

FORMAT SAMPLE FOR MERITORIOUS PROMOTION BOARD PACKAGES

LETTERHEAD

1430
CO

From: Commanding Officer, (Unit)
To: Commanding General, Marine Corps Installations East
Subj: MERITORIOUS PROMOTION TO CORPORAL/SERGEANT IN THE CASE OF
LANCE CORPORAL/CORPORAL HARD CHARGER XXX XX 0000/0000 USMC
Ref: (a) MCIEASTO 1400.2B
Encl: (1) Board Data Sheet
(2) Special Recognition Board Privacy Act Release Statement
(3) Additional Correspondence (As Required)

1. Per the reference, Corporal Charger is eligible and recommended for meritorious promotion to sergeant. Accordingly, the enclosures are submitted as required.

2. Corporal Charger's height and weight are ____ inches and ____ pounds (body fat if not within standards). SNM last took the Physical Fitness Test on (date) and obtained a score of _____. SNM last took the Combat Fitness Test (CFT) on (date) and obtained a score of _____.

3. This paragraph is for the Commanding Officer's recommendation regarding the Marine's qualification for meritorious promotion. A concise evaluation of the Marine's professional ability and character will be provided.

4. The point of contact for any administrative matters is Rank, Name, DSN/commercial phone number.

I. N. CHARGE