



UNITED STATES MARINE CORPS

YOUR HEADER
YOUR ADDRESS
YOUR CITY, STATE AND ZIP CODE

IN REPLY REFER TO:
1430
CO
XX XXX XX

From: Commanding Officer, (Unit)
To: Senior Member of the Meritorious Promotion Board, Marine Corps Installations East

Subj: MERITORIOUS PROMOTION TO xxxxxxxxxxxxxxxxxxxx IN THE CASE OF (Marine's Rank and Name) XX XX #### 0000/0000 USMC

Ref: (a) MARFORCOMO 1400.1_

- Encl: (1) Data Sheet
(2) Current Photograph
(3) OMPF Request Letter
(4) MCFTS Record (BIR/BTR, EDU, AWDS)
(5) Additional Correspondence (As Required)

1. Per the reference, XXX(Marine's Rank and Name) is eligible and recommended for Marine/Noncommissioned Officer of the Year. Accordingly, the enclosures are submitted as required.

2. (Marine's rank and Name)'s height and weight are ## inches and ### pounds (body fat if not within standards). This Marine last took the Physical Fitness Test on ## MMM ## and obtained a score of ### and took the Combat Fitness Test (CFT) on ## MMM ## and obtained a score of ####.

3. **This paragraph is for the Commanding Officer's recommendation regarding the service member's qualification for meritorious promotion (limit to 200 words or less). A concise evaluation of the Marine's professional ability and character will be provided.

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

I. M. NCHARGE