



Intelligence Division Guide



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Purpose

Promotion
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Promotion Timers

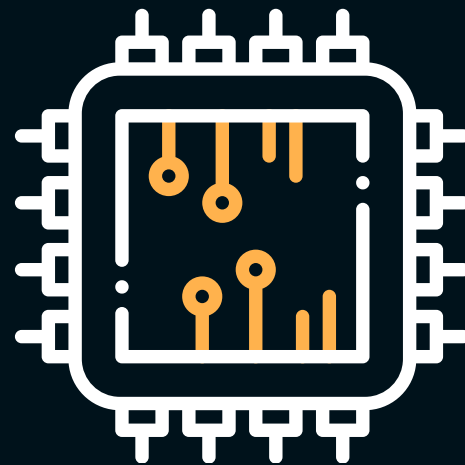
Promotion
Rules

Promotion
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Purpose of the Intelligence Division

This division oversees agent performance evaluations, manages promotions, and upholds the agency's professional standards.

The monitoring of members activity and performance ensuring that promotions are fair and based on merit. Maintaining agency standards and professionalism members must remain unbiased and professional when evaluating others.





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Promotion Principles

Promotions within the DEA must always be based on merit and performance.

Members should only be promoted when they demonstrate:

- Consistent activity
- Professional behavior
- Strong understanding of agency procedures
- Positive attitude and teamwork

Promotions must never be given because of:

- Friendship
- Pressure from other members
- Personal favoritism
- Asking for promotions

Fair promotions are essential to maintaining the credibility of the agency.



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Promotion Timers

Each division has a minimum activity time requirement before a promotion can be given.

Division Promotion Timer

Agent 15 minutes

Special Agent 30 minutes

Instructor 45 minutes

Intelligence 60 minutes (1 hour)

Tactical Command 90 minutes (1.5 hours)

Risk Management 150 minutes (2.5 hours)

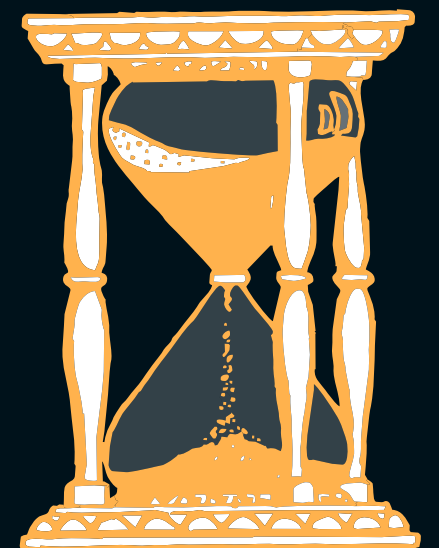
Professional Management 180 minutes (3 hours)

Government 240 minutes (4.5 hours)

Divisional Leadership 270 minutes / 4.5 hours

Executive Leadership 240 minutes (4 hours)

These timers ensure that promotions are earned through activity and participation.





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Promotion Rules

Members of the Intelligence Division may promote staff up to Training Assistant.

If a promotion exceeds your authority, it must be handled by a higher-ranking member.

Always verify promotion permissions before issuing a promotion.





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Promotion Requirements

Before promoting a member, Intelligence Division staff must confirm:

Both the promoter and the promotee must have at least 15 minutes of online time.

Both the promoter and the promotee must have filled a working station for at least 5 minutes.

Promoters cannot promote the same member twice in a row.

Promoters cannot promote someone who is on the same station as them.

Promoters cannot promote members who are idling in their station.

Before promoting any member, always double-check their motto and badges.

Promoters may only give one promotion every 5 minutes

HABBO NAME	CURRENT DIVISION	CURRENT RANK	NEXT DIVISION	NEXT RANK	LAST PROMOTION	REQUIRED INTERVAL
	Agent Division	Cadet	Agent Division	Field Trainee	Mar 7, 2026 09:25 AM	15m
	Agent Division	Cadet	Agent Division	Field Trainee	Mar 7, 2026 09:10 AM	15m
	Agent Division	Cadet	Agent Division	Field Trainee	Mar 19, 2026 11:52 PM	15m

If these conditions are not met, the promotion should not be granted.



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Promotion Procedure

When promoting a member, follow these steps:

Step 1 – Confirm Rank and Eligibility

Verify the member's current rank and ensure they meet the promotion timer.

Step 2 – Evaluate Activity

Confirm the member has shown consistent activity and performance.

Step 3 – Inform the member

Inform the member they are being promoted using command ATT



If you promote a member into a new division, it is your responsibility to train them in that division



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When promoting a member, follow these steps:

Step 4 – Update their badge or rank

Update their badge or rank according to agency procedures.

Step 5 – Congratulate the member

Congratulate the member an example is “Congratulations, Agent. Based on your activity and performance you are being promoted to the next rank.”

Step 6 – Ensure motto is updated correctly

Ensure motto is updated correctly, tell them AE and return to work.



If you promote a member into a new division, it is your responsibility to train them in that division



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Badge & portal

When you promote someone, please get them to change their motto to their new rank and request any new badges they may need.

If no Badge Admin is present at base, request Badge Admin through Discord in #General-requests.

Type : @badge admin [Promotee Username] > [Division you promoted them to]

lorena-  SDMN 7:19 PM

@Badge admin > gmerxpro > Special agent badge



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How to Log promotions

After promoting a member in base, the promotion must be logged on the DEA portal.

Follow these steps to log the promotion correctly:

Step 1: Open the DEA Portal.

Step 2: Navigate to the Promote section from the left menu.

Step 3: Locate the member you promoted in the staff list.

Step 4: Click the Promote Now button next to their name

DEA Portal
Drug Enforcement Administration

10:27:48 AM GMT+8

loreana- Directorate

Search...

Dashboard

Profile

Security

Tour/Scout

Training

Promote

Activity Tracker

Leaderboards

Promote Users Promotion Logs

Search users...

HABBO NAME	CURRENT DIVISION	CURRENT RANK	NEXT DIVISION	NEXT RANK	LAST PROMOTION	REQUIRED INTERVAL	STATUS	ACTIONS
-n!coo	Agent Division	Cadet	Agent Division	Field Trainee	Mar 7, 2026 09:25 AM	15m	Ready to Promote	↑ Promote Now
0811.	Agent Division	Cadet	Agent Division	Field Trainee	Mar 7, 2026 09:10 AM	15m	Ready to Promote	↑ Promote Now
Acecoolto39	Agent Division	Cadet	Agent Division	Field Trainee	Mar 19, 2026 11:52 PM	15m	Ready to Promote	↑ Promote Now
Awesometk101	Agent Division	Field Trainee	Agent Division	Junior Agent	Mar 29, 2026 09:03 AM	15m	Ready to Promote	↑ Promote Now
					Mar 7, 2026		Ready to	↑ Promote



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How to Log promotions

Step 5: A confirmation window will appear showing the member's current rank and new rank.

Step 6: Carefully review the promotion information.

Step 7: Click Confirm to finalize the promotion.

Confirm Promotion

Are you sure you want to promote **sigmundd**?

Current Rank:	Agent Division Cadet
↓	
New Rank:	Agent Division Field Trainee

