

See Distribution

**2024 PROMOTION EXERCISE: ADMINISTRATIVE INSTRUCTIONS FOR CORPS COMMANDERS (CCs) PROMOTION EXERCISE - AMENDED**

Reference: FRSC/HQ/CS/516/VOL.5/067 dated 31 Jul, 2024.

Sequel to approval granted by the Secretary to the Government of the Federation for the commencement of 2024 Promotion Exercise vide quoted reference 'B', the CM has ratified the activation of the process in line with FRSC Promotion Policy 2022 (Revised).

2. In line with the above, the Management Promotion Committee (MPC) wishes to bring to notice, commencement of Promotion Exercise with eligible Corps Commanders (CCs) from **Wed 14 to Thur 15 Aug, 2024** in RSHQ, Abuja.

3. Participants should note that they are expected to obtain Medical Certificate of Fitness from **FRSC Medical Centre Gwarinpa, Abuja not earlier than 01 June, 2024**; and also **Pass Slip** duly endorsed by their Supervising Officers.

4. Furthermore, all eligible Corps Commanders (**Promotable List attached**) are enjoined to note the followings:

- a. **Arrival/Documentation** commences on **Wed, 14 Aug 2024 at RSHQ**.
- b. **Comprehensive Medical Fitness Test**: Participants are expected to complete their comprehensive medical fitness test on **Wed 14 Aug 2024 latest 1800hrs compulsorily at the FRSC Medical Centre, Gwarinpa**. Failure to comply with this will lead to **disqualification** from the process.
- c. **Oral Interview**: The Oral Interview will commence by 0900hrs on **Thurs 15 Aug 2024**.
- d. **Departure**: All participants are expected to depart to their respective Commands on **Fri, 16 Aug 2024**.
- e. The Dress Code for the Exercise is **Dress No 4 with Beret while the Dress Code for Documentation is Mufti with Staff Identity Card conspicuously displayed**.

5. Participants are required to:

- a. Download the Documentation Form from Staff Login.
- b. Report to the CS Office on arrival for documentation.
- c. Submit Seven (7) copies each of the duly completed Documentation Form with the following documents to be attached:
  - i. Seven (7) Passport Photographs
  - ii. Duly endorsed Pass Slip
  - iii. Medical Certificate of Fitness
  - iv. Last Promotion Letter

- v. Commission/Management Commendation Letter(s) - If any
- vi. Achievements while on the rank

### **Roles and Responsibilities of Offices involved in the Exercise**

6. In order to ensure seamless outing in all the activities lined up for the Senior Officers (CCs) Promotion Exercise, CM has directed the under mentioned Offices to ensure the following action(s).

#### **a. Corps Provost**

- i. Deploy Officers and Marshals for maximum security in and around RSHQ throughout the period of the Exercise.
- ii. Ensure availability of parking space for concerned Officers.
- iii. Ensure orderliness and comportment by the participants.

#### **b. Corps Intelligence Officer**

- i. Deploy Intelligence Operatives to avert breach of protocols.
- ii. Ensure security and safety of staff and properties.

#### **c. Corps Medical Rescue Services**

- i. Deploy a standby Ambulance and Paramedics throughout the Exercise.
- ii. Ensure Blood Pressure check of all candidates at the Oral Interview venue.

#### **d. Corps Public Relations and Strategic Communication Office (CPRSCO)**

- i. Ensure that the Public Address System is in good working condition.
- ii. Ensure proper coverage of the exercise by the Photographers.

7. Commanding Officers are enjoined to bring the content of this Administrative Instructions to the notice of Staff under their purview, and ensure strict adherence.

8. Treat as imperative.

 Aug, 2024

  
 DCM Clement O Oladele, psc, fdc  
 DCM (PRS)  
 Chairman MPC  
 for: Corps Marshal

#### **DISTRIBUTION**

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All Commanding Officers  
 Cmdts: FCSC, Acad, MIT Trg and RMA Trg

##### **Internal**

##### **Action:**

All DCMs  
 All ACMS  
 All Special Units

##### **Internal Info:**

CM  
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