UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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1420
SGTMAJ
29 AUG 2016

COMMANDING GENERAL'S POLICY LETTER 12-16

From: Commanding General
To: All Commanders, Marine Corps Installations East

Subj: NONCOMMISSIONED OFFICER PROMOTION PANEL

Ref: (a) MARADMIN 200/16 of 12 Apr 16
(b) MARADMIN 150/16 of 15 Mar 16
(c) MARADMIN 055/16 of 4 Feb 16

Encl: (1) Format Sample for the Noncommissioned Officer Promotion Panel Results

1. Purpose. To provide uniform policy for the conduct of the Noncommissioned Officer (NCO) promotion panel for all of Marine Corps Installations East (MCIEAST) in accordance with the references, and to clarify guidance on the quarterly page 11 counseling.

2. Information. Per the references and the 37th Commandant's Planning Guidance, the Commanding General has established the structure and conduct of the NCO promotion panel for personnel assigned to MCIEAST and the subordinate elements.

3. Action

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Beginning with the fourth quarter (October/November/December) of Calendar Year 2016 the Commanding Officer (CO) of each Battalion/Squadron within MCIEAST shall, at a minimum, convene an NCO promotion panel each promotion quarter to ensure we are promoting only those lance corporals (LCpl) and corporals (Cpl) who have met all eligibility requirements and have demonstrated an enduring commitment to our Corps values, an ever increasing degree of maturity, leadership, and professionalism expected of our NCOs.

(2) Concept of Operations

(a) NCO Promotion Panel Structure. The CO of each Battalion/Squadron shall establish a quarterly panel consisting of at least five members. The senior member and chair of the NCO promotion panel will be a major or above when available, but at minimum a senior captain. The senior enlisted member of the panel will be a first sergeant/master sergeant or above and the remaining members will consist of Staff NCO's within the unit. Panel members will be assigned on the basis of their experience, mature judgment, sound

temperament, objectivity, impartiality, and shall possess personal qualities commensurate with the responsibilities associated with a NCO promotion panel. The panel members will be of varying military occupational specialties (MOSs) to allow for a professional assessment of a wide range of MOS proficiency requirements. The appointment of a panel member will be quarterly, or longer. Once appointed, the panel member will remain assigned for the promotion panel quarter. Appointments will be made in writing by standard naval letter format as determined by the CO.

(b) NCO Promotion Panel Timelines

1. Quarterly Panels. The results of the NCO promotion panel will be forwarded to the unit Sergeant Major (SgtMaj) for review and approval by the CO by the 12th of the month as indicated below.

15 November - Promotion Quarter Jan, Feb, Mar
15 February - Promotion Quarter Apr, May, Jun
15 May - Promotion Quarter Jul, Aug, Sep
15 August - Promotion Quarter Oct, Nov, Dec

2. Monthly Panels. The panel may reconvene monthly on a case-by-case basis in order to reconsider eligible Marines not recommended by the quarterly unit promotion panel. Promotion eligible Marines who arrive at the unit after the quarterly unit promotion panel has been held will also be considered. The panel determinations must be submitted to the unit SgtMaj by the 12th of each month.

(c) Conduct of the NCO Panel Members

1. The CO will determine the conduct of the NCO promotion panel however; at a minimum the panel members must validate the Marine:

a. Meets Time in Grade (TIG)/Time in Service (TIS) requirements. Effective 1 April 2016, a LCpl will be required to have at least 12 months TIG before being eligible for promotion selection to Cpl.

b. Exhibits those military attributes to a degree expected of a Marine of the next higher rank that includes; leadership, force, judgment, integrity, military presence and bearing, reliability, obedience to orders, moral fitness, endurance, and self-discipline.

c. Is proficient or capable of performing the duties and tasks prescribed for next higher rank in their assigned MOS.

d. Is currently qualified with their assigned table of organization weapon, unless exempt.

e. Has completed a current Physical Fitness Test and Combat Fitness Test, unless medically exempt.

f. Has completed the required Professional Military Education (PME). The required PME for LCpl's is the Leading Marines Distance Education Program and command sponsored LCpl Seminar. Cpl's are required to complete the Cpl's Course Distance Education Program and command sponsored Cpl's Course.

g. Demonstrates a basic understanding of operational risk management and safety standards.

2. Marines who are required to appear before the NCO promotion panel that cannot appear in person may complete the panel review by video-teleconference or telephonically. These methods should only be used when absolutely necessary and should not have any negative affect in determining the Marine's suitability for promotion.

3. The panel members must exercise sound judgment after a thorough evaluation of all areas before determining the recommendation made to the CO.

4. Upon conclusion of the panel the senior member of the panel will prepare, or have prepared, the results of the panel as indicated in enclosure (1). The signed recommendation will be forwarded to the unit SgtMaj for review and decision by the unit CO.

5. The CO will certify the results of NCO promotion panel per the guidance contained in enclosure (1). A copy will be retained in the command files for the current year, plus two years.

6. Once recommended for promotion by the panel and approved by the CO, the Marine will be recommended for promotion once eligible within the quarter. If the Marine does not meet the cutting score at any time within that quarter, the recommendation from that panel will carry forward to subsequent quarters. The Marine does not need to appear before another panel unless directed by the command.

(d) Marines Not Recommended. A page 11 entry will be entered into their Electronic Service Record stating the reason for their non-recommendation and a "NON REC" diary entry will be reported in Marine on Line/Marine Corps Total Force System.

1. Quarterly. Marines not recommended by the CO will be non-recommended for promotion for the quarter under consideration.

Subj: NONCOMMISSIONED OFFICER PROMOTION PANEL

2. Monthly. Marines that meet TIG/TIS for the 2nd or 3rd month of the quarter shall receive a monthly "non rec." Marines that are not PME complete should receive a monthly "non rec" and be afforded the opportunity to complete the PME within the quarter.

4. Point of contact is Mr. Froemming, MCIEAST-Marine Corps Base Camp Lejeuene (MCB CAMLEJ) Adjutant at (910) 451-3033 or email: timmy.froemming@usmc.mil or Gunnery Sergeant Richard M. Ashbay, MCIEAST-MCB CAMLEJ Adjutant Chief at (910) 450-7154 or email: richard.ashbay1@usmc.mil.

T. D. WEIDLEY

Format Sample for the Noncommissioned Officer Promotion Panel Results

(date)

From: Senior Member of the NCO Promotion Panel
To: Commanding Officer

Subj: NONCOMMISSIONED OFFICER PROMOTION PANEL RESULTS

Ref: (a) CG Policy Letter 12-16 of 29 Aug 16

Encl: (1) List of Personnel that appeared before the NCO Promotion Panel held on (date)

1. In accordance with the reference a non-commissioned officer (NCO) promotion panel was held on (date).

2. The members of the NCO promotion panel are:

a. Major (name)
b. 1stSgt/MSgt (name)
c. GySgt (name)
d. GySgt (name)
e. SSgt (name)

3. Those Marines that appeared before the NCO promotion panel along with the panel member recommendations are contained in enclosure (1).

U. R. LEADER

(date)

1. I concur with the recommendations of the panel. ____ (CO Initials)

2. I do not concur with the recommendations of the panel and the changes are noted below:

a. Cpl (name/EDIPI) is not recommended.

b. Cpl (name/EDIPI) is recommended.

c. LCpl (name/EDIPI) is recommended.

I. M. BOSS

Enclosure (1)

Format Sample for the Noncommissioned Officer Promotion Panel Results

1. Based upon the results of the NCO promotion panel held on (date), the following Marines are not recommended for promotion to corporal and sergeant;

Rank/Name/EDIPI (brief summary of why not recommended)
Rank/Name/EDIPI (brief summary of why not recommended)
Rank/Name/EDIPI (brief summary of why not recommended)
Rank/Name/EDIPI (brief summary of why not recommended)
Rank/Name/EDIPI (brief summary of why not recommended)
Rank/Name/EDIPI (brief summary of why not recommended)
Rank/Name/EDIPI (brief summary of why not recommended)
Rank/Name/EDIPI (brief summary of why not recommended)

2. Personnel listed as not recommended in paragraph 1 above are eligible for reevaluation at the next scheduled NCO promotion panel.

Enclosure (1)