\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* UNCLASSIFIED/ \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Subject: FY13 STAFF NONCOMMISSIONED OFFICER (SNCO) MERITORIOUS PROMOTION ALLOCATIONS FOR NON-SPECIAL DUTY ASSIGNMENT {NON-SDA} FOR MCICOM

Originator: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=USMC/OU=ORGANIZATIONS/L=HQMC WASHINGTON DC/OU=COMMCICOM(UC)

DTG: 051827Z Dec 12

Precedence: ROUTINE

DAC: General

To: --------------------------------------------------

UNCLASSIFIED/

MSGID/GENADMIN,USMTF,2007/COMMCICOM(UC)/F002//

SUBJ

/FY13 STAFF NONCOMMISSIONED OFFICER (SNCO) MERITORIOUS PROMOTION ALLOCATIONS FOR NON-SPECIAL DUTY ASSIGNMENT {NON-SDA} FOR MCICOM

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REF/A/MSGID:CMC/-/YMD:131925Z NOV 12//

REF/B/MSGID:MCO/P1400.32D/YMD:ENL PROM MAN//

REF/C/MSGID:MCO/6100.12/YMD:MCPFTMAN//

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NARR/REF (A) IS MARADMIN 647/12 ANNOUNCING THE FY13 MERITORIOUS

NON-SDA SNCO PROMOTION QUOTAS. REF (B) IS MARINE CORPS ENLISTED

PROMOTIONS MANUAL. REF (C) IS THE PHYSICAL FITNESS AND BODY

COMPOSITION PROGRAM MANUAL.//

GENTEXT/REMARKS/1. PURPOSE. TO PROMULGATE POLICY AND PROCEDURES

GOVERNING MERITORIOUS PROMOTIONS OF ENLISTED MARINES TO THE GRADES OF GUNNERY SERGEANT (GYSGT) AND STAFF SERGEANT (SSGT) FOR MARINE CORPS

INSTALLATIONS COMMAND (MCICOM) PER REF (A).

2. ON THURSDAY, 21 FEB 13 AT 0800, MCICOM WILL CONDUCT A BOARD TO

SELECT THE MOST QUALIFIED CANDIDATES FOR MERITORIOUS PROMOTION TO THE

GRADES OF GYSGT AND SSGT WITH AN EFFECTIVE DATE OF 2 APR 13.

NOMINEES FROM THE COMMANDS IDENTIFIED BELOW WILL COMPETE FOR

SELECTION AND SUBSEQUENT SUBMISSION TO CMC (MMPR-2) FOR PROMOTION

APPROVAL. ONLY THE HIGHEST CALIBER SELECTIONS FROM THIS BOARD WILL

BE MERITORIOUSLY PROMOTED.

3. ADMINISTRATIVE INFORMATION:

A. MCICOM HAS BEEN ALLOCATED ONE MERITORIOUS GYSGT PROMOTION AND

TWO MERITORIOUS SSGT PROMOTIONS. THE FOLLOWING COMMANDS WILL SUBMIT

THEIR NOMINEES AS INDICATED.

(1) CG, MARINE CORPS INSTALLATIONS EAST-MCB CAMP LEJEUNE

(MCIEAST-MCB CAMLEJ) WILL CONDUCT A BOARD OF SUBORDINATE

UNITS/COMMANDS TO IDENTIFY THE HIGHEST CALIBER NOMINEES BASED ON THE

CRITERIA ESTABLISHED IN THIS MESSAGE. ONE SSGT AND TWO SGT'S MAY BE

SUBMITTED. NOMINATION PACKAGES WILL BE FORWARDED TO THE COMMANDER,

MCICOM (ATTN: G-1) BY COB, 14 FEB 13.

(2) CG, MARINE CORPS INSTALLATIONS WEST-MCB CAMP PENDLETON

(MCIWEST-MCB CAMPEN) WILL CONDUCT A BOARD OF SUBORDINATE

UNITS/COMMANDS TO IDENTIFY THE HIGHEST CALIBER NOMINEES BASED ON THE

CRITERIA ESTABLISHED IN THIS MESSAGE. ONE SSGT AND TWO SGT'S MAY BE

SUBMITTED. NOMINATION PACKAGES WILL BE FORWARDED TO THE COMMANDER,

MCICOM (ATTN: G-1) BY COB, 14 FEB 13.

(3) CG, MARINE CORPS INSTALLATIONS PACIFIC (MCIPAC) WILL

CONDUCT A BOARD OF SUBORDINATE UNITS/COMMANDS TO IDENTIFY THE HIGHEST

CALIBER NOMINEES BASED ON THE CRITERIA ESTABLISHED IN THIS MESSAGE.

ONE SSGT AND TWO SGT'S MAY BE SUBMITTED. NOMINATION PACKAGES WILL BE

FORWARDED TO THE COMMANDER, MCICOM (ATTN: G-1) BY COB, 14 FEB 13.

(4) COMMANDER, MCB, QUANTICO WILL CONDUCT A BOARD OF THE

UNITS/COMMANDS ADMINISTRATIVELY ATTACHED OR SUBORDINATE TO MCB,

QUANTICO. ONE SSGT AND TWO SGT'S FROM UNITS/COMMANDS UNDER THE

MARINE CORPS NATIONAL CAPITAL REGION COMMAND (MCNCRC) MAY BE

SUBMITTED TO CG, MCNCRC (ATTN: G-1) COB, 14 FEB 13.

B. BOARD MEMBERS. THE SERGEANT MAJOR (SGTMAJ), MCICOM IS THE

SENIOR MEMBER OF THIS BOARD. THE BOARD MEMBERS WILL BE COMPRISED OF

PERSONNEL FROM THE FOLLOWING COMMANDS:

MCICOM SGTMAJ 1 (SENIOR MEMBER)

HQBN HQMC SGTMAJ 1

MARBKS WASH D.C. SGTMAJ 1

MCB QUANTICO SGTMAJ 1

MCIEAST SGTMAJ 1 VTC

MCIWEST SGTMAJ 1 VTC

MCIPAC SGTMAJ 1 VTC

C. BOARD LOCATION. THE BOARD IS CURRENTLY SCHEDULED TO MEET IN

THE PENTAGON, WASHINGTON, DC, ROOM 2E204.

4. ELIGIBILITY REQUIREMENTS

A. ACTIVE RESERVE (AR) MARINES AND SELECTED MARINE CORPS RESERVE

(SMCR) MARINES ARE NOT ELIGIBLE.

B. MARINES PREVIOUSLY PASSED ON A MARINE CORPS PROMOTION

SELECTION BOARD WILL NOT BE CONSIDERED UNLESS THROUGH NO FAULT OF THE

MARINE (I.E. LATMOVE, OCCFLD CLOSED ETC.)

C. LEGAL

(1) NON-JUDICIAL PUNISHMENT (NJP). NOMINEES CANNOT HAVE ANY

ADJUDICATED NJPS IN THEIR CURRENT GRADE.

(2) PAGE 11. NOMINEES CANNOT HAVE ANY NEGATIVE SERVICE

RECORD BOOK (SRB) PAGE 11 ENTRIES IN THEIR CURRENT GRADE.

(3) CIVIL. NOMINEES CANNOT HAVE BEEN CONVICTED, REGARDLESS

OF PUNISHMENT, OF ANY CIVIL INFRACTION IN THEIR CURRENT GRADE.

D. TIME IN SERVICE (TIS) REQUIREMENTS PER REF (B) MUST BE MET.

MINIMUM TIS REQUIREMENTS ARE FOUR YEARS FOR SSGT AND SIX YEARS FOR

GYSGT. TIS REQUIREMENTS ARE BASED ON COMPLETED YEARS OF SERVICE AS

DETERMINED BY THE ARMED FORCES ACTIVE DUTY BASE DATE (AFADBD).

E. TIME IN GRADE (TIG) REQUIREMENTS. PER REF (B), MINIMUM TIG

REQUIREMENTS ARE WAIVED FOR MERITORIOUS PROMOTIONS.

F. MARINE CORPS HEIGHT/WEIGHT (HT/WT) STANDARDS. NOMINEES MUST

MEET THE CURRENT HT/WT OR BODY FAT COMPOSITION STANDARDS AS

APPROPRIATE IN REF (C), AS CERTIFIED BY THE UNITS SGTMAJ.

G. PROFESSIONAL MILITARY EDUCATION (PME). ALL NOMINEES MUST

MEET THE NONRESIDENT PME REQUIREMENTS FOR SELECTION TO THE NEXT

HIGHER GRADE PER REF (B).

5. NOMINATION SUBMISSIONS. MCIEAST, MCIWEST, MCIPAC AND MCB,

QUANTICO WILL SUBMIT NOMINATION PACKAGES TO THE COMMANDER, MCICOM

(ATTN: G-1) NLT 14 FEB 13. USE STANDARD NAVAL LETTER FORMAT FROM

THE COMMANDING GENERAL/OFFICER OF THE MSC TO THE COMMANDER, MARINE

CORPS INSTALLATIONS COMMAND (MCICOM) (ATTN: G-1). THE LETTER WILL

INCLUDE:

A. COMMANDING GENERAL'S/OFFICER'S RECOMMENDATION LETTER, INCLUDE

ANY EXPLANATORY COMMENTS IN THE COMMAND ENDORSEMENT (I.E. WHY NO

CURRENT RIFLE/PISTOL SCORE, ETC.)

B. ONE PARAGRAPH CERTIFYING THE MARINE MEETS ALL THE

REQUIREMENTS OUTLINED IN REF (A).

C. OFFICIAL ELECTRONIC PROMOTION PHOTOGRAPH (IN SERVICE "C" WITH

HT/WT AND BODY FAT % ANNOTATED, IF APPLICABLE)

D. DATA SHEET IN THE FOLLOWING FORMAT.

(1) LAST NAME

(2) FIRST NAME

(3) MI

(4) ELECTRONIC DATA INTERCHANGE PERSONAL IDENTIFIER (EDIPI)

(5) MOS

(6) GRADE

(7) DOR

(8) TIG (YRS & MOS)/TIS (YRS & MOS)

(9) CURRENT BILLET

(10) CURRENT ORGANIZATION

(11) RIFLE SCORE/DATE

(12) PFT SCORE/DATE

(13) LIST OF ANY PERSONAL DECORATIONS AND COMMENDATORY CORRESPONDENCE

(14) ANY DISCIPLINARY ISSUES

E. PROVIDE COPY OF PAGES 3, 11, AND 12 OF SERVICE RECORD AS

ENCLOSURES OR PROVIDE THAT INFORMATION IN THE PACKAGE (I.E., LIST

DUTY STATIONS ON ANY ENCLOSURE; COMMENT IN CO LETTER THAT SNM HAS NO

PAGE 12, AND THAT SNM WAS NOMINATED AND SELECTED AS NCO OF THE

QUARTER, 4TH QTR FY 05, AND WAS NUMBER ONE GRADUATE OF CAREER

COURSE).

F. ENSURE THE FOLLOWING SCREENS FROM MCTFS/MOL ARE INCLUDED IN

THE NOMINATION PACKAGES SENT TO MCICOM (G-1).

(1) BIR

(2) BTR

(3) SERVICE SCHOOLS/SPECIAL SKILLS

(4) MCI

(5) OFF-DUTY EDUCATION

6. POC IS SGTMAJ J. P. PLOSKONKA, MCICOM, COML: (703) 695-6824 OR

DSN: 225-6824.