



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

MCIEASTO 1400.2B
SGTMAJ
15 Jul 10

MARINE CORPS INSTALLATIONS EAST ORDER 1400.2B w/Ch1

From: Commanding General
To: Distribution List

Subj: NONCOMMISSIONED OFFICER MERITORIOUS PROMOTIONS

Ref: (a) MCO P1400.32_

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

1. Situation. This Order promulgates policy and procedures for the Marine Corps Installations East (MCIEAST) Noncommissioned Officer Meritorious Promotion Board.

2. Cancellation. MCIEASTO 1400.2A.

3. Mission. Per the reference, the CG MCIEAST 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 MCIEAST will convene one board per quarter for each rank considered to select 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.

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distribution is unlimited.

(b) The MCIEAST Meritorious Promotion Board is comprised of the following:

Sergeant Major, MCIEAST - Chairman
Sergeant Major, Marine Corps Base Camp Lejeune
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. Should a command not have Marines appear before the Meritorious Promotion Board, a command representative will not be required to be present.

(2) Concept of Operations. Enclosure (1) provides the format that will be used for all meritorious promotion nominations submitted to CG MCIEAST. 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 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.

(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 ranks of lance corporal and corporal on the first day of the promotion quarter. This 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 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 are as follows:

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

1. Only one nominee per installation will appear before the Meritorious Sergeant Board. The locations of the Meritorious Sergeant Boards will be rotated throughout the various commands of MCIEAST.

2. MCIEAST Commands will receive allocations for meritorious Corporals 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 Corporal Boards guided by the reference, and notify the Sergeant Major, MCIEAST of their selections prior to the promotion date.

b. Subordinate Element Missions

(1) MCIEAST Commanders

(a) Comply with the intent of this Order by ensuring that all eligible Marines are given the opportunity to

compete for meritorious promotion. Each candidate must meet the minimum time in service for promotion (sergeant - 18 months, corporal - 6 months), computed from his/her Armed Forces Active Duty Base Date.

(b) Commanders will screen and nominate Marines for meritorious promotion, ensuring the completion and verification of the enclosure.

(c) Commanders, 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. No nonjudicial punishment within 12 months of the date promotion is to be effected. Marines in a promotion restriction status will not be considered for meritorious promotion.

3. Must have qualified with assigned weapon during the current or previous fiscal year unless granted a waiver in Service Record Book.

4. Must have a current first class Physical Fitness Test and Combat Fitness Test unless exempt for medical reasons.

5. Possess exceptional personal appearance and military bearing.

6. Must be recommended for reenlistment.

(d) Brief all candidates nominated to appear before the MCIEAST board concerning the time and date of the MCIEAST board, uniform to be worn, and the general procedures.

(2) Sergeant Major, MCIEAST

(a) Act as the Chairman of the MCIEAST Meritorious Promotion Board.

(b) Upon receipt of the nominations for meritorious promotion, screen all submitted packages and accompanying documents for accuracy and compliance with the basic criteria for meritorious promotion.

(c) Provide all packages, accompanying documents, and board worksheets of nominees to the members of the selection board.

(d) Submit the MCIEAST Meritorious Promotion Board's recommendations to the CG MCIEAST.

(e) Based on the information provided from the MCIEAST Meritorious Promotion Board's outcome, direct the preparation of the Certificate of Appointment (DD Form 216 MC).

(3) Staff Secretary (SSEC)

(a) Upon receipt of the nominations for meritorious promotion, screen all documents for accuracy and compliance with the basic criteria; prepare all additional documents and board worksheets for the selection board members.

(b) Based on the information provided by the Chairman of the MCIEAST Meritorious Promotion Board, prepare the appropriate documents for the CG MCIEAST's final approval and signature.

(c) Upon approval and signature by the CG MCIEAST, ensure units receipt for Certificate of Appointment for their appropriate personnel.

(d) Forward all supporting documentation and copies of promotion warrants to the MCIEAST Adjutant for appropriate records retention.

(4) MCIEAST Adjutant

(a) Receive all nomination packages and route to the SSEC.

(b) Retain in files all nomination packages, board recommendations and copies of Commanding General signed promotion warrants.

c. Coordinating Instructions

(1) Meritorious promotion packages will comply with the format provided in enclosure (1). The Commanders recommendation must address the criteria and qualities set forth in paragraph 3 of this Order, and include an administrative point of contact.

(2) The promotion packages will include the following items on each Marine being recommended for meritorious promotion to the MCIEAST Meritorious Promotion Board:

(a) Complete enclosure (1), to include signature, of the Board Data Sheet and the Special Recognition Board Privacy Act Release Statement signed by the Marine. Copy and paste the following link into the web browser to view the forms:

[https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/MCIEAST%20FORMS%20MANAGEMENT%20PROGR/MCIEAST%20FORMS/MCIEAST%20Headquarters/MCIEAST%20HQ%201400.2B%205%20\(Board%20Data%20Sheet\).pdf](https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/MCIEAST%20FORMS%20MANAGEMENT%20PROGR/MCIEAST%20FORMS/MCIEAST%20Headquarters/MCIEAST%20HQ%201400.2B%205%20(Board%20Data%20Sheet).pdf)

(b) Print the current Basic Individual Record, Basic Training Record, Record of Service, Awards Record and Education Record from Marine Corps Total Force System.

(c) Approved promotions will be announced by the Sergeant Major, MCIEAST. MCIEAST will prepare and forward promotion certificate(s) to the appropriate commands with a date of rank effective the second day of the designated promotion month. The unit will provide a copy of the warrant to the Installation Personnel Administration Center, which will make required unit diary entries.

5. Administration and Logistics. The Sergeant Major, MCIEAST has cognizance over the Meritorious Promotion Board.

6. Command and Signal

a. Command. This Order is not applicable to the Selected Marine Corps Reserve, Active Reserve, Individual Ready Reserve,

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or Individual Mobilization Augmented Marine.

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

/S/
D. P. THOMAS
Chief of Staff

DISTRIBUTION: A



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MARINE CORPS INSTALLATIONS EAST ORDER 1400.2B Ch 1

From: Commanding General
To: Distribution List

Subj: NONCOMMISSIONED OFFICER MERITORIOUS PROMOTIONS

Encl: (1) New page inserts to MCIEASTO 1400.2B

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove pages 5 and 6 of the basic Order and replace with pages 5 through 7 enclosed.
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.


D. P. THOMAS
Chief of Staff

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

MCIEASTO 1400.2B
15 Jul 10

FORMAT SAMPLE FOR MERITORIOUS PROMOTION BOARD PACKAGES

LETTERHEAD

1430
CO

From: Commanding Officer, (Unit)
To: Commanding General, Marine Corps Installations East
Subj: MERITORIOUS PROMOTION TO CORPORAL/SERGEANT IN THE CASE OF
LANCE CORPORAL/CORPORAL HARD CHARGER XXX XX 0000/0000 USMC
Ref: (a) MCIEASTO 1400.2B
Encl: (1) Board Data Sheet
(2) Special Recognition Board Privacy Act Release Statement
(3) Additional Correspondence (As Required)

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)

BOARD DATA SHEET

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice M01070-6 Marine Corps Official Military Personnel Files (March 17, 2008, 73 FR 14234). **AUTHORITY:** 10 U.S.C. 5041, Headquarters, Marine Corps; 42 U.S.C. 10606 as implemented by DoD Instruction 1030.1, Victim and Witness Assistance Procedures; and E.O. 9397 (SSN). **PRINCIPLE:** Active duty and Corps Inactive Ready Reserve (IRR) members who are enlisted, appointed, or commissioned status; members of the U.S. Marine Corps who were enlisted, appointed, or commissioned status and were separated by discharge, death, or other termination of military status. **PURPOSE:** To assist officials and employees of the U.S. Marine Corps in the management, supervision, and administration of Marine Corps personnel (officer and enlisted), and the operations of related personnel affairs and functions. **ROUTINE USE:** To officials and employees of the American Red Cross and Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE: MANDATORY**

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

SECTION 1: PERSONAL

ELECTRONIC DATA INTERCHANGE PERSONAL IDENTIFIER (EDIPI): _____

PRESENT PAY GRADE: _____ DOR (YYYY/MM/DD): _____

TIS: _____ YEARS/MONTHS AFABDB TIG: _____ YEARS/MONTHS DOR

MCC / UNIT: _____

DCTB / DJPU (YYYY / MM / DD): _____

PRIMARY MOS / NEC: _____

SECONDARY ADDITIONAL: _____

BILLET: _____ BILLET MOS: _____

SPECIAL RECOGNITION BOARD PRIVACY ACT RELEASE STATEMENT SIGNED: YES NO

SECTION 2: RECORD OF SERVICE

AVERAGE MARKS IN GRADE: _____ AVERAGE MARKS IN SERVICE: _____

SECTION 3: TRAINING

RIFLE SCORE / DATE (YYYY/MM): _____

PISTOL SCORE / DATE (YYYY/MM): _____

MCMAP CERTIFICATION LEVEL: _____

CFT SCORE: _____ CLASS: _____ CFT DATE: _____

PFT SCORE: _____ CLASS: _____ PFT DATE: _____

WATER SURVIVAL CODE: _____ DESCRIPTION: _____ DATE: _____

SECTION 4: AWARDS

PERSONAL AWARDS (NMCAM, NMCCM, CERTCOM, LOA): _____

SECTION 5: EDUCATION

If yes complete page 2 of this form.

OFF DUTY EDUCATION YES NO

PME / CORRESPONDENCE CRS COMPLETED YES NO

PROFESSIONAL READING YES NO

SECTION 6: DEROGATORY INFORMATION

If yes complete page 2 of this form.

ADVERSE PAGE 11 YES NO DATE: _____

NJP YES NO DATE: _____

COURTS MARTIAL YES NO DATE: _____

SPECIAL RECOGNITION BOARD PRIVACY ACT RELEASE STATEMENT

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice NM05211-1 (Privacy Act Request/Amendment Files and Tracking System (April 2, 2008, 73 FR 17959), and for official use only. **AUTHORITY:** under 5 U.S.C. 552a, The Privacy Act of 1974, as amended; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C., Headquarters, Marine Corps; E. O. 9397 (SSN). **PRINCIPLE:** Personal information gathered from the individual for the use of the Special Recognition Board. **PURPOSE:** This form is to provide personal information in association with the Special Recognition Board. **ROUTINE USE:** under U.S.C. 552 a (b) of the Privacy Act, and may be disclosed as routine use pursuant to 5 U.S.C. a (b). **DISCLOSURE** is **VOLUNTARY**, although awards may not be processed without this information.

Primary use of this information is for award purposes and will be destroyed when no longer needed. Some examples may include savings bonds, gift certificates, subscriptions, memberships.

1. Identifying information on Service Member:

- a. Name of individual on whom disclosure will be made: _____
- b. Grade: _____
- c. Address : _____
- d. Work Address : _____
- e. Electronic Data Interchange Personal Identifier (EDIPI): _____
- f. Date of Disclosure (DD MMM YYYY): _____

2. Identifying information of office making disclosure.

Office from which disclosure will be made: _____

3. STATEMENT (to be completed by Service Member):

I have been counseled concerning the provisions of the Privacy Act of 1974, and:

- I do authorize release of this information. _____ Initial
- I do not authorize release of this information. _____ Initial

Release Information to : _____

Service Member's Signature: _____ Date (DD MMM YYYY): _____

NOTE:

Service Member should be apprised of the specific personal information which may be released prior to signing the Privacy Act Statement.