



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1400.2
SGTMAJ
8 AUG 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1400.2

From: Commanding General
To: Distribution List

Subj: MERITORIOUS PROMOTION TO THE GRADES OF CORPORAL AND SERGEANT

Ref: (a) MCO P1400.32D w/Ch 1-2

Encl: (1) Format Sample for Meritorious Promotion Board Nominations

1. Situation. This Order promulgates policy and procedures for the conduct of the Meritorious Promotion Boards for the Commanding General (CG), Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ).

2. Cancellation. MCIEASTO 1400.2B w/Ch 1.

3. Mission. Per reference (a), the CG MCIEAST-MCB CAMLEJ will solicit nominations from subordinate commands to compete for meritorious promotion allocations.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CG will convene one board per quarter for each rank considered to nominate the most qualified Marines for meritorious promotion to the ranks of sergeant and corporal.

(a) Determination of eligibility for meritorious promotion will be based on the performance of the Marine as reported in the Commander's recommendation and on the Marine's military record. A meritorious promotion must be based on the Marine's demonstrated capability to discharge the duties and responsibilities of the next higher grade in a satisfactory manner.

(b) The MCIEAST-MCB CAMLEJ Meritorious Sergeant Board shall be comprised of the following members:

Sergeant Major, MCIEAST-MCB CAMLEJ, - Chairman
Sergeant Major, Marine Corps Air Station, Cherry Point
Sergeant Major, Marine Corps Air Station, Beaufort
Sergeant Major, Marine Corps Air Station, New River
Sergeant Major, Marine Corps Air Facility, Quantico
Sergeant Major, Marine Corps Logistics Base, Albany

1. If the above listed personnel are not available to participate, a senior enlisted member will be present as a command representative.

2. If a command does not have a Marine appearing before the Meritorious Sergeant Board, a command representative will not be required to be present.

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(2) Concept of Operations. Enclosure (1) provides the format that will be used for all meritorious promotion nominations submitted to the CG. The following additional guidance is provided:

(a) Meritorious promotion of "exceptionally well qualified" Marines will be based on outstanding performance and as recognition of ability to assume positions of greater authority and responsibility. Meritorious promotions are intended to promote Marines whose performance is superior to that of their peers. Accordingly, nominees must possess the degree of leadership appropriate for the next higher grade and have demonstrated a capacity for discharging all of the duties and responsibilities of the grade for which they are being recommended.

(b) The Marine's performance of duty, in comparison with all known Marines of the same grade, without regard to Military Occupational Specialty/Occupational Field (MOS/OccFld), must be significantly superior to that of their peers in order to merit promotion over other qualified Marines in the grade, regardless of their time in grade. The level and type of duty performed within the individual's MOS/OccFld, as well as outside the MOS/OccFld, must be clearly superior to that of their peers. The Marine's entire service will be considered, not just his/her current tour of duty.

(c) Recommendation for meritorious promotion should not be made as a reward for "faithful service" or when a personal commendation is more appropriate.

(3) The reference directs that meritorious promotion to corporal and sergeant will be based on the onboard strengths in the grades of lance corporal and corporal on the first day of the promotion quarter. The onboard strength will include Fleet Assistant Program and Temporary Additional Duty personnel.

(a) The number of meritorious promotions available for corporal and sergeant will be announced at the time the Board commencement date is announced. Not more than one percent of lance corporals and not more than one quarter of one percent of corporals onboard on the first day of the fiscal quarter may be meritoriously promoted. Excess fractions will not be carried over if one or more promotions result from the quarterly computations. Should the quarterly fraction not result in at least one promotion, the percentage will carry over until the accumulation of fractions results in at least one promotion for each grade.

(b) The quarterly meritorious promotion periods follow:

Sergeant: November, February, May, August
Corporal: December, March, June, September

1. Meritorious Sergeant. Only one nominee per command will appear before the Meritorious Sergeant Board.

2. Meritorious Corporal. Commanders will receive allocations for meritorious promotion to corporal based upon their onboard strength of lance corporals as of the first day of the promotion quarter.

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All respective commands will conduct their own Meritorious Promotion Boards guided by the reference, this Order, and notify the Sergeant Major (SgtMaj), MCIEAST-MCB CAMLEJ of their selections prior to the promotion date.

b. Subordinate Element Missions

(1) SgtMaj, MCIEAST-MCB CAMLEJ shall:

(a) Upon receipt of the nominations for meritorious promotion, screen all nomination packages for accuracy and compliance with the basic criteria for meritorious promotion.

(b) Provide all nomination packages, accompanying documents, and board worksheets of nominees to the members of the Meritorious Sergeant Board. Refer to paragraph 4b(4)(c) of this Order.

(c) Convene the Meritorious Sergeant Board, typically on the first Friday on the new quarter.

(d) Submit the Meritorious Sergeant Board recommendations to the CG for final consideration.

(e) Submit the commands meritorious corporal recommendations to the CG for final consideration.

(f) Based on the information provided from the Meritorious Sergeant Board outcome or the commands meritorious corporal recommendations, direct the preparation of the Certificate of Appointment (DD form 216 MC).

(2) Commanders of Headquarters and Support Battalion (HQSPB) and Weapons Training Battalion (WTBN) shall:

(a) Comply with the intent of this Order by ensuring that all eligible Marines are given the opportunity to compete for meritorious promotion. The candidate must meet the minimum time in service for promotion (Sergeant - 18 months, Corporal - 6 months), computed from Armed Forces Active Duty Base Date.

(b) In their determination of qualifications for meritorious promotions, will be guided by, but not limited to, the following:

1. Nominees must have a certificate of completion for Non-Resident Professional Military Education appropriate for their grade (waiver not accepted). Corporals must have successfully completed the "Sergeants Distance Education program" and lance corporals must have successfully completed the "Leading Marines" Marine Corps Institute course;

2. Marines in a promotion restriction status listed in paragraph 1204 of the reference will not be considered for meritorious promotion;

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3. Must have qualified with assigned table of organization weapon during the current or previous fiscal year unless granted a waiver in Service Record Book (SRB);

4. Must have a current first class Physical Fitness Test (PFT) and Combat Fitness Test (CFT) unless exempt for medical reasons;

5. Possess exceptional personal appearance and military bearing; and

6. Must be recommended for reenlistment.

(c) Conduct your own local command meritorious promotion boards on a mutually agreed upon date.

(d) Nominees will be interviewed by senior members of HQSPTBN, WTBN, and MCIEAST-MCB CAMLEJ. Questions will come from the following subjects: general military knowledge, current events, and chain of command.

(e) Forward enclosure (1) with all supporting enclosures listed in the basic letter recommended by the Commander to the CG (Attn: Adjutant) not later than 15 days prior to the convening date of the Meritorious Sergeant Board. Nominations for meritorious corporal are due 20 days from the date you receive your allocations.

(f) Brief all candidates nominated to appear before the MCIEAST-MCB CAMLEJ Meritorious Sergeant Board concerning the time and date of the board, uniform to be worn, and the general procedures. Typically, the Meritorious Sergeant Board will convene on the first Friday on the new quarter. However, this date is subject to change.

(g) Personnel nominated for meritorious promotion to sergeant will compete with the other MCIEAST-MCB CAMLEJ subordinate commands for meritorious promotion to sergeant.

(3) Installation Commanders shall:

(a) Comply with the intent of this Order by ensuring that all eligible Marines are given the opportunity to compete for meritorious promotion. The candidate must meet the minimum time in service for promotion (Sergeant - 18 months, Corporal - 6 months), computed from Armed Forces Active Duty Base Date.

(b) Screen and nominate Marines for meritorious promotion by ensuring the completion and verification of enclosure (1).

(c) In their determination of qualifications for meritorious promotions, will be guided by, but not limited to, the following:

1. Nominees must have a certificate of completion for Non-Resident Professional Military Education appropriate for their grade (waiver not accepted). Corporals must have successfully completed the "Sergeants

Distance Education program" and lance corporals must have successfully completed the "Leading Marines" Marine Corps Institute course;

2. Marines in a promotion restriction status listed in paragraph 1204 of the reference will not be considered for meritorious promotion;

3. Must have qualified with assigned table of organization weapon during the current or previous fiscal year unless granted a waiver in SRB;

4. Must have a current first class PFT and CFT unless exempt for medical reasons;

5. Possess exceptional personal appearance and military bearing; and

6. Must be recommended for reenlistment.

(d) Forward enclosure (1) with all supporting enclosures listed in the basic letter recommended by the Commander to the CG (Attn: G-1/Adjutant) not later than 15 days prior to the convening date of the Meritorious Sergeant Board. Nominations for meritorious corporal are due 20 days from the date you receive your allocations.

(e) Brief all candidates nominated to appear before the MCIEAST-MCB CAMLEJ Meritorious Sergeant Board concerning the time and date of the board, uniform to be worn, and the general procedures. Typically, the Meritorious Sergeant Board will convene on the first Friday on the new quarter. However, this date is subject to change.

(4) Adjutant Chief, MCIEAST-MCB CAMLEJ shall:

(a) Screen all nomination packages and accompanying documents for accuracy and compliance with the basic criteria contained in the reference and this Order.

(b) Provide all nomination packages and accompanying documents of nominees to the SgtMaj, MCIEAST-MCB CAMLEJ.

(c) Post all meritorious sergeant nomination packages for review by the Chairman and the Board Members to the following shareportal site: <https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/specialrecognitonboards/default.aspx>. Ensure all Board members have access to the site, prior to convening of the Board.

(d) Based on the information provided by the Chairman of the Meritorious Sergeant Board and/or the commands meritorious corporal recommendation, prepare the appropriate documents for the CG's final approval and signature.

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(e) Upon approval and signature by the CG, ensure commands receipt for the Certificate of Appointment (DD form 216 MC) for their appropriate personnel. Advise commands to ensure a copy of the promotion warrant is provided to their Personnel Administration Center to make the required unit diary entries.

(5) Assistant Chief of Staff (AC/S), G-6, MCIEAST-MCB CAMLEJ shall: Provide support for the Video Teleconference (VTC) system for the Meritorious Sergeant Board. The equipment shall be set up, tested, and coordinated with the G-6/S-6s from all subordinate commands on the day prior to the board to eliminate any technical difficulties during the board.

c. Coordinating Instructions

(1) Enclosure (1) with all supporting enclosures listed in the basic letter recommended by the Commander to the CG (Attn: Adjutant) must arrive not later than 15 days prior to the convening date of the Meritorious Sergeant Board. Nominations for meritorious corporal are due 20 days from the date you receive your allocations.

(2) Nominees for meritorious sergeant will be interviewed by the board via VTC. Questions will come from the following subjects: general military knowledge, current events, and chain of command.

(3) Approved meritorious promotions approved by the CG will be announced by the SgtMaj, MCIEAST-MCB CAMLEJ.

(4) This headquarters will prepare and forward the Certificate of Appointment to the appropriate commands with a date of rank effective the second day of the designated promotion month.

(5) The command must provide a copy of the warrant to the Personnel Administration Center, which will make required unit diary entries.

5. Administration and Logistics.

a. The SgtMaj, MCIEAST-MCB CAMLEJ has cognizance over the Meritorious Promotion Program.

b. The fillable versions of the Board Data Sheet, Special Recognition Board Privacy Act Release Statement, and Fleet Hometown New Release required in enclosure (1) of this Order are located at the following internet site: <http://www.mcieast.marines.mil/StaffOffices/Adjutant/SpecialRecognitionBoard.aspx>

6. Command and Signal

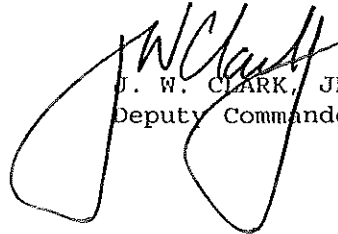
a. Command

(1) This Order is applicable to all MCIEAST-MCB CAMLEJ subordinate commands.

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(2) This Order is not applicable to the Selected Marine Corps Reserve, Active Reserve, Individual Ready Reserve, or Individual Mobilization Augmented Marines.

b. Signal. This Order is effective the date signed.



J. W. CLARK, JR.
Deputy Commander

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Format Sample for Meritorious Promotion Board Nominations

LETTERHEAD

1430
CO

From: Commanding Officer, (Unit)
To: Commanding General, Marine Corps Installations East-Marine
Corps Base Camp Lejeune

Subj: MERITORIOUS PROMOTION TO CORPORAL/SERGEANT IN THE CASE OF
LANCE CORPORAL/CORPORAL HARD CHARGER USMC

Ref: (a) MCIEAST-MCB CAMLEJO 1400.2

Encl: (1) Board Data Sheet
(2) Special Recognition Board Privacy Act Release Statement
(3) Fleet Hometown News Release
(4) Official Promotion Photograph
(5) Certified True Copies of Marine Corps Total Force System Remarks
Screens (BIR, BTR, ROS, AWDS, and EDU)
(6) Certified True Copies of Page 11's (derogatory or not)

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

Enclosure (1)