



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

MCIEAST-MCB CAMLEJO 1400.2C
SGTMAJ
JUL 23 2020

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

From: Commanding General
To: Distribution List

Subj: MERITORIOUS PROMOTION TO THE GRADES OF CORPORAL AND SERGEANT

Ref: (a) MCO P1400.32D Ch 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. MCIEAST-MCB CAMLEJO 1400.2B.

3. Mission. Per reference (a), the CG 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 above all peers in a satisfactory manner.

(b) If the listed personnel are not available to participate, a senior enlisted member will be present as a command representative. The MCIEAST-MCB CAMLEJ Meritorious Sergeant Board shall be comprised of the following members:

Sergeant Major (SgtMaj), MCIEAST-MCB CAMLEJ, - Chairman
SgtMaj, Marine Corps Air Station, Cherry Point
SgtMaj, Marine Corps Air Station, Beaufort
SgtMaj, Marine Corps Air Station, New River
SgtMaj, Marine Corps Logistics Base, Albany
SgtMaj, Headquarters and Support Battalion
SgtMaj, Weapons Training Battalion
SgtMaj, Wounded Warrior Battalion-East

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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 qualified" Marines will be based on outstanding performance and as recognition of ability to assume a position 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 their 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, and August
Corporal: December, March, June, and 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. All respective commands will conduct their own meritorious promotion boards guided by the reference, this Order, and notify the SgtMaj, MCIEAST-MCB CAMLEJ of their selections prior to the promotion date.

b. Tasks

(1) SgtMaj, MCIEAST-MCB CAMLEJ:

(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(3)(c) of this Order.

(c) Convene the Meritorious Sergeant Board, typically on the third 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) MCIEAST Subordinate Commanders:

(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 - six 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) 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 and Resident Professional Military Education appropriate for their grade and recorded in the Marine's Official Military Personnel File or service schools completion codes within Marine Corps Total Force System (MCTFS) - (waiver not accepted).

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 recorded waiver within MCTFS.

4. Must have a current first class Physical Fitness Test and Combat Fitness Test score above 250.

5. Display exceptional personal appearance, within height and weight standards, demonstrate leadership traits, and impeccable military bearing.

6. Read and provided a written book report during the quarter from a grade-appropriate book on the Commandant's Reading List.

7. Must have a valid swim qualification recorded in MCTFS.

8. Must have "Above Expectation/Exceptional" in grade (3.1-5.0) in the Junior Enlisted Performance Evaluation System (JEPES).

9. Must be recommended for reenlistment.

10. Have no derogatory entries or non-judicial punishments within the last 12-months.

(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.

(3) Adjutant Chief, MCIEAST-MCB CAMLEJ:

(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://eis.usmc.mil/sites/mcieg1/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.

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

(4) Assistant Chief of Staff, G-6, MCIEAST-MCB CAMLEJ: Provide support for the Video Teleconference 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 boarded during a panel with hardcopy nomination packages.

(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. Administration and Logistics. The SgtMaj, MCIEAST-MCB CAMLEJ has staff cognizance over the Meritorious Promotion Program.

6. Command and Signal

a. Command

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

(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.



N. E. DAVIS
Chief of Staff

DISTRIBUTION: A/B (plus WWBn)

Format Sample for Meritorious Promotion Board Nominations

LETTERHEAD

1430
CO
Date

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 EDIPI/MOS USMC

Ref: (a) MCIEAST-MCB CAMLEJO 1400.2C

Encl: (1) MCTFS Records (BIR, BTR, JWKS, AWDS, S143, and EDU)
(2) Certified True Copies of Page 11's (derogatory or not)
(3) Additional Correspondence (As Required)

1. Per the reference, Corporal Charger is eligible and recommended for meritorious promotion to sergeant/corporal. 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 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