Government approved hospitals** not earlier than **01 Aug, 2023**; and **Pass Slip** duly endorsed by their Commanding Officers.
5. For the avoidance of doubt, participants are to note the scheduled dates as follows:
 - a. **CRC - ARC**
 - i. Arrival/Documentation to commence on **Tue 24 Oct, 2023** by **0800hrs**.
 - ii. **Physical Fitness Test (PFT) and Oral Interview** will be conducted on **Wed 25 Oct, 2023**.
 - iii. **Examination:** The examinations will commence by **1000hrs** on **Thur 26 Oct, 2023**.
 - iv. **Departure:** All participants are expected to depart to their respective Commands on **Fri 27 Oct, 2023**.
 - b. **DCI - MI-III**
 - i. Arrival/Documentation to commence on **Thur 26 Oct, 2023** by **0800hrs**.

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- ii. **PFT and Oral Interview** will be conducted on **Fri 27 Oct, 2023**.
- iii. **Examination:** The examinations will commence by **1000hrs** on **Sat 28 Oct, 2023**.
- iv. **Departure:** All participants are expected to depart to their respective Commands on **Sun 29 Oct, 2023**.

c. DCRMA - RMAII

- i. **Arrival/Documentation** to commence on **Tue 31 Oct, 2023**.
- ii. **PFT and Oral Interview** will be conducted on **Wed 1 Nov, 2023**.
- iii. **Examination:** The examinations will commence by **1000hrs** on **Thurs 2 Nov, 2023**.
- iv. **Departure:** All participants are expected to depart to their respective Commands on **Fri 3 Nov, 2023**.

d. DRIVERS/RIDERS & RMA III

- i. **Arrival** on **Thur 2 Nov, 2023**.
- ii. **Documentation/Screening** to commence on **Fri 3 Nov, 2023**.
- iii. **Departure:** All participants are expected to depart to their various Commands on **Sat 4 Nov, 2023**.

Roles and Responsibilities of Offices Involved in the Exercise

6. To ensure a seamless exercise, the following directives and guidance on the expected roles of Offices involved in the Exercise are hereby issued for strict compliance.

a. CM Representatives

CM Representatives would be deployed to the Twelve (12) Zonal Commands nationwide for the conduct of CRC - RMAIII Promotion Exercise with the following responsibilities:

- i. Visit and supervise the venue to determine suitability, if otherwise report to the Chairman for appropriate action.
- ii. Hold meeting with Local Organizing Committee (LOC) on the modalities for execution of the Exercise.
- iii. Address the participants on Promotable List, Comportment and Examination Malpractice.
- iv. Ensure the integrity of the Process.
- v. Monitor and ensure the success of the Exercise from the beginning to the end.
- vi. Represent the CM during the Exercise in the Zone.
- vii. Communicate and send daily Sitrep to the Chairman (MPC) and CS (where necessary) on major issues for quick resolution.
- viii. Keep records of the whole process and matters arising.

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- ix. Ensure that **only** participants recommended by RSHQ Documentation Team participate in the process.
- x. Address the applicants on the conduct of the Exercise before commencement.
- xi. Ensure Physical Fitness Test is conducted in a suitable and secured venue and ensure security.
- xii. Ensure the maximum protection and security of Examination materials and Oral Interview Score Sheet before and after examination for onward submission to CM through the undersigned.

b. Zonal Commanding Officers

The Zonal Commanding Officers shall be the Chairman LOC and perform the following functions:

- i. Secure suitable venue for the exercise.
- ii. Liaise with other security agencies for provision of adequate security.
- iii. Ensure orderliness of the scheduled process.
- iv. Work closely with CM representative and Documentation Team to ensure success of the Exercise.
- v. Keep away staff not involved in the Exercise from the venue.
- vi. Ensure that discipline is maintained.
- vii. Ensure that the venue is kept clean after the exercise on daily basis.
- viii. Ensure the provision of Rescue Vehicle(s) and direct the Command Medical and Rescue Officer to head the Rescue Team.
- ix. Ensure the provision of alternative source of power.
- x. Ensure the provision of Public Address System.
- xi. Ensure the provision of comfortable chairs and tables.

c. Zonal Head of Admin and Human Resources

The ZH(AHR) shall perform the following:

- i. Work with RSHQ Documentation Team for seamless exercise. **(Only candidates recommended by RSHQ Documentation Team shall be admitted for Examination and Oral Interview).**
- ii. Provide forms and other secretariat items the Committee may require.
- iii. Ensure that the venue is spacious enough to accommodate all participants and well illuminated.
- iv. Ensure that attendance registers are signed by all participants.

d. Zonal Training Officers

The Training Officers shall ensure successful conduct of Physical Fitness Test and perform the following functions:

- i. Identify the route for the exercise.
- ii. In conjunction with Intelligence and Provost Personnel ensure that the route is safe.
- iii. Monitor the conduct of the exercise such as Physical Fitness Test.
- iv. Ensure that **ONLY** participants with Medical Fitness Certificate from Government approved hospitals are allowed to participate in the Physical Fitness Test.
- v. Direct SO (Training) to work with Medical Team to ensure proper management of any medical crisis from Physical Fitness Test.

e. Zonal Intelligence Officer (ZIO)

The Zonal Intelligence Officer shall perform the following functions:

- i. Ensure adequate intelligence gathering and evaluation before and after the exercise.
- ii. Conduct security search on suspected elements.
- iii. Identify and work with friendly security forces and agencies.
- iv. Ensure adequate security at the venue.
- v. Make important information available to CM Rep and Documentation Team for urgent action.
- vi. Liaise with CM Rep to identify disqualified participants and ensure they leave the venue.

f. Zonal Provost Officer (ZPO)

The Zonal Provost Officer shall perform the following functions:

- i. Ensure effective crowd control.
- ii. Ensure security of the venue, staff and participants.
- iii. Maintain orderliness at the venue.
- iv. Ensure that the route to be used for the exercise is inspected to promote safety of the participants.
- v. Ensure availability of parking space in the venue.
- vi. Liaise with ZIO to expel disqualified participants from the venue.

g. Zonal Medical Officer

The Zonal Medical and Rescue Officer shall perform the following functions.

- i. Ensure the provision of Ambulances and medical personnel at the venues.
- ii. Provision of medical consumables needed for the Exercise.

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- iii. Liaise with the Commanding Officers for availability of a Medical Doctor/Paramedics.
- iv. The Medical Service team shall comprise of Medical Doctor/Nurse and other paramedics.
- v. Ensure that First Aid materials are available.
- vi. The Medical Doctor(s)/Nurses and other paramedics shall be in full regalia for ease of identification.

h. Documentation Team

Documentation Team should note that any team that recommend unqualified candidates would be held responsible and made to face disciplinary action for their failure to exhibit due diligence in carrying out the assigned tasks.

7. Participants are required to:

- a. Download the Documentation Form
- b. Submit copy of the Documentation Form with the following documents:
 - i. Duly endorsed Pass Slip
 - ii. Medical Certificate of Fitness
 - iii. Last Promotion Letter
 - iv. Commission/Management Commendation Letter(s) - If any
 - v. ARCs are to provide Confirmation Letters and Original Educational Certificates in addition to 7(b)(i - iii).

Report Rendition

8. The report, documents and answer scripts for the exercise shall be collated by CM Reps and RSHQ Documentation Team and submit to CM through the undersigned within 72 hours after the exercise.

Physical Appearance of Participants

9. Participants shall appear in the appropriate uniform for the day in accordance with FRSC Dress Protocol for PFT, Oral Interview and Written Examination.

10. This Administrative Instructions is subject to review and such will be appropriately communicated to concerned staff.

11. Commanding Officers are directed to bring the content of this Administrative Instructions to staff under their purview and ensure strict adherence, while all enquiries should be directed to the undersigned for further guidance, please.

12. Treat as imperative.

20 Sept 2023



CC RUK Alo
Corps Commander
Ag. Corps Secretary
for: Corps Marshal

DISTRIBUTION

External

Action:

All Commanding Officers

Cmdts: FCSC, Acad, MIT Trg and RMA Trg

Internal

Action:

All DCMs

All ACMs

All Special Units

Internal Info:

CM

PSO-CM

File