DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

MCO P1400.32D Ch 1
MMPR-2
17 Dec 08

MARINE CORPS ORDER P1400.32D Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PROMOTION MANUAL, VOLUME 2, ENLISTED PROMOTIONS (SHORT TITLE: MARCORPROMMAN, VOL 2, ENLPROM)

Encl: (1) New page inserts to MCO P1400.32D

1. Situation. To transmit new page inserts to the basic order.

2. Mission. To notify all on the distribution list of the revisions and policy changes to the basic Manual.

3. Execution

a. Remove present pages 1-1, 1-9 thru 1-20, 2-1 thru 2-2, 2-9 thru 2-16, 2-19 thru 2-26, 2-29 thru 2-30, 2-33 thru 2-38, 2-41 thru 2-44, 3-1 thru 3-4, 3-7 thru 3-8, 3-23 thru 3-24, 3-27 thru 3-28, 4-1 thru 4-6, 4-9, 4-10, 4-13 thru 4-16, 4-19 thru 4-20, 4-25 thru 4-28, 5-3 thru 5-4, 5-10 thru 5-20, and Index-1 thru Index-4, and replace with corresponding pages in enclosure (1).

b. Insert new pages 1-10A, 1-12A, 1-16A, 2-16A, 4-6A in the basic order.

4. Administration and Logistics

a. Filing Instructions. File this change transmittal page in front of the original Order.

b. The following updates are provided to the references contained in the basic Order:

1. Reference (d) is JAGINST 5800.7E, reference (e) is MCO P1001R.1J, reference (f) is MCO P1070.12K, reference (l) is MCO 1130.53P, reference (m) is MCO 1130.62B, reference (n) is MCO 1130.80A, reference (o) is MCO 1650.39B, and reference (p) is MCO 3574.2K.

2. MCO P1200.7 has been added as reference (t).

R. S. COLEMAN
Deputy Commandant for
Manpower and Reserve Affairs

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2 NAVY ANNEX
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MARINE CORPS ORDER P1400.32D W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PROMOTION MANUAL, VOLUME 2, ENLISTED PROMOTIONS
(SHORT TITLE: MARCORPROMMAN, VOL 2, ENLPROM)

Ref: (a) Title 10, United States Code
(b) Uniform Code of Military Justice (UCMJ)
(c) Manual for Courts Martial, United States (MCM) 2005
(d) JAGINST 5800.7D
(e) MCO P1001R.1
(f) MCO P1070.12
(g) MCO P1080.40
(h) MCO P1200.16
(i) MCO P1610.7
(j) MCO P1900.16
(k) MCO P6100.12
(l) MCO 1130.53
(m) MCO 1130.62
(n) MCO 1130.80
(o) MCO 1650.39
(p) MCO 3574.2
(q) MARADMIN 463/01
(r) MARADMIN 483/02
(s) MARADMIN 066/03

Encl: (1) Locator Sheet

1. Purpose. To publish regulations and policies concerning enlisted promotions.

2. Cancellation. MCO P1400.32C.

3. Summary of Revision. This revision contains a substantial number of significant policy changes and should be reviewed in its entirety. Additionally, the Marine Corps Reserve Support Command has been renamed to the Marine Corps Mobilization Command and the appropriate change has been made throughout this Manual.

a. Paragraph 1203.17. New paragraph. Marines who change their MOS or OccFld before a board adjourns but are selected in the military occupational specialty (MOS) or occupational field (OccFld) they were in when the board convened will be considered to have been erroneously selected and will be administratively deleted from the selection list.

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b. Paragraph 1203.19. Renumbered paragraph. Addition of Combat Skills Instructor (MOS 8513) as a Special Duty Assignment. Marines with the additional MOS 8513 will be considered as "highly qualified" for promotion.

c. Paragraph 1203.20. Mobilized members of the Inactive Ready Reserve (IRR) will no longer compete for promotion with members of the Selected Marine Corps Reserve (SMCR).

d. Paragraph 1203.21.f. Reserve component Marines considered and selected by a Reserve SNCO Selection Board will not retain their selection if they transfer to the active duty component prior to being promoted.

e. Paragraph 1204.2. Clarifies policy for backdating promotions.

f. Paragraph 1204.4.hh. New promotion restriction for Marines in a probationary status as a result of a civilian conviction where any portion of the punishment is suspended.

g. Paragraph 1204.4.ii. New promotion restriction for Marines who are attending mandatory rehabilitation for any Level III, IV, or V Spouse or Child Abuse offense.

h. Paragraph 2203.2. Clarifies policy regarding quarterly composite scores for LCpls and Cpls within the IRR.

i. Paragraph 2203.5. Additional policy requiring members of the IRR to meet the SMCR cutting scores for promotion purposes.

j. Paragraph 2303. Clarifies policy regarding the Prior Service Enlistment Program (PSEP).

k. Paragraph 2305. Clarifies policy regarding promotion of Marines enrolled in the Marine Enlisted Commissioning Education Program (MECEP), Broadened Opportunity for Officer Selection Training (BOOST), and Naval Academy Preparatory School (NAPS).

l. Paragraph 2400. Publishes a new five-year promotion plan.

m. Paragraph 2500. Clarifies policy regarding computation of composite scores for LCpls and Cpls in the IRR and SMCR.

n. Paragraph 2501. Modifies self-education bonus points from 75 to 100 in computation of composite scores (Line 11) and modifies multiplier for MCI/Extension School from 1.5 to 15 and for College/CLEP/Vocational School from 1.0 to 10.

o. Paragraph 3200. Clarifies policy regarding eligibility requirements for Marines in the IRR being considered for promotion to SNCO.

p. Paragraph 3300. Updates PME requirements for Marines eligible for promotion to SNCO in accordance with changes made by the Marine Corps Institute.

q. Paragraph 3503. Clarifies policy regarding noncompetitive selection of Marines enrolled in MECEP, BOOST, or NAPS.

r. Paragraph 3601. Clarifies procedures for conducting an Enlisted Remedial Selection Board (ERSB).

s. Paragraph 3602. Clarifies eligibility requirements for granting an ERSB and what constitutes "due diligence".

t. Paragraphs 4100 thru 4109. Rewritten to clarify policy regarding meritorious promotions. Includes addition of meritorious promotion authority granted to Marine Tiltrotor Test and Evaluation Squadron 22, Marine Corps Mountain Warfare Training Center, and Marine Aviation Weapons and Tactics Squadron One.

u. Paragraphs 4300 thru 4302. Rewritten to reflect changes to the policy regarding posthumous promotions.

v. Paragraph 4500.5. Change in policy prohibiting the frocking of Marines in a promotion restriction status.

w. Paragraph 5100. Amended to reflect that Marines' names are no longer listed on monthly SNCO promotion authority MarAdmins.

x. Paragraph 5200. Clarifies policy regarding the delay of promotion or revocation of selection by a SNCO Selection Board.

y Paragraph 7001.1. Clarifies reporting procedures for reductions in grade.

4. Recommendation. Recommended changes to this Manual are invited and should be submitted to the Commandant of the Marine Corps (MMPR-2) via the appropriate chain of command for evaluation.

5. Reserve Applicability. This Manual is applicable to the Marine Corps Total Force.

6. Certification. Reviewed and approved this date.

H. P. OSMAN
By direction

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(SHORT TITLE: MARCORPROMMAN, VOL 2, ENLPROM)

Location: _____
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Enclosure (1)

MARCORPROMMAN, VOL 2, ENLPROM

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of of Change	Date Entered	Signature of Person Incorporated Change

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MARCORPROMMAN, VOL 2, ENLPROM

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CHAPTER 1

GENERAL

SECTION 1: DEFINITIONS, GRADE STRUCTURE AND PRECEDENCE

1100. DEFINITIONS

1. Above Zone (AZ). Sergeants (Sgts) or staff noncommissioned officers (SNCOs) who are eligible for promotion consideration and who have been previously considered in the promotion zone, but not selected. These Marines will continue to be considered for promotion as long as they intend to remain in the Marine Corps, or until they have been selected for promotion to the next higher grade.

2. Active Duty Special Works (ADSW). Orders which temporarily assign a reserve component Marine to active duty for a specific duration of time to work on a specific project (normally limited to 179 days or less).

3. Active Duty Training (ADT). A tour of active duty used for training a reserve component Marine in those necessary skills and disciplines that support the reserve component mission and provide trained units and qualified personnel to fill the needs of the Marine Corps in time of war or national emergency.

4. Active Reserve (AR). A reserve component Marine on active duty assigned to specific billets for the purpose of organizing, administering, recruiting, supporting, instructing or training the reserve component.

5. Anniversary Year/Month/Date. This is the date which Marines began their career in the Marine Corps, normally associated with Reserve Component Marines.

6. Armed Forces Active Duty Base Date (AFADBD). The AFADBD is used to determine time in service (TIS) and seniority among Marines in the regular component of the Marine Corps and Active Reserves from the reserve component who are in the same grade and have the same date of rank for promotional eligibility. It is also used to calculate TIS in the computation of composite scores for lance corporals (LCpls) and corporals (Cpls) in the regular component of the Marine Corps and Active Reserves from the reserve component.

7. Below Zone (BZ). Marines possessing at least the minimum time in grade (TIG) necessary to be eligible for promotion to the next higher grade but are not in the promotion zone. The number of Marines in the below zone is normally an estimate of the promotion zone for the following year's Staff Noncommissioned Officer Selection Board.

8. Best Qualified. Those eligible Marines who are determined by a majority vote of a Staff Noncommissioned Officer Selection Board to be the most qualified among their peers for selection.

9. Career Retirement Credit Report (CRCR). This document summarizes retirement credit points shown in the Marine Corps Total Force System (MCTFS) accumulated during a reserve component Marine's career. The points are compiled by anniversary year.

10. Commanders. Commanding generals, commanding officers (major and above), and officers in charge (major and above), with special courts-martial convening authority.

11. Competitive Selection. Marines who have been selected for promotion to the next higher grade by a CMC Selection Board (Headquarters, U. S. Marine Corps Selection Board) from among their contemporaries within their MOS or OccFld.

12. Composite Score. A mathematical calculation of certain data elements reported on the unit diary and used as a measuring factor for Marine Corps wide comparison of Marines within a given grade and MOS or OccFld (computed quarterly).

13. Cutting Score. A score announced by the CMC for each MOS or OccFld to which individual composite scores are compared to control the number of promotions to the grades of Cpl and Sgt.

14. Date of Rank (DOR). The date assigned by the CMC to a Marine upon advancement to the next grade or accession into the Marine Corps and used to determine seniority in grade as well as eligibility for promotion to the next higher grade.

15. Delay of Promotion. The result of placing a Marine in a promotion restriction or withhold status.

16. Effective Date. The date which initiates pay in a specific grade from the unit diary input.

17. Enlisted Career Force Controls. Manpower policies such as service limits, promotion by MOS, variable in-zone selection opportunity, grade shaping, restrictions on prior service accessions, First-term Alignment Plan, and selective reenlistment bonus program, which are designed to control the size and composition of the enlisted career force.

18. Extended Active Duty (EAD). A reserve component Marine assigned to active duty for a specific amount of time, normally associated with recruiting duty.

19. Failed Selection. Not selected for promotion to the next higher grade.

a. Once Passed. Sgts or SNCOs considered for promotion in the promotion zone and not selected, failed selection.

b. Twice Passed. Sgts or SNCOs considered twice for promotion (once in the promotion zone and once in the above zone) and not selected, failed selection.

20. Fully Qualified. A Marine that has completed the required Professional Military Education (PME) for selection to the next higher grade and is capable of assuming the duties and responsibilities of that grade.

21. Grade. A step or degree in a graduated scale of office or military rank that is established and designated as a grade by law or regulation.

22. In Zone (IZ). Sgts or SNCOs who have not previously failed selection for the grade to which competing and who satisfy the MOS/OccFld; DOR; and AFADBD/PEBD (if applicable) requirements established for this zone. Also referred to as promotion zone.

23. Individual Ready Reserve (IRR). Reserve component Marines who are not in the Selected Marine Corps Reserve or Active Reserve. This consists of Marines who have completed their active duty or Selected Marine Corps Reserve obligation and have time remaining on their Military Service Obligation (MSO), Marines who have completed their MSO and serve in the IRR by choice (or required by paragraph 1203.16) and Marines in the Delayed Entry Program. They are assigned to the Commanding General, Mobilization Command (MOBCOM), Kansas City, Missouri.

24. Initial Active Duty for Training (IADT). Reserve component Marine on active duty to complete their initial training, i.e., recruit training, Marine Combat Training and MOS training.

25. Individual Mobilization Augmentee (IMA). A reserve component Marine who is a member of the SMCR and is pre-assigned to a mobilization billet on a regular component table of organization requiring continuous training during peacetime.

26. Minimum TIG. This requirement ensures that Marines have acquired a minimum amount of experience in grade prior to being considered for advancement to the next higher grade. Possessing the minimum TIG does not mean that the individual will automatically be promoted. Marines in the grades of private (Pvt) through sergeant (Sgt) must be otherwise qualified, and SNCOs must meet at least the below zone cutoff to normally be considered for promotion.

27. Minimum TIS. This requirement is the minimum time a Marine must be in the service in order to be eligible for promotion to a particular grade.

28. Noncommissioned Officer (NCO). Enlisted Marines serving in the grade of Cpl or Sgt.

29. Noncompetitive Selection. Warrant officer selects, participants in the Marine Corps Enlisted Commissioning Education Program (MECEP), personnel missing in action, and prisoners of war may be selected for advancement based on their individual merits from the above zone and in zone or from the below zone provided their DOR/AFADBD or DOR/PEBD (if applicable) is equal or senior to the junior Marine competitively selected.

30. Pay Entry Base Date (PEBD). An established date at the beginning of a Marine's career, adjusted for time lost/broken time, that determines certain pay entitlements and when a Marine is entitled to increased basic pay. Also for members of the reserve component, it is used to determine TIS for promotion eligibility among Marines within the same grade, OccFld and DOR. For LCpls and Cpls in the Selected Marine Corps Reserve (SMCR), the PEBD is used to calculate TIS when computing their composite scores.

31. Permanent Appointments. All appointments to the next higher grade will be permanent appointments. Permanent appointments can be terminated only by the promotion, reduction, or discharge of the individual concerned.

32. Precept. A formal letter from the CMC to the senior member of the SNCO Selection Board. This letter provides guidance, direction, and instructions to the members of the selection board.

33. Rank. Order of seniority or precedence.

34. Reserve Qualification Summary (RQS). A document summarizing a reserve component Marine's civilian occupation and military background.

35. Revocation of Selection. The deletion of a Marine's promotion selection to SNCO by the Director, Personnel Management Division.

36. Selected Marine Corps Reserve (SMCR). A reserve component Marine who performs training and/or duty consisting of a minimum of 48 drills and 2 weeks annual training per year. These Marines are assigned to a specific command within Marine Forces Reserve or to an Individual Mobilization Augmentation Detachment (IMA Det).

37. Selection Boards. The CMC will convene boards consisting of commissioned officers (Chief Warrant Officer through Colonel) and senior enlisted members (Sergeant Major through Master Sergeant) to select those Marines best qualified and fully qualified for promotion to all SNCO grades. All board members must be at least one grade senior to the Marines being considered for promotion. These boards will be convened annually at Headquarters, U.S. Marine Corps.

38. Seniority Number. The number assigned to a SNCO selected for promotion. The number illustrates the Marine's relative standing or seniority in comparison to other Marines selected to the same pay grade, by a specific board, based on the precedence criteria established in paragraph 1102.

39. Service Limit. Maximum amount of time a Marine may remain in the Marine Corps for a given grade, as established by Enlisted Career Force Controls.

40. Staff Noncommissioned Officer (SNCO). Enlisted Marines serving in the grade of Staff Sergeant (SSgt) or above.

41. Withhold Promotion Authority. When a commander no longer has the authority to promote a Marine as a result of the Marine being placed in a promotion restriction or withhold status.

1101. GRADE STRUCTURE. Enlisted grades in order of seniority are:

Grade		Pay Grade
Sergeant Major	(SgtMaj)	E-9
Master Gunnery Sergeant	(MGySgt)	E-9
First Sergeant	(1stSgt)	E-8
Master Sergeant	(MSgt)	E-8
Gunnery Sergeant	(GySgt)	E-7
Staff Sergeant	(SSgt)	E-6
Sergeant	(Sgt)	E-5
Corporal	(Cpl)	E-4
Lance Corporal	(LCpl)	E-3
Private First Class	(PFC)	E-2
Private	(Pvt)	E-1

1102. PRECEDENCE

1. SNCOs of the same pay grade take precedence with each other according to the DOR in their current grades, the earliest date taking precedence.

2. Regular component and Active Reserve (AR) Marines of the reserve component, in the grades of Pvt through SgtMaj with the same DOR in their current grade, take precedence among themselves according to the AFADBD, the earlier date taking precedence. Those Marines with the same DOR and AFADBD, take precedence among themselves according to the PEBD, and those with the same DOR, AFADBD, and PEBD then take precedence among themselves alphabetically by last name.

3. Reserve component Marines in the SMCR or IRR in the grades of Pvt through SgtMaj with the same DOR in their current grade, take precedence among themselves according to the PEBD, the earlier date taking precedence. Those Marines with the same DOR and PEBD then take precedence among themselves alphabetically by last name.

4. Marines, both regular and reserve components, selected for promotion by Headquarters, U.S. Marine Corps selection boards are promoted as vacancies occur, according to their seniority in their previous grade. Seniority numbers will be published via selection MARADMINs.

CHAPTER 1

GENERAL

SECTION 2: PROMOTION POLICY AND PROCEDURES

1200. GENERAL

1. Policy. The promotion of enlisted Marines must positively contribute to the high standards of leadership and proficiency required for continued combat readiness. Promotion is not a reward for past performance but more importantly it is an expectation of future performance.

2. Objectives

a. To maintain the actual strength in each grade and MOS or OccFld at the maximum readiness for commitment to combat.

b. To ensure that all eligible Marines receive full and equitable opportunity to compete for promotion.

c. To ensure that only the best and fully qualified Marines are promoted.

3. Designation of Authority

a. Enlisted Marines will be selected and promoted as directed by the CMC per the policies and regulations contained in this Manual and by separate implementing directives.

b. The CMC has delegated the authority to promote enlisted Marines to the grades of PFC through Sgt to the Marine commanders designated below. This authority may not be further delegated but, at their discretion, may be retained by commanders senior in the chain of command. This authority does not extend to commanders of other services having operational control over enlisted Marines.

(1) Commanders, major and above, having authority to convene special courts-martial per the Uniform Code of Military Justice (UCMJ), Article 23 (10 U.S.C. 823), regardless of whether the exercise of such authority is restricted by superior competent authority.

(2) Commanders, major and above, of the Marine Corps Security Force companies and Fleet Anti-Terrorism Security Team (FAST) companies.

(3) Commanders, major and above, of companies of the Marine Security Guard Battalion.

(4) Commanders, major and above, of Personnel Support Detachments, Marine Aircraft Groups.

(5) Commanders, major and above, of student companies at formal Marine Corps Schools.

(6) Commanders, major and above, of Marine Corps Administrative detachments.

(7) Commanders, major and above, of units/detachments of the Marine Corps Reserve having custody of the service records of the personnel under their commands.

NOTE: Where there are sites having more than one commander co-located, all such officers will have promotion authority for those Reserve Marines under their command unless that authority has been retained by the senior commander.

(8) Commanders, major and above, of Recruiting Stations.

(9) Commanders, major and above, of battalions designated as separate and detached commands by the commander of a Special Purpose Marine Air-Ground Task Force (SPMAGTF) having authority to convene general courts-martial.

(10) Commanders, major and above, Marine Corps Training and Advisory Group (MCTAG).

(11) Commanders senior in the administrative chain of command to those specified above.

(12) Officers holding special written promotion authority from the CMC. Those officers will sign all promotion warrants with name, grade, and billet title.

NOTE: Requests for special written promotion authority must be forwarded to the CMC (MMPR-2) via the chain of command. Such requests will provide complete justification, to include the unusual circumstances that require such authority and the estimated duration the authority is required.) Only field grade officers will be granted special promotion authority.

4. Commanders' Responsibilities

a. Commanders occupy a position of paramount importance in the enlisted promotion system. The commander must:

(1) Ensure strict compliance with the policies and regulations contained in this Manual.

(2) Ensure that all enlisted Marines who are to be promoted to the next higher grade meet the Marine Corps standards of professionalism, personal performance and leadership.

(3) Ensure that a Marine is not promoted unless the individual can be expected to assume the responsibilities and perform the duties of that grade in a creditable and satisfactory manner.

(4) Ensure that fully qualified and deserving Marines are expeditiously promoted on the date directed by the CMC.

b. The decision to promote to the grades of PFC through Sgt rests solely with those commanders designated in paragraph 1200.3b. A Marine will not be promoted if, in the opinion of the commander, the Marine is not capable of performing satisfactorily in the higher grade, even though all other requirements have been met. (Paragraphs 2201.6 and 2202.7 apply.)

(1) When erroneous promotions (promotion restrictions (par 1204.3) or administrative error) to Sgt and below are discovered, the commander, without reference to this Headquarters, will revoke the promotion and the Marine will be returned to the appropriate grade. Waivers for erroneous promotions to Cpl or Sgt are not authorized.

(2) If determined to be in the best interest of the command and the Marine Corps, commanders may waive an erroneous promotion to the grades of PFC and LCpl for Marines who, through no fault of their own, were promoted prior to attaining the required TIG/TIS. (Paragraphs 2101.3 and 2102.3 apply.)

c. SNCO promotions effected by the CMC require the certification of the commander. By this certification, the commander attests that the Marine's advancement is in the best interest of the Marine Corps.

(1) The certificate of appointment (promotion warrant) will not be delivered if, during the command screening of selected Marines' records, the commander suspects significant facts may have been missing from a Marine's OMPF when considered by the selection board. The commander will notify the CMC (MMPR-2) by naval message detailing the circumstances and requesting disposition. The CMC (MMPR-2), in conjunction with MMSB, will review the OMPF and MBS to determine whether the information was contained in the OMPF at the time of the board's proceedings.

(2) The certificate of appointment will not be delivered if the Marine concerned has failed to maintain the high standards of professional and personal performance which led to selection.

(3) The certificate of appointment will not be delivered if, in the opinion of the commander, the Marine will not or can not perform creditably in the higher grade.

(4) The certificate of appointment may not be delivered at the commander's discretion.

(5) Erroneous promotions of SNCO's will be referred to the CMC (MMPR-2).

d. The commander will immediately report to the CMC (MMPR-2) via naval message those SNCO selects who fail to maintain the high standards of professional and personal performance and whose promotion has not been effected (ceremony held, warrant delivered). Refer to paragraph 5200 for specific instructions and guidance.

e. Once a SNCO warrant is delivered at an appropriate ceremony, it may not be revoked unless the Marine was erroneously selected by a SNCO selection board and the Marine's name has been administratively deleted from the selection list by the CMC (MMPR-2) or the Marine was erroneously promoted, i.e. prior to his/her seniority number being reached or while under investigation for an offense that occurred after the effective date of promotion but prior to the promotion ceremony. However, a SNCO may be reduced via appropriate disciplinary or administrative procedures.

5. Promotion Ceremony. Commanders as defined by paragraph 1200.3b are responsible for conducting or ensuring appropriate promotion ceremonies are conducted for their enlisted Marines. Commanders may delegate responsibility for conducting the promotion ceremony to any commissioned officer of the

U. S. Armed Forces (to include reserve officers and retired officers) and government civilian employees in grades of GS-11 and above. Senior enlisted personnel may be delegated responsibility for conducting the ceremony under unusual circumstances. Delegation of responsibility for the conduct of the ceremony does not absolve the commander of their responsibilities under paragraph 1200.4.

1201. PROMOTION SYSTEM. The promotion system provides a process whereby Marines within each grade and MOS/OccFld compete among themselves for promotion to the next grade. The basic goal of the system is to advance the best qualified Marines to higher grades in order that MOS/OccFld vacancies in the enlisted structure will be continuously occupied by Marines who are fully qualified to perform the duties and to assume the responsibilities of the next higher grade.

1202. MINIMUM TIME IN GRADE (TIG)/TIME IN SERVICE (TIS) REQUIREMENTS FOR PROMOTION

1. Minimum TIG/TIS requirements:

USMC & USMCR	REGULAR PROMOTION		MERITORIOUS PROMOTION	
PROMOTION TO	TIG	TIS	TIG	TIS
SgtMaj/MGySgt	3 YRS	10 YRS	- -	- - -
1stSgt	4 YRS	8 YRS	- -	- - -
MSgt	4 YRS	8 YRS	N/A	8 YRS
GySgt	3 YRS	6 YRS	N/A	6 YRS
SSgt	27 MOS	4 YRS	N/A	4 YRS
Sgt	12 MOS	24 MOS	N/A	18 MOS
Cpl	8 MOS	12 MOS	N/A	6 MOS
LCpl	8 MOS	9 MOS	N/A	NONE
PFC	6 MOS	6 MOS	N/A	NONE

2. The TIG requirements are Marine Corps developed measures of promotion eligibility. The TIG requirements may be reduced 6 months for SNCOs, if the needs of the Marine Corps dictate and as directed by the CMC.

3. The TIS requirements are based upon completed years of service as determined by the AFADBD in the regular component and Active Reserve category of the reserve component and by the PEBD in the remaining two categories of the reserve component (SMCR/IRR). The TIS requirements for meritorious promotion to GySgt and below are DoD limitations on promotion eligibility below which no member of the Armed Forces may be promoted to the corresponding grade. Service performed as a temporary officer is credited for this purpose. There is no TIS restriction for promotion of members of the Marine Band to the grades of GySgt and below.

4. The minimum TIS requirements for promotion in the regular and reserve components of the Marine Corps to SgtMaj or MGySgt and 1stSgt or MSgt is 10 years and 8 years, respectively, are established by public law and may not be waived.

1203. PROMOTION POLICIES

1. General. This Manual is the authority for all enlisted promotions in the Marine Corps. Promotions effected not in accordance with this Manual or by implementing directives not referenced in this Manual will be considered erroneous and immediately revoked. There are no waivers to this policy. All Marine Corps agencies and commands must coordinate with the CMC (MMPR) to ensure any meritorious or incentive programs are properly addressed in this Manual.

2. Meritorious Promotions. The CMC will promote, by means other than the regular promotion system, exceptionally well-qualified Marines in recognition of outstanding leadership and performance per the provisions outlined in paragraphs 4100 through 4201.

3. Incentive Promotions. Incentive promotions for Marines entering the Marine Corps, whether initial or prior service, are under the cognizance of the Commanding General, Marine Corps Recruiting Command. MCO 1130.80 provides information and instructions for the administration of the Prior Service Enlistment Program and MCO 1130.53_ is a comprehensive order detailing all enlistment incentive programs. Several programs entitle Marines to guaranteed appointments to a grade other than private upon enlistment. Requests for information and remedial consideration for promotion or backdates of rank under these programs should be addressed to the Commanding General, Marine Corps Recruiting Command.

4. Medical Qualifications

a. The enlisted promotion system has no medical prerequisites for promotion. Marines who are otherwise qualified do not lose their eligibility for promotion consideration or their selection for promotion due to hospitalization or temporary limited duty as a result of wounds, injuries, pregnancy, or disease (to include mental disorders). Marines who have been selected and are pending a decision by the Physical Evaluation Board for a fitness for duty determination will be presented their certificates of appointment, and their promotions will be effected, if otherwise qualified. The following exceptions to this policy apply:

(1) Marines hospitalized with wounds, injuries, or disease (to include mental disorders) whose medical condition was caused by their own misconduct, as determined by a line of duty or JAG Manual investigation (see Chapter II, JAGINST 5800.7E) convened by the commander.

(2) Active component Marines who have been placed in a Permanent Limited Duty (PLD) status who are retained in order to attain 20 years of service are not eligible for selection consideration or promotion unless they were on a select list for promotion prior to entering the PLD status.

(3) Combat wounded active or reserve component Marines who have been approved for retention in a Permanent Limited Duty (PLD) status, as reflected by a draw case code of "CW" in the Marine Corps Total Force System (MCTFS), are eligible for selection consideration or promotion.

(4) Reserve component Marines on the active status list who have been found Not Physically Qualified (NPQ), who have at least 18 but less than 20 years of qualifying service for retirement and have been retained on the reserve active status list are not eligible for selection consideration or promotion unless they were on a select list for promotion prior to entering the NPQ status.

b. Commanders who have administrative control of hospitalized Marines in the grades of Cpl and below will establish and maintain the necessary monitoring systems to ensure that each hospitalized Marine within their jurisdiction receives the promotion consideration to which entitled.

c. Reserve component Marines in the SMCR who are in receipt of a Notice of Eligibility for benefits (medical), who are temporarily not physically

qualified, or who are pending a medical determination for fitness for retention, do not lose their eligibility for promotion.

5. There are no provisions to issue a temporary or probationary enlisted appointment.

6. There are no provisions that allow commanders to waive composite scores.

7. The only required Professional Military Education (PME) for junior Marines is MCI 0037-Leading Marines, for promotion to corporal.

8. Promotions will not be used as rewards for performance of duty for which a personal decoration is appropriate. This will not be construed as prohibiting a promotion under circumstances for which a personal decoration is recommended, provided that the promotion is based on a demonstrated capacity to discharge the duties and responsibilities of the higher grade.

9. Marines who are eligible for selection consideration and voluntarily request transfer to the Fleet Marine Corps Reserve (FMCR) or Retired Reserve prior to the adjournment of the appropriate selection board will be removed from the eligible population and will not be considered for selection.

a. If the CMC (MMSR) disapproves the Marine's request for transfer to the FMCR or Retired Reserve, and the eligible Marine was not considered by the appropriate selection board, the Marine may be eligible for remedial promotion consideration. Requests for remedial consideration will be submitted per paragraphs 3600 through 3604 of this Manual.

b. Marines who are twice failed of selection or are approaching service limits, and who are required to request transfer to the FMCR or Retired Reserve to be entitled to retirement benefits, may request via naval message to the CMC (MMSR and MMPR) to be considered by the appropriate selection board if their EAS/ECC is after the scheduled adjournment date of the appropriate selection board. Marines in this category should submit their request for consideration by a selection board prior to the convening date of the selection board.

c. The CMC (MMSR) will provide the Promotion Branch the names of Marines who are retiring and who should be removed from consideration by a selection board. The CMC (MMSR) also will provide the Promotion Branch with the names of Marines who are retiring, but who have requested selection consideration in conjunction with their retirement request. These Marines must meet the requirements of paragraph 1203.9b, above, to be considered for promotion.

10. Marines who have been selected for promotion but request transfer to the FMCR or Retired Reserve <u>prior</u> to being promoted at an official ceremony will be administratively deleted from the selection list.

11. Marines on the Retired List or in the FMCR who are assigned to extended active duty (EAD) with the Regular Establishment will not be considered for promotion.

12. Marines on the Retired List or in the FMCR who are recalled to temporary active duty during a national emergency will not be considered for promotion.

13. Marines who request the Voluntary Separation Incentive/Special Separation Benefit (VSI/SSB) are <u>not</u> eligible for promotion. Marines in this category who are erroneously considered and selected and those Marines who are selected and later request VSI/SSB will be administratively deleted from the selection list. If the request is disapproved, the Marine may be given remedial consideration. However, Marines who receive VSI/SSB and subsequently enlist in the Marine Corps Reserve within 24 hours of their separation for a period of two or more years are eligible for promotion consideration as a reserve. (Refer to paragraph 1203.21).

14. Lance corporals and above who are denied further service beyond their current expiration of active service are not eligible for promotion consideration.

15. The following Marines will not be considered for promotion and will be deleted from the eligible population:

a. Marines who have not been recommended for reenlistment (RE-4/4B).

b. Marines who have demonstrated substandard performance (RE-3C/3P). Marines assigned RE-3C due to humanitarian reasons remain eligible for promotion consideration.

c. Marines who have refused to execute permanent change of station (PCS) or Unit Deployment Program (UDP) orders (RE-30) (career Marines only).

d. Marines who have refused to extend or reenlist to obligate sufficient additional service to carry out PCS or UDP orders (RE-30) (career Marines only).

e. Marines in any of the categories listed above, who have been erroneously considered and selected for promotion by a SNCO selection board, will be administratively deleted from the selection list.

16. Marines who have failed to complete their required Professional Military Education (PME) and are erroneously selected by a SNCO selection board (active duty or reserve) will be administratively deleted by the CMC (MMPR-2) from the select list and will be considered to have incurred a passover.

17. Marines who change Military Occupational Specialty (MOS) or Occupational Field (OccFld) while a board is in session and are selected for promotion in the MOS/OccFld they held when the board convened will be considered to have been erroneously selected and will be administratively deleted by the CMC (MMPR-2) from the select list.

18. Marines who reach their End Of Active Service (EAS) date before their seniority number is reached will be administratively deleted by the CMC (MMPR-2) from the select list unless they have contracted to join a reserve unit, in which case they will maintain their selectee status and will be promoted in the SMCR.

19. Marines who have passed the rigid screening process for assignment, undergone the rigorous training requirements for the duty, and successfully completed a demanding assignment as a Drill Instructor, Recruiter, Marine Security Guard or Marine Corps Security Force member, or have earned the additional MOS of 8513, Combat Skills Instructor, have indicated possession, to a high degree, of the qualifications considered necessary for promotion. Unless there is evidence to the contrary as a result of other assignments, a Marine who has successfully completed or is currently serving in an assignment as a drill instructor, recruiter, Marine Security Guard or Marine Corps Security Force member, or who has earned the additional MOS of 8513, Combat Skills Instructor, will be considered as highly qualified for promotion.

20. The following categories of reserve component Marines on active duty will compete for promotion with personnel of the Selected Marine Corps Reserve:

a. SMCR Marines serving on TAD orders as recruiter aides.

b. SMCR Marines serving on TAD for special limited time projects (ADSW).

c. Limited Tour Active Reserve Marines.

21. Intercomponent/Intercategory Transfers

a. Qualified active component SNCOs can request immediate reenlistment into the AR, SMCR, or IRR prior to discharge by contacting their Career Planner or the USMCR Ready Reserve Liaison Personnel assigned at local bases and stations. A request of this nature is considered a "career" decision and will not penalize those Marines selected for promotion.

b. Marines selected for promotion by active component SNCO selection boards who are released from active duty after the approval date of the board, but prior to being promoted, may receive the promotion when their seniority number is reached, under the following conditions:

(1) The Marine must effect an immediate reenlistment (within 24 hours of discharge) into the AR, SMCR, or IRR for a minimum of 2 years. Once their seniority number is reached, they must have 2 years of obligated service at the time of promotion. This commitment applies to any Marine selected to the grade of SSgt and above.

(2) The Marine's active component commander does not insert an entry on the administrative remarks page of the Marine's SRB stating that the Marine is not considered qualified for promotion.

(3) The Marine has not entered into a promotion restriction status.

c. Marines who effect an intercategory transfer; i.e., from active duty to AR, SMCR, or IRR; from AR to SMCR or IRR; from SMCR to AR or IRR; and from IRR to AR or SMCR, while a Reserve SNCO selection board is in session, will remain eligible for promotion in the category in which they resided on the convening date of the board (refer to paragraph 3200.2). Marines who transfer from the regular component to the reserve component must do so prior to the convening of the Reserve SNCO Board in order to be considered for promotion in the reserve component (refer to paragraph 3200.2).

d. Reserve component Marines considered and selected for promotion in any category by the Reserve SNCO selection board who subsequently transfer to another reserve category after the approval date of the board, but prior to being promoted, may still be promoted. The Marine may be promoted unless on the date of transfer an authenticated entry is made on the administrative remarks page of the SRB by the individual's commander stating that the Marine is not considered qualified for promotion.

e. Commanders of Marines in the categories addressed in paragraphs 1203.21b, 1203.21c, and 1203.21d above, should request promotion authority from the CMC (MMPR-2), enclosing a statement or copy of the administrative remarks page of the SRB which states that the Marine is considered qualified for promotion. The Marine's promotion will be effected when his or her seniority number is reached on the selection list. The CMC (MMPR-2) will then forward the promotion authority to either the Commander, Marine Forces Reserve (COMMARFORRES) if a member of the SMCR, or the CG, MOBCOM, if a member of the IRR.

f. Reserve component Marines considered and selected for promotion in any category by the Reserve SNCO selection board who subsequently transfer to the regular component after the approval date of the board, but prior to being promoted, will not retain their promotion selection. Instead, they will compete with the next regularly scheduled USMC SNCO selection board for which they are eligible.

g. Marines who have been selected for promotion to corporal or sergeant in any reserve category who subsequently transfer to the active component prior to being promoted, will not retain their promotion selection. However, reserve component Marines who make intercategory transfers, i.e. SMCR to IRR or AR, IRR to SMCR or AR, or AR to SMCR or IRR, will retain their selection.

h. Qualified active duty Marines who have been selected for promotion to corporal or sergeant and effect a transfer to either the AR, SMCR, or IRR, will retain their selection. Upon receipt of the select grade generated on the Unit Diary Feedback Report, commanders will promote such Marines citing this paragraph as the authority for the warrant.

22. Reserve component Marines who are administratively reduced as a prerequisite for reenlisting in the regular component, and who subsequently return to the reserve component, will be appointed to the highest grade held prior to entry in the regular component. The DOR for the appointed grade will be the 1st day of the month in which the Marine reenlists in the reserve component, minus the service performed in that grade prior to entry into the regular component. If promoted while in the regular component and reenlisted in the reserve component, he or she will retain the highest grade held upon release from the regular component.

23. A Marine who has successfully completed treatment for alcohol abuse or alcoholism will be promoted if otherwise determined qualified by the commander. Following successful completion of treatment, as determined byan Inpatient/Outpatient Alcohol Treatment Center, Marines can and should be expected to perform in their present grade and assume responsibilities and duties of the next higher grade. Certificates of appointment will not be withheld solely because of current participation in an alcohol treatment program, provided the Marine is otherwise qualified for promotion; however, a certificate of appointment should not be delivered if the individual's performance, conduct, or leadership abilities are below acceptable standards (see paragraph 5200).

24. Marines who have successfully completed a formal, in-patient, rehabilitation program for pathological weight disorders, and who are in compliance with the Marine Corps weight standards, will be promoted if they are otherwise determined to be qualified for promotion by the commander.

25. A Sgt and above who refuses to accept a promotion to the next higher grade will not be considered for selection by future SNCO selection boards. The Marine will be considered passed over (failed of selection) for this selection board, and all future selection boards.

26. Marines who are confined by civil and/or foreign authorities, on appellate leave, or in an unauthorized absence and/or deserter status, or who enter such status while the selection board is in session, are not eligible for promotion consideration. If the Marine is subsequently exonerated of any wrongdoing, appropriate remedial consideration may be granted.

1204. PROMOTION RESTRICTIONS

1. The enlisted promotion system prohibits promotion of more than one grade at a time unless specifically directed by the CMC.

2. Promotions will not be backdated for the purpose of increasing pay and allowances, nor when a period of promotion restriction or delay has ended and the commander subsequently recommends delivery of the promotion. The date of rank will be effective the first day of the month following the end of the

restriction period. The only instance when a Marine is issued the original date of rank and effective date is in the case of a delay where the Marine is subsequently exonerated of all wrongdoing.

3. Promotion restrictions are not punitive in nature and should not be used as such; they are intended to allow commanders a minimum period of time to observe a Marine whose conduct or performance has given the commander and/or the Commandant of the Marine Corps (CMC) reason to doubt whether the Marine is ready to assume the duties and responsibilities of the next higher grade.

4. Marines will not be promoted while in any of the following categories:

a. On the date transferred to a retired status.

b. In a retired status.

c. On the inactive status list of the Marine Corps Reserve.

d. On the date the Marine accepts an appointment to warrant officer.

e. On the date the Marine accepts a commission.

f. Within 18 months of the date convicted by a general court-martial. Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marines in the grades of Pvt and PFC, 12 months after the date of conviction.

g. Within 12 months of the date convicted by a special court-martial. Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marines in the grades of Pvt and PFC, 6 months after the date of conviction if the Marine meets minimum TIG/TIS requirements.

h. Within 6 months of the date convicted by a summary court-martial.

i. In a probationary status as the result of sentence by a court-martial.

j. Within 3 months of the date awarded nonjudicial punishment. In the case where a Marine is awarded a punitive reduction (to Pvt through Cpl), the Marine must also serve the full time in grade requirement inclusively before becoming eligible for promotion. Paragraphs 2101.1a(4), 2101.2a(4) 2102.1a(4), 2102.2a(4), 2201.1b(2), 2201.2b(2), and 2202.10b apply.

k. In a probationary status as a result of NJP under the authority of the UCMJ, Article 15, where any portion of the punishment is suspended. Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marines in the grades of Pvt and PFC, 3 months after the date of conviction.

l. Within 12 months of an administrative reduction to Sgt or higher grade as a result of a Competency Review Board (CRB).

m. Within 6 months of a punitive or administrative reduction to LCpl or Cpl as a result of a CRB.

n. Within 3 months of a punitive or administrative reduction to Pvt or PFC as a result of a CRB.

o. While in a suspended administrative reduction status as a result of a CRB. Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marines in the grades of Pvt and PFC, 3 months after the CRB is approved.

p. Within 18 months of the date confirmed distribution, use or possession of illegal drugs (to include "huffing") took place. For purposes of this paragraph, the 18-month period will begin on the date positive confirmation is received from the DoD-certified drug testing laboratory in the case of urinalysis detection, or from the date of the illegal drug incident, or other means of identification resulting in a conviction or finding of guilt.

NOTE: This promotion restriction does take precedence over the restrictions contained in paragraphs 1204.4g, 1204.4h, and 1204.4j.)

q. Within 12 months of conviction by military (to include a military magistrate) or civil authorities of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI). Commanders may partially waive this restriction in the cases of exceptionally well qualified Marines in the grades of PFC and Pvt to 6 months after the date of conviction.

r. Within 6 months of conviction by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilt, i.e. a plea of no contest, for an offense which is considered a misdemeanor, other than minor traffic violations, in the civil jurisdiction. This restriction will apply to any traffic violation that is considered a misdemeanor and is punishable by law, i.e. reckless driving. Commanders are required to submit copies of court documentation evidencing the nature and degree of the offense, i.e. misdemeanor, felony, etc.

s. Within 18 months of conviction by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilt; i.e., a plea of nolo contendere, for an offense, which is, considered a felony in the civil jurisdiction. Commanders may partially waive this restriction in the cases of exceptionally well-qualified Marines in the grades of PFC and Pvt to 12 months after the date of conviction.

t. Marines who are confined by civil and/or foreign authorities, on appellate leave, or in an unauthorized absence and/or deserter status will not be promoted. If a Marine who is under consideration by a SNCO selection board enters into one of the above categories while the board is in session, the individual will be administratively deleted from the list of eligibles. If the Marine is subsequently exonerated of any wrong doing, appropriate remedial consideration may be granted.

u. Marines pending administrative separation for misconduct, unsatisfactory participation in the reserve component, homosexual conduct, unsatisfactory performance, alcohol rehabilitation failure, domestic violence, child abuse, weight control failure, etc. are not eligible for selection consideration or promotion. The loss of promotion eligibility begins the date the administrative separation package is signed by the commander for forwarding to the General Court-Martial Convening Authority for final disposition.

NOTE: This includes medical separations determined to be not in the line of duty or due to a member's own misconduct.)

v. While serving under a suspended administrative discharge.

w. While assigned to the Body Composition Program (BCP).

x. After failure of the semi-annual Marine Corps Physical Fitness Test (PFT) or Combat Fitness Test (CFT). This restriction remains in effect until the Marine passes the PFT or CFT.

y. While awaiting a pending court-martial or nonjudicial punishment.

z. While pending adjudication of charges by a civil court, either foreign or domestic.

aa. While pending administrative action by a CRB.

bb. While awaiting administrative reduction or separation (excluding non-culpable physical disability).

cc. When not recommended for reenlistment. (Reenlistment Code (RE) 4/4B)

dd. When assigned an RE-3C/3P for substandard performance. The RE-3C reenlistment code assigned in conjunction with a humanitarian transfer is not a promotion restriction.

ee. After refusing to execute Permanent Change of Station (PCS) or Unit Deployment Program (UDP) orders (RE-30). If a Marine later complies with the orders and the RE-30 code is removed from his/her record, the Marine will be promoted when his/her seniority number is reached. If the Marine's seniority number has already passed, then he/she will be promoted on the first day of the month after compliance with the orders. If the Marine enlists in the Marine Corps Reserve, he/she is eligible to compete for selection on the next regularly scheduled Reserve SNCO Selection Board. They will not have their active duty select grade reinstated.

ff. After refusing to extend or reenlist to obligate sufficient additional service to carry out PCS or UDP orders (RE-30). If a Marine later obligates the required service to comply with the orders and the RE-30 code is removed from his/her record, the Marine will be promoted when his/her seniority number is reached. If the Marine's seniority number has already passed, they he/she will be promoted on the first day of the month after compliance with the orders. If the Marine enlists in the Marine Corps Reserve, he/she is eligible to compete for selection on the next regularly scheduled Reserve SNCO Selection Board. They will not have their active duty select grade reinstated.

gg. After applying for early separation under an existing or future early separation program; e.g., VSI (RE-3V)/SSB (RE-3S). This restriction does not apply to Marines who request early release to attend school.

hh. While attending mandatory rehabilitation for any Level III, IV, or V Domestic Violence or Child Abuse offense.

5. A page 11 counseling entry is required for those Marines assigned to a period of promotion restriction per paragraph 1204.4 above. The entry will include the specific promotion restriction that applies and the period of

time the restriction remains in effect. If a waiver is authorized, a subsequent page 11 counseling entry will be entered documenting the waiver and the name and rank of the official authorizing the waiver.

6. No waivers of the promotion restrictions resulting from illegal drug use/possession will be granted.

7. The CMC reserves the authority to make final determination for promotion to the SNCO grades. Any Marine who is selected by a SNCO selection board and subsequently enters a promotion restriction status will be reported to the CMC (MMPR-2) per instructions contained in paragraph 5200.

1205. RECORDS DISPOSITION. All record materials generated per this Manual will be disposed of per the instructions in SECNAV-M 5210.1.

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CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

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CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 1: ELIGIBILITY REQUIREMENTS PRIVATE FIRST CLASS AND LANCE CORPORAL

2100. GENERAL. Marines in the grades of PFC and LCpl are required to exercise an ever-increasing degree of maturity, leadership, and professionalism. No Marine shall be promoted to PFC or LCpl who has not demonstrated these traits and the desire to assume positions of higher responsibility.

2101. PROMOTIONS TO PRIVATE FIRST CLASS AND LANCE CORPORAL IN THE ACTIVE COMPONENT

1. Private First Class. Marines who have served for 6 months on active duty in the grade of Pvt will be promoted to PFC, if the Marine's service has been satisfactory (as determined by the commander). TIG will be computed from the 1st day of the month of entry on active duty. For example, a Pvt who entered active duty on 27 May 2000 will be promoted to PFC on 1 November 2000. If the Marine's service has been satisfactory, the TIG and TIS are computed as if the Pvt entered active duty on the 1st day of May. Time spent in the delayed entry program will not be used to compute TIG or TIS for promotion to PFC. Pvts who are hospitalized for periods that preclude normal completion of recruit training will be promoted to PFC while in recruit training, if recommended and not in a promotion restriction status (paragraph 1204 applies), upon attaining 6 months TIG. Although the Marine will be in a paid status as a PFC, the enlistee is not authorized to wear the PFC insignia until completion of recruit training.

a. To eliminate the requirement for commanders to manually determine the eligibility of Pvts by TIG, and to reduce the number of late promotions because of administrative oversight, the Marine Corps Total Force System (MCTFS) will automatically identify the eligible personnel. A select grade of E2 will post to the unit's Diary Feedback Report (DFR) the month prior to the promotion month for all Pvts who meet the TIG requirement. The select grade will not post if the commander reports a "NOT REC PROM" (not recommended for promotion) entry on the unit diary by the 15th of the month prior to the effective date of promotion.

(1) When a Pvt has a select grade in the MCTFS, the promotion will be effected with a date of rank and effective date of the 1st day of the selected month. This applies to those Marines who are in a transit or leave status on the 1st day of the month. In these instances, or any other circumstances when the promotion is not effected on the 1st day of the month and the Marine is recommended, the command will effect the promotion on the unit diary with the date of rank and effective date of the 1st day of the month reflected in the select grade. The certificate of appointment will reflect the same dates as input on the unit diary.

(2) Pvts who are in a promotion restriction status, per paragraph 1204, will not be promoted. However, commanders may waive certain restrictions for deserving Pvts (see paragraph 1204).

(3) A Marine who has been administratively reduced to the grade of Pvt for incompetence will be given his or her original date of rank, but may not be promoted to PFC for a period of 3 months (paragraphs 1204.4n and 6001.2f(1) apply). After 3 months, the commander will determine when and if the Marine meets the Marine Corps standards for promotion.

(4) A Marine who has been punitively reduced (chapter 7 applies) to the grade of Pvt as a result of NJP or court martial must serve the appropriate restriction as required by paragraph 1204.4 or the full 6 months time in grade, whichever is longer, from the date of reduction before becoming eligible for promotion to PFC.

EXAMPLE 1: A Marine reduced to Pvt on 14 May 2003 by a general court-martial will have served 6 months TIG on 14 November 2003, but will not have served 18 months as required by paragraph 1204.4f until 14 November 2004. Therefore, the Marine will not be eligible for promotion until 1 December 2004.

EXAMPLE 2: A Marine reduced to Pvt on 14 May 2003 by a special court-martial will have served 6 months TIG on 14 November 2003, but will not have served 12 months as required by paragraph 1204.4g until 14 May 2004. Therefore, the Marine will not be eligible for promotion until 1 June 2004.

EXAMPLE 3: A Marine reduced to Pvt on 14 May 2003 by a summary court-martial will have served both the 6 months TIG and the 6 months as required by paragraph 1204.4h on 14 November 2003. Therefore, the Marine will be eligible for promotion on 1 December 2003.

b. When a Pvt is not recommended for promotion and the command did not report a "NOT REC" entry on the unit diary prior to the select grade posting to the MCTFS, the command will report a "WILL NOT PROMOTE" entry to remove the select grade for the month concerned. A select grade will continue to post to the unit's DFR each subsequent month unless a "NOT REC" entry is reported. This entry should be reported NLT the 15th of the month prior to the promotion month. Marines not recommended for promotion require a page 11 counseling entry per the current edition of MCO 1070.12 and an appropriate unit diary entry per the on-line MCTFSPRIUM. This will preclude future commands from requesting remedial promotion based on TIG.

c. Refer to Chapter 4 of this Manual for meritorious promotions to PFC.

2. Lance Corporal. A PFC who has 8 months TIG from the PFC date of rank and 9 months TIS from the AFADBD and who is otherwise qualified for promotion, as determined by the commander, may be promoted to the grade of LCpl. A partial month is computed as a whole month for both elements. For example, a PFC promoted with a date of rank of 1 June 2000 and a PFC meritoriously promoted with a date of rank of 2 June 2000 both meet the 8 months TIG requirement on 1 February 2001. A Marine who is appointed a PFC upon initial entry on active duty (contract PFC) with a date of rank of 27 June 2000 meets the 8 months TIG and 9 months TIS requirement on 1 March 2001.

a. To eliminate the requirement for commanders to manually determine the eligibility of PFCs by TIG and TIS, and to reduce the number of late promotions because of administrative oversight, the MCTFS will automatically identify the eligible personnel. A select grade of E3 will post to the unit's DFR the month prior to the promotion month for all PFCs who meet the TIG and TIS requirements. The select grade will not post if the commander reports a

"NOT REC" entry on the unit diary by the 15th of the month prior to the effective date of promotion.

(1) When a PFC has a select grade in the MCTFS, the promotion will be effected with a date of rank and effective date of the 1st day of the selected month. This applies to those Marines who are in a transit or leave status on the 1st day of the month. In these instances, or any other circumstances when the promotion is not effected on the 1st day of the month and the Marine is recommended, the command will effect the promotion on the unit diary with the date of rank and effective date of the 1st day of the month reflected in the select grade. The certificate of appointment will reflect the same dates as input on the unit diary.

(2) PFCs who are in a promotion restriction status, per paragraph 1204, will not be promoted. However, commanders may waive certain restrictions for deserving LCpls (see paragraph 1204).

(3) A Marine who has been administratively reduced to the grade of PFC for incompetence will be given his or her original date of rank, but may not be promoted to LCpl for a period of 3 months (paragraphs 1204.4n and 6001.2f(1) apply). After the 3 months, the commander will determine if the Marine meets the Marine Corps standards for promotion.

(4) A Marine who has been punitively reduced (chapter 7 applies) to the grade of PFC as a result of NJP or court-martial must serve the appropriate restriction as required by paragraph 1204.4 or the full 8 months time in grade, whichever is longer, from the date of reduction before becoming eligible for regular promotion to LCpl.

EXAMPLE 1: A Marine reduced to PFC on 14 May 2003 by a general court-martial, will have served 8 months on 14 January 2004, but will not have served 18 months as required by paragraph 1204.4f until 14 November 2004. Therefore, the Marine will not be eligible for promotion until 1 December 2004.

EXAMPLE 2: A Marine reduced to PFC on 14 May 2003 by a special court-martial will have served 8 months on 14 January 2004, but will not have served 12 months as required by paragraph 1204.4g until 14 May 2004. Therefore, the Marine will not be eligible for promotion until 1 June 2004.

EXAMPLE 3: A Marine reduced to PFC on 14 May 2003 by a summary court-martial will have served 6 months as required by paragraph 1204.4h on 14 November 2003; however, he or she will not meet the 8 months TIG requirement until 14 January 2004. Therefore, the Marine will not be eligible for promotion until 1 February 2004.

b. When a PFC is not recommended for promotion and the command did not report a "NOT REC" entry on the unit diary prior to the select grade posting to the MCTFS, the command will report a "WILL NOT PROMOTE" entry to remove the select grade for the month concerned. A select grade will continue to post on the unit's DFR each subsequent month unless a "NOT REC" entry is reported. This entry should be reported NLT the 15th of the month prior to the promotion month. Marines not recommended for promotion require a page 11 counseling entry per the current edition of MCO 1070.12 and an appropriate unit diary entry per the on-line MCTFSPRIUM.

c. Refer to Chapter 4 of this Manual for meritorious promotions to LCpl.

d. Marines who have returned to active duty after a period of broken service (USMC or USMCR) in the grade of PFC, and have been reappointed to the grade of PFC, may be promoted to LCpl after a minimum period of 30 days observation. The Marine may only be promoted if, on the 1st day of the month the promotion will be effected, the Marine has attained the required TIG/TIS and, in the opinion of the commander, the Marine is capable of performing in the higher grade. If not recommended by the commander, however, the Marine may be promoted the next month that he/she is recommended. Prior service in another branch of the Armed Forces is not applicable for prior service credit.

EXAMPLE: A Marine who reenlists on 24 April 2000 and is reappointed to the grade of PFC with prior satisfactory service and given a date of rank of 16 August 1999, will have 30 days service on 24 May 2000 and could be promoted to LCpl with a date of rank and effective date of 1 June 2000 (since minimum TIG/TIS are met).

3. Promotion Waivers. If determined to be in the best interest of the command and the Marine Corps, commanders, as defined in paragraph 1200.3b, may waive an erroneous promotion to PFC and LCpl for Marines who, through no fault of their own, were promoted prior to attaining the required TIG and/or TIS.

a. Commanders may, without reference to this Headquarters, waive erroneous promotions of Marines in the grades of PFC and LCpl who were promoted while under the restrictions listed in paragraph 1204.4f through 1204.4o. However, such waivers should be the exception rather than the rule.

b. Commanders may, without reference to this Headquarters, rescind erroneous promotions of Marines in the grades of PFC and LCpl who were promoted while under the restrictions listed in paragraph 1204.4f through 1204.4o. A "DELETE AS ERRONEOUS" (delete promotion as erroneous) unit diary entry will be made for the promotion entry.

2102. PROMOTIONS TO PRIVATE FIRST CLASS AND LANCE CORPORAL IN THE SMCR AND ACTIVE RESERVE

1. Private First Class. Pvts in the SMCR/Active Reserve will be promoted to PFC 6 months after the 1st day of the month of entry on initial active duty for training (IADT), if their performance is deemed satisfactory by the commander. For example, a Pvt who entered IADT on 28 July will be promoted to PFC on 1 January, effective 1 January. Time spent in the delayed entry program will not be used to compute TIG or TIS for promotion to PFC. Pvts who are hospitalized for periods that preclude normal completion of recruit training will be promoted to PFC while in recruit training, if recommended and not in a promotion restriction status (paragraph 1204 applies), upon attaining 6 months TIG. Although the Marine will be in a paid status as a PFC, the enlistee is not authorized to wear the PFC insignia until completion of recruit training.

a. Pvts in the Category P program who perform satisfactorily during at least 18 periods of Inactive Duty Training (IDT) (i.e., 18 drills) within 6 months of enlistment will be promoted to PFC 6 months after the 1st day of the month of enlistment in the Category P program (unless the commander declares any drill periods within the 6 months as unsatisfactory per the current edition of MCO P1001R.1_). Although the Marine will be in a paid status as a PFC, the enlistee is not authorized to wear the PFC insignia until after recruit training is completed. If the Reserve Marine does not complete all 18 IDT periods prior to IADT, the promotion incentive is void.

b. To eliminate the requirement for commanders to manually determine the eligibility of Pvts by TIG, and to reduce the number of late promotions because of administrative oversight, the Marine Corps Total Force System (MCTFS) will automatically identify the eligible personnel. A select grade of E2 will post to the unit's DFR for all Pvts who meet the TIG requirement. The select grade will not post if the commander reports a "NOT REC" entry on the unit diary by the 15th of the month prior to the effective date of promotion.

(1) When a Pvt has a select grade in the MCTFS, the promotion will be effected with a date of rank and effective date of the 1st day of the selected month. This applies to those Reserve Marines who are in a transit, on leave status or in an unscheduled IDT on the 1st day of the month. The reference to "transit or unscheduled IDT status" refers to Reserve Marines who are: (1) in transit between SMCR units; or (2) en route to/from active duty. In these instances, or any other circumstances when the promotion is not effected on the 1st day of the month and the Reserve Marine is recommended, the command will effect the promotion on the unit diary with the date of rank and effective date of the 1st day of the month reflected in the select grade.

(2) Pvts who are in a promotion restriction status, per paragraph 1204, <u>will not be promoted</u>. However, commanders may waive certain restrictions for deserving PFCs (see paragraph 1204).

(3) A Reserve Marine who has been administratively reduced to the grade of Pvt for incompetence or unsatisfactory participation/performance will be given his or her original date of rank, but may not be promoted to PFC for a period of 3 months (paragraphs 1204.4n and 6001.2f(1) apply). After the 3 months, <u>the commander will determine if the Marine meets the Marine Corps standards for promotion</u>.

(4) A Reserve Marine who has been punitively reduced (chapter 7 applies) to the grade of Pvt as a result of NJP or court-martial must serve the appropriate restriction as required by paragraph 1204.4 or the full 6 months time in grade, whichever is longer, from the date of reduction before becoming eligible for regular promotion to PFC.

EXAMPLE 1: A Reserve Marine reduced to Pvt on 14 May 2003 by a general court-martial, will have served 6 months TIG on 14 November 2003, but will not have served 18 months as required by paragraph 1204.4f until 14 November 2004. Therefore, the Marine will not be eligible for promotion until 1 December 2004.

EXAMPLE 2: A Reserve Marine reduced to Pvt on 14 May 2003 by a special court-martial will have served 6 months TIG on 14 November 2003, but will not have served 12 months as required by paragraph 1204.4g until 14 May 2004. Therefore, the Marine will not be eligible for promotion until 1 June 2004.

EXAMPLE 3: A Reserve Marine reduced to Pvt on 14 May 2003 by a summary court-martial will have served both the 6 months TIG and the 6 months as required by paragraph 1204.4h on 14 November 2003. Therefore, the Marine will be eligible for promotion on 1 December 2003.

c. When a Reserve Pvt is not recommended for promotion and the command did not report a "NOT REC" entry on the unit diary prior to the select grade posting to the MCTFS, the command will report a "WILL NOT PROMOTE" entry to remove the select grade for the month concerned. A select grade will continue to post to the unit's DFR for each subsequent month unless a "NOT REC" entry

is reported. This entry should be reported NLT the 15th of the month prior to the promotion month. Marines not recommended for promotion require a page 11 counseling entry per the current edition of MCO 1070.12 and an appropriate unit diary entry per the on-line MCTFSPRIUM. This will preclude future commands from requesting remedial promotion based on TIG.

2. Lance Corporal. A PFC in the SMCR/Active Reserve who has 8 months TIG from the PFC date of rank and 9 months TIS from the PEBD/AFADBD (for SMCR, TIS is calculated from the PEBD, for AR Marines, TIS is calculated from the AFADBD) and who is qualified for promotion, as determined by the commander, may be promoted to the grade of LCpl. A partial month is computed as a whole month for both elements. For example, a Reserve Marine promoted to PFC after attaining 6 months TIG with a date of rank of 1 February 2003 and a Reserve PFC meritoriously promoted with a date of rank of 2 February 2003 both meet the 8 months TIG requirement on 1 October 2003. A Reserve Marine who is appointed a PFC (contract PFC) and assigned a date of rank of 25 February 2003, the date of entry on initial active duty, will be promoted to LCpl with date of rank of 1 November, effective 1 November.

a. To eliminate the requirement for commanders to manually determine the eligibility of PFCs by TIG and TIS, and to reduce the number of late promotions because of administrative oversight, the MCTFS will automatically identify the eligible personnel. A select grade of E3 will be posted to the unit's DFR for all PFCs who meet the TIG and TIS requirement. The select grade will not post if the commander reports a "NOT REC" entry on the unit diary by the 15th of the month prior to the effective date of promotion.

(1) When a Reserve PFC has a select grade in the MCTFS, the promotion will be effected with a date of rank and effective date of the 1st day of the selected month. This applies to those Reserve Marines who are in a transit or leave status or in an unscheduled IDT status on the 1st day of the month. The reference to "transit or unscheduled IDT status" refers to Reserve Marines who are: (1) in transit between SMCR units; or (2) en route to/from active duty. In these instances, or any other circumstances when the promotion is not effected on the 1st day of the month and the Reserve Marine is recommended, the command will effect the promotion on the unit diary with the date of rank and effective date of the 1st day of the month reflected in the select grade.

(2) Reserve PFCs who are in a promotion restriction status, per paragraph 1204, will not be promoted. However, commanders may waive certain restrictions for deserving LCpls (see paragraph 1204).

(3) A Reserve Marine who has been administratively reduced to the rank of PFC for incompetence or unsatisfactory participation/performance will be given his or her original date of rank, but may not be promoted to LCpl for a period of 3 months (paragraphs 1204.4n and 6001.2f(1) apply). After the 3 months, the commander will determine if the Marine meets the Marine Corps standards for promotion.

(4) A Reserve Marine who has been punitively reduced (chapter 7 applies) to the rank of PFC as a result of NJP or a court-martial must serve appropriate restriction as required by paragraph 1204.4 or the full 8 months time in grade, whichever is longer, from the date of reduction before becoming eligible for regular promotion to LCpl.

EXAMPLE 1: A Reserve Marine reduced to PFC on 14 May 2003 by a general court-martial, will have served 8 months TIG on 14 January 2004, but will not have served 18 months as required by paragraph 1204.4f until

14 November 2004. Therefore, the Marine will not be eligible for promotion until 1 December 2004.

EXAMPLE 2: A Reserve Marine reduced to PFC on 14 May 2003 by a special court-martial will have served 8 months TIG on 14 January 2004, but will not have served 12 months as required by paragraph 1204.4g until 14 May 2004. Therefore, the Marine will not be eligible for promotion until 1 June 2004.

EXAMPLE 3: A Reserve Marine reduced to PFC on 14 May 2003 by a summary court-martial will have served 6 months as required by paragraph 1204.4h on 14 November 2003; however, he or she will not meet the 8 months TIG requirement until 14 January 2004. Therefore, the Marine will not be eligible for promotion until 1 February 2004.

b. When a Reserve PFC is not recommended for promotion and the command did not report a "NOT REC" entry on the unit diary prior to the select grade posting to the MCTFS, the command will report a "WILL NOT PROMOTE" entry to remove the select grade for the month concerned. A select grade will continue to post to the unit's DFR for each subsequent month unless a "NOT REC" entry is reported. This entry should be reported NLT the 15th of the month prior to the promotion month. Marines not recommended for promotion require a page 11 counseling entry per the current edition of MCO 1070.12 and an appropriate unit diary entry per the on-line MCTFSPRIUM.

3. Promotion Waivers. If determined to be in the best interest of the command and the Marine Corps, commanders, as defined in paragraph 1200.3b, may waive an erroneous promotions to PFC and LCpl for Reserve Marines who, through no fault of their own, were promoted prior to attaining the required TIG and/or TIS.

a. Commanders, without reference to this Headquarters, may waive erroneous promotions of Reserve Marines in the grades of PFC and LCpl who were promoted while under the restrictions listed in paragraphs 1204.4f through 1204.4o. However, such waivers should be the exception rather than the rule.

b. Commanders, without reference to this Headquarters, may rescind erroneous promotions of Reserve Marines in the grades of PFC and LCpl who were promoted while under the restrictions listed in paragraphs 1204.4f through 1204.4o. A "DELETE AS ERRONEOUS" unit diary entry will be made for the promotion entry.

2103. PROMOTIONS TO PRIVATE FIRST CLASS AND LANCE CORPORAL IN THE INDIVIDUAL READY RESERVE (IRR)

1. The Commanding General, Mobilization Command (MOBCOM), is delegated authority to promote members of the IRR, without reference to this Headquarters, to the grades of PFC and LCpl who have: the required TIS computed from the PEBD as of the 1st day of the month in which promotion is effected; the minimum time in current grade as established in paragraph 1202; and earned at least 27 points in their last full anniversary year.

2. The Reserve Marine must have demonstrated the leadership, integrity, and maturity appropriate to the grade to which being promoted.

3. Promotions for Pvts and PFCs in the IRR who are joined in the MCTFS for a period of AD/EAD/ADT/ADSW in excess of 30 days are under the jurisdiction of the CG, MOBCOM. After determination has been made as to the Reserve Marine's promotion eligibility, a letter of notification will be forwarded to the command to which the Reserve Marine is attached, including a recommendation to effect the promotion to the next higher grade.

4. A Reserve Marine in the IRR who has been reduced to Pvt or PFC because of unsatisfactory participation and assigned to involuntary EAD, will be given his or her original date of rank, but may not be promoted to PFC or LCpl for a period of 3 months (paragraphs 1204.4n and 6001.2f(1) apply). Prior to the Reserve Marine's transfer to the active duty unit, the CG, MOBCOM, will make an entry on the administrative remarks page of the SRB concerning the Reserve Marine's recommendation for promotion. If a non-recommendation entry is made, <u>it is incumbent upon the new commander</u> to determine each advancement.

EXAMPLE: A PFC who is reduced to Pvt on 5 August 2003 because of unsatisfactory participation may be promoted to PFC on 1 December 2003, if recommended for promotion by the CG, MOBCOM.

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CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 2: PROMOTIONS TO CORPORAL AND SERGEANT

2200. GENERAL. Marines in the grades of Cpl and Sgt are required to exercise an ever-increasing degree of maturity, leadership, and professionalism. To a large extent, accomplishment of the ultimate mission -- success in battle -- depends on the manner in which Marines are developed into small unit leaders and their professional abilities. Consequently, no Marine will be promoted to Cpl or Sgt who has not positively demonstrated the potential, motivation, and maturity to satisfactorily discharge the duties of a small unit leader. Therefore, it is even more critical to ensure that a commander's recommendation concerning a Marine's promotion to Cpl or Sgt is a thoughtful, deliberate decision. Each Marine recommended must be worthy of the title "Noncommissioned Officer." Marines should be recommended for promotion to Cpl or Sgt only after demonstrating they are worthy of the next higher grade.

2201. PROMOTIONS TO CORPORAL AND SERGEANT IN THE ACTIVE COMPONENT

1. Corporal. The CMC will control the number of Marines to be promoted to Cpl through the use of the automated composite score. Promotions will be authorized on the basis of vacancies existing throughout the Marine Corps and will be effected by authorized commanders. Promotions will be effected monthly by primary MOS or intended MOS once the monthly promotion authority MARADMIN is received by the command and the "SELECT GRADE" is reflected on the unit's DFR. The command will effect the promotion on the unit diary and prepare the certificate of appointment. These promotions will be based on composite scores (CS) which are automatically computed quarterly for each eligible LCpl. The term "eligible" as it relates to promotion refers to any LCpl who meets the 8 months TIG and 12 months TIS requirement by the end of the promotion quarter. The determination of which eligible LCpls will be promoted, subject to the composite score stipulation, is the sole responsibility of the commander. There are no provisions that allow commanders to waiver composite scores.

a. Since TIG/TIS is computed through the end of the promotion quarter, Marines who meet the TIG/TIS requirements during any month during a promotion quarter will have a composite score computed and will be considered eligible for promotion any month during that promotion quarter. Therefore, it is possible for a Marine to receive a select grade prior to obtaining the required 8 months TIG. If the Marine is recommended for promotion by the commander, he or she should be promoted.

EXAMPLE 1: A Marine with a LCpl date of rank of 1 June 2003 will have served 8 months TIG on 1 February 2004 and will have a composite score computed for the January, February, and March 2004 promotion quarter. If the Marine meets the required cutting score for 1 January 2004, the unit will receive a "SELECT GRADE" on the DFR.

EXAMPLE 2: A Marine with a LCpl date of rank of 1 July 2003 and a Marine meritoriously promoted to LCpl with a date of rank of 2 July 2003 will both have served 8 months TIG on 1 March 2004 and will have a composite score

computed for the January, February, and March 2004 promotion quarter. If the Marine meets the required cutting score for January or February, the unit will receive a "SELECT GRADE" on the DFR. However, a Marine punitively reduced (chapter 7 applies) to LCpl with a date of rank of 2 July 2003 must serve 8 months TIG, inclusively, and will not meet the TIG requirement until 1 April 2004 and, therefore, will not have a composite score computed for the January, February, and March 2004 promotion quarter.

b. LCpls who are in a promotion restriction status, per paragraph 1204, will not be promoted.

(1) A Marine who has been administratively reduced to the grade of LCpl for incompetence will be given his or her original date of rank, but may not be promoted to Cpl for a period of 6 months (paragraphs 1204.4m and 6001.2f(2) apply).

(2) A Marine who has been punitively reduced (chapter 7 applies) to the grade of LCpl must serve the appropriate restriction as required by paragraph 1204.4 or the full 8 months time in grade, whichever is longer, from the date of reduction before becoming eligible for promotion to Cpl.

EXAMPLE: A Marine punitively reduced to the grade of LCpl on 15 May 2003 as a result of nonjudicial punishment will have served the 3 month restriction (paragraph 1204.4j applies) on 15 August 2003. However, the Marine will not have served the required 8 months time in grade until 15 January 2004. Based on the eligibility requirements listed in paragraph 2400 the first promotion quarter the Marine will be eligible is January, February and March 2004. Note the Marine is not eligible for promotion 1 January 2004 because they did not meet the 8 months time in grade requirement until 15 January 2004. A "NOT REC FOR PROMOTION" entry should be ran on the unit diary no later than 15 December 2003, this will prevent the Marine receiving a select grade for 1 January 2004. The Marine may be promoted to Cpl any month after 1 January 2004 providing they meet the required cutting score.

(3) A Marine LCpl who has received nonjudicial punishment may not be promoted for 3 months from the date of the nonjudicial punishment.

EXAMPLE 1: A Marine LCpl who received nonjudicial punishment on 14 October 2003 will have served 3 months as required by paragraph 1204.4j on 14 January 2004. The Marine will not be eligible for promotion to Cpl until 1 February 2004, providing he or she meets the required cutting score.

EXAMPLE 2: A Marine LCpl who received nonjudicial punishment on 14 October 2003, was awarded a reduction to PFC (which was suspended for 6 months) will have served 3 months as required by paragraph 1204.4j on 14 January 2004; however, he or she will not have served the 6 months as required by the suspension until 14 April 2004 (paragraph 1204.3k applies). The Marine will not be eligible for promotion until 1 May 2004, providing he or she meets the required cutting score.

c. To be eligible for promotion to corporal, AR, SMCR, or IRR Marines, and prior service Marines (does not include Marines who reenlist under the PSEP; see paragraph 2303), who transfer to the regular component (USMC), must do so by the cutoff date for the promotion quarter. Marines who transfer or join the USMC or USMCR after the cutoff date for the promotion quarter will not be eligible for promotion until the next promotion quarter. (Refer to paragraph 1203.21 for Marines with a select grade to corporal/sergeant who effect an intercategory/intercomponent transfer.)

2. Sergeant. The CMC will control the number of Marines to be promoted to Sgt through the use of the automated composite score system. Promotions will be authorized on the basis of vacancies existing throughout the Marine Corps and will be effected by authorized commanders. Promotions will be effected monthly by primary MOS or intended MOS once the monthly promotion authority MARADMIN is received by the command and the "SELECT GRADE" is reflected on the unit's DFR. The command will effect the promotion on the unit diary and prepare the certificate of appointment. These promotions will be based on composite scores (CS) automatically computed quarterly for each eligible Cpl. The term "eligible" as it relates to promotion refers to any Cpl who meets the 12 month TIG and 24 month TIS requirement by the end of the promotion quarter. The determination of which eligible Cpls will be promoted, subject to the composite score stipulation, is the sole responsibility of the commander.

a. Since TIG/TIS is computed through the end of the promotion quarter, Marines who meet the TIG/TIS requirements during any month in a promotion quarter will have a composite score computed and will be considered eligible for promotion any month during that promotion quarter. It is possible for a Marine to receive a select grade prior to obtaining the required 12 months TIG. If the Marine is otherwise recommended for promotion, he or she should be promoted.

EXAMPLE 1: A Marine with a Cpl date of rank of 1 May 2000 will have served 12 months TIG on 1 May 2001 and will have a composite score computed for the April, May, and June 2001 promotion quarter. If the Marine meets the required cutting score for April, the unit will receive a "SELECT GRADE" on the DFR.

EXAMPLE 2: A Marine with a Cpl date of rank of 1 June 2003 and a Marine meritoriously promoted to Cpl with a date of rank of 2 June 2003 will both have served 12 months TIG on 1 June 2004 and will have a composite score computed for the April, May, and June 2004 promotion quarter. If the Marine meets the required cutting score for April or May, the unit will receive a "SELECT GRADE" on the DFR. However, a Marine punitively reduced (chapter 7 applies) to Cpl with a date of rank of 2 June 2003 must serve 12 months TIG, inclusively, and will not meet the TIG requirement until 1 July 2004, and therefore, will not have a composite score computed for the April, May, and June 2004 promotion quarter.

b. Cpls who are in a promotion restriction status, per paragraph 1204 will not be promoted.

(1) A Marine who has been administratively reduced to the grade of Cpl for incompetence will be given his or her original date of rank, but may not be promoted to Sgt for a period of 6 months (paragraphs 1204.4m and 6001.2f(2) apply).

EXAMPLE: A Marine administratively reduced to the grade of Cpl on 15 November 2003 and given his original Cpl date of rank of 1 January 2002 will have served 6 months as required by paragraphs 1204.4m and 6001.2f(2) on 15 May 2004. The Marine will not be eligible for promotion to Sgt until 1 June 2004, providing he or she meets the required cutting score.

(2) A Marine who has been punitively reduced (chapter 7 applies) to the grade of Cpl must serve the appropriate restriction as required by paragraph 1204.4 or the full 12 months time in grade, whichever is longer, before being eligible for promotion to Sgt.

EXAMPLE: A Marine punitively reduced to the grade of Cpl on 15 May 2004 as a result of nonjudicial punishment will have served the 3-month restriction (paragraph 1204.4j applies) on 15 August 2004. However, the Marine will not have served the 12 months time in grade until 15 May 2005. Based on the eligibility requirements listed in paragraph 2400, the first promotion quarter the Marine will be eligible is April, May, and June 2005. Note that the Marine is not eligible for promotion 1 April or 1 May 2005 because he/she did not meet the 12 months time in grade requirement until 15 May 2005. A "NOT REC FOR PROMOTION" entry should be ran on the unit diary no later than 15 March and 15 April 2005, this will prevent the Marine receiving a select grade for 1 April and 1 May 2005. The Marine may be promoted to Sgt any month after 1 May 2002 provided they meet the required cutting score.

(3) A Marine Cpl who has received nonjudicial punishment may not be promoted for 3 months from the date of the nonjudicial punishment.

EXAMPLE 1: A Marine Cpl who received nonjudicial punishment on 14 October 2003 will have served 3 months as required by paragraph 1204.4j on 14 January 2004. The Marine will not be eligible for promotion to Sgt until 1 February 2004, providing he or she meets the required cutting score.

EXAMPLE 2: A Marine Cpl who received nonjudicial punishment on 14 October 2003, awarded a reduction to LCpl (which was suspended for 6 months), will have served 3 months as required by paragraph 1204.4j on 14 January 2004; however, he or she will not have served the 6 months as required by the suspension until 14 April 2004. Therefore, the Marine will not be eligible for promotion until 1 May 2004, providing he or she meets the required cutting score.

c. To be eligible for promotion to sergeant, AR, SMCR, or IRR Marines, and prior service Marines (does not include Marines who reenlist under the PSEP; see paragraph 2303), who transfer to the regular component (USMC), must do so by the cutoff date for the promotion quarter. Marines who transfer or join the USMC or USMCR after the cutoff date for the promotion quarter will not be eligible for promotion until the next promotion quarter. (Refer to paragraph 1203.21 for Marines with a select grade to corporal/sergeant who effect an intercategory/intercomponent transfer.)

3. The below schedule indicates the cutoff date for input of data elements, the approximate date that composite scores will be computed, and the months the composite scores for each quarter are reflected on the unit's DFR for each regular promotion quarter:

PROMOTION QUARTER	MCTFS CS DATA ELEMENTS CUTOFF	CS COMPUTED*	MONTHS CS IS ON UNIT DFR
Jan, Feb, Mar	20 November	30 November	Dec, Jan, Feb
Apr, May, Jun	20 February	28 February	Mar, Apr, May
Jul, Aug, Sep	20 May	31 May	Jun, Jul, Aug
Oct, Nov, Dec	20 August	31 August	Sep, Oct, Nov

* Composite scores for each regular and reserve promotion quarter are computed approximately 5-10 days after the "MCTFS CS DATA ELEMENTS CUTOFF."

4. A Marine is not promoted until the commander issues a promotion certificate to the Marine. Many errors occur in which a Marine is not promoted by issuance of a promotion certificate because of administrative oversight by the command; i.e., failure to promote on the 1st of the month or

erroneously entering "not recommended for promotion" in the MCTFS. When a Marine has a "SEL GRADE" in the MCTFS and the promotion is not effected because of an administrative error by the command, or because of a Marine's transient/leave status, the command will effect the promotion on the unit diary with a date of rank and effective date of the 1st day of the selected month. The certificate must reflect the same dates as input on the unit diary. The following situations are examples of delayed promotions:

a. If a Marine is actually promoted by a previous commander but the previous command fails to input the promotion in MCTFS, the receiving command will administratively promote the Marine in the MCTFS with a date of rank and effective date of the 1st of the month, as reflected on the promotion certificate.

b. If the 1st of the month occurs on a weekend or holiday, the date of rank and effective date for both the promotion certificate and unit diary entry should reflect the 1st of the month, and the Marine should be promoted on the next working day.

5. Intended MOS Promotions. LCpls and Cpls in formal schools, training/retraining assignments (including MOS conversions), or who have reenlisted and had a lateral move approved in conjunction with their reenlistment and are serving with a basic primary MOS (e.g., 0200) are considered for promotion in their intended MOS, provided the intended MOS was effective on or prior to the date of the monthly promotion authority MARADMIN. Corporals reenlisting into a sergeant entry-level MOS, as published annually by MARADMIN, will be automatically promoted to sergeant upon reenlistment after meeting TIG/TIS requirements. Marines who are promoted under their intended MOS, and later fail to complete the qualifications for that MOS, will be administratively reduced (paragraph 6002.1 applies). A LCpl or Cpl who reenlists and makes a lateral move is no longer eligible to be promoted in his former primary MOS.

EXAMPLE 1: A Marine with a primary MOS of 0151 reenlists on 29 March 2004 and is approved for a lateral move to MOS 0241 effective 29 March 2004. The promotion authority MARADMIN for 1 April 2004 is published on 25 March 2004. The Marine meets the required cutting score for his intended MOS of 0241; however, since the date of reenlistment is after the date the MARADMIN was published, he or she is not eligible for promotion on 1 April 2004.

EXAMPLE 2: A Marine with a primary MOS of 0151 reenlists on 14 March 2004 and makes a lateral move to MOS 0241. The promotion MARADMIN for 1 April 2004 is published on 25 March 2004. The Marine meets the required cutting score for his intended MOS of 0241 and, if recommended, should be promoted on 1 April 2004. If the Marine's intended MOS is not reflected in the MCTFS, a "SELECT GRADE" will not be generated. This will require submission of a remedial promotion request (section 6 of this chapter applies).

6. Promotion Waivers. There will be no waivers of erroneous promotions to the grades of Cpl or Sgt for Marines who were promoted prior to attaining the required TIG and/or TIS, prior to attaining the required composite score, or promoted while in a promotion restriction status per paragraph 1204.4. The commander will remove the promotion entry from the MCTFS and restore the Marine's appropriate grade.

2202. PROMOTIONS TO CORPORAL AND SERGEANT IN THE SMCR AND ACTIVE RESERVE

1. Drilling Reserve Marines include:

a. Personnel who are performing periods of IDT.

b. Personnel from the SMCR serving on EAD/TAD in the recruiting service.

c. Individual Mobilization Augmentee (IMA) personnel.

2. Corporal. The CMC will control the number of Reserve Marines to be promoted to Cpl through the use of the automated composite score. Promotions of SMCR Marines and AR Marines in the above categories will be authorized based on vacancies existing throughout the Marine Corps Reserve. These promotions will be based on composite scores automatically computed quarterly for each eligible Reserve LCpl. The term "eligible" as it relates to promotion refers to any LCpl who meets the 8 months TIG and 12 months TIS requirements. The reserve promotion months will be January, April, July, and October. SMCR promotions will be effected quarterly by OccFld and Active Reserve promotions will be effected quarterly by OccFld and/or PMOS, once the quarterly promotion authority MARADMIN is received by the command and the "SELECT GRADE" is reflected on the unit's DFR. The command will effect the promotion on the unit diary and prepare the certificate of appointment.

3. Sergeant. The CMC will control the number of Reserve Marines to be promoted to Sgt through the use of the automated composite score. Promotions of SMCR Marines and AR Marines in the above categories will be authorized based on vacancies existing throughout the Marine Corps Reserve. These promotions will be based on composite scores automatically computed quarterly for each eligible Reserve Cpl. The term "eligible" as it relates to promotion refers to any Cpl who meets the 12 months TIG and 24 months TIS requirements. The reserve promotion months will be January, April, July, and October. SMCR promotions will be effected quarterly by OccFld and Active Reserve promotions will be effected quarterly by OccFld and/or PMOS, once the quarterly promotion authority MARADMIN is received by the command and the "SELECT GRADE" is reflected on the unit's DFR. The command will effect the promotion on the unit diary and prepare the certificate of appointment.

4. The below schedule indicates the cutoff date for input of data elements, the approximate date that composite scores will be computed, and the months composite scores for each quarter are reflected on the unit's DFR for each Reserve promotion quarter:

PROMOTION PERIOD	MCTFS CS DATA ELEMENTS CUTOFF	CS COMPUTED*	MONTHS CS IS ON UNIT'S DFR
January	20 November	30 November	Dec, Jan, Feb
April	20 February	28 February	Mar, Apr, May
July	20 May	31 May	Jun, Jul, Aug
October	20 August	31 August	Sep, Oct, Nov

* Composite scores for each regular and reserve promotion quarter are computed approximately 5-10 days after the "MCTFS CS DATA ELEMENTS CUTOFF."

5. A Marine is not promoted until the commander issues a promotion certificate to the Marine. Many errors occur in which a Marine is not promoted by issuance of a promotion certificate because of administrative oversight by the command; i.e., failure to promote on the 1st of the month or

erroneously entering "not recommended for promotion" in the MCTFS. When a Marine has a "Sel Grade" in the MCTFS and the promotion is not effected because of an administrative error by the command, or because of a Marine's transient/leave status, the command will effect the promotion on the unit diary with a date of rank and effective date of the 1st day of the selected

month. The certificate must reflect the same dates as input on the unit diary. The following situations are examples of delayed promotions:

a. If a Marine is actually promoted by a previous commander, but the previous command fails to input the promotion in MCTFS, the receiving command will administratively promote the Marine in the system with a date of rank and effective date of the 1st of the month, as reflected on the promotion certificate.

b. If the 1st of the month occurs on a weekend or holiday, the date of rank and effective date for both the promotion certificate and unit diary entry should reflect the 1st of the month, and the Marine should be promoted on the next working day.

6. Intended MOS Promotions. Reserve LCpls and Cpls in formal schools, training/retraining assignments (including MOS conversions), or who have reenlisted and had a lateral move approved in conjunction with their reenlistment, and are serving with a basic primary MOS (e.g., 0200), are considered for promotion in their intended MOS, provided the intended MOS was effective on or prior to the date of the quarterly promotion authority MARADMIN. Marines who are promoted under their intended MOS, and later fail to complete the qualifications for that MOS, will be administratively reduced (paragraph 6002.1 applies). A LCpl or Cpl who reenlists and makes a lateral move is no longer eligible to be promoted in his or her former primary MOS.

EXAMPLE 1: A Marine with a primary MOS of 0151 reenlists on 29 March 2004 and is approved for a lateral move to MOS 0241 effective 29 March 2004. The promotion authority MARADMIN for 1 April 2004 is published on 25 March 2004. The Marine meets the required cutting score for his intended MOS of 0241; however, since the date of reenlistment is after the date the MARADMIN was published, he or she is not eligible for promotion on 1 April 2004.

EXAMPLE 2: A Marine with a primary MOS of 0151 reenlists on 14 March 2004 and makes a lateral move to MOS 0241. The promotion MARADMIN for 1 April 2004 is published on 25 March 2004. The Marine meets the required cutting score for his intended MOS of 0241 and, if recommended, should be promoted on 1 April 2004. If the Marine's intended MOS is not reflected in the MCTFS, a "SELECT GRADE" will not be generated. This will require submission of a remedial promotion request (section 6 of this chapter applies).

7. Promotion Waivers. There will be no waivers of erroneous promotions to the grades of Cpl or Sgt for Reserve Marines who were promoted prior to attaining the required TIG and/or TIS, prior to attaining the required composite score, or promoted while in a promotion restriction status per paragraph 1204.4. The commander will remove the promotion entry from the MCTFS and restore the Marine's appropriate grade.

8. To be eligible for promotion to corporal or sergeant, IRR Marines who transfer to the SMCR or the AR must do so by the cutoff date for the promotion month. Marines who transfer to the SMCR or the AR after the cutoff date will not be eligible for promotion until the next Reserve promotion month. (Refer to paragraph 1203 for Marines with a select grade to Corporal/Sergeant who effect an intercategory/intercomponent transfer.)

9. For promotion purposes, members of the SMCR on active duty must meet the SMCR cutting score published in the promotion authority MARADMIN. The Active Reserve cutting score published in the promotion authority MARADMIN applies only to Active Reserve Marines (component codes B1, B2, B3, or B4).

10. Reserve LCpls and Cpls who are in a promotion restriction status, per paragraph 1204, will not be promoted.

a. A Reserve Marine Cpl or Sgt who has been administratively reduced for incompetence to the grade of LCpl or Cpl will be given his or her original date of rank, but may not be promoted to Cpl or Sgt for a period of 6 months (paragraphs 1204.4m and 6001.2f(2) apply).

EXAMPLE: A Marine administratively reduced to the grade of LCpl on 15 November 2003 and given his original LCpl date of rank of 1 January 2002 will have served 6 months as required by paragraphs 1204.4m and 6001.2f(2) on 15 May 2004. The Marine will not be eligible for promotion to Cpl until 1 July 2004, providing he or she meets the required cutting score. (Note: Reserve cutting scores are published quarterly, in Jan, Apr, July and Oct.)

b. A Reserve Marine Cpl or Sgt who has been punitively reduced (chapter 7 applies) to the grade of LCpl of Cpl must serve the appropriate restriction as required by paragraph 1204.4 or the full 8 or 12 months time in grade, whichever is longer, before being eligible for promotion to Cpl or Sgt.

EXAMPLE 1: A Reserve Marine punitively reduced to the grade of LCpl on 15 May 2004 as a result of nonjudicial punishment will have served the 3 months restriction (paragraph 1204.4j applies) on 15 August 2004. However, the Marine will not have served the 8 months times in grade until 15 January 2005. Based on the eligibility requirements listed in paragraph 2400.1b, the first promotion quarter the Marine will be eligible for promotion to Cpl is April 2005. Note that the Marine is not eligible for promotion 1 January 2005 because he/she did not meet the 8 months time in grade until 15 January 2005. The Marine may be promoted to Cpl any reserve promotion quarter beginning in April 2005, providing he/she meets the required cutting score.

EXAMPLE 2: A Reserve Marine punitively reduced to the grade of Cpl on 15 May 2004 as a result of nonjudicial punishment will have served the 3 months restriction (paragraph 1204.4j applies) on 15 August 2004. However, the Marine will not have served the 12 months time in grade until 14 May 2005. Based on the eligibility requirements listed in paragraph 2400.1b the first promotion quarter the Marine will be eligible is July 2005. The Marine may be promoted to Sgt any reserve promotion quarter beginning July 2005, providing they meet the required cutting score.

c. A Reserve Marine LCpl or Cpl who has received nonjudicial punishment may not be promoted for 3 months from the date of the nonjudicial punishment (paragraph 1204.4k applies).

EXAMPLE 1: A Reserve Marine Cpl who received nonjudicial punishment on 14 October 2003 will have served 3 months as required by paragraph 1204.4j on 14 January 2004. The Marine will not be eligible for promotion to Sgt until 1 February 2004, providing he or she meets the required cutting score. (Note: Since this Marine is a reservist, he or she cannot be promoted until 1 April 2004 when the next cutting scores will be published.)

EXAMPLE 2: A Reserve Marine Cpl who received nonjudicial punishment on 14 October 2003, awarded a reduction to LCpl (which was suspended for 6 months), will have served 3 months as required by paragraph 1204.4j on 14 January 2004; however, he or she will not have served the 6 months as required by the suspension (paragraph 1204.4j applies) until 14 April 2004. Therefore, the Marine will not be eligible for promotion until 1 May 2004, providing he or she meets the required cutting score. (Note: Since this Marine is a

reservist, he or she cannot be promoted until 1 July 2004 when the next cutting scores are published.)

2203. PROMOTIONS TO CORPORAL AND SERGEANT IN THE INDIVIDUAL READY RESERVE (IRR)

1. The Marine Corps Total Force System (MCTFS) will compute composite scores quarterly for LCpls and Cpls in the IRR who meet the minimum TIG/TIS requirements listed in paragraphs 1202 and 2400.1b of this Manual and the specific requirements listed below:

a. A rifle score in the MCTFS. IRR Marines who have not requalified in the current fiscal year will have their most recent score used in the computation, regardless of the date of requalification.

b. A PFT score within the last two years.

c. A minimum of 27 points in their prior anniversary year (a Marine who has been in a mobilized status (KM) for 90 consecutive days will be eligible for promotion in the IRR on the 90th day).

2. For promotion purposes, all members of the IRR, regardless of duty status, must meet the SMCR cutting score published in the promotion authority MARADMIN.

3. The Commanding General, Mobilization Command (MOBCOM), is delegated authority to promote members of the IRR, without reference to this Headquarters, to the grades of Cpl and Sgt who, based on the above requirements, have had a composite score computed, meet the SMCR cutting score, and have received a select grade in the MCTFS.

4. The Commanding General, Mobilization Command (MOBCOM) must submit a remedial promotion request to the CMC (MMPR-2) for those IRR Marines who had an incorrect composite score computed and/or do not have a select grade in the MCTFS (paragraph 2604 applies). Where possible, units will take appropriate unit diary action to correct the composite score and generate a select grade in the MCTFS to avoid the need for submitting a request for remedial consideration (paragraph 2603 applies).

5. A Reserve Marine in the IRR who has been reduced to LCpl or Cpl because of unsatisfactory participation by CG, MOBCOM, and assigned to involuntary EAD, will be given his or her original date of rank, but may not be promoted to Cpl or Sgt for a period of 6 months (paragraphs 1204.4n and 6001.2f(2) apply). Prior to the Reserve Marine's transfer to the active duty unit, the CG, MOBCOM, will make an entry on the administrative remarks page of the SRB concerning the Reserve Marine's recommendation for promotion. If a non-recommendation entry is made, it is incumbent upon the new commander to determine each advancement.

EXAMPLE: A Cpl is reduced to LCpl on 5 August 2003 because of unsatisfactory participation and given his original LCpl date of rank of 1 March 2002. He or she will be eligible for promotion to Cpl on 1 March 2004 (6 months from 5 August 2003), if recommended for promotion by the CG, MOBCOM. However, since this Marine is a reservist, he/she cannot be promoted until 1 April 2004 when the next cutting scores are published.

CHAPTER 2

ENLISTED PROMOTIONS PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 3: SPECIAL PROMOTION PROVISIONS

2300. GENERAL. Promotions for Marines in the following programs will vary from the regular promotions contained in the other sections in this chapter. These promotions may be effected as indicated if the Marine is recommended by the commander; however, Marines in a promotion restriction status, per paragraph 1204 will not be promoted.

2301. PLATOON LEADERS CLASS (PLC). Marines enrolled in the PLC program are designated "officer candidates" while in the program. Officer candidates are not eligible for promotion under the enlisted promotion system unless the Marine is enlisted in the SMCR and accepted in the Simultaneous Membership Program. PLCs in the SMCR, who are allowed to continue to perform IDT with their SMCR units, remain eligible for promotion; however, they may not have a composite score computed in the MCTFS due to being paid as a Sgt while attending the PLC. In these instances, manual computation of the Marine's composite score will be required to determine if a remedial promotion request is necessary.

2302. MUSICIAN ENLISTMENT OPTION PROGRAM (MEOP). Guaranteed promotions for MEOP Marines are outlined in paragraph 7 of MCO 1130.53N.

1. If a Marine with a MEOP guarantee enlists on any day other than the 1st of the month, his or her guaranteed promotion will be effected on the 1st of the month following the Marine's anniversary date. If the Marine enlisted on the 1st of the month, promotions will be effected on the first of the same month as the anniversary month. Upon receipt of a request from the Marine's command, the CMC (MMPR-2) will input a "SELECT GRADE" for all MEOP promotions to Cpl and Sgt. Promotions to Cpl and Sgt will not post to MCTFS without a "SELECT GRADE." The guaranteed promotions described below are dependent upon the Marine being otherwise qualified for promotion (see paragraph 1204).

a. Promotion to PFC will be awarded on the Armed Forces Active Duty Base Date (AFADBD). The PFC grade insignia will not be worn until the completion of recruit training.

b. Promotion to LCpl is awarded the first day of the month after completion of 6 months.

EXAMPLE 1: A Marine who enters active duty on 10 January 2004 as a PFC may be promoted to LCpl on 1 August 2004.

EXAMPLE 2: A Marine who enters active duty on 1 January 2004 as a PFC may be promoted to LCpl on 1 July 2004.

c. Promotion to Cpl is awarded the first day of the month after completion of 24 months time in service. If a LCpl is selected for a regular TIG/TIS promotion to Cpl based on composite score prior to completion of 24 months TIS, he or she may be promoted, if otherwise qualified.

EXAMPLE 1: A Marine who enters active duty on 10 January 2003 under the MEOP may be promoted to Cpl on 1 February 2005.

EXAMPLE 2: A Marine who enters active duty on 1 January 2003 under the MEOP may be promoted to Cpl on 1 January 2005.

d. Promotion to Sgt is awarded the first day of the month after completion of 36 months (this only applies to Marines with a baccalaureate degree or higher). If a Cpl is selected for a regular TIG/TIS promotion to Sgt based on composite score prior to completion of 36 months TIS, he or she may be promoted.

EXAMPLE 1: A Marine who enters active duty on 10 January 2002 under the MEOP may be promoted to Sgt on 1 February 2005.

EXAMPLE 2: A Marine who enters active duty on 1 January 2002 under the MEOP may be promoted to Sgt on 1 January 2005.

2. Guaranteed promotion under the MEOP may be delayed if the Band Officer (or Enlisted Bandleader in absence of a Band Officer) determines that the evaluated Marine has not made sufficient progress in his or her MOS proficiency (as outlined in the current edition of MCO P1200.7, chapter 3). The delay must be supported by an appropriate page 11 counseling entry as explained in the current edition of MCO 1130.53. Sufficient progress is defined as an MOS proficiency that is within .05 of the next higher grade. These proficiency scores are based on a 4.0 scale and will be rounded to the nearest 100th (i.e., 2.732=2.73, 2.737=2.74).

EXAMPLE: A LCpl scoring 2.75 or higher is qualified for promotion based on MOS proficiency. A LCpl scoring 2.74 or lower is not qualified for promotion based on MOS proficiency.

3. The MOS proficiency evaluation process listed in the above paragraph is also applicable to MEOP Marines in OccFld 5500 being considered for regular or meritorious promotion.

2303. PRIOR SERVICE ENLISTMENT PROGRAM (PSEP). The PSEP was implemented in January 1995 to give qualified prior service Marines the opportunity to reenter the active component (component code 11). The program was also designed to assist the Marine Corps Recruiting Command (MCRC) in fulfilling its annual accession requirement. Detailed instructions for the administration of the PSEP may be found in the current edition of MCO 1130.80.

1. Marines who have completed at least one enlistment in the active component (component code 11) of the Marine Corps.

a. These Marines will reenter the active component at the pay grade from their previous active or reserve enlistment.

b. Marines with a break in active service up to 90 days will have their date of rank adjusted based on the time spent off active duty.

c. Marines with a break in active service between 90 and 180 days will have their date of rank adjusted to retain half (1/2) of their time in grade.

d. Marines with a break in active service over 180 days will receive a date of rank equal to their date of reenlistment.

e. For Marines who completed more than one enlistment in the active component (component code 11), HQMC (MMEA) may adjust the DOR based on Enlisted Career Force Controls (ECFC) consideration and MOS competitiveness.

f. The effective date for pay and allowances will be the date of reenlistment. For points towards composite score, the adjusted date of rank will be utilized.

2. Marines who have not completed an enlistment in the active component (component code 11) of the Marine Corps.

a. Obligated Reserve Marines (AR, SMCR, IRR, or EAD). These are Marines with time remaining on their military service obligation.

(1) These Marines will reenter the active component at the pay grade from their previous active or reserve enlistment.

(2) For those Marines in the SMCR or IRR, their DOR will be adjusted to the date of reenlistment.

(3) For those Marines who have been mobilized (component code KM) or have served in the AR (component code B1 - B4), HQMC (MMEA) may adjust the DOR based on the time spent in a mobilized status, ECFC consideration, and MOS competitiveness.

b. Non-obligated Reserve Marines (AR, SMCR, IRR, or EAD). These are Marines who have completed their military service obligation.

(1) These Marines will reenter the active component at the pay grade from their previous active or reserve enlistment.

(2) For those Marines in the SMCR or IRR, their DOR will be adjusted to the date of reenlistment.

(3) For those Marines who have been mobilized (component code KM) or have served in the AR (component code B1-B4), HQMC (MMEA) may adjust the DOR based on the time spent in a mobilized status, ECFC consideration, and MOS competitiveness.

c. Their effective date for pay and allowances will be the date of their reenlistment.

3. Once the "SELECT GRADE" has posted to the unit's DFR, if otherwise qualified for promotion (see paragraph 1204), the Marine may be promoted. Select grades for PSEP Marines are not posted to the MCTFS at the same time as the select grades for Marines selected based on cutting score. They may not post to the MCTFS until 2-3 days after the 1st of each month.

4. If a PSEP Marine is not recommended for promotion, the command must input a "WILL NOT PROMOTE" entry on the unit diary to remove the "SELECT GRADE" and notify CG, MCRC (RE). Once the Marine is again recommended for promotion, the command must notify CG, MCRC (RE), so the "SELECT GRADE" may be input in the MCTFS.

5. CMC (MMPR-2) may take appropriate unit diary action to correct the MCTFS when it is noted that a PSEP Marine's grade, date of rank, and/or effective date are incorrect. To avoid pay problems, Commanders of PSEP Marines should ensure the correct grade, date of rank, and effective date are resident in the

MCTFS. Any questions concerning a PSEP Marine's correct grade, date of rank, and/or effective date should be directed to CMC (MMEA).

6. PSEP Marines who are promoted to Cpl after completion of 6 months (paragraph 2501) may count their TIG as a Cpl from their previous enlistment towards promotion to Sgt. They must be eligible for promotion to Sgt based on their current Cpl date of rank, then their Cpl TIG from their previous enlistment may be computed and manually added to their composite scores. If the Marine then meets the required cutting score for promotion to Sgt in his or her MOS, a request for remedial promotion may be submitted.

2304. RESERVE PROMOTION AFFILIATION PROGRAM (RPAP). The RPAP is a retention incentive designed for members of the Marine Corps Reserve and former active duty (regular component or active reserve) Marines, in the grades of lance corporal and corporal, who join or remain affiliated with an SMCR unit in accordance with the policy contained in an annual MCBul (1400). Based on notification from the CMC (RAP), CMC (MMPR-2) will input the select grades to Cpl and Sgt in the MCTFS. Questions concerning this program should be directed to the CMC (RAP).

2305. MERITORIOUS COMMISSIONING PROGRAM (MCP) AND MARINE ENLISTED COMMISSIONING EDUCATION PROGRAM (MECEP)

1. Consideration for promotion to the grades of Cpl and Sgt is noncompetitive for those LCpls and Cpls satisfactorily participating in MCP/MECEP as determined by the Commanding General, Marine Corps Recruiting Command (CG, MCRC). The CG, MCRC may disenroll unsatisfactory participants from the program. If a Marine is disenrolled from MCP/MECEP for other than medical or physical reasons, as determined by the CG, MCRC, he/she lose all promotions obtained under the program. Once the promotion(s) have been rescinded, the Marine may then request remedial consideration for promotion for any month in which the TIG/TIS requirement and the required cutting score are met. Promotions to Cpl and Sgt are effected once the minimum TIG/TIS established in paragraph 1202 are met. The promotion month will be subsequent to the month of class commencement at the college or university.

2. Marines attending BOOST or NAPS are not eligible for non-competitive promotion consideration.

3. Requests must be forwarded to the CMC (MMPR-2) in the format contained in Figure 2-1. If approved, the CMC (MMPR-2) will input the promotion on the unit diary with the date of rank and effective date of the 1st day of the month in which eligible. The promotion will be reflected on the unit's DFR, at which time the command will prepare the certificate with the same dates as input on the unit diary. The promotion will appear on the DFR, no written response will be provided.

4. Marines participating in the MCP/MECEP are not eligible for meritorious promotion consideration.

2306. NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) and UNITED STATES NAVAL ACADEMY (USNA). Enlisted Marines who participate in these programs are appointed to the grade of midshipman (officer). In these instances, the Marines are no longer carried in an enlisted status. The computation of TIG for promotion purposes is credited only while the individual is enlisted.

Figure 2-1. Request for Noncompetitive Promotion Consideration

(letterhead)

SSIC
Code
Date

From: (Command)
To: Commandant of the Marine Corps (MMPR-2), Headquarters, U.S. Marine Corps, Harry Lee Hall, 17 Lejeune Road, Quantico, VA 22134

Subj: NONCOMPETITIVE CONSIDERATION FOR PROMOTION; CASE OF CORPORAL JOHN J. DOE XXX XX 6789/1234 USMC

Ref: (a) MCO P1400.32D, par. 2305

1. Request that Corporal Doe be promoted to sergeant for the _____ promotion period per the provisions of the reference.

2. The following information is furnished:

Line A. (Current grade)
Line B. (Current DOR)
Line C. (Current primary MOS)
Line D. (Date of prep school completion)
Line E. (Date of class commencement at university)
Line F. (Promotion period for which recommended)
Line G. (Recommendation of CO/OIC)

SIGNATURE
By direction

Figure 2-1. Request for Noncompetitive Promotion Consideration

CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 4: PROMOTION PLAN

2400. GENERAL. The promotion plan below identifies the eligibility requirements for promotion to Cpl and Sgt, Regular and Reserve (AR, SMCR, and IRR), for the next 5 calendar years (CY) beginning with 2006, and will replace the annual promotion plan MARADMIN. A MARADMIN will be published only if it becomes necessary to update and/or provide additional information.

1. The below columns are described as:

QTR: is the CY promotion quarter

LCPL DOR: is the date of rank required for LCpls to be eligible for promotion to Cpl during the quarter

LCPL AFADBD: is the Armed Forces Active Duty Base Date required for regular LCpls to be eligible for promotion to Cpl during the quarter

LCPL PEBD/AFADBD: is the Pay Entry Base Date (drilling reserve) and Armed Forces Active Duty Base Date (active reserve) required for reserve LCpls to be eligible for promotion during the quarter

CPL DOR: is the date of rank required for Cpls to be eligible for promotion to Sgt during the quarter

CPL AFADBD: is the Armed Forces Active Duty Base Date required for regular Cpls to be eligible for promotion to Sgt during the quarter

CPL PEBD/AFADBD: is the Pay Entry Base Date (drilling reserve) and Armed Forces Active Duty Base Date (active reserve) required for reserve Cpls to be eligible for promotion during the quarter

TIG/TIS: is the cutoff date for computing time in grade and time in service for Marines eligible for promotion in the quarter. For regular Marines, TIG/TIS are computed through the end of the promotion quarter; paragraphs 2201.1 and 2201.2 apply. For SMCR and AR Marines, TIG/TIS are computed to the last day of the month prior to the promotion month.

MCTFS CUTOFF: is the cutoff date for input of composite score data elements into the MCTFS (this cutoff applies to data elements only, the "NOT REC" for promotion entry must be input into MCTFS NLT the 15th of the month prior to the promotion month).

a. Eligibility requirements for regular promotions to Cpl and Sgt:

QTR	LCPL DOR	LCPL AFADBD	CPL DOR	CPL AFADBD	TIG/TIS	MCTFS CUTOFF
Jan,Feb,Mar 2006	2 Jul 05	2 Mar 05	2 Mar 05	2 Mar 04	31 Mar 06	20 Nov 05
Apr,May,Jun 2006	2 Oct 05	2 Jun 05	2 Jun 05	2 Jun 04	30 Jun 06	20 Feb 06
Jul,Aug,Sep 2006	2 Jan 06	2 Sep 05	2 Sep 05	2 Sep 04	30 Sep 06	20 May 06
Oct,Nov,Dec 2006	2 Apr 06	2 Dec 05	2 Dec 05	2 Dec 04	31 Dec 06	20 Aug 06
Jan,Feb,Mar 2007	2 Jul 06	2 Mar 06	2 Mar 06	2 Mar 05	31 Mar 07	20 Nov 06
Apr,May,Jun 2007	2 Oct 06	2 Jun 06	2 Jun 06	2 Jun 05	30 Jun 07	20 Feb 07
Jul,Aug,Sep 2007	2 Jan 07	2 Sep 06	2 Sep 06	2 Sep 05	30 Sep 07	20 May 07
Oct,Nov,Dec 2007	2 Apr 07	2 Dec 06	2 Dec 06	2 Dec 05	31 Dec 07	20 Aug 07
Jan,Feb,Mar 2008	2 Jul 07	2 Mar 07	2 Mar 07	2 Mar 06	31 Mar 08	20 Nov 07
Apr,May,Jun 2008	2 Oct 07	2 Jun 07	2 Jun 07	2 Jun 06	30 Jun 08	20 Feb 08
Jul,Aug,Sep 2008	2 Jan 08	2 Sep 07	2 Sep 07	2 Sep 06	30 Sep 08	20 May 08
Oct,Nov,Dec 2008	2 Apr 08	2 Dec 07	2 Dec 07	2 Dec 06	31 Dec 08	20 Aug 08
Jan,Feb,Mar 2009	2 Jul 08	2 Mar 08	2 Mar 08	2 Mar 07	31 Mar 09	20 Nov 08
Apr,May,Jun 2009	2 Oct 08	2 Jun 08	2 Jun 08	2 Jun 07	30 Jun 09	20 Feb 09
Jul,Aug,Sep 2009	2 Jan 09	2 Sep 08	2 Sep 08	2 Sep 07	30 Sep 09	20 May 09
Oct,Nov,Dec 2009	2 Apr 09	2 Dec 08	2 Dec 08	2 Dec 07	31 Dec 09	20 Aug 09
Jan,Feb,Mar 2010	2 Jul 09	2 Mar 09	2 Mar 09	2 Mar 08	31 Mar 10	20 Nov 09
Apr,May,Jun 2010	2 Oct 09	2 Jun 09	2 Jun 09	2 Jun 08	30 Jun 10	20 Feb 10
Jul,Aug,Sep 2010	2 Jan 10	2 Sep 09	2 Sep 09	2 Sep 08	30 Sep 10	20 May 10
Oct,Nov,Dec 2010	2 Apr 10	2 Dec 09	2 Dec 09	2 Dec 08	31 Dec 10	20 Aug 10

b. Eligibility requirements for AR, SMCR, and IRR Cpl and Sgt promotions:

QTR	LCPL DOR	LCPL PEBD/AFADBD	CPL DOR	CPL PEBD/AFADBD	TIG/TIS	MCTFS CUTOFF
Jan 2006	2 May 05	2 Jan 05	2 Jan 05	2 Jan 04	31 Dec 05	20 Nov 05
Apr 2006	2 Aug 05	2 Apr 05	2 Apr 05	2 Apr 04	31 Mar 06	20 Feb 06
Jul 2006	2 Nov 05	2 Jul 05	2 Jul 05	2 Jul 04	30 Jun 06	20 May 06
Oct 2006	2 Feb 06	2 Oct 05	2 Oct 05	2 Oct 04	30 Sep 06	20 Aug 06
Jan 2007	2 May 06	2 Jan 06	2 Jan 06	2 Jan 05	31 Dec 06	20 Nov 06
Apr 2007	2 Aug 06	2 Apr 06	2 Apr 06	2 Apr 05	31 Mar 07	20 Feb 07
Jul 2007	2 Nov 06	2 Jul 06	2 Jul 06	2 Jul 05	30 Jun 07	20 May 07
Oct 2007	2 Feb 07	2 Oct 06	2 Oct 06	2 Oct 05	30 Sep 07	20 Aug 07
Jan 2008	2 May 07	2 Jan 07	2 Jan 07	2 Jan 06	31 Dec 07	20 Nov 07
Apr 2008	2 Aug 07	2 Apr 07	2 Apr 07	2 Apr 06	31 Mar 08	20 Feb 08
Jul 2008	2 Nov 07	2 Jul 07	2 Jul 07	2 Jul 06	30 Jun 08	20 May 08
Oct 2008	2 Feb 08	2 Oct 07	2 Oct 07	2 Oct 06	30 Sep 08	20 Aug 08
Jan 2009	2 May 08	2 Jan 08	2 Jan 08	2 Jan 07	31 Dec 08	20 Nov 06
Apr 2009	2 Aug 08	2 Apr 08	2 Apr 08	2 Apr 07	31 Mar 09	20 Feb 07
Jul 2009	2 Nov 08	2 Jul 08	2 Jul 08	2 Jul 07	30 Jun 09	20 May 07
Oct 2009	2 Feb 09	2 Oct 08	2 Oct 08	2 Oct 07	30 Sep 09	20 Aug 07
Jan 2010	2 May 09	2 Jan 09	2 Jan 09	2 Jan 08	31 Dec 09	20 Nov 07
Apr 2010	2 Aug 09	2 Apr 09	2 Apr 09	2 Apr 08	31 Mar 10	20 Feb 08
Jul 2010	2 Nov 09	2 Jul 09	2 Jul 09	2 Jul 08	30 Jun 10	20 May 08
Oct 2010	2 Feb 10	2 Oct 09	2 Oct 09	2 Oct 08	30 Sep 10	20 Aug 08

CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 5: COMPOSITE SCORES

2500. GENERAL. The CMC will control the number of Marines to be promoted to Sgt and Cpl through the use of the automated composite score system. The determination of which eligible Marines will be promoted, subject to the composite score stipulation, is the sole responsibility of the commander. The term "eligible" as it relates to promotion refers to any Marine who meets the required TIG/TIS requirements in paragraph 1202.1.

1. Composite score elements will be reported by unit diary entry for regular and reserve Marines by the cutoff date shown in the promotion plan in section 4 of this chapter. Composite score elements will also be reported for all hospitalized Marines (paragraph 1203.4 applies). A list of all unit diary entries relevant to the automatic computation of composite scores is contained in MCO P1080.40.

2. The unit will be informed via the DFR of the quarterly automated composite score for each eligible Marine assigned to the unit approximately 30 days prior to the promotion month. If a composite score is not computed because of missing or invalid information, the Marine will receive a "0000" score on the DFR. The DFR will give the reason why a composite score was not computed. Composite scores generated by this system are ONLY as accurate as the information resident in the MCTFS. It is imperative that commands enter accurate and complete information in a timely manner. Units will report missing/corrected elements on the diary and manually compute the score. If the manually computed composite score meets the cutting score announced, remedial consideration should be requested.

3. Once a regular Marine's composite score is computed, that composite score is applied for each month of the promotion quarter and is reflected on the unit's DFR for three months, unless the Marine is selected and the promotion is effected. Reserve Marines are promoted the first month of each promotion quarter. Their composite scores are computed only for the first month of each promotion quarter.

EXAMPLE 1: A regular Marine with an MOS of 0411 has a composite score of 1648 computed on 31 May and reflected on the DFR in June, July, August. Cutting scores are then published for each of the three months of the promotion quarter; July, August, and September. In July, the cutting score is 1655, the Marine is not selected for promotion. In August, the cutting score is 1649 and the Marine is not selected for promotion. In September, the cutting score is 1640 and the Marine will be selected for promotion.

EXAMPLE 2: A Reserve Marine with an MOS of 0411 has a composite score of 1652 computed on 31 May and reflected on the DFR in June, July, August. Cutting scores are then published for the reserve promotion period of July. In July, the cutting score is 1642, the Marine is selected for promotion.

EXAMPLE 3: A Reserve Marine with an MOS of 0411 has a composite score of 1652 computed on 31 May and reflected on the DFR in June, July, August. Cutting scores are then published for the reserve promotion period of July. In July, the cutting score is 1660, the Marine is not selected for promotion. Approximately 31 August, the Marine will have a composite score

computed for the October Reserve promotion quarter. If the Marine meets the required cutting score published in the MARADMIN, and is recommended, he or she will be selected.

4. Commanders will ensure that Marines whose composite scores are automatically computed by virtue of satisfying TIG/TIS eligibility requirements (paragraphs 2201.1 and 2201.2 apply) are recommended for promotion. Marines in the grades of LCpl and Cpl who are eligible for promotion by TIG/TIS, but are not recommended for promotion, must have a "NOT REC FOR PROM" entry entered in the MCTFS. This entry will prevent their composite scores from being used in the determination of cutting scores for their MOS or Occfld. The "NOT REC FOR PROM" entry should be reported on the unit diary between the 1st and 15th of the month prior to the month for which the Marine is not recommended for promotion during that quarter. In accordance with the current edition of MCO P1070.12, and concurrent with the unit diary entry, an appropriate page 11 counseling entry must be made in the Marine's service record book for each month the Marine is not recommended for promotion for reasons other than those listed in paragraph 1204 of this Manual.

5. If the "NOT REC" unit diary entry is not reported by the 15th, a "WILL NOT PROMOTE" entry will be reported on the unit diary. This entry will erase the "SEL GRADE" entry for the month concerned, but will not penalize the Marine for the following month. Again, an appropriate page 11 counseling entry must be made in the Marine's service record book in accordance with the current edition of MCO P1070.12. If applicable, an appropriate unit diary entry will also be made per the on-line MCTFSPRIUM.

6. If a selected Marine is to be transferred prior to receipt of the promotion authority and the Marine is not recommended for promotion, an appropriate page 11 counseling entry must be made in the Marine's service record book in accordance with the current edition of MCO P1070.12 concerning the commander's non-recommendation for promotion. If applicable, an appropriate unit diary entry will also be made per the on-line MCTFSPRIUM.

2501. COMPUTATION (USMC/USMCR). The following format is used in the computation of composite scores for LCpl and Cpls. It is also used to manually compute the composite score prior to the submission of a remedial promotion request for any LCpl or Cpl (USMC or USMCR).

Line No.			Rating		
1.	Rifle Marksmanship Score	_____ SCORE	= _____	_____	(Date of qual YYMMDD)
2.	PFT	_____ SCORE	= _____	_____	(Date of test YYMMDD)
3.	Subtotal (line 1 + 2)		= _____		
4.	GMP* Score (line 3 divided by 2)		= _____		Score
5.	GMP* Score (from line 4)	_____	x 100	=	_____
	* General Military Proficiency				
6.	Average Duty Proficiency	_____	x 100	=	_____

7.	Average Conduct	_____	x 100	= _____
8.	TIG (months)	_____	x 5	= _____
9.	TIS (months) (computed from AFADBD for USMC and Active Reserve; and from PEBD for Drilling Reserve)	_____	x 2	= _____
10.	DI/Recruiter/MSG/Combat Instructor/ MCSF Bonus	_____	x 1	= _____
11.	Self-Education Bonus: (a maximum of 100 points)			
	a. MCI/Extension School	_____	x 15	= _____
	b. College/CLEP/Vocational	_____	x 10	= _____
12.	Command Recruiting Bonus (a maximum of 100 points may be earned)	_____	x 20	= _____
13.	Composite Score (sum of lines 5 through 12)			= _____

Line 1: Rifle Marksmanship. Use the recorded score achieved on the "KD" or "B-modified" course of fire during the current qualification period per MCO 3574.2_ regardless of the grade held. Failed initial attempts at qualification/requalification will not be reported unless the commander determines that the failure was the result of a lack of effort or negligence on the part of the Marine. Commanders will ensure that deserving Marines are given the opportunity to requalify. If successful at a subsequent remedial attempt to qualify, enter the score of 25 (old 190) regardless of the score actually achieved. If the individual has not yet fired for requalification during the current fiscal year prior to the cutoff date of the specific promotion quarter, use the most recent rifle qualification score. Marines who fail to qualify after subsequent remedial attempts will have an entry of "unqualified" (be assigned a "0") entered into the MCTFS, which will remain for composite score purposes until the Marine fires again in the next fiscal year (USMC) or rifle qualification period (USMCR). Beginning 1 October 1997, all active duty and Reserve Marines will have a rifle qualification score included as part of their composite score computation, whether they are required to qualify that fiscal year or not. Marines serving in billets with rifle requalification waivers will have their most recent rifle qualification score used in the computation of their composite scores.

NOTE: It is the responsibility of the command to ensure that Marines who are recently joined by reason of Permanent Change of Station Orders, reenlistees with broken service, or who have executed an inter-component/category transfer (USMCR to USMC/IRR to SMCR) are afforded the opportunity to requalify with the service rifle as soon as possible, unless a valid rifle requalification score can be obtained from either the MCTFS record or training record for the previous fiscal year or rifle qualification period. This prevents those eligible Marines from receiving "0000" composite scores.

RIFLE CONVERSION TABLE

	REQUALIFICATION/ SUSTAINMENT COURSE	ENTRY LEVEL COURSE
EX	40	220
SS	35	210
MM	25	190

57 - 65 = 5.0	40 - 44 = 4.6	30 - 32 = 3.6
53 - 56 = 4.9	38 - 39 = 4.4	28 - 29 = 3.4
49 - 52 = 4.8	35 - 37 = 4.2	25 - 27 = 3.0
45 - 48 = 4.7	33 - 34 = 3.8	0 - 24 = 0.0

CONVERSION TABLE (Rifle Marksmanship Score to Rating)

Score	Rating
240-250	5.0
235-239	4.9
230-234	4.8
225-229	4.7
220-224	4.6
215-219	4.4
210-214	4.2
205-209	3.8
200-204	3.6
195-199	3.4
190-194	3.0
000-189	0.0

Line 2: Physical Fitness Test. Enter the PFT score achieved during the current testing period. IRR Marines must have completed a PFT within 24 months for composite score purposes. IRR Marines who have not completed a PFT within the last 24 months are not eligible for promotion. Marines with PFT scores more than 24 months old will be assigned a composite score of "0000". If the Marine fails the PFT, assign a "0", which will stand for composite score purposes during the current promotion quarter. **Failure of the PFT is a promotion restriction (per paragraph 1204.4x).** Remedial PFT scores will not subsequently replace failing scores in the composite score calculations. The first regularly scheduled PFT taken after the failure will be counted in the composite score calculations, providing it is prior to the cutoff date for the promotion quarter. If the individual has not yet been administered the PFT during the current period, enter the score attained during the preceding testing period regardless of the grade held. PFT scores for Marines with a medical excusal from any or all PFT events will be computed by adding the most recent scores for each of the three events. In the case of a Marine excused from the run, for example, the most recent score earned on the run before the excusal should be added to the points earned on the partial PFT. If the previous run time is not available, the minimum score may be assigned. A case of medical excusal where, through no fault of the Marine concerned, previous scores are not available, should be treated as if the PFT had been waived for the individual. Convert the score to a PFT rating from the conversion table below and enter the rating under the Rating column. **All Marines who fail a PFT and are subsequently medically not qualified to take a PFT (to include pregnant Marines) will retain the failed score until they can take and pass the PFT.**

NOTE: It is the responsibility of the command to ensure that Marines who are recently joined by reason of Permanent Change of Station Orders, reenlistees with broken service, or who have executed an inter-component/category transfer (USMCR to USMC/IRR to SMCR/IMA) are administered the PFT as soon as possible, unless a valid PFT score can be obtained from either the MCTFS record or training record for the previous year. This prevents those eligible Marines from receiving "0000" composite scores. It is the responsibility of the IRR member to ensure that a PFT is conducted within 24 months to remain eligible for promotion.

CONVERSION TABLE (PFT Score to Rating)

COMBINED (17-26)

CLASS	SCORE	RATING
1st	280-300	5.0
	270-279	4.9
	260-269	4.8
	250-259	4.7
	240-249	4.6
	225-239	4.5
2nd	215-224	4.4
	205-214	4.3
	195-204	4.2
	185-194	4.1
	175-184	4.0
3rd	170-174	3.9
	160-169	3.8
	150-159	3.7
	140-149	3.6
	135-139	3.5
Unqual	0-134	0

COMBINED (27 AND OLDER)

CLASS	SCORE	RATING
1st	280-300	5.0
	270-279	4.9
	260-269	4.8
	250-259	4.7
	240-249	4.6
	225-239	4.5
	215-224	4.4
	205-214	4.3
	200-204	4.2
2nd	195-199	4.2
	185-194	4.1
	175-184	4.0
	170-174	3.9
	160-169	3.8
	150-159	3.7
3rd	140-149	3.6
	135-139	3.5
	110-134	3.0
Unqual	0-109	0

Line 3: Subtotal. Add figures entered on lines 1 and 2 under the "Rating" column. Enter subtotal.

Line 4: Divide the subtotal on line 3 by 2. Enter this number in the space provided on line 4. The result of this division will represent an average rating for those lines considered. The average will be rounded off to the nearest 10th (4.44 would be 4.4; 4.45 would be 4.5). Enter the results of the division under the "Rating" column on line 4.

Line 5: GMP Score. Enter on line 5 the score shown in the "Rating" column on line 4 and multiply by 100. Enter result under the "Score" column.

Line 6: Average Duty Proficiency Marks. The mark to be used is the average of all duty proficiency marks assigned since the date of last promotion, reduction, or reenlistment (after a complete break in service of 24 hours or more), whichever is most recent and prior to the cutoff date designated in either paragraph 2201.3 or 2202.4. In the absence of such marks, an anticipated or projected duty proficiency mark will be assigned by the commander for use in the composite score. A duty proficiency mark assigned solely for use in the composite score will be made per the standards for duty proficiency marking contained in MCO P1070.12 and will be determined through interview, observation, proficiency marks received in lower grades, or any

combination of these methods. Marks assigned to hospitalized Marines will be determined in recognition of the limitations imposed by the Marine's medical condition. All proficiency marks received in grade by Marines in the Marine Corps Reserve will be included when determining the average proficiency marking. The average of duty proficiency marks will be rounded off to the nearest 10th (4.44 would be 4.4; 4.45 would be 4.5). Multiply the average marks by 100 and enter the result on line 6 under the "Score" column.

Line 7: Average Conduct Marks. The mark to be used is the average of all duty conduct marks assigned since the date of last promotion, reduction, or reenlistment (after a complete break in service of 24 hours or more), whichever is most recent and prior to the cutoff date designated in either paragraph 2201.3 or 2202.4. In the absence of such marks, an anticipated or projected duty conduct mark will be assigned by the commander for use in the composite score. A duty conduct mark assigned solely for use in the composite score will be made per the standards for duty conduct marking contained in MCO P1070.12 and will be determined through interview, observation, conduct marks received in lower grades, or any combination of these methods. Marks assigned to hospitalized Marines will be determined in recognition of the limitations imposed by the Marine's medical condition. All conduct marks received in grade by Marines in the Marine Corps Reserve will be included when determining the average conduct marking. The average of duty conduct marks will be rounded off to the nearest 10th (4.44 would be 4.4 or 4.45 would be 4.5). Multiply the average marks by 100 and enter the result on line 6 under the "Score" column

Line 8: Time in Grade. The computation of the total months in grade includes the number of months in the present grade on the current enlistment to the designated cutoff date and the TIG in the current or higher grade from a previous enlistment (USMC or USMCR [SMCR or IRR]), if the service was satisfactorily performed. To receive credit for TIG in the IRR from a previous enlistment, Marines must have earned a minimum of 27 points during their anniversary year. TIG from prior service in another branch of the Armed Forces will not be included. TIG from which a punitive (chapter 7 applies) or an incompetency reduction (chapter 6 applies) or unsatisfactory participation or performance reduction (USMCR) has been effected, is not satisfactory service in that grade and will not be included. Marines who are punitively reduced (chapter 7 applies) to the grades of LCpl or Cpl should serve 8 or 12 months, inclusively, from the date of reduction before becoming eligible for promotion to the grades of Cpl and Sgt again. Marines must also serve the required months as indicated in paragraph 1204. In the computation of time in grade and time in service only, a fraction of a month of 16 days or more will be counted as 1 month; less than 16 days will be disregarded.

EXAMPLE 1: A Marine had prior service in the USMC and reenlisted in USMC on 14 July 2003 as a LCpl with date of rank equal to his date of reenlistment. Based on his current date of rank of 14 July 2003, he will be eligible to count his prior service time as a Cpl beginning with the Jul, Aug, and Sep 2004 promotion quarter (paragraph 2302 applies). From the previous enlistment, SNM was discharged on 18 February 1998 as a Cpl with a date of rank of 1 March 1996. To calculate the total months in grade in this case, use the following procedure:

CURRENT TIG	PREVIOUS ENLM TIG
2004-09-30 (TIG/TIS cutoff date)	1998-02-18 (date of discharge)
2003-07-14 (new Cpl DOR)	1996-03-01 (previous Cpl DOR)
01-02-16 = 15 months current TIG	01-11-17 = 24 months TIG

A total of 39 TIG months would be entered on line 8 to be multiplied by 5, resulting in 195 entered in the "Score" column.

Line 9: Time in Service. The number to be used is the total months in service (U.S. Armed Forces (active and Reserve)) accrued from the AFADBD for members of the USMC and Active Reserve, from the PEBD for members of the USMCR (Drilling Reserve) to the designated cutoff date for the specific promotion quarter. Enter the total months in service and multiply by 2, then enter the result on line 9 under the "Score" column.

Line 10: DI/Recruiter/MSG/Combat Instructor/MCSF Bonus. Bonus points will be awarded and added to the composite score of LCpls and Cpls who are in one of the following categories and will remain in effect for the periods indicated, provided the Marine completes the assignment in a satisfactory manner. On the occasion of the award, an entry will be made on the administrative remarks page of the SRB. Once bonus points are used in a composite score and the Marine is promoted, those points may not be applied for subsequent consideration for promotion. SMCR Marines serving on active duty as Recruiter Aides are brought on to assist with the recruiting efforts. Since this is part of their job/responsibility, they are not eligible to receive bonus points. Bonus points are awarded to Marines who work outside of the recruiting arena who refer applicants to the recruiters.

a. Commanding Generals, Marine Corps Recruit Depots (MCRD), Parris Island and San Diego, and Marine Corps Combat Development Command (MCCDC), are authorized to add 100 points to the composite score of those drill instructors (DI) in the grade of Cpl who have graduated DI School and are assigned as drill instructors at either MCRD Parris Island or MCRD San Diego. The 100-point award will remain valid after successful completion of a tour of duty as a DI, and for 1 year from the date of transfer, subject to continued satisfactory performance.

b. Commanders are authorized to add 100 points to the composite score of those Cpls who have graduated recruiter school and are assigned as recruiters. The 100-point award will remain valid after successful completion of a tour of duty as a recruiter, and for 1 year from the date of transfer, subject to continued satisfactory performance. Per the current edition of MCO 1130.62_, SMCR Marines serving as recruiter aides are not eligible to receive the 100 recruiter bonus points.

c. Cpls assigned by billet as recruiters are not eligible for the Command Recruiting Program or its incentives.

d. The Commanding Officer, Marine Security Guard (MSG) Battalion, is authorized to add 100 points to the composite score of Marine security guards (MSG) in the grades of LCpl and Cpl who have successfully completed MSG school and who are assigned as Marine Security Guards.

e. MSG Marines whose composite score exceeds his or her MOS's cutting scores for their MOS by 100 or more points at the time of promotion to corporal can send a request to the Commanding Officer, Marine Security Guard Battalion, to have the 100 bonus points continued. The bonus points will then be used towards promotion to sergeant. The responsibility for ensuring such action is taken rests with the individual Marine. The combined effective period for the special duty bonus points will not exceed 1 year after transfer from the special duty assignment.

f. The Commanding Officers, School of Infantry, East and West, are authorized to add 100 points to the composite score of Marine combat instructors in the grade of Cpl who have graduated from the Marine Combat Instructor course and are performing satisfactorily on that duty.

g. The Commanding Officer, Marine Corps Security Forces (MCSF) Battalion, is authorized to add 100 points to the composite score of Marines in the grade of LCpl and Cpl who have graduated from the Marine Corps Security Forces School and are performing satisfactorily on that duty.

h. Commanders of Marines assigned to any of the five Special Duty Assignments referred to above are authorized to revoke the 100-point bonus in the case of Marines who fail to complete their assigned tour of duty. An appropriate entry of such revocation will be made on the administrative remarks page of the SRB.

Line 11: Self-Education Bonus Points. Bonus points will be awarded to Marines who have completed courses substantiated by appropriate documentation of completion (i.e., certificate.) Only bonus points completed since promotion, reduction, or reappointment upon reenlistment to the current grade will be utilized. The exception will be for those Marines who are returned to active duty from the temporary disability retired list and for continuous reenlistment Marines who reenlisted back onto active duty within 90 days of discharge from active duty. Their bonus points will be used, since they will continue the service for which they were previously contracted. Completion of a formal resident school (e.g., NCO leadership or MOS qualifying school) does not count for points toward the composite score because these schools are not completed through self-education efforts. Determine the number of bonus points for each course completed and enter the total on line 11a and/or 11b (a maximum of 100 points may be awarded between MCI and college courses combined). A course may only be used one time, regardless of how many times the Marine has actually taken it. Multiply the number on each line by either 15 and/or 10 and enter the results under the "Score" column. Following is a list of approved courses with the assigned bonus points for each:

Course	Bonus Points
- MCI Course or other military service correspondence course (to include subcourses)	15
- College Level Examination Program (CLEP) Test (Each Portion)	10
- College Course (Semester or Quarter)	10
- Vocational School Course (Semester)	10

NOTES:

1. No points will be awarded for high school-related courses or for courses taken prior to promotion, reduction or reappointment to the current grade.

2. For command-directed enrollment in the Marine NCO or Personal Finance MCI course, the commander will credit Marines with 15 bonus points for successful completion of such courses.

3. U.S. Navy Ratings Courses are equivalent to completion of MCI correspondence courses. The commander will credit Marines with 15 bonus points for successful completion of such courses. The grade sheet will be used as documentation of completion.

4. For Marines who have been disenrolled from the Naval Reserve Officers Training Corps (NROTC) program, MCI courses completed while in the NROTC program will not be applied to the computation of the composite score. These Marines have returned to an enlisted status, and only courses completed in the current grade prior to enrollment and subsequent to disenrollment will be counted.

5. Where MCI has a program which is comprised of two or more courses, points will be awarded for each course completion for LCpls and Cpls only. Each course completion must be annotated on the education page of the service record book.

6. Privates and PFC's with completed MCI courses will receive points towards their composite scores as lance corporals. Upon promotion to corporal, the self-education points will be reset to zero.

7. Enlisted Marines who participate in the BOOST program are considered for promotion under the composite score system; however, courses completed while enrolled in this program are not considered as self-education and bonus points are not applicable.

8. No points will be awarded for PADI certification or any other type of SCUBA course of instruction.

9. No points will be awarded for attendance at any substance abuse prevention program, regardless of whether attendance was mandatory or not.

10. Contact the CMC (MMPR-2) concerning other types of correspondence courses.

Line 12: Command Recruiting Bonus Points. Enter the bonus points awarded for participation in the Command Recruiting Program. For each individual referred while in the current grade, enter 20 points. Bonus points are to be awarded when the individual referred enlists. (This can be in the DEP or SMCR awaiting IADT, or directly into the USMC or USMCR.). A maximum of 100 bonus points may be awarded.

NOTE: SMCR Marines serving on active duty as Recruiter Aides are brought on to assist with the recruiting efforts. Since this is part of their job/responsibility, they are NOT eligible to receive bonus points for any referrals.

Line 13: Composite Score. Add the value under the "Score" column for lines 5 through 12. The total is the Marine's composite score.

EXAMPLE OF A COMPLETED COMPOSITE SCORE WORKSHEET FOR A LANCE CORPORAL IN THE USMC

The manual computation is for the January, February, and March 1998 promotion quarter. The Marine is a 19 year old LCpl in MOS 3051 who has S57 rifle score; a PFT score of 260; average PRO/CON Marks - 4.7/4.8, respectively; DOR is 070701; AFADBD is 060518; 100 Command Recruiting bonus points; 3 MCI courses and 3 college courses completed; reenlistment for 48 months. Per ALMAR 348/97, the following information applies: DOR for LCpls is 2 July 1997 (TIG is computed to the end of the promotion quarter. A Marine who meets the TIG requirement at any time during the promotion quarter is eligible for that quarter.), AFADBD for LCpls is 2 March 1997, TIG/TIS cutoff for LCpl is 31 March 1998, MCTFS Data Elements cutoff is 15 November 1997.

Line No.				Rating				
1.	Rifle Marksmanship S57 (Score)		=	5.0	070825 (YYMMDD of qual)			
2.	PFT 260 (Score)		=	4.8	070718 (YYMMDD of test)			
3.	Subtotal (Line 1 + 2)		=	9.8				
4.	GMP Score (line 3 divided by 2)		=	4.9			Score	
5.	GMP Score (from line 4)	4.9	x	100		=	490	
6.	Average Duty Proficiency	4.7	x	100		=	470	
7.	Average Conduct	4.8	x	100		=	480	
8.	TIG (months)	9	x	5		=	45	
9.	TIS (months) (computed from AFADBD for USMC)	22	x	2		=	44	
10.	DI/Recruiter/MSG/Combat Instructor/ MCSF Bonus	____	x	1		=	____	(YYMMDD Compl Date)
11.	Self-Education Bonus (maximum of 100 points between MCI & College):							
	a. MCI/Extension School	3	x	15		=	45	(YYMMDD Compl Date)
	b. College/CLEP/Vocational	3	x	10		=	30	(YYMMDD Compl Date)
12.	Command Recruiting Bonus	100				=	100	(YYMMDD Compl Date)

(maximum of 100 points, 20 points per recruit, with a completion date of the date the recruit enlists)

13. Composite Score (sum of lines 5 through 13) 1704

EXAMPLE OF A COMPLETED COMPOSITE SCORE WORKSHEET
FOR A CORPORAL IN THE USMCR

The manual computation is for the April 1998 reserve promotion quarter. The Marine is a 21 year old Cpl in MOS 3051 who has S43 rifle score; a PFT score of 260; average PRO/CON Marks - 4.7/4.8, respectively; DOR is 970101; PEBD is 960518; 100 Command Recruiting bonus points; 3 MCI courses and 3 college courses completed. Per ALMAR 053/98, the following information applies: DOR for Cpls is 2 April 1997, PEBD (Drilling Reserve SMCR on active duty) and AFADBD (Active Reserve Marines only) for Cpls is 2 April 1996, TIG/TIS cutoff is 31 March 1998, MCTFS Data Elements Cutoff is 15 February 1998.

Line No.				Rating			
1.	Rifle Marksmanship S43 (Score)		=	4.6		970825	(YYMMDD of qual)
2.	PFT 260 (Score)		=	4.8		971027	(YYMMDD of test)
3.	Subtotal (Line 1 + 2)		=	9.4			
4.	GMP Score (line 3 divided by 2)		=	4.7			
5.	GMP Score (from line 4)	4.7 x	100		=	470	
6.	Average Duty Proficiency	4.7 x	100		=	470	
7.	Average Conduct	4.8 x	100		=	480	
8.	TIG (months)	15 x	5		=	75	
9.	TIS (months) (computed from PEBD for SMCR, AFADBD for Active Reserve)	22 x	2		=	44	
10.	DI/Recruiter/MSG/Combat Instructor/ MCSF Bonus	____ x	1		=	____	(YYMMDD Compl Date)
11.	Self-Education Bonus (maximum of 100 points between MCI & College):						
	a. MCI/Extension School	3 x	15		=	45	(YYMMDD Compl Date)
	b. College/CLEP/Vocational	3 x	10		=	30	(YYMMDD Compl Date)
12.	Command Recruiting Bonus (maximum of 100 points, 20 points per recruit, with a completion date of the date the recruit enlists)	100			=	100	(YYMMDD Compl Date)
13.	Composite Score (sum of lines 5 through 12)					1714	

CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 6: REMEDIAL CONSIDERATION FOR PROMOTION

2600. GENERAL. Remedial consideration is afforded to the grades of PFC through Sgt for administrative errors which delayed or prevented a Marine from being promoted. All requests for remedial consideration will be submitted by the command, to the CMC (MMPR-2) for approval (except as noted in paragraph 2604.5). No request for remedial promotion should be submitted directly to the Board for Correction of Naval Records (BCNR). Due diligence requires that requests for remedial consideration must be submitted within 1 year from the date of error or injustice. The CMC (MMPR-2) may, in the interest of fairness and under unusual circumstances, grant remedial consideration for requests which fall outside the 1 year limit. Requests submitted by a Marine directly to the CMC (MMPR-2) will be returned without action. The Marine Corps is authorized, within 6 months of the date the promotion should have been effected, to backdate the date of rank and effective date for pay and allowances due the Marine. Remedial requests approved by the CMC (MMPR-2) later than 6 months after the date the promotion should have been effected will require the Marine to subsequently petition the BCNR for pay and allowances. Upon approval of such requests by the CMC (MMPR-2), administrative instructions will be issued for the correct procedure to petition the BCNR.

2601. PFC (USMC/USMCR)

1. Commanders of Pvts who meet the TIG requirement, but did not receive a select grade in the MCTFS for the appropriate month, may input the promotion on the unit diary without reference to the CMC (MMPR-2). Pvts who are in a promotion restriction status, per paragraph 1204, will not be promoted. If the Pvt was punitively reduced (chapter 7 applies), ensure the appropriate TIG has been served per paragraph 2101.1a(4)(USMC) or paragraph 2102.1b(4) (USMCR). The date of rank and effective date will be the 1st of the month, unless the Marine received a meritorious promotion. If the promotion entry does not post to the MCTFS, a message requesting promotion to PFC for the appropriate month may be sent to the CMC (MMPR-2).

2. Commanders of PFCs who have been promoted late with an erroneous date of rank and effective date will submit a request for remedial promotion to the CMC (MMPR-2). The request may be submitted by letter or message and will contain the incorrect date of rank the Marine was given and what the correct date of rank should be. No written response will be provided. The date of rank correction will post to the command's DFR with the following instructions:

a. For date of rank corrections less than 6 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 11116 to DISBO for pay adjustment."

b. For date of rank corrections older than 6 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] of this advisory w/compl DDFORM 149 to the BCNR for backpay."

3. If any BCNR action is required based on the above actions, the command will be notified by the CMC (MMPR-2). No request should be submitted directly to the BCNR by the Marine or the Marine's command. Any request submitted directly to the BCNR will be returned with instructions for the command to submit a request to the CMC (MMPR-2).

2602. LCPL (USMC/USMCR)

1. Commanders of PFCs who meet the TIG/TIS requirement, but did not receive a select grade in the MCTFS for the appropriate month, may input the promotion on the unit diary without reference to the CMC (MMPR-2). LCpls who are in a promotion restriction status, per paragraph 1204, will not be promoted. If the PFC was punitively reduced (chapter 7 applies) ensure the appropriate TIG has been served per paragraph 2101.2a(4)(USMC) or paragraph 2102.2a(4)(USMCR). The date of rank and effective date will be the 1st of the month, unless the Marine received a meritorious promotion. If the promotion entry does not post to the MCTFS, then a message requesting promotion to LCpl for the appropriate month may be sent to the CMC (MMPR-2).

2. Commanders of LCpls who have been promoted late with an erroneous date of rank and effective date will submit a request for remedial promotion to the CMC (MMPR-2). The request may be submitted by letter or message and will contain the incorrect date of rank the Marine was given and what the correct date of rank should be. No written response will be provided. The date of rank correction will post to the command's DFR with the following instructions:

a. For date of rank corrections less than 6 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 11116 to DISBO for pay adjustment."

b. For date of rank corrections older than 6 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] of this advisory w/compl DDFORM 149 to the BCNR for backpay."

3. Commanders of LCpls who have been promoted late with an erroneous date of rank and effective date to the grade of PFC and LCpl will submit a request for remedial promotion to the CMC (MMPR-2). The request may be submitted by letter or message and will contain the incorrect date of rank the Marine was given and what the correct date of rank should be for both grades. Since the CMC (MMPR-2) does not have authority to correct a Marine's date of rank in the MCTFS for a previous grade, a letter will be sent to the Marine's command. The letter will give authority to correct the Marine's SRB and will contain instructions for submission of the DD Form 149 to the BCNR for backpay in the grade of PFC. The LCpl date of rank will be corrected in the MCTFS and the date of rank correction will post to the command's DFR with the following instructions:

a. For date of rank corrections less than 6 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 11116 to DISBO for pay adjustment."

b. For date of rank corrections older than 6 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] of this advisory w/compl DDFORM 149 to the BCNR for backpay."

4. If any BCNR action is required based on any of the above actions, the command will be notified by the CMC (MMPR-2). No request should be submitted directly to the BCNR by the Marine or the Marine's command. Any request submitted directly to the BCNR will be returned with instructions for the command to submit a request to the CMC (MMPR-2).

2603. CPL AND SGT (USMC/USMCR)

1. When a command fails to report all essential data elements in the MCTFS prior to the cutoff date, an incorrect composite score or a "0000" composite score will be computed. The command must then determine which element(s) were not input or input late and not reflected in the Marine's composite score. Once the appropriate data elements have posted to the MCTFS with the correct effective date, the command may request remedial promotion.

a. Two Type Transaction Codes (TTC) have been created that will be used to request a recomputation of a composite score and remedial consideration for promotion to Corporal and Sergeant via the unit diary. If a Marine's composite score for the current promotion quarter is incorrect due to the late entry of a data element (i.e., rifle, MCI), once the missing data element has posted to the MCTFS with the correct effective date, the unit may request a recomputation of the composite score. Once the recomputation has posted to the MCTFS, the unit may request remedial consideration for promotion if the recomputed composite score exceeds the required cutting score for the current month. See software release notice 2-99 and/or the current changes to MCO P1080.40 for detailed instructions.

(1) TTC 287-002. This transaction may only be used to recompute data for the **current promotion quarter** and will calculate data elements that were entered late and not included in the Marine's composite score (a rifle score, PFT score, special duty points, recruiting bonus points, off duty education bonus points, including MCI and college). Once composite scores for the next promotion quarter have posted to the MCTFS, this TTC may only be used to recompute composite scores for that promotion quarter.

(2) TTC 287-003. This transaction will allow a unit to request a remedial consideration for promotion for the **current promotion month only** and will generate a select grade if the Marine's recomputed composite score exceeds the cutting score for the current promotion month.

b. If the manual computation of the Marine's composite score meets the required cutting score for a promotion quarter other than the current quarter, a request must be submitted to the CMC (MMPR-2). Requests for remedial promotion due to incorrect PMOS, IMOS, erroneous "NOT REC" or "WILL NOT PROMOTE" entries may be submitted without the composite score worksheet, provided the Marine's composite score in the MCTFS is correct. All other remedial requests must be submitted in the appropriate format shown in Figure 2-2. No written response will be provided. If approved, the CMC (MMPR-2) will input the promotion on the unit diary with a date of rank and effective date of the 1st day of the month for which the Marine was qualified. The promotion will be reflected on the unit's DFR, at which time the command will prepare the certificate and promote the Marine.

c. Commanders of Cpls and Sgts who have been promoted late with an erroneous date of rank and effective date will submit a request for remedial promotion to the CMC (MMPR-2). The same procedures as stated in the above paragraph will apply. No written response will be provided unless the date of

rank correction is in a previous grade. The date of rank correction will post to the command's DFR with the following instructions:

(1) For date of rank corrections less than 6 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 1116 to DISBO for pay adjustment."

(2) For date of rank corrections older than 6 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] of this advisory w/compl DDFORM 149 to the BCNR for backpay."

d. Only Commanders of SMCR or Active Reserve Marines may submit remedial promotion requests to the CMC (MMPR-2). ALL remedial promotion requests for IRR Marines and IRR Marines on active duty must be submitted to the CG, MOBCOM.

2604. PROCESSING OF REMEDIAL PROMOTION REQUESTS

1. General. Each remedial promotion request is logged into a data base and is worked in the order it is received. Commands and individual Marines with internet access may check the status of their remedial promotion requests by logging on to the Enlisted Promotion Section web page at www.usmc.mil, selecting "career", "marines", "promotions", "enlisted", then "on-line applications". Enter the unit RUC and MCC. This will bring up a list of all remedial promotion requests that have been received from that RUC and MCC. There are 2 categories: received and completed. Completed will have a unit diary number and a date; however, commands must check the diary history statement to determine whether the diary is an approval or disapproval.

2. A large number of remedial promotion requests are submitted with incomplete and/or incorrect information. This causes delay in the processing of a Marine's promotion. Commands must ensure that missing data elements are posted to the MCTFS with the correct effective date prior to submission of a remedial promotion request. Commands can help reduce the processing time of remedial promotion requests by auditing requests prior to their submission. Each remedial promotion request should be audited for the following most common errors:

a. Incorrect social security number.

b. Lack of completion dates (YYMMDD) for all data elements and unit diary input dates for correction of erroneous or missing data elements.

c. Missing data elements not posted to the MCTFS (prior to submission of the request, all data elements should be posted to the MCTFS with the correct effective date).

d. Inconsistent promotion months listed throughout the request (e.g., subject line has February 2004; line A has March 2004).

e. Incorrect addition.

f. Using incorrect data elements and/or data elements completed after the cutoff date.

g. Incorrect computation of TIG/TIS (ensure the appropriate cutoff date as published in the MARADMIN and/or listed in section 4 of this chapter is used).

3. If a remedial promotion request is disapproved or more information is needed to process the request, an advisory notice will be run on the unit diary and posted to the unit's DFR. This advisory notice will explain the reason for the disapproval and/or will identify the information needed to process the request. The missing information may be faxed to the CMC (MMPR-2) at DSN 278-9882 or commercial (703) 784-9882.

4. By submission of a request for remedial consideration for promotion, the commander attests to the qualifications of the Marine for the period for which the request is made. Poor performance, disciplinary action, or entry into a promotion restriction status subsequent to the date the Marine meets the cutting score can be cited as a basis for not promoting the Marine. A command is not required to submit a request for remedial consideration under those circumstances <u>or</u> can request cancellation of a previously submitted (and approved) request if the promotion has not yet been effected (ceremony held, warrant delivered).

5. Requests for remedial consideration for promotion under the special incentive programs contained in the current edition of MCO 1130.53N should be addressed to the CG, Marine Corps Recruiting Command, 3280 Russell Road, Quantico, VA 22134-5103. If approved by the CG MCRC, the request will be forwarded to the CMC (MMPR-2) for action.

Figure 2-2. Request for Remedial Consideration for USMC and USMCR LCpls and Cpls

FROM:

TO: CMC WASHINGTON DC//MMPR-2//

INFO: (APPROPRIATE CHAIN OF COMMAND)

MSGID/GENADMIN/ //

SUBJ/REQUEST FOR REMEDIAL CONSIDERATION FOR PROMOTION TO CPL OR SGT FOR THE /JANUARY 1999 PROMOTION PERIOD//

REF/A/GENADMIN/CMC WASH DC/260234ZSEP9_//

AMPN/THE REF ANNOUNCED CUTTING SCORES FOR THE JANUARY 1999 PROMOTION PERIOD//

RMKS/1. REQUEST REMEDIAL CONSIDERATION BE APPROVED FOR THE LISTED MARINE WHO IS ELIGIBLE AND RECOMMENDED FOR PROMOTION BY THE COMMANDER.
LINE A. PROMOTION PERIOD/PRESENT GRADE

LINE B. LAST NAME, INITIALS; LAST 4 SSN/PMOS OR IMOS

LINE C. DOR; AFADBD

LINE D. COMPOSITE SCORE RECEIVED ON DIARY FEEDBACK REPORT (FOR PROMOTION PERIOD REQUESTED IN LINE A)

LINE E. MANUALLY COMPUTED COMPOSITE SCORE

LINE F. DETAILED REASON FOR SUBMISSION OF REMEDIAL REQUEST

LINE G. TOTAL EDUCATION BONUS POINTS

LINE H. SUMMARY OF EDUCATION COURSES TAKEN IN FOLLOWING FORMAT: COURSE; DATE COMPLETED; DATE ORIGINALLY ENTERED IN THE MCTFS

LINE I. COMPLETED MANUAL WORKSHEET

LINE NO.			RATING	
1. RIFLE MARKSMANSHIP	_____	=	_____ SCORE	_____ DATE OF QUAL YYMMDD
2. PFT _____		=	_____ SCORE	_____ DATE OF TEST YYMMDD
3. SUBTOTAL (LINE 1 + 2)		=	_____	
4. GMP SCORE (LINE 3 DIVIDED BY 2)		=	_____	

Figure 2-2. Request for Remedial Consideration for USMC and USMCR LCpls and Cpls

Figure 2-2. Request for Remedial Consideration for USMC and USMCR LCpls and Cpls (contd)

5. GMP SCORE (FROM LINE 4) _____ x 100 =

6. AVERAGE DUTY PROFICIENCY _____ x 100 = _____

7. AVERAGE CONDUCT _____ x 100 = _____

8. TIG (MONTHS) _____ x 5 = _____

9. TIS (MONTHS) _____ x 2 = _____
(COMPUTE FROM AFADBD FOR USMC & AR, PEBD FOR SMCR)

10. DI/RECRUITER/MSG/COMBAT INSTRUCTOR/
MCSF BONUS (COMPL. DATE) _____ x 1 = _____

11. SELF-EDUCATION BONUS (MAY NOT EXCEED 100 PTS)

A. MCI/EXTENSION SCHOOL _____ x 15 = _____

B. COLLEGE/CLEP/VOCATIONAL _____ x 10 = _____

12. COMMAND RECRUITING BONUS _____ x 1 = _____

13. COMPOSITE SCORE (SUM OF LINES 5 THROUGH 12) = _____

LINE J. REMARKS

LINE K. POC AND UNIT DSN AND COMMERCIAL PHONE NUMBER

NOTES:

1. LINE H must include all courses completed in the current grade and applied to the computation in LINE I.

2. LINE I must be completed for amplification of LINE F.

3. When the reason for remedial action is based on the absence of or erroneous training data, LINE J must identify: the erroneous data contained in the MCTFS, the missing data, completion date(s), date(s) entered in the MCTFS with the unit diary number.

Figure 2-2. Request for Remedial Consideration for USMC and USMCR LCpls and Cpls (contd)

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CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 1: SELECTION BOARDS

3100. GENERAL

1. The CMC will convene selection boards each fiscal year to examine the qualifications of Marines in the grades of Sgt, SSgt, GySgt, MSgt and 1stSgt for the purpose of recommending those "best and fully qualified" for promotion to the next higher grade. The eligible Marine's entire military career is viewed and a determination of the "best and fully qualified" is based on the "whole Marine" concept. In the course of their evaluations, selection boards consider demonstrated performance/achievement, leadership, professional and technical knowledge, experience (type and level), growth potential, motivation, military proficiency, physical fitness, personal appearance, conduct, moral character, and maturity.

2. Records that provide a substantially accurate, complete and fair portrayal of the Marine's career are especially important when the Marine is being considered for selection to the next higher grade. With this in mind, the Marine must bear the individual responsibility for ensuring the accuracy of his or her Official Military Personnel File (OMPF) and the data contained in the MCTFS regarding service history. The Marine must actively pursue, and bring to the attention of the command, any discrepancies noted for corrective action prior to the convening of a regularly scheduled selection board before which the Marine is eligible for consideration. The command bears the responsibility for assisting the Marine in obtaining, reviewing and correcting discrepancies in the Marine's OMPF and/or the data contained in the MCTFS.

3. General Procedures. Selection boards will be provided with the number of allocations for each intended MOS for active duty Marines and Marines in the Active Reserve (AR) Program and in each OccFld for all other reserve component Marines. The selection board will also be provided with the records of Marines eligible to compete within each zone.

a. MARADMINs will be published prior to each selection board per the guidance listed in paragraph 3102.3 of this Manual.

b. The Official Military Personnel File (OMPF) maintained at Headquarters, U.S. Marine Corps, is the primary record used by the selection board. The OMPF includes closed-out service record books and/or a duplication of SRB pages from prior enlistments, copies of all correspondence pertaining to the Marine (to include favorable and unfavorable material which reflects on the Marine's moral character, integrity, or reliability), and fitness reports which provide a record of the Marine's performance of duty.

c. From a comparative review of the records of all Marines competing for promotion to the next higher grade in a particular MOS or OccFld, boards select those "best and fully qualified" for promotion. The selection boards will submit a report of the names of the Marines recommended for promotion to the CMC or his designated representative. Members of these boards are directed by precept and bound by oath to evaluate each Marine impartially and to not divulge the details of deliberations concerning individual Marines unless directed by the CMC.

d. Active duty Marines and Marines in the AR program will compete within the primary MOS assigned on the date the selection board convenes.

e. Reserve component Marines in the SMCR and IRR will compete in the OccFld to which assigned on the convening date of the selection board.

f. MOS changes will not be made after the date of the selection board announcement MARADMIN (MCBUL 1430) without the prior approval of the CMC (MPP-20) and MMEA. Marines who are selected in the incorrect MOS by a board will be administratively deleted from the selection list and may rate remedial consideration for promotion in their correct MOS (see paragraph 3602.5.d).

g. Eligible Marines in formal schools or in training/retraining assignments who are serving with a basic MOS will be considered for promotion in the MOS/OccFld for which they are training/retraining on the convening date of the selection board. Marines who have lateral move requests approved will also be considered in the MOS/OccFld for which the lateral move has been approved, provided they have been assigned a new basic MOS/OccFld (in MCTFS) on or before the convening date of the board.

h. Marines who have laterally moved and whose TIG and TIS place them in the above zone published in the selection board announcement MARADMIN (MCBUL 1430), who have not previously been considered in the promotion zone, will be considered in the promotion zone.

i. All eligible Marines, even those who choose to voluntarily submit a letter requesting nonselection, will be considered by the selection board. The selection board is not obligated to honor a Marine's request for nonselection and the board may select a Marine even though he or she has requested nonselection. An eligible Marine in the above or promotion zone who submits a letter requesting nonselection, and who is not selected, will be considered to have failed selection. If an eligible Marine who requests nonselection subsequently changes his/her mind after adjournment of the selection board, he/she will not be entitled to remedial selection consideration. Marines who request nonselection will not be eligible for separation pay.

3101. COMPOSITION OF SELECTION BOARDS

1. Marine Corps Bulletin 5420 provides guidance concerning the composition and schedule of regularly convened selection boards. The board membership will consist of both officers and senior SNCOs, and voting and non-voting members (recorders).

2. The board membership will be reviewed and approved by CMC (MM) prior to assignment.

3102. PREPARATION FOR SELECTION BOARDS

Prior to each selection board, a convening MarAdmin will be published giving guidance on preparation for a board. The following paragraphs summarize the responsibilities of both the eligible Marine and the command. All eligible Marines in the above, promotion, and below-zone should comply with these guidelines.

1. Personal Responsibilities

a. Accuracy of Official Military Personnel File (OMPF) and Master Brief Sheet (MBS). A Marine is personally responsible for ensuring the accuracy and completeness of his or her OMPF and MBS within 12 months from the date the selection board convenes. A Marine should also review the Marine Corps Total Force System (MCTFS) to ensure that all data contained therein is accurate and complete prior to the convening date of the board. If deficiencies, missing information, or unreadable documents are present in a Marine's OMPF or MBS, the individual Marine is personally responsible for correcting the record by contacting the CMC (MMSB-20). Marines are reminded to verify that any corrections to their OMPF/MBS are accurate. The OMPFs and MBS' for the entire eligible population are distributed to the boardroom at least one week prior to a board convening. Therefore, to allow processing time for filing in the OMPF, all OMPF documents (excluding fitness reports), to include digital photographs, must be forwarded and received by the CMC (MMSB-20) at least two weeks prior to the date the board convenes. If, after reviewing their records, active component Marines who have specific concerns about some aspect of their record may contact the Career Counselors (MMEA-64) for assistance and Reserve Marines may contact the Reserve Affairs Career Management Team (CMT).

b. Photographs. All Marines who are eligible for promotion consideration by a SNCO selection board must take and submit an official photograph during each year of eligibility to the CMC (MMPR-2), per the instructions in MCO P1070.12_. MARADMIN 463/01, MARADMIN 483/02, and MARADMIN 066/03 provide further guidance. If an authorized Command Visual Information Center (CVIC) is not located near a Marine's command, but some other means of taking a digital photograph is available, a digital photograph may be emailed via the command's organizational mailbox or via the Commanding Officer, Executive Officer, or Sergeant Major to mmsb.photo@usmc.mil. The photograph must be prepared in accordance with the technical requirements listed in the Individual Records Administration Manual (IRAM). A Marine's command will be notified if the digital photograph is rejected. If the electronic submission of a digital photograph is not possible, Marines should submit a hard-copy photograph to the selection board. Marines can verify receipt of their photographs on the MMSB website.

c. Letter Requesting Nonselection. Marines who are eligible for promotion consideration and anticipate separating or retiring may voluntarily submit a letter to the president of the selection board requesting that they not be selected by the board. This letter will be in the format shown in Figure 3-1 and is required to be endorsed by the Marine's commander to certify required counseling has taken place.

2. Commanders' Responsibilities

In addition to being mindful of the eligible Marine's responsibilities, commanders are responsible for ensuring that the convening MARADMIN and any changes thereto are disseminated to all eligible Marines and that those Marines comply with the administrative instructions contained therein. Upon receipt of the MARADMIN announcing the convening of a regularly scheduled SNCO selection board, commanders will counsel all eligible Marines regarding the following:

a. Obligated service requirements per paragraph 7004.5 of MCO P1900.16_.

b. Active component Marines selected for promotion but who separate from active duty prior to being promoted may carry their selection into the reserve component provided:

(1) The Marine must reenlist within 24 hours of separation into the Marine Corps Reserve (IRR, SMCR, AR) and, upon being promoted, must have obligated service in the reserve component for a period of two years upon release from active duty.

(2) An administrative remarks entry (page 11) must be made by the Marine's active component command if the Marine is not qualified for promotion.

(3) Once the Marine's active component seniority number is reached, if otherwise qualified, his/her promotion will be effected.

c. Commanders of eligible Marines who have an erroneous component, date of rank (DOR), armed forces active duty base date (AFADBD), or pay entry base date (PEBD) in the MCTFS will immediately notify the CMC (MMPR-2) via message or naval correspondence to preclude causing the Marine to appear ineligible or to be considered in the wrong zone resulting in erroneous consideration or non-consideration.

d. Commanders will also ensure that any photographs submitted to a board contain the correct information on the title board and have not been altered in any way.

e. Commanders will counsel all Marines from their command who submit a request not to be considered by the selection board and endorse such request to certify that the required counseling has taken place.

3. Zones and Allocations

a. Tentative allocations and zone cutoffs for active duty and AR selection boards for Marines in the above, promotion and below zones for each MOS will be published by MARADMIN (MCBUL 1430) approximately 60 days prior to the convening date of each active duty selection board. Changes to zones and allocations (if any) will be published approximately 30 days prior to the convening date of active duty or AR selection board. Once the 30-day MARADMIN is released, the only zone changes that will be authorized are those changes that would bring a Marine from the below-zone to the in-zone or from the promotion-zone to the above-zone or below-zone. However, Marines in the below-zone are encouraged to take the same measures as those in the in-zone or above-zone to ensure their records are accurate and up-to-date prior to the convening date of the selection board. Allocations may also increase or decrease after the 30-day MarAdmin is released. However, the final zones and allocations will be published in the MARADMIN announcing the selection board results.

b. The tentative allocations and zone cutoffs for reserve component Marines in the SMCR or IRR, being considered by the annual Reserve SNCO Selection Board, will be published approximately 90 days prior to the board. Changes to zones and allocations (if any) will be published approximately 45 days prior to the convening date of the selection board. The final zones and allocations will be published in the MARADMIN announcing the selection board results.

c. Seniority among Marines, both active component (USMC) and reserve component (USMCR), in the grades of Sgt through SgtMaj is determined by DOR. In cases where Marines have the same DOR, seniority is further established by AFADBD (USMC or USMCR (AR)) or PEBD (all other reserve components). Therefore, zone cutoffs for the SgtMaj/MGySgt, 1stSgt/MSgt, GySgt, and SSgt selection boards will be listed by the minimum (junior) eligible DOR and AFADBD required for the respective MOS (USMC and USMCR (AR)) and the minimum (junior eligible) DOR and PEBD required for the respective OccFld (all other reserve components). When an AFADBD or PEBD is specified, it pertains only to those Marines with the listed DOR. When no AFADBD or PEBD is specified, all Marines with the specified DOR are eligible (see example below). For active duty boards, if more than one Marine has the junior DOR and same AFADBD, the PEBD will be used. Sample message format:

		ABOVE ZONE		PROMOTION ZONE		BELOW ZONE	
PMOS	ALLOCATION	JR DOR	AFADBD	JR DOR	AFADBD	JR DOR	AFADBD
0161	10	950401	890703	970401	890501	980101	910812
0369	50	950201	910415	950501	900815	950801	910108
3051	9	960101	880829	960401	890725	960502	NA
6174	11	960201	NA	970401	NA	980101	NA

EXAMPLE 1: Sgt Doe, PMOS 0161, DOR 950101, AFADBD 870703: Sgt Doe's DOR is prior to the JR DOR required, and he was considered but not selected the year prior. Therefore, he will be considered in the above zone. If Sgt Doe was never considered before, even though his DOR is prior to the JR DOR and AFADBD, he would be considered in the promotion zone.

EXAMPLE 2: Sgt Woods, PMOS 0331/IMOS 0369, DOR 950501, AFADBD 901215: Sgt Woods' DOR is equal to the JR DOR required to be considered IZ. Because of this, his AFADBD is considered; it is later than the JR AFADBD, therefore, he will be considered in the below zone.

EXAMPLE 3: Sgt Smith, PMOS 3051, DOR 960401, AFADBD 890701: Sgt Smith's DOR is the same as the JR DOR. Because his DOR is the same DOR as the JR DOR, his AFADBD must be before 890725 to be considered. Because his DOR is 890701, he is eligible for consideration in the promotion zone.

EXAMPLE 4: Sgt West, PMOS 6174, DOR 980601, AFADBD 900515: Sgt West's DOR is after the JR DOR listed for below zone eligibility. Although there is no AFADBD requirement, he does not meet the JR DOR for the below zone. Unless there are final zone changes that change the JR DOR in the below zone to 980601, he will not be considered.

ADDITIONAL EXAMPLES

		ABOVE ZONE		PROMOTION ZONE		BELOW ZONE	
PMOS	ALLOCATION	JR DOR	AFADBD	JR DOR	AFADBD	JR DOR	AFADBD
0369	95	940201	880815	950601	890520	951001	891231

EXAMPLE 1: SSgt York, DOR 930301, AFADBD 880816. Will be considered in the above zone because he was previously considered but not selected in the promotion zone.

EXAMPLE 2: SSgt North, DOR 930301, AFADBD 881012. Because SSgt Smith has made a lateral move into this MOS, and even though his DOR is senior to the above zone DOR, he has never been considered for selection to GySgt before in any MOS. He will therefore be considered in the promotion zone.

EXAMPLE 3: SSgt Knott, DOR 950531, AFADBD 890523. Although his AFADBD is junior to the AFADBD listed, his DOR is senior to the JR DOR, which makes him eligible for consideration in the promotion zone.

EXAMPLE 4: SSgt Owens, DOR 950601, AFADBD 890519. His DOR is equal to the JR DOR cutoff. When the Marine's DOR equals the JR DOR, the AFADBD must be considered. The AFADBD is senior to the AFADB cutoff. Therefore, he is eligible for consideration in the promotion zone.

EXAMPLE 5: SSgt East, DOR 950601, AFADBD 890601. Although the DOR is the same as the JR DOR cut off for the promotion zone, he fails to meet the second requirement. The AFADBD is junior to the AFADBD requirement for the promotion zone; however, the DOR is senior to the JR DOR for the below zone. Therefore, he is eligible for consideration in the below zone.

EXAMPLE 6: SSgt Ward, DOR 951001, AFADBD 891229. Because his DOR is equal to the JR DOR for the below zone, the AFADBD must be considered. His AFADBD is senior to the AFADBD cutoff for the below zone so he will be considered in the below zone.

EXAMPLE 7: SSgt Jones, DOR 951001, AFADBD 900519. SSgt Jones' DOR is the same as the JR DOR cutoff; however, because his AFADBD is also considered when the DOR and JR DOR are the same, he is not eligible for consideration because his AFADBD is junior to the AFADBD cutoff listed for the below zone.

3103. CORRESPONDENCE TO SELECTION BOARDS

1. Enlisted Marines are entitled to correspond directly with the President of the selection board considering their case for promotion. The submission of any correspondence to a selection board is entirely voluntary and no Marine will in any way be coerced into submitting correspondence to a selection board.

2. Personal correspondence may include, but is not limited to, letters to the President, copies of award certificates, school completion certificates, MCI's, photographs, third party correspondence (letters of recommendation or explanation), etc.

3. All correspondence must be received by HQMC (MMPR-2) by 2359 (Eastern Standard Time) the day prior to the convening date of the selection board. Correspondence received after the convening date of the board will not be forwarded to the board. All fitness reports provided to the board must be processed through MMSB-32 for certification.

4. Correspondence to SNCO selection boards will be addressed as follows:

President (Specific Board)
Headquarters, U.S. Marine Corps (MMPR-2)
Harry Lee Hall
17 Lejeune Road
Quantico, VA 22134-5104

5. All correspondence must be under cover letter, signed by the eligible Marine, listing all material being forwarded to the selection board as enclosures. The board will not consider correspondence not meeting these criteria.

NOTE: Correspondence sent to the President of a selection board will not be forwarded to the CMC (MMSB-20) for inclusion in the OMPF following the adjournment of the board. If it is intended that the material should ultimately be included in the OMPF, send a copy via separate correspondence to the CMC (MMSB-20) at the address listed in paragraph 3103.7 below.

6. Other individuals may also correspond with selection boards concerning an eligible Marine; however, this correspondence must be forwarded to the eligible Marine who must endorse the correspondence and forward it to the President of the selection board. Unsolicited letters (i.e., third party letters, etc.) to selection boards will not be accepted unless endorsed by the Marine concerned. Correspondence not endorsed by the Marine will not be forwarded to the selection board.

7. Commanders must not send original fitness reports to selection boards. Original fitness reports, or the resubmission of missing fitness reports, should be mailed (with a cover letter stating that the "Marine is being considered by a scheduled selection board") to the following address:

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps (MMSB-XX)
2008 Elliot Road
Quantico, VA 22134-5030

The Performance Evaluation Section will verify and process the fitness report and forward a copy to the appropriate selection board.

3104. PROCEDURES

1. Upon convening, the board receives guidance from the CMC (precept) on policy and procedures to be followed while in session. Selection boards are obligated to select from the entire eligible population those Marines considered to be "best and fully qualified" to perform the duties and assume the responsibilities of the next higher grade. Selection boards are reminded that a selection from the below zone is, in essence, equivalent to a meritorious promotion and due care should be used in recommending these Marines for promotion to the next higher grade.

2. There is no requirement for those Marines who are selected to have completely unblemished records, or to have received fitness report markings above any stated level of satisfactory performance. The evaluation will be made based on the board's consideration of each Marine's qualification for selection as measured by the "best and fully qualified" concept.

3. Individual eligible Marines are responsible for ensuring their record is complete before a board convenes. Missing information from a Marine's OMPF is not sufficient grounds to grant a Marine remedial consideration for promotion. Therefore, it is extremely important that eligible Marines ensure their OMPF is current and for reporting seniors and reviewing officers to submit fitness reports in a timely manner.

3105. SELECTIONS

1. There is no minimum or maximum number of selections that must come from the above and promotion zones, separately or combined.

2. The selection board may select a maximum of five percent of the allocations for each IMOS or OccFld, or one, whichever is greater, from the below zone, based on the Marine's outstanding ability and career potential that completely justifies selection and advancement ahead of qualified Marines in the promotion zone. A selection from the below zone is based on the criterion that the Marine is so outstanding it would be against the best interests of the Marine Corps to not select the individual at this time.

3. If the selection board cannot find a sufficient number of qualified Marines to fill the allocation from the above zone and promotion zone, it may request that the Commandant permit an extension of the promotion zone, if a below zone exists. Any changes to the zone cutoffs that occurred while the board was in session will be published in the MARADMIN (MCBUL 1430) which announces the list of Marines selected. Therefore, Marines in the below zone will take the same measures as those in the promotion zone to ensure their records are accurate and up-to-date prior to the convening of the selection board.

4. If the selection board cannot find sufficient numbers of qualified Marines to fill all available allocations in an MOS/OccFld, the board is not required to select to allocation (i.e., the MOS/OccFld will have a shortage of selections).

3106. APPROVAL OF SELECTION BOARD PROCEEDINGS

1. The selection board will submit a report of its proceedings, to include an alphabetical, by-name list (to include seniority numbers) of Marines recommended for promotion and an alphabetical, by-name list of Marines not recommended for promotion to the CMC or his duly appointed representative for approval.

2. Seniority for promotion purposes among Marines selected to the grades of SgtMaj/MGySgt and 1stSgt/MSgt is established by combining the selectees within each pay grade and assigning seniority numbers based on the DOR/AFADBD (USMC/USMCR (AR)) or the DOR/PEBD (IRR/SMCR) in the current grade. Marines will be promoted as vacancies occur according to seniority.

NOTE: There are currently no provisions to promote Marines to the grades of 1stSgt or SgtMaj in the AR Program.

3. Marines selected by an active component selection board, who re-enlist in the reserve component within 24 hours of discharge from active duty may be promoted in the reserves (see paragraph 3200.3b).

4. Once approved by the CMC (MM), the selection list is published as a MARADMIN (MCBUL 1430).

3107. COMMAND SCREENING OF SELECTED MARINES' RECORDS. Commanders will be guided by paragraph 1200.4 of this Manual in their review of the records of Marines selected for promotion.

1. Commanders are solely responsible for ensuring that all significant adverse information which may have been omitted from a Marine's record or was not previously available for consideration by a SNCO selection board is

reported to the CMC (MMPR-2) while the board is in session or any time prior to a Marine's seniority number being reached. If a Marine subsequently falls into a promotion restriction status, notify the CMC (MMPR-2) per the instructions contained in paragraph 5200 of this Manual.

2. In order to determine whether significant facts may have been missing from the Marine's OMPF when considered by the selection board, the commanding officer will promptly audit the SRB of the Marines on the select list, and will report within 10 days of receipt of the selection message to the CMC (MMPR-2) via message all instances where the Marine:

a. Was/is the subject of completed or pending disciplinary action by military or civilian authorities or other significant adverse action within the current grade (e.g., NJP, DWI/DUI, court-martial, civilian conviction, etc.). This is required regardless of whether the action occurred prior to the convening of the board, during the board, subsequent to the publication of the selection list, or while the Marine was a member of a previous command.

b. Has been assigned to the Body Composition Program (BCP).

c. Has been designated "no further service" for any of the reasons listed in paragraphs 1204.4cc through 1204.4gg.

3. When a commander makes a report of potentially missing information as outlined in paragraph 3107.1, the CMC (MMPR-2) is responsible for reviewing the OMPF, MBS and other available records to determine whether the information was contained in the OMPF at the time of the board's proceedings.

a. Where it is determined that the adverse information was properly considered by the board, the CMC (MMPR-2) will affirm the selection to the command via message, unless the adverse material was of such an egregious nature that the CMC determines promotion of the selected Marine is not in the best interest of the Marine Corps.

b. Where the information was not considered, the CMC (MMPR-2) will request a full, detailed report of the circumstances; the commander's recommendation for effecting, withholding, or deleting the promotion; endorsements from the chain of command which must also include a specific recommendation to the CMC; and the Marine's statement (see paragraph 5200). The Marine must be afforded the opportunity to review the recommendation and all information used by the commander to substantiate the recommendation, and must submit either a signed rebuttal statement or a signed statement that the recommendation has been reviewed and the Marine desires not to make a statement. The statement will conform to the example statement(s) illustrated in paragraph 5200 of this Manual.

c. Strict compliance with these procedures and notification within 10 days of receipt of the selection message are required. Failure to comply may result in overpayment to the Marine and create an unnecessary hardship. Final decision on the Marine's promotion status will be made by the CMC. The CMC may:

(1) Affirm the selection.

(2) Revoke the selection.

(3) Delay the promotion for a specified period (normally not to exceed 6 months).

4. Promotion to SNCO grades in the Marine Corps is an honor with attendant responsibilities and expectations. Marines selected for promotion are expected to serve in the grade to which selected. Marines in the grades of gunnery sergeant and above, except those who have served satisfactorily as an officer, must serve 2 years in their current grade or to service limits, whichever occurs first, prior to transfer to the FMCR. Accordingly, prior to accepting an appointment to gunnery sergeant or above, Marines who have served at least 18 years but less than 30 years of active military service must agree to serve 2 years or to service limits, whichever occurs first, in the grade to which promoted. **Before delivering appointments to Marines in this category, commanders must ensure each Marine has sufficient obligated service to enable him or her to serve 2 years in the grade to which promoted.** If a Marine refuses to extend or reenlist to have sufficient obligated service, the commander should inform the CMC (MMPR-2) of the Marine's refusal via naval letter (see Figure 3-2) or naval message. The CMC (MMPR-2) will remove the Marine's name from the appropriate selection list and the Marine will become ineligible for promotion consideration in the future.

Figure 3-1. Sample Letter from an Eligible Marine Requesting Not To Be Selected for Promotion

(letterhead)

SSIC
Code
Date

From: GRADE, NAME, SSN/MOS, USMC
To: President, FYXX (Name of specific selection board)
Via: Commander

Subj: REQUEST NOT TO BE SELECTED FOR PROMOTION TO (GRADE)

Ref: (a) MCO P1400.32D

1. I request not to be selected by the FYXX (Name of specific selection board).

2. The reason for this request is (STATE REASON).

3. I understand this letter is privileged correspondence between the selection board and myself. The selection board is not obligated to honor my request, and I may, in fact, be selected. I further understand the selection board is still required to consider me for selection and, if I am not selected for promotion, I will be considered as having failed of selection. If I am subsequently denied further service and discharged; I am not entitled to separation pay as a result of submitting this letter. Finally, I understand if I later decide to remain in the Marine Corps, I am not entitled to remedial promotion consideration for this specific selection board based on this request.

4. I have been counseled in accordance with the provisions of paragraph 3102.2e of reference (a) and voluntarily submit this letter.

(Signature)

Figure 3-1. Sample Letter from an Eligible Marine Requesting Not To Be Selected for Promotion

Figure 3-2. Sample Letter to the CMC (MMPR-2) Refusal of Promotion

(letterhead)

SSIC
Code
Date

From: Commander
To: Commandant of the Marine Corps (MMPR-2)
Via: Chain of Command

Subj: REFUSAL OF PROMOTION; SSGT I. M. GOINGHOME 325 25 3254

Ref: (a) MCO P1400.32D

1. SSgt Goinghome has refused promotion to GySgt. SNM has signed a page 11 counseling entry noting refusal of promotion and advising SNM that once the promotion is refused, SNM is no longer eligible for promotion consideration.

2. Request SSgt Goinghome's name be administratively removed from the promotion list.

Commander's Signature

Figure 3-2. Sample Letter to the CMC (MMPR-2) Refusal of Promotion

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 2: ELIGIBILITY REQUIREMENTS

3200. GENERAL

1. Active Component SNCO Selection Boards

a. To be eligible for consideration, the Marine must:

(1) Meet the minimum eligibility requirements (i.e., TIG/TIS) and the eligibility requirements as listed on the MARADMIN (MCBUL 1430) announcing the convening of the regularly scheduled selection board (i.e., JR DOR, AFADBD requirements).

(2) Be serving on active duty with the active component on the date the appropriate regular selection board convenes; throughout the session of the board; and on the date the board report is approved by CMC. Interruption of active service for periods of less than 24 hours for the purpose of reenlistment will not be considered as an interruption of service for selection board purposes.

b. Selection of Marines not satisfying these conditions will be considered erroneous. Such erroneous selections will be reported by the commander and subsequently deleted from the selection list.

2. Reserve Component Selection Boards

a. A single board will be conducted to examine three separate competitive categories, within the reserve component (SMCR, IRR and AR). Reserve Marines in each category will compete for selection only with Marines in the appropriate category (i.e., SMCR with SMCR, IRR with IRR, and AR with AR. However, IRR and SMCR GySgts and 1stSgts will compete together for selection to SMCR 1stSgt and SgtMaj, respectively).

b. AR Selection Boards

(1) Meet the minimum eligibility requirements (i.e., TIG/TIS) and the MOS eligibility requirements as listed on the MARADMIN (MCBUL 1430) announcing the convening of the Reserve SNCO selection board (i.e., JR DOR, AFADBD requirements).

(2) Be serving on active duty with the AR Program on the date the appropriate selection board convenes. Interruption of service for periods of less than 24 hours for the purpose of reenlistment will not be considered as an interruption of service for selection board purposes.

c. SMCR Selection Boards

(1) Meet the minimum eligibility requirements (i.e., TIG/TIS) and the OccFld eligibility requirements as listed on the MARADMIN (MCBUL 1430) announcing the convening of the Reserve SNCO selection board (i.e., JR DOR, PEBD requirements).

(2) Be an active participant in the SMCR.

(3) Be serving in the SMCR on the date the appropriate selection board convenes. Interruption of service for periods of less than 24 hours for the purpose of reenlistment will not be considered as an interruption of service for selection board purposes.

d. IRR Selection Boards

(1) Meet the minimum eligibility requirements (i.e., TIG/TIS) and the OccFld eligibility requirements as listed on the MARADMIN (MCBUL 1430) announcing the convening of the Reserve SNCO selection board (i.e., DOR, PEBD requirements).

(2) Be an active participant in the IRR and have earned at least 27 Reserve Retirement Credit Points in the anniversary year completed prior to the convening of the selection board.

(3) Be serving in the IRR on the date the appropriate selection board convenes. Interruption of service for periods of less than 24 hours for the purpose of reenlistment will not be considered as an interruption of service for selection board purposes.

3. Additional Information Regarding Consideration of Marines in the SMCR and the IRR

a. Marines ordered to active duty from the Reserve Component (SMCR, IMA, or IRR) during time of war or national emergency will remain in their premobilization competitive category for promotion purposes. If directly or subsequently augmented to the regular component (USMC), they will then be considered by active duty component selection boards occurring after the effective date of augmentation.

b. Marines serving on TAD orders as recruiter aides or on TAD for special limited duty projects (ADSW), except IRR, or Marines in an AR Limited Tour billet will be considered for selection in the SMCR competitive category.

c. Commanders of Marines serving in any of the above billets or categories will ensure the appropriate component codes are entered in the MCTFS. The component code should represent duty type (i.e., C4, B4) and the Reserve component code should represent the Marine's component (IRR, SMCR).

d. OccFld allocations for the IRR will be equal to the number of promotion eligible Marines times a CMC (RA) determined opportunity.

4. Commanders are required to notify CMC (MMPR-2) of any changes to an eligible Marine's category/component that occur within two months preceding the convening of a SNCO selection board and while the board is in session. Marines considered in the wrong component will be considered erroneously selected and deleted from the list of Marines selected with the following exceptions.

a. Reserve component Marines (AR, SMCR, IRR) who effect a category change to another reserve category during the selection board, will retain their selection and be promoted, if otherwise qualified, when their seniority number is reached.

b. Marines selected by an active duty selection board who change status/component prior to being promoted maintain their seniority number and

will be promoted in the new status/component, if otherwise qualified. Marines who are discharged from the active component but do not effect an immediate reenlistment (within 24 hours of discharge) into the SMCR/IRR for a minimum of 2 years will be administratively deleted from the selection list. Marines selected by a reserve selection board who subsequently augment to the active duty ranks will not retain their promotion selection but will be considered by the next active duty selection board for which they are eligible (see paragraph 3106.3).

3201. SERGEANT MAJOR, MASTER GUNNERY SERGEANT, FIRST SERGEANT, AND MASTER SERGEANT

1. SgtsMaj and 1stSgts are the principal enlisted advisors to their commanders. The primary and foremost requisite is outstanding leadership, combined with an exceptionally high degree of professional competence and the ability to act independently as the principal enlisted assistant to the commander in all administrative, technical, and tactical requirements of the organization.

2. MGySgts and MSgts are the technical experts in their fields. The primary prerequisite is outstanding proficiency in the assigned MOS/OccFld, combined with an exceptionally high degree of leadership and supervisory ability and the ability to act independently as enlisted assistants to the commander in all administrative, technical, and tactical requirements of their occupational specialty.

3. Selection boards are charged with selecting those Marines they consider "best and fully qualified" to hold each grade. Therefore, there will be no redesignation of those Marines selected for promotion to the grades of first sergeant or master sergeant from one grade to the other.

4. Consideration for promotion to SgtMaj and MGySgt

a. 1stSgts and MSgts are eligible for consideration for selection to Sergeant Major and MGySgt based on TIG/TIS.

b. There are no PME requirements for promotion to SgtMaj and MGySgt.

5. Consideration for promotion to First Sergeant

a. GySgts are eligible for consideration for selection to 1stSgt based on TIG/TIS. GySgts, regardless of MOS, who meet the minimum TIG and TIS requirements for consideration to 1stSgt at the time the annual Sergeant Major through Master Sergeant Selection Board or Reserve SNCO Selection Board, as appropriate, convenes, will be reviewed to determine if they have indicated a preference for 1stSgt. Those GySgts eligible for consideration for 1stSgt who have indicated a preference for 1stSgt (with an "F") on the most recent fitness report will compete for 1stSgt. Those GySgts eligible for consideration for 1stSgt who have indicated a preference for MSgt (with an "M") on their most recent fitness report will be considered as not selected for 1stSgt.

NOTE: Marines considered for 1stSgt, but not selected, are not considered as passed over for promotion.)

b. Reserve component Marines serving in the SMCR and IRR are eligible for consideration to 1stSgt based on TIG/TIS. Regardless of whether the eligible

Marine has indicated a preference to 1stSgt (with an "F") on the most recent fitness report, to be "fully qualified" for selection to 1stSgt, the Marine must be PME qualified and submit a letter of intent to the president of the Reserve SNCO Selection Board stating his or her willingness to serve in specific 1stSgt billets, prior to the convening date of the selection board, in the format shown in Figure 3-3. CMC (RAP) will announce first sergeant billet vacancies via MARADMIN prior to the convening date of the selection board. Eligible Marines who do not submit a letter of intent will be considered less than "fully qualified" for promotion and will not be selected.

c. To be considered competitive for selection to 1stSgt, a GySgt must generally:

(1) Exhibit a strong ability to read and interpret regulations, communicate verbally and in writing, and be able to research all matters affecting personnel.

(2) Have exhibited a consistent and exemplary standard of military appearance, physical fitness, and personal discipline.

(3) Have demonstrated the ability to function in an independent environment or have successfully completed a tour as a drill instructor, recruiter, Marine Security Guard, Combat Skills Instructor, or as a member of the Marine Corps Security Forces.

d. To be fully qualified for selection to 1stSgt, GySgts must have completed, prior to the convening date of the selection board, the PME indicated in paragraph 3300.1d.

e. GySgts selected for 1stSgt will not be considered for MSgt.

f. Nonselection as a 1stSgt is not considered a failure of selection or a pass over.

g. GySgts who indicate a preference for 1stSgt, but are not selected, will be considered for MSgt (if they meet the published TIG and TIS requirements in their MOS/OccFld).

6. Consideration for promotion to Master Sergeant

a. GySgts who meet the TIG and TIS requirements for MSgt in their MOS/OccFld, and have not previously been selected for 1stSgt, will receive consideration for MSgt regardless of the preference indicated in their most recent fitness report.

b. GySgts must have completed, prior to the convening date of the selection board, the PME requirements listed in paragraph 3300.1c.

c. Failure of selection to MSgt from the promotion or above zones is considered a failure of selection or pass over.

3202. PRIOR SERVICE IN THE SAME OR HIGHER GRADE

1. Marines with satisfactory prior Marine Corps service in the same or higher grade will be considered in the below zone if their prior service reconstructed DOR meets or exceeds the below zone cutoff for their MOS/OccFld. Commanders of Marines who qualify for consideration by virtue of prior

satisfactory service will ensure the Marine understands that consideration will only be in the below zone. The Marine will not be considered in the promotion zone until the current DOR meets the promotion zone requirement. Requests for prior service consideration must be forwarded to the CMC (MMPR-2) in the format provided in Figure 3-4.

2. Eligibility to receive consideration by reason of prior service in the same or higher grade is determined after receipt of the selection board convening announcement. If the Marine's currently assigned DOR and time in service meet the below zone cutoff requirements for the MOS/OccFld, the application of prior service credit is of no benefit.

3. A request for the application of prior service credit to the current DOR assigned upon reenlistment may be granted only until the Marine is promoted to the next higher grade after reenlistment. The following restrictions apply:

a. If the Marine receives the same grade and DOR upon reenlistment as was held at the time of his/her last discharge from the Marine Corps/Marine Corps Reserve, the Marine is not eligible for prior service credit.

b. The service performed in the current grade or higher grade(s) in the previous enlistment(s) (USMC or USMCR) was satisfactory. Unsatisfactory service will not be included; i.e., if a Marine serves two years as a Sgt and is punitively reduced to Cpl, the service in the grade of Sgt is not considered satisfactory service.

4. If the Marine's currently assigned DOR <u>does not meet</u> either the below, promotion, or above zone cutoff requirements for his or her MOS/OccFld, computation of a reconstructed DOR is conducted in the following manner:

a. Determine the total period of time during previous enlistments (USMC or USMCR) that the Marine served satisfactorily in the same grade, or higher grade, as that to which reappointed.

b. Subtract this sum from the date of reenlistment shown on the current enlistment contract to determine the reconstructed DOR.

c. Consideration for prior service in the same or higher grade may be granted when the resulting reconstructed DOR is at least equal to or senior to the DOR required for the Marine's MOS (USMC and AR Marines) or OccFld (IRR and SMCR Marines). See the example listed below.

Original DOR:	940401 as Sgt
RelAcDu:	950612 USMC
Discharged:	970813 USMCR
Reenlisted:	980105 USMC

```
 97 08 13                    98 01 05
 94 04 01                    03 04 13
  3 04 12                    94 08 22 (reconstructed DOR)
       +1 (inclusive dates)
  3 04 13 TIG (prior service)
```

5. The reconstructed DOR is only used for determining promotion eligibility. It does not change the DOR assigned in the MCTFS at the time of the Marine's reenlistment.

6. Prior service in the same or higher grade is no longer applicable upon promotion to one grade above or reduction to at least one grade below, the grade to which appointed at the time of the reenlistment.

7. Since there are no provisions for determining eligibility for promotion consideration by reason of prior service in the same or higher grade in the MCTFS, a request must be submitted each year for such consideration if the Marine does not meet eligibility requirements by reason of the currently assigned DOR and TIS.

8. Requests received too late (after the date specified in the Marine Corps Bulletin announcing the selection board) will be filed without action and do not warrant remedial consideration for promotion.

3203. REQUESTS FOR TRANSFER TO THE FMCR OR RETIRED RESERVE. Marines who initiate requests for transfer to the FMCR or Retired Reserve (per paragraph 1203) are not eligible for consideration for promotion unless the provisions under paragraph 1203.9 are met.

3204. MEMBERS OF THE MARINE BAND. Based upon recommendations of the Director, Marine Band, promotion of enlisted members of the "Presidents Own" Marine Band (PMOS 9811) will be effected by the CMC (MMPR-2), per TIG/TIS requirements stipulated in paragraphs 1202. Due to the unique nature of their duties, PME requirements are waived for members of the Marine Band.

Figure 3-3. Sample Letter of Intent to Accept Assignment as a First Sergeant

(letterhead)

SSIC
Code
Date

From: GRADE, NAME, SSN/MOS, USMC
To: President, FYXX (Name of specific selection board)

Subj: INTENT TO ACCEPT ASSIGNMENT AS A FIRST SERGEANT

Ref: (a) MCO P1400.32D
(b) Document announcing 1stSgt Billet Vacancies

1. Per the references, I request to be considered for selection to First Sergeant.

2. I am willing to accept any of the billet assignments indicated below:

COMMAND	LOCATION

Marine's signature

Figure 3-3. Sample Letter of Intent to Accept Assignment as a First Sergeant

Figure 3-4. Regular and Reserve Component SNCO Prior Service Information Sheet

DATE _____

1. NAME _____

2. SSN _____ PRESENT PRIMARY MOS/OCCFLD _____

3. PRESENT GRADE _____ PRESENT DOR _____

4. ORIGINAL DOR AS (APPROPRIATE GRADE PREVIOUSLY HELD) _____

5. AUTHORITY FOR PRESENT DOR _____

6. PEBD _____ AFADBD _____

7. RELEASED FROM ACTIVE DUTY/DISCHARGE DATE _____

8. REENLISTMENT DATE _____

9. UNIT ADDRESS _____

---

10. UNIT DSN AND COMMERCIAL PHONE NUMBER _____

11. OFFICIAL PHOTOGRAPH SUBMITTED ON (DATE)* _____

*The height/weight/general appearance will be annotated by commander's certification, if the request is submitted by message.

Figure 3-4. Regular and Reserve Component SNCO Prior Service and Information Sheet

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 3: PROFESSIONAL MILITARY EDUCATION

3300. GENERAL. Professional Military Education (PME) is an integral part of every Marine's professional military development. Our Corps leaders of tomorrow must be educated and prepared to accept the responsibilities of small unit leaders, as well as command and staff assignments, in joint or combined arms environments. To maintain a level of military excellence, SNCOs must focus on the importance of, and actively participate in, Professional Military Education.

1. Participation in and completion of PME appropriate for their grade enhances Marines' qualifications and competitiveness for promotion. Selection boards will consider Marines who have not completed the appropriate level PME for their grade prior to the convening date of the selection board to be less than fully qualified for selection for promotion and will not select them for promotion. The following Professional Military Education Requirements apply:

a. Staff Sergeant. To be fully qualified for selection to Staff Sergeant, Sergeants must complete:

(1) The Marine Noncommissioned Officer (MCI Courses in the 03.3K or earlier series) or

(2) The Noncommissioned Officer Basic Nonresident Program (MCI Program 7000), or

(3) The Sergeants Nonresident Program/Sergeants Distance Education Program (MCI Program 8010 - replaced MCI Program 8000 per MarAdmin 544/01).

NOTE: MCI Courses in the 03.3 series issued subsequent to the discontinuation of the Marine Noncommissioned Officer course do not fulfill this requirement.

b. Gunnery Sergeant. To be fully qualified for selection to Gunnery Sergeant, Staff Sergeants must complete the SNCO Career Distance Education Program (MCI Program 8100).

c. Master Sergeant. To be fully qualified for selection to Master Sergeant, Gunnery Sergeants must complete the SNCO Advanced Distance Education Program (MCI Program 8200)

d. First Sergeant. To be fully qualified for selection to First Sergeant, Gunnery Sergeants must complete:

(1) The SNCO Career Distance Education Program (MCI Program 8100); or the SNCO Resident Course; and

(2) The SNCO Advanced Distance Education Program (MCI Program 8200); and

(3) The Staff Noncommissioned Officer Advanced Resident Course.

LEAVE BLANK

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 4: ACCELERATED PROMOTIONS

3400. GENERAL

1. The accelerated promotion program is designed to provide selection opportunity to Sgts and SSgts who do not meet the DOR or AFADBD (USMC and AR) or PEBD (IRR/SMCR) cutoff required for consideration in the below zone for promotion to SSgt and GySgt respectively. This recommendation will be strictly reserved for a Marine who is "the one above" and who is eminently capable of immediately assuming the responsibilities of the next grade. Marines recommended for accelerated promotion will be considered in the below zone with the Marines in their MOS/OccFld who met the established TIG and TIS cutoff for promotion consideration. Accelerated promotion has been established to provide an opportunity to advance deserving Marines based on exceptional, noteworthy, and commendatory performance of duty over a sustained period. The performance should be of the degree which clearly merits promotion over other qualified, senior Marines being considered in the promotion zone and above zone by the selection board.

a. Only those Marines whose DOR does not make them eligible for consideration by the selection board in their MOS/OccFld as announced in the Marine Corps bulletin are eligible for this program. Reporting officials must submit their recommendations on the fitness report of the individual Marine and must strictly adhere to the instructions contained in MCO P1610.7. Recommendations for accelerated promotion of Sgts and SSgts will be considered by the next appropriate annual selection board in the below zone.

b. The selection board will consider Marines recommended for accelerated promotion on observed fitness reports with ending dates any time since the convening date of the last annual selection board and the current selection board's convening date.

c. No remedial action will be taken on requests when commands fail to comply with the instructions in MCO P1610.7 and the convening MARADMINs.

2. Marines who are considered and not selected for accelerated promotion will not be presented to a subsequent selection board for accelerated promotion consideration unless again recommended under this program by their present commanders, or until TIG/TIS requirements are met.

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 5: NONCOMPETITIVE CONSIDERATION

3500. GENERAL. Marines in the categories listed in paragraphs 3501, 3502, and 3503 are eligible for noncompetitive consideration by SNCO selection boards. The records of Marines eligible for noncompetitive consideration will be reviewed by the appropriate selection board for promotion. These Marines may be selected for promotion provided there is no adverse material or information which would preclude promotion per paragraph 1203. In the absence of reason to doubt the professionalism and moral character of these Marines, they will be noncompetitively selected for promotion. In this light, noncompetitive consideration only means that these Marines will not compete for the available allocations. Noncompetitive consideration is not a guarantee of selection.

1. Marines in the grades of sergeant through master sergeant eligible for noncompetitive promotion consideration will receive consideration along with their contemporaries eligible for competitive consideration for the appropriate selection board convened per paragraph 3100.

2. Marines whose DOR and AFADBD, if applicable, (active duty and AR Marines) or DOR and PEBD, if applicable, (SMCR and IRR) qualify them for consideration in the above or promotion zones, will be selected if the selection board considers them otherwise qualified for promotion. Marines whose DOR and AFADBD (active duty and AR) or DOR and PEBD (SMCR and IRR) qualify them for consideration in the below zone, may be selected for promotion only if they are of equal or greater seniority to the junior Marine selected competitively.

3. Marines will be considered noncompetitively based upon the Primary military occupational specialty held at the time the appropriate SNCO selection board is convened.

4. PME requirements are waived for Marines who are considered for noncompetitive selection.

5. Marines who are considered and noncompetitively selected for promotion do not count against the allocations established for Marines in the competitive category.

6. Marines considered noncompetitively in the above zone or promotion zone and who are not selected for promotion are considered to have failed selection or to have been passed over.

7. Marines noncompetitively selected and promoted per paragraphs 3502 and 3503, and who are ultimately not appointed or commissioned, will be administratively reduced. Marines administratively reduced under the authority of this paragraph are entitled to remedial consideration.

8. Gunnery sergeants will be noncompetitively considered for selection for promotion to the grade of master sergeant only.

3501. PROMOTION OF MARINES IN A MISSING IN ACTION (MIA) OR PRISONER OF WAR (POW) STATUS. Marines in an MIA or POW status are eligible for noncompetitive

promotion consideration to each grade, if otherwise qualified by TIG/TIS, as long as they remain in this status. Promotions effected under this paragraph are valid for all purposes, including pay and allowances, even if it is determined at a later date that the Marine died before the date of promotion.

3502. WARRANT OFFICER SELECTS. Marines selected for appointment to warrant officer who have not yet been appointed, and whose enlisted grade is master sergeant or below, will receive noncompetitive consideration for promotion. Noncompetitive consideration will be afforded by the regularly convened SNCO selection board convened to consider Marines of the same enlisted grade.

1. The names of warrant officer selects recommended for advancement to the next higher enlisted grade will be placed in proper order of seniority among the enlisted Marines recommended for advancement by the same SNCO selection board. Relative seniority in the enlisted grade will be determined per the instructions contained in paragraph 1102. If the Marine's seniority number is reached and the Marine has not yet been appointed to warrant officer, the Marine's promotion to the next higher enlisted grade will be effected.

2. A warrant officer select who has been selected for promotion by a SNCO selection board and then refuses appointment as a warrant officer prior to the enlisted advancement occurring, will be considered to have been erroneously selected in the noncompetitive category and will be administratively deleted from the list of those selected. If the Marine has been promoted to the next higher enlisted grade and subsequently refuses appointment as a warrant officer, he/she will be considered to have been erroneously promoted and will be administratively reduced. (See paragraph 6003). These Marines may then request remedial selection consideration in the competitive category.

3. If both an enlisted advancement to the next higher grade and appointment to warrant officer fall on the same date, the appointment to warrant officer will take precedence and the enlisted advancement will not occur.

4. If a warrant officer select is appointed to warrant officer prior to advancement to the next higher enlisted grade, the enlisted selection will not be effected.

3503. MARINE COMMISSIONING PROGRAM (MCP)/MARINE ENLISTED COMMISSIONING EDUCATION PROGRAM (MECEP)/RESERVE ENLISTED COMMISSIONING PROGRAM (RECP). Sergeants and above enrolled in the MCP, MECEP, or RECP, who otherwise meet the established eligibility requirements (DOR and AFADBD or PEBD [if applicable]) for their respective military occupational specialty or occupational field, will be noncompetitively considered for selection for promotion to the next higher grade by the SNCO selection board considering Marines of the same grade. Marines in NAPS and BOOST are not eligible for non-competitive consideration but will compete for selection with the regular eligible population.

1. The names of Marines participating in the MCP, MECEP, or RECP recommended for advancement to the next higher enlisted grade will be placed in proper order of seniority among the enlisted Marines recommended for advancement by the same enlisted selection board. Relative seniority in grade will be determined per the instructions contained in paragraph 1102. If the Marine's seniority number is reached and the Marine has not yet been commissioned, the Marine's promotion to the next higher enlisted grade will be effected. Marines participating in the MCP, MECEP, or RECP will receive the same type of

appointment issued to other Marines selected by the respective SNCO selection board.

2. A Marine participating in the MCP, MECEP, or RECP who is non-competitively selected for promotion by a SNCO selection board, and who is subsequently disenrolled from the MCP, MECEP, or RECP, as determined by the Commanding General, Marine Corps Recruiting Command (CG, MCRC) for other than medical reasons, or is not tendered an appointment as a commissioned officer prior to the date the enlisted advancement should occur, will be considered to have been erroneously selected in the noncompetitive category. The erroneous selection will be administratively deleted. If the Marine has been promoted to the next higher enlisted grade and is subsequently disenrolled from the MCP, MECEP, or RECP or is not tendered an appointment as a commissioned officer, he/she will be considered to have been erroneously promoted and will be administratively reduced effective the date of disenrollment. (See paragraph 6003). These Marines may then request remedial promotion consideration in the competitive category for which they would have been eligible. However, a Marine whose date of rank and Armed Forces Active Duty Base Date or Pay Entry Base Date would have placed him/her in the below-zone of a regularly convened selection board does not rate remedial consideration for that board if disenrolled from the MCP, MECEP, or RECP. Only those Marines who would have been in the above zone or promotion zone may rate remedial consideration.

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 6: REMEDIAL CONSIDERATION FOR PROMOTION

3600. GENERAL. Marines are not penalized if not considered by a regularly convened selection board when eligible. They are remedially considered and, if recommended, assigned the DOR and effective date along with their contemporaries and, if due, receive pay and allowances from the effective date of promotion. However, the Marine Corps is not authorized to effect promotions for the purpose of increasing pay and allowances beyond 6 months. Any remedially selected Marine given a DOR older than 6 months must petition the Board for Correction of Naval Records (BCNR) for correction of the effective date and payment of back pay and allowances per the provisions of 10 U.S.C. 1552.

3601. ENLISTED REMEDIAL SELECTION BOARD

1. The Enlisted Remedial Selection Board (ERSB) is charged with the review of all Marine enlisted records referred to it for the purpose of making recommendations concerning remedial promotion to SNCO grades (USMC and USMCR).

2. The CMC stipulates that the same criteria and selection procedures that regularly scheduled selection boards are instructed to follow are followed by the ERSB in their deliberations. However, where regularly scheduled selection boards are tasked with selecting the "best and fully qualified" Marines; remedial boards are tasked with selecting "fully qualified" Marines, as allocation restrictions are not applicable. The ERSB will utilize a sampling of records of Marines in each competitive category who were recommended for promotion, and records of Marines in each competitive category who were not recommended for promotion. The sampling of records provides a relative base from which the ERSB can determine which Marines eligible for remedial consideration are fully qualified for promotion by comparing their records to both those selected by the regularly scheduled selection board and those not selected by the regularly scheduled selecton board. The ERSB is guided by the ERSB precept and the precepts used during the regularly convened selection board for which remedial consideration has been granted. Additionally, the ERSB is prohibited from considering material (i.e., fitness reports, commendatory/adverse material) regarding events occurring after the regularly convened selection board for which remedial promotion consideration has been granted.

3602. ELIGIBILITY

1. Remedial consideration for promotion is granted on a case-by-case basis, with consistency and fairness in mind. The decision to forward a request for remedial consideration to the ERSB will be made based upon the merits of the individual request and the timeliness of submission. Only those cases determined to fall within the spirit and intent of the CMC's policies as outlined in this chapter will be forwarded to the ERSB for adjudication. Additionally, only cases of Marines who were, or should have been, in the above zone or the promotion zone of a regularly scheduled promotion board will be referred to an ERSB.

2. The CMC (MMPR) will make the final determination as to which cases are referred for remedial selection consideration. Remedial consideration will not be granted to any Marine who, through the exercise of due diligence, should have been able to discover and correct the error or omission in the official record prior to the convening date of the selection board that considered, but did not select, the Marine. Furthermore, all applications for ERSBs must be received no later than three years after the date the contested board results were made public. Applications made more than three years after the date the contested board results were made public will be treated as untimely and will be denied.

3. Due diligence requires that a Marine identify errors, discrepancies, or an injustice in his or her record in a timely manner and initiate appropriate corrective action. Accordingly, a Marine's request for remedial consideration must detail the steps taken to ensure the completeness and accuracy of his or her official record prior to the convening of the selection board which considered but did not select the Marine. The exercise of due diligence by a particular Marine can be determined by the presence, or absence, of certain factors, such as:

a. The Marine periodically reviewed his/her official record prior to a board;

b. The Marine reviewed his/her official record with a career counselor a reasonable period of time prior to a board;

c. The Marine took reasonable steps to correct any errors in his/her official record prior to a board;

d. The Marine took reasonable steps to ensure that all fitness reports, commendatory material, PME completion certificates, and other documentation were timely posted to his/her official record prior to a board;

e. The Marine took reasonable steps to communicate with the board regarding any errors discovered in his/her official record;

f. The Marine reasonably relied on any department or section of the Marine Corps to ensure the accuracy of his/her official record;

g. The nature of any error in a Marine's official record that went undetected was such that it would not have been detected by a reasonably prudent Marine; and

h. Operational or training commitments prevented a Marine from detecting or correcting errors in his/her official record prior to a board.

If the error is discovered and corrected following the adjournment of the board, the Marine must address the reason(s) why the error could not reasonably have been discovered and corrected prior to the convening date of the board. The burden of proof in this regard lies solely with the Marine and is a factor in the decision process to grant or deny remedial consideration.

4. In view of the above requirements for eligible Marines to ensure the accuracy of their record, the following examples will not normally constitute a basis for granting remedial consideration for promotion:

a. Material removed from a Marine's record that could not have been seen by a regularly scheduled selection board (i.e., a fitness report removed from the Marine's record that was submitted after the adjournment of the board).

b. A request based solely upon dissatisfaction with the results of the selection board (i.e., nonselection).

c. A request based upon material contained in a Marine's record which he or she believes is unjust and this material has not been removed by the PERB or BCNR.

d. A request based upon a desire to remove a submitted request for nonselection to the selection board.

e. A Marine's request based upon a recent lateral move, change of MOS/OccFld, or periods of time assigned to billets outside his or her MOS/OccFld, and he or she believes nonselection was based upon a lack of MOS/Occfld credibility.

f. Missing or late submission of fitness reports.

g. Date gaps on the Marine's Master Brief Sheet (MBS) due to missing fitness reports.

h. Errors on the Marine's Master Brief Sheet.

i. Missing/incorrect information in the OMPF (e.g., awards, certificates, course completions [except required PME]).

j. Inaccurate information contained in MCTFS (e.g., erroneous/incorrect PFT, rifle/pistol score).

k. Absence of personal correspondence sent to selection board (e.g., photo, letters of recommendation, fitness reports, reserve qualification summary).

l. When a Marine fails to demonstrate due diligence in correcting errors, injustices in the record, or in the submission of a request for remedial promotion consideration (paragraph 3602.2).

m. Requests for remedial consideration from the below-zone.

n. Requests for remedial consideration for promotion to a rank already held or to which already selected by a promotion selection board. Instead, a request for a backdate of the promotion must be submitted to the Board for Correction of Naval Records (BCNR) using DD Form 149.

5. The examples listed below reflect the types of cases most commonly approved by the CMC (MMPR-2) for consideration by the ERSB. They are not all-inclusive, and not all such cases will be forwarded to the ERSB.

a. The eligible Marine's record is not considered by a regularly scheduled SNCO selection board (paragraph 3104.3).

b. The Marine should have been eligible for consideration but was erroneously omitted/deleted from list of eligible Marines.

c. The Marine is denied promotion opportunity as a result of action required by paragraph 1204 and is subsequently acquitted or absolved of all responsibility.

d. The Marine is erroneously considered in the below-zone but should have been considered with the in-zone or above-zone populations, or was erroneously considered in the wrong PMOS/OccFld.

e. The Marine is denied promotion consideration as a result of omitted or incorrect eligibility criteria (i.e., DOR, AFADBD, PEBD).

f. The Marine would have been eligible for promotion consideration but was temporarily retired (i.e., TDRL) and has since returned to active duty.

g. The Marine has a court-martial conviction, NJP, or civil conviction set aside or overturned.

h. The Marine has a fitness report removed, amended, or replaced by the Performance Evaluation Review Board (PERB) or the Board for Correction of Naval Records (BCNR) that constituted a material error in his/her official record. A material error is defined as a substantive inaccuracy or injustice that, when properly recorded in, or removed from, a Marine's record would have resulted in an inaccurate, complete, and fair portrayal of the Marine's career. Marines in this situation must ensure all actions of the PERB or BCNR are complete prior to submitting this request for remedial consideration. In this instance, remedial promotion consideration is not automatic and a separate request must be submitted to the CMC (MMPR-2) after completion of the PERB or BCNR action. The request must clearly show what actions the Marine took to correct the material error prior to the convening date of the regular selection board in order to satisfy the requirement for due diligence listed in paragraph 3602.3.

NOTE: In accordance with MCO P1610.7, paragraph 8007.1, errors that are purely administrative in nature, i.e. information in Section A or statements of fact in sections B, C, I, and K, that are devoid of opinion and interpretive comment, must be referred to the CMC (MMSB-30) for correction and will not constitute grounds for granting remedial consideration.

i. The Marine completed all appropriate PME requirements (section 3300 of this Manual) prior to the convening date of the selection board, however, the board did not find the Marine PME complete during the board proceedings. The request must clearly show what actions the Marine took to correct the material error prior to the convening date of the regular selection board in order to satisfy the requirement for due diligence listed in paragraph 3602.3.

6. Marines will normally be granted remedial consideration for all selection boards affected by the error or injustice, beginning with the first board following the error or injustice, except where the provisions of paragraph 3602.3 or other restrictions apply. If a Marine requests, and is granted, remedial consideration to Master Sergeant or First Sergeant and he/she is entitled to consideration by both boards, he/she will automatically be considered for both boards.

7. Requests for additional remedial consideration under previous versions of this Manual will not be approved unless additional corrective action has been made in a Marine's record.

8. Marines who have been discharged, transferred to the Fleet Marine Corps Reserve, transferred to the Retired List, retired reserve Marines awaiting payment of retired pay, or any other Marine who has requested remedial consideration, been denied, and has exhausted all other administrative means, are not eligible for consideration by the ERSB, but may petition the BCNR for relief concerning their case.

3603. GUIDANCE

1. Marines who were considered or have been determined to be eligible for consideration by a regularly convened SNCO selection board who are granted remedial promotion consideration for that board, will be considered in the military occupational specialty, component and category, if applicable, in which they were serving on the convening date of the selection board for which remedial consideration has been granted. This criteria applies even if the Marine has executed a lateral move to another military occupational specialty or has executed a component or category change. If selected by the ERSB, the Marine's promotion will be effected in the military occupational specialty, component or category, if applicable, that he or she is serving in at the time of remedial promotion consideration. Examples below:

a. A Marine is serving in MOS 0369 on the convening date of the Gunnery Sergeant Selection Board. The Marine notes a discrepancy in the AFADBD that placed him in the wrong zone for consideration. His request for remedial selection consideration is approved. In the period between the adjournment of the selection board and approval of the request, the Marine has effected a lateral move to military occupational specialty 0231. He will still receive remedial consideration in military occupational specialty 0369, the military occupational specialty he was serving in on the convening date of the regularly scheduled SNCO selection board.

b. The Performance Evaluation Review Board (PERB) approves the removal of an unjust fitness report from an active duty Marine's OMPF just prior to the convening of a regularly scheduled SNCO selection board. However, the fitness report is not physically removed by the CMC (MMSB) until after the board is in session. The Marine is granted remedial promotion consideration. In the interim, the Marine is released from active duty and transferred to the IRR. He will receive remedial promotion consideration with his contemporaries who were on active duty at the time of the regularly scheduled SNCO selection board. If selected, the promotion will be effected in the IRR.

3604. REQUESTING REMEDIAL CONSIDERATION

1. Marines who believe they are eligible for remedial selection consideration under the provisions of this chapter must send a detailed request directly to the address below. Command endorsement is not required; however, the requesting Marine's package may include supporting statements from his/her chain of command.

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps (MMPR-2)
Harry Lee Hall
17 Lejeune Road
Quantico, VA 22134-5104

a. It is essential all requests include the following information:

(1) The specific board the Marine is seeking relief from, i.e. FYXX USMC Staff Sergeant Selection Board.

(2) A detailed account of the actions the Marine took to promptly identify and correct the problem prior to the convening of the selection board that failed to select the Marine. It is essential that the request explain, in detail, how the Marine demonstrated due diligence in identifying and correcting the error that he/she believes caused the failure of selection prior to the board convening. Refer to paragraph 3602.3 for examples of what constitutes "due diligence".

(3) Current promotion photo (per provisions of paragraph 3102 of this Manual).

(4) An example request format is provided in Figure 3-5.

b. Personal correspondence from other individuals that references events or actions that occurred prior to the convening date of the selection board for which the Marine is requesting remediation may also be submitted but is not required. (See provisions of paragraph 3103.).

3605. PROCEDURES

1. If it is determined that the Marine's case warrants remedial selection consideration, the case will be prepared and presented to the ERSB for remedial selection consideration by the CMC (MMPR-2). Depending upon the number of requests for remedial selection consideration, adjudication may take up to 3 months. ERSB's are normally conducted monthly.

2. The Marine or the command will be notified via naval letter or message of the decision in each case.

a. If the Marine is not selected by the ERSB, a naval letter will be forwarded via the Marine's chain of command notifying the Marine of the ERSB's decision on all selection boards before which the Marine was considered. Due to the confidentiality of selection board proceedings, the notification will not state any reason for nonselection. Marines considered and not selected by the ERSB are encouraged to contact the CMC (MMEA-6) for counseling concerning their official military records. Marines will not incur a promotion pass or subsequent pass if not selected remedially for a board in which they have already incurred a pass.

b. When a Marine is selected for remedial promotion, a naval message will be forwarded to the command. The CMC (MMPR-2) will effect the promotion with a DOR and effective date of the first day of the month in which the Marine's seniority number is reached, unless the provisions of paragraph 3600 apply. In cases where the provisions of paragraph 3600 apply, the effective date will be the date the result of the ERSB is approved. In instances where the Marine's seniority number has not yet been reached, his or her name will be added to the list of those selected and he or she will be promoted based upon seniority among those selected by the regularly convened SNCO selection board. CMC (MMEA) will remove any promotion pass draw case code(s) the Marine had incurred prior to the remedial board for which considered.

Figure 3-5. Sample Letter to the CMC (MMPR-2) Requesting Remedial Promotion Consideration

(letterhead)

SSIC
Code
Date

From: GRADE, NAME, SSN/MOS (eligible Marine)
To: Commandant of the Marine Corps (MMPR-2)

Subj: REQUEST FOR REMEDIAL CONSIDERATION BY THE FYXX (Name of Specific Board)

Ref: (a) MCO P1400.32D

Encl: (1) Copy of DD Form 149 dated (date)
(2) Copy of fitness report AN (date)
(3) Copy of PERB's decision dated (date)
(4) Request email to MMSB dtd (date)
(5) Copy of OMPF and MBS dtd (date)
(6) Second request email to MMSB dtd (date)

1. I am requesting remedial consideration for the FYXX (name of specific board) due to having had a fitness report removed from my record.

2. I petitioned to PERB on (date) to have a fitness report removed that I believe contributed to my failure of selection by the subject board (see enclosures (1) and (2)). On (date) PERB directed that the fitness report in question be removed (see enclosure (3)). I requested and reviewed my OMPF and MBS on (date) and saw that the subject fitness report had been removed (see enclosures (4) and (5)). The (name of specific board) convened on (date) but did not select me for promotion. I then contacted my Career Counselor at MMEA who pointed out that the fitness report that PERB had directed be removed was still present in my record. I have again requested the subject fitness report be removed (see enclosure (6)). As you can see, in spite of the effort I made to have the fitness report removed prior to the convening date of the board, it was in fact still in my record book when the board convened. I believe this fitness report definitely impaired my competitiveness before the board which resulted in my non-selection.

3. In accordance with the reference, I believe I took every reasonable step to ensure the accuracy and completeness of my record before the board convened and yet my record was still incorrect when it was reviewed by the board.

4. I can be reached at Comm (list) or DSN (list), and my address is (list).

(Marine's signature)

Figure 3-5. Sample Letter to the CMC (MMPR-2) Requesting Remedial Promotion Consideration

MARCORPROMMAN, VOL 2, ENLPROM

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CHAPTER 4

SPECIAL PROMOTION PROVISIONS

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CHAPTER 4

SPECIAL PROMOTION PROVISIONS

SECTION 1: SPECIAL PROMOTION PROVISIONS

4100. MERITORIOUS PROMOTIONS

1. General. The CMC will promote, by means other than the regular promotion system, exceptionally well-qualified Marines in recognition of outstanding leadership and performance, per the provisions outlined below. Meritorious promotions are intended to promote Marines whose performance is superior to that of their peers, or to promote Marines for specific actions/superior achievement. The term "commander" used in this chapter is defined as those officers delegated promotion authority per paragraph 1200.3b.

a. The CMC, under certain specific circumstances, may delegate authority to effect meritorious promotions to specific grades, in addition to the authority already delegated in this section. Normally, the CMC will not delegate the authority to effect meritorious or accelerated promotions to the grades of SSgt and above.

b. Meritorious promotions are not authorized above the grade of gunnery sergeant.

c. Minimum TIG requirements are waived in the case of meritorious promotions. However, compliance with minimum TIS requirements as shown in paragraph 1202, is mandatory.

d. 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.

e. Meritorious promotions will not be used as rewards or when a personal commendation/award is appropriate. A meritorious promotion must be based on the Marine's demonstrated capability to discharge the responsibilities and duties of the higher grade in a satisfactory manner. Commanders must remain vigilant in ensuring that meritorious promotions are not used as a tool to promote Marines who are otherwise noncompetitive.

f. Marines eligible for regular and meritorious promotions in the same month must accept the regular promotion or they go into a promotion restriction status. If a meritorious promotion is effected over a regular promotion, the Marine may be cut out of a future promotion zone altogether by missing a zone by one day.

2. Criteria for Meritorious Recommendations. Commanders, in their determination of qualifications for meritorious promotions, will be guided by, but are not limited to, the following:

a. Marines must have completed the required PME as stated in paragraph 3300 of this Manual.

b. The Marine's performance of duty, in comparison with all known Marines of the same grade, without regard to MOS/OccFld, must be to a significant

degree superior to that of his/her peers in order to rate meritorious promotion over other qualified Marines in that grade, regardless of TIG.

c. Superior performance on unusual assignments that reflects favorably upon the Marine Corps.

d. The Marine must not be in a promotion restriction status.

4101. MERITORIOUS PROMOTION OF SNCOS

1. Special Duty Assignments (SDAs)

a. Annual meritorious SSgt and GySgt promotion allocations will be determined by the CMC (MPP-20) for active component Marines and the CMC (RAP-3) for reserve component Marines. The distribution of allocations and administrative instructions will be published in a naval message by the CMC (MMPR-2) prior to each meritorious promotion period.

b. The Commanding General, Marine Corps Combat Development Command (CG, MCCDC); Commanding General, Marine Corps Recruiting Command (CG, MCRC); Commanding General, Marine Corps Recruit Depot/Eastern Recruiting Region (CG MCRD/ERR); Commanding General, Marine Corps Recruit Depot/Western Recruiting Region (CG MCRD/WRR); Commanding General, Mobilization Command (CG, MOBCOM); Commanding General, Training and Education Command (CG, TECOM); Commanding Officer, Marine Security Guard Battalion (CO, MSG Bn); and the Commanding Officer, Marine Aviation Training Support Group (CO, MATSG), Pensacola will:

(1) Conduct local selection boards to nominate Drill Instructors, Recruiters, Marine Security Guards, and Marine Combat Instructors for meritorious promotion to SSgt and GySgt semiannually.

(2) Ensure each nominee meets the criteria for meritorious promotion established in paragraph 4100.2, above, and the TIS criteria set forth in paragraph 1202.

(3) Submit via naval message the name, last 4 SSN, MOS, grade, component, and category of those Marines nominated to the CMC (MMPR-2). The message should arrive at the CMC (MMPR-2) not later than 5 December and 5 June, annually, for the January and July meritorious promotion months, respectively.

c. To be eligible for consideration for meritorious promotion while assigned to a special duty assignment as a Drill Instructor:

(1) Nominees must have at least 12 months observed performance of duty in their special duty assignments. The observation period begins on the first day the Marine is assigned to a recruit battalion and continues thrugh the day recommendations are due at the CMC (MMPR-2).

(2) The nominee(s) from Officer Candidate School (OCS), via CG MCCDC, must have accumulated 12 months of observed time in a drill instructor billet, regardless of grade, at OCS.

(3) The commanders of OCS and MATSG may use their meritorious allocation(s) in either the January or July promotion period.

(4) The nominee(s) must be a member of the command at the time the recommendation is submitted and must be filling the special duty assignment on

the 2d day of the month in which the promotion will be effected (either 2 January or 2 July).

(5) Active Reserve Marines can compete for these meritorious promotion allocations; however, members of the Select Marine Corps Reserve (SMCR) do not qualify because they have separate allocations.

(6) No waivers of theses criteria are authorized.

d. To be eligible for consideration for meritorious promotion while assigned to a recruiter billet:

(1) Nominees must have at least 12 months observed performance of duty in their special duty assignment.

(2) The observation period begins the day the Marine completes the probationary period and is placed on production and continues through the day recommendations are due at the CMC (MMPR-2).

(3) Nominees must be members of the command at the time the recommendation is submitted and must be filling the special duty assignment on the 2d day of the month in which the promotion will be effected (either 2 January or 2 July).

(4) No waivers of these criteria are authorized.

e. To be eligible for consideration for meritorious promotion while assigned to a Marine Security Guard billet:

(1) Nominees must have at least 12 months observed performance of duty in their special duty assignment.

(2) The observation period begins the date the Marine arrives at the duty station.

(3) Nominees must be members of the command at the time the recommendation is submitted and must be filling the special duty assignment on the 2d day of the month in which the promotion will be effected (either 2 January or 2 July).

(4) No waivers of these criteria are authorized.

f. To be eligible for consideration for meritorious promotion while assigned to a Marine Combat Instructor billet:

(1) Nominees must have at least 12 months observed performance of duty in their special duty assignment.

(2) The observation period begins on the first day a Marine is assigned to a Training Battalion and continues through the day recommendations are due to the CMC (MMPR-2).

(3) Nominees must be members of the command at the time the recommendation is submitted and must be filling the special duty assignment on the 2d day of the month in which the promotion will be effected (either 2 January or 2 July).

(4) No waivers of these criteria are authorized.

g. Upon approval, the CMC will publish a MARADMIN authorizing commanders to effect the promotions. The CMC (MMPR-2) will input the meritorious promotion entries into the MCTFS.

h. Commandant of the Marine Corps Drill Instructor of the Year Program. The recipient of this annual award will be identified in early October by the CG, MCCDC. The CG, MCCDC, will forward the recipient's name and last 4 SSN to the CMC (MMPR-2) for unit diary action. If the recipient has not been meritoriously promoted during the fiscal year for which nominated, the recipient will be meritoriously promoted to the appropriate grade, staff sergeant through gunnery sergeant, and assigned a date of rank of 2 October. (MCO 1650.39 refers.)

i. Commandant of the Marine Corps Recruiter of the Year Program. The recipient of this annual award will be identified in early October by the CG, MCRC. The CG, MCRC will forward the recipient's name and last 4 SSN to the CMC (MMPR-2) for unit diary action. If the recipient has not been meritoriously promoted during the fiscal year for which nominated, the recipient will be meritoriously promoted to the appropriate grade, sergeant through gunnery sergeant, and assigned a date of rank of 2 October. EAD recruiters may compete with active duty Marines for Recruiter of the Year. (MCO 1650.39 refers.)

j. Commandant of the Marine Corps Prior Service Recruiter of the Year Program. The recipient of this annual award will be identified in early October by the CG, MCRC. The CG, MCRC will forward the recipient's name and last 4 SSN to the CMC (MMPR-2) for unit diary action. If the recipient has not been meritoriously promoted during the fiscal year for which nominated, the recipient will be meritoriously promoted to the appropriate grade, staff sergeant through gunnery sergeant, and assigned a date of rank of 2 October.

k. Commandant of the Marine Corps Marine Security Guard of the Year Program. The recipient of this annual award will be identified in early October by the CO, MSG Bn. The CO, MSG Bn will forward the recipient's name and last 4 SSN to the CMC (MMPR-2) for unit diary action. If the recipient has not been meritoriously promoted during the fiscal year for which nominated, the recipient will be meritoriously promoted to the appropriate grade, lance corporal through gunnery sergeant, and assigned a date of rank of 2 October. (MCO 1650.39 refers.)

l. Commandant of the Marine Corps Marine Combat Instructor of the Year Program. The recipient of this annual award will be identified in early October by the CG, MCCDC. The CG, MCCDC, will forward the recipient's name and last 4 SSN to the CMC (MMPR-2) for unit diary action. If the recipient has not been meritoriously promoted during the fiscal year for which nominated, the recipient will be meritoriously promoted to the appropriate grade, sergeant through gunnery sergeant, and assigned a date of rank of 2 October. (MCO 1650.39 refers.)

m. Commandant of the Marine Corps Marine Career Retention Specialist of the Year Program. The recipient of this annual award will be identified in early October by the Director, Personnel Management Division (MM). The Director, Personnel Management Division, will forward the recipient's name and last 4 SSN to the CMC (MMPR-2) for unit diary action. If the recipient has not been meritoriously promoted during the fiscal year for which nominated, the recipient will be meritoriously promoted to the appropriate grade, sergeant through gunnery sergeant, and assigned a date of rank of 2 October. (MCO 1650.39 refers.)

2. Non-Special Duty Assignments (non-SDAs)

a. Allocations will be provided to the six major commands: Marine Forces Pacific (MARFORPAC), Marine Forces Command (MARFORCOM), Marine Forces Reserve (MARFORRES) (Active Component/Active Reserves), MCRC, MCCDC, and Logistics Command (LOGCOM). The CMC (M&RA) will provide allocations to these commands for meritorious promotion to staff sergeant and gunnery sergeant.

b. Total allocations are based on one meritorious promotion per 1000 Marines eligible (i.e. sergeant and staff sergeant populations within the commands) as of 1 October of the respective calendar year. Numbers over 500 are rounded up. For example, if a command has 1499 sergeants, then the command will rate 1 meritorious promotion allocation to staff sergeant. If a command has 1500 sergeants, then the command will rate 2 meritorious promotion allocations to staff sergeant. The same applies to the gunnery sergeants.

c. Commands with less than 1000 eligible sergeants or staff sergeants will not receive an individual allocation. However, they will submit a sergeant or staff sergeant to compete for a single allocation via the SNCO Meritorious Promotion Board. Also, any unit that does not fall under one of the six major commands will have their nominee evaluated for meritorious promotion by this board. These commands will need to submit their selected nominees to the CMC (M&RA) no later than February for the board, which will be convened in March.

d. All commands with more than 1000 eligible Marines are required to submit their meritorious promotion nominees to the CMC (MMPR-2) via naval message no later than 1 March for final approval. Promotions will be made effective 2 April.

e. Each year, allocations will be updated in early October via naval message from the CMC (MMPR-2) once the CMC (MPP-20) determines the allocations after accounting for any changes in the manning and staffing process.

f. Active Reserve Marines can compete for these meritorious promotion allocations; however, SMCR Marines do not qualify because the SMCR has its own meritorious promotion program.

g. The CMC (MM) will conduct a centralized review of meritorious promotion nominees to ensure each Marine is qualified for promotion and that their official records does not contain adverse material unknown to the commander. Marines are required to meet minimum TIS requirements for meritorious promotion as stipulated in Chapter 1 of this Manual. Marines recommended for meritorious promotion under this paragraph must have performed their assigned duties to a degree that clearly merits promotion over other qualified Marines and justifies consideration for advancement ahead of other Marines in the same grade.

h. Marines recommended for meritorious promotion under this paragraph should be compared to all other Marines of the same grade, regardless of MOS. Their duty performance should reflect favorably on the Marine Corps.

i. Commanders may also submit recommendations for a non-SDA meritorious promotion based on a single meritorious act to the CMC (MMPR-2) by naval letter. There are no separate quotas for this type of meritorious promotion; instead, the quotas must come from the commands' allocation for non-SDA meritorious promotions. Examples of acts that may qualify under the provisions of this paragraph are:

(1) The winner of a national or higher level marksmanship match (e.g., the National Trophy Individual Rifle Match; the National Services Rifle Championship; the National Pistol Championship).

(2) The winner of individual marksmanship matches in the Olympic Games, Pan-American Games, or International Shooting Union Matches.

(3) The invention of a weapon or device, or the development of a new technique/process which is of Marine Corps-wide significance and produces a substantial savings in time and money on a continuing basis.

(4) Commanding generals may submit a recommendation for meritorious promotion to the grade of SSgt for the squad leader of the winning annual rifle squad (super squad) competition.

j. Drill Instructors, Recruiters, Marine Security Guards, and TECOM instructors at OCS are not eligible for meritorious promotion under this paragraph and will continue to compete under separate allocations provided for special duty assignments (SDAs).

3. Meritorious SNCO promotions in the Marine Forces Reserve. Meritorious SSgt and GySgt promotion allocations will be determined annually in January for the calendar year by the CMC (RAP) for reserve component Marines in recognition of their superior performance of duty and contributions to the Marine Corps Reserve. AR and SMCR allocations will be provided to the Commander, Marine Forces Reserve who will forward nominees to the CMC (MMPR-2) for final approval. SMCR meritorious promotion allocations will be calculated based on both the IMA and SMCR unit drilling Reserve SNCO populations. Both components will compete for meritorious promotion at MARFORRES within the SMCR competitive category. The Commanding General, Mobilization Command (CG, MOBCOM), will coordinate all SNCO IMA detachment meritorious promotion nominations and forward them to MARFORRRES for final consideration. Recommendations may be submitted at any time during the year. Submit via

naval message the name, SSN, MOS, and grade of each nominee. Approved promotions will be effective on the 2d day of the month in which the Marine was recommended for promotion. During periods of mobilization, the CMC (RAP) will provide IRR allocations to CG, MOBCOM. Nominations will be forwarded via the MSC to the CG, MOBCOM who will forward selections to the CMC (MMPR-2) for final approval.

a. In addition to the minimum TIS requirements for meritorious promotion stipulated in Chapter 1 of this Manual, Marines recommended for meritorious promotion under this paragraph must have performed their assigned duties to a degree that clearly merits promotion over other qualified Marines and justifies consideration for advancement ahead of other Marines in the same grade.

b. Marines recommended for meritorious promotion under this paragraph should be compared to all other Marines of the same grade, regardless of MOS. Their duty performance should reflect favorably on the Marine Corps Reserve.

4102. COMBAT MERITORIOUS PROMOTIONS

1. In times of war, national emergency, or extended periods of combat operations, the CMC, Manpower Plans and Policy Branch (MPP-20) and Reserve Affairs Policy Branch (RAP) may provide separate additional allocations for meritorious promotions to SSgt and GySgt to a designated Marine component commander for the specific theater of operations (i.e., Commander, U.S. Marine Central Command (COMUSMARCENT), etc.) for the purpose of meritoriously promoting those Marines, both active duty and reserve, who have shown outstanding performance and leadership in combat or under combat conditions. At the beginning of the first and third quarters of the fiscal year, the CMC (MPP-20) will determine the allocations and provide these numbers to the CMC (MMPR-2). The CMC (MMPR-2) will subsequently publish a naval message with the allocations and administrative instructions. Apportionment of these additional combat meritorious promotion allocations is the responsibility of the Marine component commander. The Marine component commander will submit to the CMC (MMPR-2), by naval correspondence, recommendations for combat meritorious promotions to SSgt and GySgt to fill these additional allocations.

2. The CMC, Manpower Plans and Policy Branch (MPP-20) and Reserve Affairs Policy Branch (RAP) may also provide separate additional allocations for meritorious promotions to PFC through Sgt to a designated Marine component commander for the specific theater of operations (i.e., Commander, U.S. Marine Central Command (COMUSMARCENT)) for the purpose of meritoriously promoting those Marines, both active duty and reserve, who have shown outstanding performance and leadership in combat or under combat conditions. These allocations will be published by the CMC (MMPR-2) at the same time as the SNCO combat meritorious promotions.

3. The following criteria will apply to all combat meritorious promotions:

a. Marines must have demonstrated outstanding leadership to a degree rarely attained by Marines of equal grade. Such leadership performance should justify the Marine being advanced in grade ahead of all other Marines of the same grade, regardless of TIG or TIS.

b. Determination of eligibility for promotion will be based on the command's recommendation, combat performance, and past military record.

c. The recommendation for a combat meritorious promotion must be submitted within one year of the meritorious action and performance in combat or under combat conditions.

d. Combat meritorious promotions will not be used as rewards or when a personal commendation/award is more appropriate.

4. Marines awarded a combat meritorious promotion will have the words "combat meritorious" typed on their promotion warrant.

5. During years when the CMC has approved combat meritorious promotions for Marine component commanders, the CMC (MP) will seek a decision annually from the CMC as to the continuation of additional combat meritorious promotion allocations and will publish the allocations for the upcoming fiscal year accordingly.

4103. MERITORIOUS PROMOTION TO CPL AND SGT IN THE ACTIVE COMPONENT

1. Commanding generals of the Regular and Reserve establishments; Commanding Officers, Marine Helicopter Squadron One; Marine Barracks 8th and I; Headquarters Battalion, Headquarters, U.S. Marine Corps; Marine Aviation Training Support Groups; Expeditionary Warfare Training Groups; Marine Corps Support Activity; Marine Security Guard Battalion; Marine Aviation Detachment, Patuxent River; Fort Leonard Wood; Marine Support Battalion; Marine Tiltrotor Test and Evaluation Squadron 22; Marine Corps Mountain Warfare Training Center; and Marine Aviation Weapons and Tactics Squadron One are delegated the authority to effect meritorious promotions to Sgt and Cpl based upon total onboard strengths of permanent personnel in the grades of Cpl and LCpl, respectively. SMCR/AR onboard strength will not be combined with active component onboard strength, and AR onboard strength will not be combined with SMCR onboard strength in any computations for the respective components. On the 1st day of each fiscal quarter (October, January, April, and July), commands will tally their onboard strength of Cpls and LCpls to establish the base figure for computing quarterly meritorious promotions.

a. Commanding generals of major FMF commands, with units or individuals attached to Marine Expeditionary Units (MEUs) that are deployed, may redelegate a portion of their meritorious promotion authority to the respective MEU commanders. The promotion quotas allocated as a result of redelegation will be deducted from the total meritorious promotions of the parent command.

b. Commanders of recruiting stations and district headquarters will receive quotas for meritorious promotion to Cpl and Sgt from the commanding generals of the recruit depots/recruiting regions.

2. Not more than 1/4 of one percent of the Cpls, and 1 percent of the LCpls, on board on the 1st day of the fiscal quarter (October, January, April, and July, may be meritoriously promoted to the next higher grade. Excess fractions will not be carried over if one or more promotions result from the quarterly computation, nor will they be carried over to the next year.

3. Those commands in which the onboard strength of Cpls and LCpls does not yield at least one promotion from these percentages will carry over the fraction each quarter until the accumulation of fractions results in at least one promotion for each grade.

4. Should the accumulation of quarterly fractions still result in less than one promotion for the entire fiscal year after the computation in July, commanders may then effect one promotion to the grade of Sgt in August and one promotion to the grade of Cpl in September, if applicable.

EXAMPLE: A command with 1,580 Cpls and 2,860 LCpls on 1 October will rate 3.95 promotions to Sgt on 2 November and 28.6 to Cpl on 2 December, regardless of fluctuations in onboard strength in the last 2 months of the quarter. The command may promote 3 Cpls to Sgt in November and 28 LCpls to Cpl in December.

5. The months in which quarterly meritorius promotions are to be effected for Sgt and Cpl, per the provisions of paragraphs 4103.1 through 4 above, are as follows:

a. Sgt: November, February, May, and August.

b. Cpl: December, March, June, and September.

6. The Commanding General Marine Corps Recruit Depot/Eastern Recruiting Region and the Commanding General, Marine Corps Recruit Depot/Western Recruiting Region, are delegated the authority to meritoriously promote, semiannually, effective 2 January and 2 July, 12.5 percent of the onboard strength of Cpls who have satisfactorily served as DIs or recruiters for 6 months as of 2 January and 2 July, respectively. Commanders will effect the promotions on the unit diary and prepare the certificates of appointment.

7. Commanding generals are delegated the authority, without reference to Headquarters, U.S. Marine Corps, to meritoriously promote winners of their annual rifle squad competition to the grade of Sgt and below. These promotions will count against their command allocations for the quarter in which they are effected. The DOR and effective date will be the 2d of the month following the competition.

8. Commanders, in the regular establishment, not under the command of a general officer (remote location or geographic separation from the general officer does not qualify under this paragraph), or commanders not identified in paragraph 4103 above, may submit recommendations by letter to the CMC (MMPR-2) for quarterly meritorious promotions from LCpl to Cpl and from Cpl to Sgt. For purposes of this paragraph, the terms "commander" and "command" do not include Navy or other-service commands to which Marines are operationally attached. If the unit or organization is ADCON to a local Marine command, meritorious requests will be submitted via that chain of command and not to the CMC (MMPR-2).

9. There are no provisions for the reallocation of unused quotas between commands.

10. There are no provisions for commanders to carry unused quotas from one quarter to another. Once the quarter expires, so do any unused meritorious promotion quotas.

11. The commanders identified in paragraph 4103 are authorized to retain meritorious promotion quotas and use them as "spot" promotions. However, such "spot" promotions count against the total command authorization for that promotion quarter.

4104. MERITORIOUS PROMOTION TO CPL AND SGT (ACTIVE RESERVE)

1. Meritorious promotions for AR Marines will be authorized annually vice quarterly. Annual meritorious promotions will be effected in August for promotion to sergeant and in September for promotion to corporal.

a. Commanding officers of AR personnel who fall under the command of a reserve major subordinate command (MSC) commanding general (i.e., Marine Forces Reserve, 4th Marine Aircraft Wing, 4th Marine Division, and 4th Force Service Support Group), regardless of the unit's geographical location, must submit their nominations for meritorious promotion by letter to their respective MSC commander in accordance with the procedures established by their respective MSC commander for meritorious promotion of AR Marines to corporal and sergeant. Allocations for meritorious promotions for each MSCs will be determined by using the formula of not more than 1/4 of one percent of the Cpls or 1, whichever is more, and 1 percent of the LCpls or 1, whichever is more, on board on the 1st day of July may be meritoriously promoted to the next higher grade on 2 August and 2 September, respectively. Excess fractions will not be carried over to the next year.

b. Commanding officers of AR personnel in all other commands, (to include Headquarters, U.S. Marine Corps, EWTGLANT, EWTGPAC, MARFORLANT, MARFORPAC, MCSA Kansas City, EAP, Twentynine Palms and all Reserve Support Units) must submit meritorious promotion nominations by letter to the CMC (RA) for the annual meritorious promotion of AR personnel to sergeant and corporal, based on guidance published in an annual Marine Corps Bulletin in the 1430 series published by the CMC (RA).

4105. MERITORIOUS PROMOTION TO CPL AND SGT (SMCR/IRR)

1. SMCR

a. SMCR Marines will compete for meritorious promotion within their MSC. The CG, MOBCOM, will coordinate all IMA detachment meritorious promotions.

b. Allocations for meritorious promotions will be determined using the formula prescribed in paragraph 4103.

c. Commanding officers who have SMCR Marines attached to them in an active duty status must submit nominations for meritorious promotion by letter to the commanding general of the MSC to which the Marine is permanently assigned/joined.

2. IRR

a. Commanding officers who have IRR Marines attached to them in an active duty status must submit nominations for meritorious promotion by letter to the Commanding General, MOBCOM. IRR Marines in this category include the following:

(1) EAD with the SMCR (not recruiter aides).

(2) ADSW (with Active or Reserve component orders).

(3) Exercise Support orders.

(4) Reserve Counterpart Training Orders.

(5) Mobilized members of the IRR.

b. There are no regularly scheduled IRR meritorious promotions other than for EAD Recruiters.

3. EAD Recruiters. Meritorious promotion allocations for recruiters on EAD will be one per region, annually, for the 2 January promotion period. Promotions will be effected per paragraph 4103.6.

4106. MERITORIOUS PROMOTION TO LCPL, ACTIVE AND RESERVE COMPONENTS

1. Commanders, as defined by paragraph 1200.3 of this Manual, are delegated the authority to effect meritorious promotions to LCpl based upon onboard strength of permanent personnel in the grade of PFC. Each fiscal quarter, not more than 3 percent of the PFCs onboard on the 1st day of the fiscal quarter (October, January, April, and July) may be meritoriously promoted. Excess fractions will not be carried over if one or more promotions result from the quarterly computation. For those commands in which the onboard strength of PFCs does not yield at least one promotion from the percentage, the fraction may be carried over and accumulated each quarter until it results in at least one promotion. Should the accumulation of quarterly fractions result in less than one promotion for the entire fiscal year after the computation in July, commanders may then effect one promotion in September.

a. The months in which quarterly meritorious promotions to LCpl are to be effected are December, March, June, and September.

b. Meritorious promotions awarded for command recruiting do not count against the quarterly allocation.

2. Commanding officers who have IRR Marines attached to them in an active duty status must submit nominations for meritorious promotion by letter to the CMC(RA) via the Commanding General, MOBCOM. (See paragraph 4105.2)

4107. MERITORIOUS PROMOTION TO PFC, ACTIVE AND RESERVE COMPONENTS. Commanders are authorized to meritoriously promote any Pvt, permanent personnel (non student), to PFC in recognition of outstanding leadership or performance. Commanding officers who have IRR Marines attached to them in an active duty status must submit nominations for meritorious promotion by letter to the CMC(RA) via the Commanding General, MOBCOM. (See paragraph 4104.2)

4108. COMMAND RECRUITING PROGRAM (CRP) MERITORIOUS PROMOTIONS

1. Commanders of recruiting stations are authorized to meritoriously promote any Pvt to PFC who, while in a leave/liberty status or assigned to the Permissive Recruiter Assistance Program (PRASP), or any member of the SMCR who is not assigned as a recruiter aide, if otherwise qualified, who is responsible for the enlistment of one or more qualified applicants.

2. Commanders of recruiting stations are authorized to meritoriously promote any PFC to LCpl who, while in a leave/liberty status or assigned to the Permissive Recruiter Assistance Program (PRASP), or any member of the SMCR who is not assigned as a recruiter aide, if otherwise qualified, is responsible for the enlistment or reenlistment of two or more qualified applicants.

3. Commanders of recruiting stations are authorized to meritoriously promote any Pvt to PFC or PFC to LCpl who is assigned to the Permissive Temporary Additional Duty Recruiter Assistant Program (PTAD), if otherwise qualified, who is responsible for the enlistment or reenlistment of two or more applicants.

4. Commanders of recruiting stations, prior to meritoriously promoting any Marine participating in the CRP, will coordinate with the Marine's parent command to ensure the Marine is otherwise qualified for meritorious promotion.

5. Commanders of recruiting stations will issue the appropriate promotion warrant and then forward to the Marine's command all documentation pertaining to the promotion for final administrative processing. If the Marine has returned to his or her parent unit before the meritorious promotion is effected, commanders should send a letter to the Marine's commanding officer that contains the necessary information to support the meritorious promotion. The Marine's commanding officer may then effect the meritorious promotion.

6. All dates of rank and the effective dates for pay and allowances for meritorious promotions effected under this paragraph will be the 2d day of the month following the month in which the required number of applicants enlisted or reenlisted.

7. Reserve Marines participating in the Reserve Recruiter Aide Program are not eligible for meritorious promotion under this paragraph.

8. A Marine may be meritoriously promoted only once during an assignment to PRASP or PTAD.

4109. RECRUITER AIDES. A Reserve PFC, LCpl, or Cpl on active duty at a recruiting station as a recruiter aide will be recommended for meritorious promotion in the same manner as active duty recruiters. Meritorious promotion quotas for these personnel are included in the quotas assigned per paragraphs 4103 thru 4106.

CHAPTER 4

SPECIAL PROMOTION PROVISIONS

SECTION 2: SPECIAL MERITORIOUS PROMOTION PROVISIONS

4200. MARINE CORPS RECRUIT DEPOTS

1. Commanding Generals of Marine Corps Recruit Depots are delegated authority to effect, without reference to Headquarters, U.S. Marine Corps, meritorious promotions to PFC and LCpl, as prescribed below.

a. PFC. Not more than 10 percent of the Pvts graduating from recruit training may be meritoriously promoted to the next higher grade. Fractions will not be carried over if one or more promotion results from the computation. When computing 10 percent, do not count recruits who are contract promotions to PFC per their Statement of Understanding. Promotion to PFC (USMC or USMCR) will be effected on the date of graduation to rank from the 2d day of the graduation month, or to rank from the 2d day of the previous month if graduation occurs on the 1st day of the month.

EXAMPLE 1: Graduation is 20 November. Assign DOR of 2 November and effective date of 20 November.

EXAMPLE 2: Graduation is 1 December. Assign DOR of 2 November and effective date of 1 December.

b. LCPL. Those recruits who are under contract to be promoted upon graduation to PFC, per their Statement of Understanding, and are graduating as a platoon honor graduate, may be promoted to LCpl when, in the opinion of the commanding general, they have demonstrated outstanding leadership potential. Promotion to LCpl (USMC or USMCR) will then be effected on the date of graduation to rank from the 2d day of the graduation month, or to rank from the 2d day of the previous month if graduation occurs on the 1st day of the month.

4201. FORMAL SCHOOLS

1. Commanders responsible for administration of personnel assigned to formal schools of 12 weeks or more in duration, regardless of sponsor, are delegated authority to effect, without reference to Headquarters, U.S. Marine Corps, the meritorious promotion of Marines to the following grades, subject to the below criteria:

a. PFC. Five percent of the Pvts in each class after the first month in residence.

b. LCPL. Those PFCs graduating in the top 5 percent of all students, regardless of USMC component, in the class.

EXAMPLE: A PFC graduates on 17 December in the top 5 percent of the class. The Marine is entitled to a meritorious promotion to LCpl. The promotion will be effected with a DOR of 2 December effective 17 December.

EXAMPLE: A Private is responsible for recruiting two applicants who enlist in the Marine Corps on 23 November. The same Marine is graduating on

17 December in the top 5 percent of the class. He or she is entitled to meritorious promotion to PFC per MCO 1130.53_ and to meritorious promotion to LCpl for graduating in the top 5 percent of all students. Both promotions cannot be effected with a DOR of 2 December. The Marine will be promoted to PFC with a DOR of 2 November and effective date of 30 November, and to LCpl with a DOR of 2 December, effective 17 December.

c. Students in the grades of LCpl and above are not eligible for meritorious promotion as the result of exceptional scholastic achievement while attending these schools.

2. Commanders of MOS-producing schools responsible for the administration of personnel assigned to formal schools of under 12 weeks duration, regardless of sponsor, are delegated authority to effect, without reference to Headquarters, U.S. Marine Corps, the meritorious promotion of Marines to the following grades, subject to the below criteria:

a. PFC. Five percent of the Pvts in each class after the first month in residence, or upon graduation, whichever occurs first.

b. LCPL. Those PFCs who finish first in their class, regardless of USMC component.

3. Commanders responsible for the administration of formal schools conducting entry-level training resulting in the assignment of the initial primary MOS, for which quotas are established by the CMC, are delegated authority to effect, without reference to Headquarters, U.S. Marine Corps, the meritorious promotion of Marines to the following grades, subject to the limitations indicated:

a. PFC. Those Pvts in the top 5 percent of all students, regardless of their USMC component, in each class after the 30th training day in residence or upon graduation, whichever occurs first. The promotions will be effected on the date of graduation to rank from the 2d day of the graduation month, or on the 2d day of the previous month if graduation occurs on the 1st day of the month.

EXAMPLE: A Marine begins training on 12 June; completes 30th day in residence 11 July; finishes in the top 5 percent of Pvts on board; should be meritoriously promoted to PFC with DOR 2 July and effective date of 11 July.

b. LCPL. Those PFCs graduating in the top 5 percent of all students, regardless of USMC component, in the class. The promotions will be effected on the date of graduation to rank from the 2d day of the graduation month, or the 2d day of the previous month if graduation occurs on the 1st day of the month.

c. If the 5 percent computation results in less than one promotion, commanders may effect the meritorious promotion of the Honor Graduate only. (the number one graduate of all students, regardless of USMC component).

d. Students in the grade of LCpl or above are not eligible for meritorious promotion as the result of exceptional scholastic achievement while attending these schools.

4. Commanders of Marine Corps administrative activities conducting aviation technical training, field skills training (FST), or managed on-the-job training (MOJT), specifically approved by the CMC for the purposes of providing

entry-level training which results in the assignment of an initial primary MOS, are authorized to meritoriously promote Marines who have demonstrated outstanding technical abilities or leadership potential.

a. PFC. Five percent of the Pvts in each class after the 30th training day in residence, or upon graduation, whichever occurs first. Assign a DOR and effective date as the 2d day of the month following the month in which the Marine completed the 30th training day in residence.

b. LCPL. Those Marine PFCs graduating in the top 5 percent of all students, regardless of USMC component, in the class. The promotions will be effected on the date of graduation to rank from the 2d day of the graduation month, or the 2d day of the preceding month if graduation occurs on the 1st day of the month. If, during the same month, a Marine is meritoriously promoted to PFC, and subsequently graduates in the top 5 percent of the class in which the total population allows for a meritorious promotion to LCpl, the Marine is precluded from receiving a second promotion within the same month. However, both promotions can be effected if the DOR and effective date to PFC and the DOR and effective date to LCpl occur in 2 separate months.

4202. OPERATING FORCES. Due to operational requirements, it is sometimes necessary to increase the number of non-commissioned officers (NCO's) in certain military occupational specialties (MOS's) of the operating forces. As required, MMPR will publish Marine Corps Bulletins announcing special meritorious promotions for certain MOS's to meet short-term, immediate needs of the operating forces. Marine Corps Bulletins will address target MOS's, number of allocations available, and designate special promotion authority to effect meritorious promotions.

CHAPTER 4

SPECIAL PROMOTION PROVISIONS

SECTION 3: POSTHUMOUS PROMOTIONS

4300. GENERAL. A Marine who is selected for promotion by a selection board, or has met the cutting score and/or time-in-grade/time-in-service requirements, and has been recommended for promotion by his commander, but is unable to accept the promotion because of death, may be posthumously promoted. The deceased Marine's beneficiary(ies) will not be entitled to any bonuses, gratuity, pay, or allowances by virtue of the posthumous promotion.

1. Posthumous promotions are only authorized if a Marine dies in the line of duty and will not be effected if the circumstances surrounding the death serve to bring discredit upon the Marine Corps, or if death is at the Marine's own hand.

2. Commanders, their staffs, and Casualty Assistance Call Officers (CACOs) must be especially careful in responding to posthumous promotion requests of grieving family members. No Marine Corps command representative or CACO is authorized to approve the burial of a deceased Marine with the insignia of the next higher grade without official approval being granted by the appropriate approval authority. In some cases, authority to effect the posthumous promotion may be denied or, if approved, may not be approved until after the Marine has been interred. If such requests are received from family members of a deceased Marine, immediate guidance should be sought from the CMC (MMPR-2). In no instance should approval be implied unless specifically notified by the designated approval authority that the posthumous promotion is authorized.

3. Approval authority for all posthumous promotions to SNCO grades of Marines who meet the criteria contained in paragraph 4301 lies with the Head, Enlisted Promotion Section (MMPR-2), as delegated by the Commandant of the Marine Corps (CMC).

4. Approval authority for all posthumous promotions of privates through corporals who meet the criteria contained in the paragraphs 4302 and 4303 lies with those commanders identified in paragraph 1200.3.b. of this order.

5. Posthumous promotions only apply to deceased Marines. A Marine declared death imminent by a medical officer due to illness, injuries, or wounds cannot be recommended/approved for posthumous promotion until deceased.

6. If a commander is aware of any restrictions that would preclude a Marine from being posthumously promoted, the CMC (MMPR-2) must be notified.

7. The certificate of appointment shall be delivered to the Casualty Assistance Call Officer (CACO) for subsequent delivery to the next of kin. In the event the CACO has transferred, commanders should contact HQMC Casualty Assistance Section (MRPC) for further guidance.

4301. POSTHUMOUS PROMOTION OF SNCO SELECTS

1. Eligibility. Marines recommended for promotion to a SNCO grade by a promotion selection board but who are subsequently not able to accept the

promotion because of death in the line of duty are authorized posthumous promotion to the next higher grade if the following criteria is met:

a. The Marine had been selected for promotion by a SNCO selection Board, as evidenced by a select grade and seniority number in the MCTFS; or

b. The Marine was approved for meritorious promotion but died prior to the effective date of promotion (2nd day of the month).

2. Effecting Posthumous Promotions of SNCO selects. The CMC (MRPC) will notify the CMC (MMPR-2) of all Sgt and SNCO deaths. MMPR-2 will determine if the deceased Marine is on a current SNCO selection list or has been approved for meritorious promotion. MMPR-2 will contact the deceased Marine's command to confirm the commander's desire to posthumously promote the Marine. If there is no adverse material to prevent the Marine from being promoted, the CMC (MMPR-2) will notify the command via naval message that the Marine is authorized for posthumous promotion. The command will then prepare the promotion warrant with a date of rank of the date of death and forward it to the CACO for delivery to the next of kin. The promotion warrant will include the word "posthumously" as shown in Figures 4-1 and 4-2.

4302. POSTHUMOUS PROMOTION TO CPL AND SGT

1. Eligibility. All junior enlisted Marines in the grades of LCpl or Cpl, who die in the line of duty prior to the authorized effective date of their promotion, are authorized posthumous promotion to the next higher grade if the following criteria are met:

a. The Marine was recommended for promotion at the time of death and the Marine's composite score would have met the requisite cutting score for any month within that promotion quarter (there is no requirement for a "select grade" entry in the DFR); or

b. The Marine was approved for meritorious promotion but died prior to the effective date of promotion (2nd day of the month).

EXAMPLE: On 31 August, a LCpl has a composite score of 1590 computed for the first quarter of the year and is recommended for promotion by his commander during early September. The Marine dies on 15 September. The cutting score for 1 October is established at 1598 on 24 September. The cutting score for 1 November is established at 1595 on 24 October. On 24 November, HQMC establishes the cutting score for the December promotion period at 1585. Upon announcement of the required cutting score for December and recognizing that the deceased Marine's composite score was sufficient for promotion, the commander is authorized to approve the posthumous promotion to Cpl and prepare the appropriate promotion warrant with a date of rank of 15 September.

EXAMPLE: A LCpl is officially approved by an authorized commander on 23 March for meritorious promotion to Cpl, effective 2 April. The Marine dies on 25 March. The commander is authorized to approve the posthumous promotion to Cpl and prepare the appropriate promotion warrant with a date of rank of 25 March.

NOTE: In the above examples, the beneficiaries will not be entitled to receive any bonuses, gratuity, or pay and allowances by virtue of the posthumous promotion.

4303. POSTHUMOUS PROMOTION TO PFC AND LCPL

1. Eligibility. All junior enlisted Marines in the grades of Pvt or PFC, who die in the line of duty any time during the month prior to the date authorized for promotion, are authorized posthumous promotion to the next higher grade if the following criteria are met:

a. The Marine was recommended for regular promotion at the time of death (there is no requirement for a "select grade" entry in the DFR); or

b. The Marine was officially approved for meritorious promotion at the time of death.

EXAMPLE: A PFC will have the required eight months time in grade (TIG) and nine months time in service (TIS) for promotion to LCpl for a 1 December regular promotion and his commander has recommended him for promotion. The Marine dies on 7 November. The commander is authorized to approve the posthumous promotion to LCpl and prepare the appropriate promotion warrant with a date of rank of 7 November.

EXAMPLE: A PFC is officially approved by an authorized commander on 23 March for meritorious promotion to LCpl to be effective on 2 April. The Marine dies on 25 March. The commander is authorized to approve the posthumous promotion to LCpl and prepare the appropriate promotion warrant with a date of rank of 25 March.

NOTE: In the above examples, the beneficiaries will not be entitled to receive any bonuses, gratuity, or pay and allowances by virtue of the posthumous promotion.

4304. RESPONSIBILITIES FOR POSTHUMOUS PROMOTIONS TO THE RANKS OF PFC THROUGH SGT

1. For all deaths of Marines in the rank of Pvt through Cpl, a determination of the Marine's promotion status will be made by the command. The commander will, as soon as possible:

a. Review the deceased Marine's promotion status to determine whether the Marine met the criteria for posthumous promotion or posthumous delivery of a regular or meritorious promotion listed in paragraphs 4303 and 4304 below.

b. Verify that death was in the line of duty and that the circumstances surrounding the Marine's death would not bring discredit upon the Marine Corps.

c. Verify that the deceased Marine was not in a promotion restriction status.

d. If a Marine is approved by the command for regular or meritorious posthumous promotion, prepare the promotion warrant as directed above and forward to the CACO or to the CMC (MRPC).

e. If a Marine's death occurs on or after the date authorized and approved for regular or meritorious promotion but prior to an actual promotion ceremony, prepare the promotion warrant for posthumous delivery of the promotion and forward to the CACO or to the CMC (MRPC). The warrant will include the word "posthumously" as shown in Figures 4-3 and 4-4.

f. Include the CMC (MMPR-2) as an info addressee on the Personnel Casualty Report (PCR) submitted to the CMC (MRPC), with one of the following comments annotated in Block 61 (Additional Remarks) for all Marines:

(1) Not eligible for posthumous promotion due to time-in-grade/time-in-service requirements;

(2) Command will posthumously promote with no entitlement to increased pay/benefits to the beneficiary(ies);

(3) Command will effect posthumous delivery of regular or meritorious promotion with entitlement to increased pay/benefits to the beneficiary(ies);

(4) Eligible for posthumous promotion based on TIG/TIS but pending final determination upon receipt of monthly cutting scores for the quarter;

(5) Eligible for posthumous promotion based on TIG/TIS but not qualified due to composite score not meeting the cutting score;

(6) Eligible for posthumous promotion based on TIG/TIS but not recommended for promotion by commander (state reason).

g. If a determination of promotion status for a LCpl or Cpl cannot be made until a later date within the promotion quarter (i.e. awaiting cutting scores to be announced), the command will track monthly cutting scores to determine if the Marine's composite score meets the cutting score for any of the subsequent months in the promotion quarter.

(1) If the Marine is later found qualified for promotion during the quarter after announcement of the cutting scores, the command will prepare the appropriate promotion warrant and deliver to either the CACO or the CMC (MRPC) for subsequent presentation to the Marine's next of kin. Additionally, the command will submit an updated PCR to the CMC (MRPC) outlining the posthumous promotion so that the revised DD Form 1300 can be prepared and sent to the CACO for delivery to the next of kin

(2) If the Marine's composite score does not meet the required cutting score by the end of the quarter, the Marine will be considered not qualified for posthumous promotion. Notify the CMC (MRPC) that the Marine was not qualified with an update to the PCR.

4305. <u>POSTHUMOUS DELIVERY OF A REGULAR OR MERITORIOUS PROMOTION WHEN DEATH OCCURS ON OR AFTER THE DATE AUTHORIZED FOR PROMOTION</u>. A Marine who has met all the criteria for regular or meritorious promotion to PFC through Sgt but dies on or after the date authorized for promotion, but prior to an actual promotion ceremony, will be considered for official records and pay purposes to have been officially promoted on the original date authorized. This is <u>not</u> a posthumous promotion, as defined in Title 10, Section 1522, and specified in paragraphs 4302 and 4303 above. It is a posthumous delivery of a regular or meritorious promotion. In these cases of posthumous delivery of promotion, the command will prepare the promotion warrant in the same manner as for the regular or meritorious promotions as outlined in paragraph 5103 of this Manual and forward the warrant to either the CACO or the CMC (MRPC). No reference to "posthumous" will be made on the promotion warrant under these circumstances.

NOTE: The beneficiary(ies) would rate any additional benefits and/or entitlements that the promotion would normally allow had the Marine been promoted in a ceremony prior to the Marine's death.

EXAMPLE: A Cpl with the PMOS 0311 has a composite score of 1720 and the required cutting score for 0311 for the November promotion period is announced as 1715. The Marine has a "select grade" flag on the unit's DFR but is in transit or on leave on 1 November. The Marine dies on 2 November prior to the promotion being effected at an appropriate ceremony. The commander will deliver the promotion warrant with a date of rank of 1 November to either the CACO or the CMC (MRPC). The warrant will be delivered to the next of kin and the Marine's beneficiary(ies) will be advised that additional entitlements for the 2 days of pay and entitlements at the rank of Sgt are authorized.

4306. OTHER. Any commanders faced with a situation that does not meet the parameters of paragraphs 4301 through 4304 above, i.e., a Marine has no select grade, has been meritoriously selected for promotion, etc., should contact the CMC (MMPR-2) for guidance before taking any action.

CHAPTER 4

SPECIAL PROMOTION PROVISIONS

SECTION 4: PROMOTION OF MARINES SEPARATED FOR PHYSICAL DISABILITY

4400. SNCOS. Those Marines in the grades of Sgt and above who have been selected for promotion, and who are to be separated or retired from active duty because of physical disability prior to their seniority number being reached, may be promoted with a DOR of the 1st day of the month of discharge/retirement and effective the last day of active duty, provided they are otherwise qualified.

1. Upon completion of the final physical disability evaluation proceedings by the Secretary of the Navy, the command will forward, via naval message, the exact date of separation/retirement to the CMC (MMPR-2) requesting appointment in the selected grade prior to the Marine's scheduled separation/retirement date.

2. When a Marine in the grade of Sgt and above is found fit to return to active duty or Reserve status from the Temporary Disability Retirement List (TDRL) and consents to return, the Marine will be reappointed or reenlisted and shall resume the active duty or reserve status held at the time they were transferred to the TDRL, i.e., the Marine will be assigned his/her original grade and date of rank (DOR) with an effective date as the date of reappointment or reenlistment. These Marines will compete for regular promotion in their PMOS or OccFld once they become eligible.

4401. PFC THROUGH SGT

1. Promotions of Marines in the grades of Cpl and below are administered by local commands. The commander of Marines who have been found physically unqualified for further active service because of physical disability will determine their eligibility for promotion. In determining a composite score for LCpls and Cpls, the cutoff date for TIG and TIS will include the last day of the promotion quarter in which the Marine's Medical Evaluation Board (MEB) is dated. When a Marine is transferred to another command pending physical disability proceedings and the Marine is not recommended for promotion, an entry will be made on the administrative remarks page of the SRB concerning the commander's non-recommendation for promotion. Upon receipt of separation authority from the CMC (MMSR-4), those LCpls and Cpls whose composite score meets or exceeds the cutting score requirement for their MOS/OccFld for the most recent promotion period may be promoted.

2. In cases where a MEB is not referred to a PEB, Marines in the grades of Pvt through Cpl may be promoted under the guidelines above upon receipt of the MEB from the convening authority directing separation.

3. When a Marine in the grade of Cpl and below is found fit for to return to active duty or Reserve status from the TDRL, and consents to return, the Marine will be reappointed to the current grade with a DOR and effective date of the date of reenlistment. These Marines will compete for regular promotion once they attain the minimum TIG/TIS. The TIG in the current grade from a previous enlistment (USMC/USMCR) may be included in the computation of composite scores for lance corporals and corporals. The TIS is computed from the adjusted AFADBD. Refer to paragraph 2501 for additonal guidance.

CHAPTER 4

SPECIAL PROMOTION PROVISIONS

SECTION 5: FROCKING

4500. GENERAL. Authority to frock enlisted Marines is delegated to Marine commanding generals. The following restrictions apply.

1. Marines may only be frocked if they have been selected for promotion by a regularly scheduled or remedial staff noncommissioned officer (SNCO) promotion selection board.

2. The frocking of SNCOs will be approved only under unusual circumstances that make it clearly in the best interests of the Marine Corps. These circumstances normally include Marines in one of the following categories:

a. Permanently assigned as the principal enlisted assistant to the commander.

b. Permanently serving on a joint staff or similar type duty where a selected SNCO may be either denied privileges afforded other service enlisted that are frocked, or could be placed in a situation of having to work for another service's enlisted person, who is frocked, but actually junior to the Marine in question.

c. Permanently serving in a billet that requires significant external liaison responsibilities with other services or Government agencies.

3. Selected first sergeants/master sergeants/master gunnery sergeants/ sergeants major who receive PCS/PCA orders from the CMC (MMEA) for assignment to senior leadership positions will have frocking authority included in their orders. Additionally, selected SNCOs slated to serve with joint commands or with sister services may receive frocking authority with their PCS/PCA orders. Frocking will occur prior to detaching for new duty station.

4. Marines who are frocked do not accrue additional pay and allowances until they are actually promoted. They are, however, issued a new identification card in the frocked grade.

5. Frocking will not occur when a Marine is in a promotion restriction status. Frocking authority should be rescinded in cases where Marines who are frocked are subject to disciplinary or competency review proceedings. Marines should appear before an NJP authority, a court-martial, or a competency review board (CRB) in their permanent grade, not in their frocked grade.

6. Where Marines are assigned to commands that are not ADCON to a Marine commanding general, requests for frocking should be forwarded to the CMC (MMPR-2).

7. Commanding generals who frock enlisted Marines will report the following information to the CMC (MMPR-2 and MMEA), by naval message or letter, relative to each Marine who is frocked: name, SSN, MOS, select grade, T/O number, line number, T/O grade.

LEAVE BLANK

United States Marine Corps

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities

of JOHN J. DOE *, I do*

appoint this Marine a STAFF SERGEANT (POSTHUMOUSLY) *in the*

United States Marine Corps

to rank as such from the FIFTEENTH *day of* MAY *, two thousand* AND FIVE

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters United States Marine Corps

this FIFTEENTH *day of* MAY *, in the year of our Lord two thousand* AND FIVE

/s/

J L Jones

COMMANDANT OF THE MARINE CORPS

(1420)

Figure 4-1 Sample SNCO Posthumous Promotion Warrant

United States Marine Corps

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* STAFF SERGEANT (MERITORIOUS) (POSTHUMOUSLY) *in the*

United States Marine Corps

to rank as such from the FIFTEENTH *day of* MAY *, two thousand* AND FIVE

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters United States Marine Corps *this* FIFTEENTH *day of* MAY *, in the year of our Lord two thousand* AND FIVE

/s/

J L Jones
COMMANDANT OF THE MARINE CORPS

(1420)

Figure 4-2 Sample SNCO Meritorious Posthumous Promotion Warrant

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN A. DOE *, I do appoint this Marine a* CORPORAL (POSTHUMOUSLY) *in the*

United States Marine Corps

to rank as such from the NINETEENTH *day of* NOVEMBER *, two thousand* AND FOUR

"Effective [illegible] charged to carefully and diligently execute the duties [illegible] and I do strictly [illegible] appropriate [illegible] others to [illegible] above [illegible] and for [illegible] You [illegible] States of America.

Given under my hand at Combat Assault Battalion, 3d Marine Division *this* NINETEENTH *day of* NOVEMBER *, in the year of our Lord two thousand* AND FOUR

AUTHORITY Title 10 U.S. Code Section 1522

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES No additional pay or allowances authorized.

JOHN SMITH

Lieutenant Colonel, USMC
Commanding

DD FORM 1 MAR 02 216 MC

S/N 0109-LF-982-8700

Figure 4-3 Sample NCO Posthumous Promotion Warrant

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN A. DOE *, I do appoint this Marine a* CORPORAL (MERITORIOUS)(POSTHUMOUSLY) *in the*

United States Marine Corps

to rank as such from the NINETEENTH *day of* NOVEMBER *, two thousand* AND FOUR

"Effective [illegible] you are charged to carefully and diligently execute the duties and responsibilities of the CORPORAL *of Marines, and I do strictly direct and require all personnel of lesser grade to render obedience to appropriate [illegible] CORPORAL [illegible] of Marines you must [illegible] example for others to [illegible] Your conduct and professionalism both on and off duty shall be above reproach. You are responsible for the accomplishment of your assigned mission and for the safety, professional development and well-being of the Marines in your charge. You will be the embodiment of our institutional core values of honor, courage and commitment. You will lead your Marines with firmness, fairness and dignity while observing and following the orders and directions of your senior leaders and enforcing all regulations and articles governing the discipline of the Armed Forces of the United States of America.*

Given under my hand at Combat Assault Battalion, 3d Marine Division *this* NINETEENTH *day of* NOVEMBER *, in the year of our Lord two thousand* AND FOUR

AUTHORITY Title 10 U.S. Code Section 1522

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES. No additional pay or allowances authorized.

JOHN SMITH

Lieutenant Colonel, USMC
Commanding

DD FORM 1 MAR 02 R16 MC

Figure 4-4 Sample NCO Meritorious Posthumous Promotion Warrant

S/N 0109-LP-582-8700

CHAPTER 5

EFFECTING PROMOTIONS

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CHAPTER 5

EFFECTING PROMOTIONS

SECTION 1: EFFECTING PROMOTIONS

5100. GENERAL. Even though a select grade is posted in MCTFS, a Marine is not considered promoted until a warrant is delivered by a commissioned officer at an appropriate ceremony. See paragraph 1200.5. Prior to conducting the ceremony, the Marine's commander must comply with paragraph 1200.4.

1. Method of Effecting SNCO Promotions. SNCO promotions are effected monthly to fill vacancies that occur on a Marine Corps-wide basis. The vacancies are filled by promoting selectees in order of seniority. Certificates of appointment are prepared locally and countersigned by the commander. The CMC (MMPR-2) publishes monthly MARADMINs authorizing the promotion of SNCOs and providing the projections for promotions for the following month.

2. An appointment to a higher enlisted grade issued by the CMC is effective for purposes of pay and allowances from the date indicated in the monthly MARADMIN authorizing the promotion, unless subsequently withdrawn per paragraph 5200.

3. Commanders will effect promotions to the grades of Sgt and below.

4. An appointment to a higher enlisted grade issued by the commander, as authorized per the provisions of paragraph 3600 (remedial promotion), will be effected on the date specified in the naval message authorizing the promotion. The promotion will be reported on the unit diary by the CMC (MMPR-2).

5. The certificate of appointment will be delivered to the Marine concerned upon receipt of the monthly promotion MARADMIN, but not prior to the first day of the month the promotion is to be effected.

5101. APPOINTMENTS. All appointments to the next higher grade will be permanent appointments. Permanent appointments can be terminated only by the promotion, reduction, or discharge of the individual concerned.

5102. DATE OF RANK. Upon advancement to a higher enlisted grade, and as directed by the CMC, enlisted Marines will be assigned a DOR. The sole purpose of a DOR is to establish relative seniority within a particular grade. Unless otherwise directed by the CMC, the DOR assigned upon promotion to the next higher grade through the normal promotion system will be the 1st day of the month in which the promotion is effected. The DOR assigned upon promotion to the next higher grade through the meritorious promotion system will be the 2d day of the month in which the promotion is effected.

5103. PREPARATION OF CERTIFICATES OF APPOINTMENT

1. A certificate of appointment will be prepared for each Marine promoted to any grade above the grade of Pvt on a date subsequent to enlistment or reenlistment.

a. Certificates of appointment will not be prepared for Marines who are appointed to a grade above Pvt at the time of enlistment or reenlistment. The enlistment contract or application for enlistment will serve as the appointing certificate.

b. Certificates of appointment will not be prepared for Marines enlisted in the Platoon Leaders Class, Officer Candidate Course, or Aviation Officer Candidate Course.

2. Commanders will prepare an original certificate of appointment for delivery to the individual Marine concerned (script font or computer font may be used).

3. Certificates of appointment will be prepared as shown in the examples in figures 5-1 through 5-11. A Marine's Social Security Number will NOT be included on the certificate of appointment.

a. Certificates of appointment prepared for regular promotions (USMC and USMCR) will reflect the 1st day of the month as the DOR and effective date of promotion, unless specifically directed otherwise by the CMC (see figures 5-1 through 5-5, 5-8, and 5-9).

b. Certificates of appointment prepared for remedial promotions (USMC and USMCR) will reflect the 1st day of the month as the DOR and the effective date as the date the remedial promotion was approved by the CMC (see figures 5-5, 5-7, and 5-11).

c. Certificates of appointment prepared for meritorious promotions will reflect the 2d day of the month for the advanced grade as the DOR and the effective date of promotion, unless specifically directed otherwise by this Manual or the CMC (see figures 5-6 and 5-10).

d. Certificates of appointment will not be prepared showing an effective date as a date prior to the DOR.

4. Certificates of appointment prepared for reserve component personnel will have the words "RESERVE OF THE" typed directly above and centered over "UNITED STATES MARINE CORPS" (see figures 5-4, 5-5, and 5-9).

5. DSSC servmarts and commanders who are not supplied by a local servmart are directed to requisition warrants through the Navy Forms On-Line website at: https://navalforms.daps.dla.mil. Ordering information for the warrants is as follows:

Form title: Promotion Warrant (to PFC and LCpl)
Form No: DD216MC (1 Aug 99), SN: 0109-LF-985-1800

Form title: Promotion Warrant (to Cpl and Sgt)
Form No: DD216MC (1 Mar 02), SN: 0109-LF-982-3700

Form title: Promotion Warrant (SNCO)
Form No: DD216MC (1-03), SN: 0109-LF-888-1030 (1420)

6. Place a gold notarial seal, stamped with the Marine Corps seal, in the bottom left-hand corner of the SNCO promotion warrant. Place the seal over the SNCO promotion warrant ordering information and center it between the edge, the bottom, and the commander's signature block. Figure 5-8 reflects the position of the seal on the warrant. Ordering information for the seals:

Form title: Seal, notarial, paper, gold color, 2-5/16" diameter
Form No: NSN 7520 00 995 7481

7. Commanders must ensure that their name, rank, and title are typed directly below the signature line on the left side of the SNCO warrant (right side of the junior enlisted warrants).

CHAPTER 5

EFFECTING PROMOTIONS

SECTION 2: UNDELIVERED SNCO APPOINTMENTS

5200. UNDELIVERED SNCO APPOINTMENTS

1. When the commander determines that a Marine who has been selected for promotion by a HQMC SNCO selection board is unqualified for promotion, he will immediately notify the CMC (MMPR-2), by naval message, prior to the effective date of promotion, that he intends to recommend delay or revocation of the Marine's certificate of appointment. Commanders are reminded that promotion restrictions are not punitive; they are intended to allow commanders time to observe the conduct and performance of a Marine to determine if he/she is ready to assume the increased responsibilities of the grade to which selected.

2. Once the initial notification (naval message) is received by this Headquarters, the CMC (MMPR-2) will remove the select grade from the Marine Corps Total Force System (MCTFS). The commander's authority to promote is thereby withheld and the Marine cannot be promoted without specific written authority from the CMC (MM).

3. Within 30 days of submitting the advance notification of intent to recommend the delay or revocation of a Marine's selection, the commander must submit a full, detailed report of the circumstances, via the chain of command, to the CMC (MMPR-2). The report will contain the commander's specific recommendation for delivering, delaying or revoking the appointment.

a. The recommendation must be signed by the commander, officer-in-charge, or officer acting in the respective capacity. "By direction" signatures are not authorized. Commanders of other services having operational control over enlisted Marines, i.e. MEPS commanders, are not authorized to request that a Marine's promotion be delayed or revoked.

b. The Marine's statement. The Marine will be afforded the opportunity to review the commander's recommendation, to include all information used by the commander to substantiate the recommendation. The Marine MUST, at a minimum, submit a signed copy of one of the following statements (whichever one best fits the circumstances). The Marine may also provide additional comments in subsequent paragraphs or have someone prepare a statement on his or her behalf. Any third party statements must be endorsed by the Marine, acknowledging that the statement is submitted with his or her knowledge. The following formatted sentences will be used as the opening paragraph in the Marine's statement, and should fit most of the cases. In unusual cases, the opening paragraphs may be modified to fit the circumstances.

(1) Where the commander recommends delivering the Marine's appointment:

"I have been informed that my recent (conduct/substandard performance/NJP/DWI/assignment to weight control/military appearance program, etc.) will be reported to the Commandant of the Marine Corps (CMC). I have reviewed my commander's letter to the CMC with the recommendation that my appointment to (grade) be delivered. I understand that the CMC may act to deliver, delay, or revoke my appointment. I do/do not desire to make a statement."

(2) Where the commander recommends delaying the Marine's appointment:

"I have been informed that my appointment to (grade) is under consideration for delay by the Commandant of the Marine Corps (CMC). I have reviewed my commander's letter to the CMC with the recommendation that my appointment to (grade) be delayed for _____ months. I understand that the CMC may act to deliver, delay, or revoke my appointment, or to delay my appointment for a period longer than recommended. I do/do not desire to make a statement."

(3) Where the commander recommends revoking the Marine's appointment:

"I have been informed that my appointment to (grade) is under consideration for revocation by the Commandant of the Marine Corps (CMC). I have reviewed my commander's letter to the CMC with the recommendation that my promotion be revoked. I understand that the CMC may act to deliver, delay, or revoke my appointment. I do/do not desire to make a statement."

c. If a promotion has been delayed by the CMC, and the commander desires to recommend the Marine for promotion, the commander will submit a request for delivery of the Marine's appointment, via the chain of command. The Marine will be given the opportunity to make a statement. The opening sentences of the Marine's statement should read:

"I have been informed that my commander is requesting my appointment to (grade) be delivered by the CMC. I have reviewed my commander's recommendation that I be promoted. However, I understand that the CMC may act to deliver, delay, or revoke my appointment. I do/do not desire to make a statement."

d. If an appointment has been delayed by the CMC, and the commander desires to recommend the Marine's appointment be revoked, the commander will submit a request for revocation, via the chain of command. The Marine will be given the opportunity to make a statement. The opening sentences of the Marine's statement should read:

"I have been informed that my commander is requesting my appointment be revoked by the CMC. I have reviewed my commander's recommendation that my appointment to (grade) be revoked. I understand that the CMC may act to deliver, delay, or revoke my appointment. I do/do not desire to make a statement."

e. If a Marine refuses to sign a statement acknowledging the commander's recommendation, the commander will attest in the basic correspondence or addendum memorandum that the Marine was counseled concerning the contents of the recommendation and refused to sign.

f. If the Marine is unavailable for signature, forward a copy of the recommendation and documentation substantiating the recommendation to the Marine for review via certified mail. Advise the Marine that the recommendation will be forwarded without a statement if a response is not received within 10 days of the date of notification by certified mail. If a response is not received, the commander will append a memorandum to this effect to the recommendation upon submission via the chain of command (include a photocopy of the certified mail receipt and correspondence to Marine).

4. The recommendation MUST be submitted via the chain of command. Endorsements from commanders in the chain of command MUST include a specific recommendation, not simply be "forwarded" or "forwarded recommending approval." Endorsements must be signed by the commanding general, chief of staff, commander or commanding officer, officer-in-charge, or officer acting in the respective capacity. "By direction" signatures are not authorized.

5. If a commander in the endorsing chain of command forwards a recommendation that is less favorable (e.g., revoke instead of delay) or includes additional adverse information not previously cited, then the Marine must be afforded an opportunity to review the endorsement. In such cases, the Marine must be provided an opportunity to provide an additional statement attesting that he or she has reviewed the endorsement and/or additional adverse information and been provided an opportunity to make additional comments. If subsequent commanders in the chain of command forward a recommendation that is more favorable to the Marine, then there is no requirement to return the package to the Marine for another statement.

6. Upon receipt of the detailed report, the CMC may:

a. Direct the command to immediately deliver the appointment.

b. Withhold the command's authority to deliver the appointment. By withholding a commander's authority to promote until such time as the command feels the Marine is ready to assume the duties and responsibilities of the next higher grade, a Marine's seniority number will often be bypassed, thereby resulting in a delay of the promotion. The period of delay will vary, but normally will not exceed 6 months. However, once the period of delay has expired, the command may request further delay. As stated in paragraph 5200.10, a Marine will only receive his/her original date of rank if exonerated of all charges that initially placed them in a promotion restriction status.

c. Revoke the appointment and remove the Marine's name from the appropriate selection list.

7. Commanders may appeal a promotion decision of the CMC (MM). A request for reconsideration should be based on the belief that the CMC may not have been aware of all of the circumstances surrounding the case, and that an injustice has occurred. Substantial, detailed documentation must accompany a request for reconsideration. Submit requests for reconsideration, along with the Marine's statement, to the CMC (MMPR-2), via the chain of command. Following a review of the request, a final determination will be made by the CMC. Only one request for reconsideration may be submitted to the CMC. Any subsequent request for relief or reconsideration following a final determination by the CMC must be submitted to the BCNR for adjudication.

8. If a Marine whose appointment has been delayed by the CMC is subsequently transferred or discharged during the delay period, the commander must notify the CMC (MMPR-2) and make an appropriate page 11 counseling entry, per the current edition of MCO P1070.12, regarding the Marine's qualifications for promotion. If applicable, an appropriate unit diary entry must be made per the on-line MCTFSPRIUM. Similarly, if a Marine whose appointment is pending revocation by the CMC is subsequently transferred or discharged before the recommendation is adjudicated, the commander must notify the CMC (MMPR-2) and make an appropriate page 11 counseling entry, per the current edition of MCO

P1070.12, regarding the Marine's qualifications for promotion. If applicable, an appropriate unit diary entry must be made per the on-line MCTFSPRIUM. This precludes the receiving commander from unknowingly effecting the promotion of a Marine whose appointment has been delayed and precludes the BCNR from erroneously correcting a Marine's record after separation.

9. Where an appointment has been delayed or is under consideration for revocation by the CMC, and the commander submits an additional recommendation containing additional unfavorable information, the Marine MUST be afforded the opportunity to submit a written comment on the additional information. The commander's action to forward the added information should be accomplished within 10 days of its receipt by the commander.

10. After a period of delay, the CMC may direct delivery of the appointment with a new DOR and effective date at the time the commander certifies the Marine is qualified for promotion. The only instance when the Marine is issued a certificate of appointment with the originally assigned DOR and effective date is in the case of a delay where the Marine is subsequently exonerated of all wrongdoing.

11. A Marine whose name is removed from a promotion list will be considered to have been passed over by that selection board. The Marine will continue to be eligible for consideration for promotion by subsequently convened selection boards. However, Marines who refuse their appointments are not eligible for consideration by subsequent selection boards.

12. Marines whose appointments are in a delay status are not eligible for remedial consideration for any selection board(s) they would have been eligible for if the appointment had not been in a delay status.

13. Marines whose appointments are revoked are not eligible for remedial consideration for the selection board from which their appointments are revoked.

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* PRIVATE FIRST CLASS *in the*

United States Marine Corps

to rank as such from the FIRST *day of* FEBRUARY *, two thousand*

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters Battalion, 1st Marine Division *this* FIRST *day of* FEBRUARY *, in the year of our Lord two thousand*

AUTHORITY MCO P1400.32D par. 2101.1

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 February 2000

JOHN SMITH

This appointment is effective for pay and allowances on 1 February 2000

Colonel, USMC
Commanding

DD FORM 1 AUG 86 216 MC

S/N 0109-LF-905-1000

Figure 5-1 Regular Promotion to PFC.

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* LANCE CORPORAL *in the*

United States Marine Corps

to rank as such from the FIRST *day of* JANUARY *, two thousand*

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters Battalion, 1st Marine Division *this* FIRST *day of* JANUARY *, in the year of our Lord two thousand*

AUTHORITY MCO P1400.32D par. 2101.1

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 January 2000

JOHN SMITH

This appointment is effective for pay and allowances on 1 January 2000

Colonel, USMC
Commanding

DD FORM 1 AUG 99 210 MC

S/N 0109-LF-985-1809

Figure 5-2 -Regular Promotion to LCpl.

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* CORPORAL *in the*

United States Marine Corps

to rank as such from the FIRST *day of* DECEMBER *, two thousand*

"Effective [illegible] are charged to carefully and diligently execute the duties [illegible] CORPORAL of [illegible] and I do strictly direct [illegible] to render [illegible] appropriate orders [illegible] must [illegible] for others to emulate [illegible] above reproach [illegible] and for the [illegible] development [illegible] charge. You will [illegible] of our institutional [illegible] commitment. You will lead your [illegible] fairness [illegible] observing and following the orders and [illegible] of your senior leaders [illegible] all regulations and articles governing the discipline of the Armed Forces of the United States of America."

Given under my hand at HEADQUARTERS, 1ST BATTALION, 24 MARINES *this* FIRST *day of* DECEMBER *, in the year of our Lord two thousand*

AUTHORITY MCBul 1430 of 25 November 2000

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 DECEMBER 2000

This appointment is effective for pay and allowances on 1 December 2000

JOHN SMITH
Colonel, USMC
Commanding

DD FORM 1 MAR 82 210 MC

Figure 5-3 Sgt or Cpl Regular Promotion

S/N 0109 LF-982-1700

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* CORPORAL RESERVE OF THE *in the*

United States Marine Corps

to rank as such from the FIRST *day of* OCTOBER *, two thousand*

"Effective with this appointment you are charged to carefully and diligently execute the duties and responsibilities of a CORPORAL *of Marines and I do strictly direct and require all personnel of lesser grade to render obedience to appropriate orders. As a* CORPORAL *of Marines you must set the example for others to emulate. Your conduct and professionalism both on and off duty shall be above reproach. You are responsible for the accomplishment of your assigned mission and for the safety, professional development and well-being of the Marines in your charge. You will be the embodiment of our institutional core values of honor, courage and commitment. You will lead your Marines with firmness, fairness and dignity while observing and following the orders and directions of your senior leaders and enforcing all regulations and articles governing the discipline of the Armed Forces of the United States of America."*

Given under my hand at HEADQUARTERS, 1ST BATTALION, 24 MARINES *this* FIRST *day of* OCTOBER *, in the year of our Lord two thousand*

AUTHORITY MCBul 1430 OF 25 Sept 2000 /s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 OCTOBER 2000

This appointment is effective for pay and allowances on 1 October 2000

JOHN SMITH
Lieutenant Colonel, USMCR
Commanding

DD FORM 1 MAR 82 218 MC

Figure 5-4 Sgt or Cpl Drilling Reserve and Active Reserve Promotion.

S/N 0109-LF-902-3700

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* SERGEANT RESERVE OF THE *in the*

United States Marine Corps

to rank as such from the FIRST *day of* JULY *two thousand*

"Effective with this appointment you are charged to carefully and diligently execute the duties and responsibilities of a SERGEANT *of Marines and I do strictly direct and require all personnel of lesser grade to render obedience to appropriate orders [illegible] Marines you must set the example for others to emulate. Your conduct and professionalism [illegible] shall be above reproach. You are responsible for the accomplishment of [illegible] and for the safety, professional development and well-being of the Marines in your charge. You will be the embodiment of our institutional core values of honor, courage and commitment. You will lead your Marines with firmness, fairness and dignity while observing and following the orders and directions of your senior leaders and enforcing all regulations and articles governing the discipline of the Armed Forces of the United States of America."*

Given under my hand at HEADQUARTERS, 1ST BATTALION, 24 MARINES *this* FIRST *day of* JULY *, in the year of our Lord two thousand*

AUTHORITY ~~CMC 220541Z JUN 00~~

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES ~~1 JULY 2000~~

This appointment is effective for pay and allowances on 1 July 2000

JOHN SMITH
Lieutenant Colonel, USMCR
Commanding

DD FORM 1 MAR 02 216 MC

Figure 5-5 Sgt and Cpl Drilling Reserve and Active Reserve Remedial Promotion

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* SERGEANT (MERITORIOUS) *in the*

United States Marine Corps

to rank as such from SECOND *day of* FEBRUARY *, two thousand*

"Effective [illegible] are charged to carefully and diligently execute the duties [illegible] SERGEANT. of Ma[illegible] and I do strictly direct [illegible] to render [illegible] appropriate ord[illegible] must se[illegible] for others to emi[illegible] above rep[illegible] the [illegible] and for the [illegible] development [illegible] charge. You will [illegible] of our institutional co[illegible] commitment [illegible] will lead your Ma[illegible] fairness [illegible] obse[illegible] following the orders and [illegible] of your senior lead[illegible] all [illegible] and [illegible] governing the discipline of the Armed Forces of the United States of America.

Given under my hand at HEADQUARTERS, 1ST BATTALION, 24 MARINES *this* SECOND *day of* FEBRUARY *, in the year of our Lord two thousand*

AUTHORITY MCO P1400.32D par. 4103

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 2 FEBRUARY 2000

This appointment is effective for pay and allowances on 2 February 2000

JOHN SMITH
MAJOR GENERAL, USMC
Commanding

DD FORM 1 MAR 02 216 MC

Figure 5-6 Sgt or Cpl Meritorious Promotion

S/N0109-LF-982-3700

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* SERGEANT *in the*

United States Marine Corps

to rank as such from the FIRST *day of* APRIL *, two thousand*

"Effective with this appointment you are charged to carefully and diligently execute the duties and responsibilities of a SERGEANT *of Marines and I do strictly direct and require all personnel of lesser grade to render obedience to appropriate orders [illegible] Marines [illegible] must [illegible] for others to emulate. Your conduct and professionalism both in and out duty [illegible] above reproach. You are responsible for the accomplishment of [illegible] mission and for the safety, professional development and well-being of the Marines in your charge. You will be the embodiment of our institutional core values of honor, courage and commitment. You will lead your Marines with firmness, fairness and dignity while observing and following the orders and directions of your senior leaders and enforcing all regulations and articles governing the discipline of the Armed Forces of the United States of America."*

Given under my hand at HEADQUARTERS, 1ST BATTALION, 24 MARINES *this* FIRST *day of* APRIL *, in the year of our Lord two thousand*

AUTHORITY CMC 220541Z MAR 00

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 APRIL 2000

This appointment is effective for pay and allowances on 1 April 2000

JOHN SMITH
MAJOR GENERAL, USMC
Commanding

DD FORM 1 MAR 02 216 MC

Figure 5-7 Sgt and Cpl Regular Remedial Promotion.

S/N0109-LF-982-3700

United States Marine Corps

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE, *I do appoint this Marine a* GUNNERY SERGEANT *in the*

United States Marine Corps

to rank as such from the FIRST *day of* MAY, *two thousand*

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters United States Marine Corps *this* FIRST *day of* MAY, *in the year of our Lord two thousand*

/s/

COMMANDANT OF THE MARINE CORPS

(1420)

Figure 5-8 .-Regular SNCO Promotion.

United States Marine Corps

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* STAFF SERGEANT RESERVE OF THE *in the*

United States Marine Corps

to rank as such from the FIRST *day of* JANUARY *, two thousand*

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters United States Marine Corps *this* FIRST *day of* JANUARY *, in the year of our Lord two thousand*

/s/ _____

J L Jones
COMMANDANT OF THE MARINE CORPS

(1420)

Figure 5-9.-SNCO Drilling Reserve and Active Reserve Promotion.

United States Marine Corps

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* STAFF SERGEANT (MERITORIOUSLY) *in the*

United States Marine Corps

to rank as such from the SECOND *day of* JANUARY *, two thousand*

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters United States Marine Corps *this* SECOND *day of* JANUARY *, in the year of our Lord two thousand*

1st

COMMANDANT OF THE MARINE CORPS

(1420)

Figure 5-10-SSgt and GySgt Meritorious Promotion.

United States Marine Corps

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE *, I do appoint this Marine a* GUNNERY SERGEANT *in the*

United States Marine Corps

to rank as such from the FIRST *day of* MARCH *, two thousand*

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters United States Marine Corps *this* FIRST *day of* MARCH *, in the year of our Lord two thousand*

/s/

J L Jones
COMMANDANT OF THE MARINE CORPS

(1428)

Figure 5-11-SNCO Remedial Promotion.

CHAPTER 6

NONPUNITIVE REDUCTIONS

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CHAPTER 6

NONPUNITIVE REDUCTIONS

6000. REDUCTION. The CMC may reduce enlisted Marines to any grade, when necessary to reduce the total number of Marines in a particular grade for the purpose of shaping the force. Additionally, the CMC may reduce enlisted Marines for incompetence or unacceptable performance of duty per procedures described in this Chapter.

6001. REDUCTION FOR INCOMPETENCE; COMPETENCY REVIEW BOARD (CRB)

1. Definitions

a. Incompetence. Any action(s) or omission(s) in technical performance that indicates a Marine is not capable of satisfactory performance in the grade and MOS currently held.

(1) Technical Incompetence

(a) A Marine is technically incompetent if he/she is not proficient or capable of performing the duties and tasks prescribed for his or her assigned MOS, in the grade currently held, as specified in the current edition of MCO P1200.16 (Marine Corps Military Occupational Specialties Manual (MOS Manual)).

(b) A Marine serving in a basic MOS who fails to complete qualifications in his or her intended MOS is technically incompetent. This applies to academic failures, voluntary withdrawals from training, and disenrollment from school (training) for professional deficiencies. Marines who fail to complete qualifications in their intended MOS through no fault of their own (e.g., do not qualify for security clearance) are not technically incompetent within the meaning of this paragraph.

(2) Professional Incompetence

(a) A Marine who fails to exhibit military attributes to the degree appropriate for the current grade is professionally incompetent. These attributes include, but are not limited to: leadership, force, judgment, integrity, military presence and bearing, reliability, obedience, moral fitness, physical fitness, endurance, and self-discipline.

(b) Members of the U.S. Marine Corps Reserve may also be professionally incompetent if they fail to meet the prescribed annual participation requirements of 48 regularly scheduled drills and a minimum of 14 days active duty (annual training).

b. Competency Review Board (CRB). A CRB is a formal administrative body convened to consider the suitability and ability of a Marine to continue to serve in the grade currently held. In the case of Marines in the grade of PFC and LCpl, the CRB may consist of only the Marine's commander.

c. Convening Authority. Commanders, as defined in paragraph 1200.3b, who are authorized to convene CRB proceedings in the case of enlisted Marines.

d. Reduction Authority. The Marine officer authorized to administratively reduce a Marine determined to be incompetent by a CRB. The reduction authority for SSgts and above are Marine officers exercising general courts-martial convening authority. The reduction authority for Sgts and below are commanders, as defined in paragraph 1200.3b. The reduction authority and the convening authority may be the same individual.

2. Policy

a. A reduction by a CRB is an administrative action designed to increase the efficiency of the Marine Corps, to ensure the integrity of the Marine Corps grade structure, and to ultimately ensure the capability of the Marine Corps to perform its assigned missions. Since such action will have a significant impact on the career and life of the Marine concerned, all competency review cases and procedures will be approached with the thoughtful concern, dignity, and professional objectivity normally associated with the serious affairs of command. Furthermore, these cases will be completed with the greatest dispatch consistent with prudence and professionalism, while having due regard for the concerns of the Marine and the Marine Corps.

b. Action pursuant to this Chapter should not be initiated unless the Marine has had a reasonable period of time to serve in the grade and/or MOS in addition to receiving schooling (training) and/or on-the-job training. Furthermore, the Marine should have been counseled previously concerning the noted deficiencies, and afforded an opportunity to take corrective action to overcome those deficiencies. Counseling is required prior to the initiation of any competency review action.

c. The provisions of this paragraph pertain to the reduction of enlisted Marines for technical and/or professional incompetence.

(1) Marines may not be reduced for technical and/or professional incompetence without first being afforded the opportunity to appear before a CRB. However, Marines who fail to complete MOS qualification at a formal MOS producing school and are reduced under the provisions of paragraphs 6002 and 6003 of this Manual, are not entitled to appearance before a CRB.

(2) Marines in the grades of PFC and LCpl may appear before a CRB consisting of only one member, the commander, as defined in paragraph 1200.3b. If found incompetent, they may be reduced by the commander. If the commander deems it appropriate, a CRB with multiple members may be convened for Marines in the grades of PFC and LCpl.

d. Reductions effected per this paragraph are administrative in nature (nonpunitive) and are not intended or designed to function as disciplinary measures.

e. Nonpunitive reductions for incompetence will be reported on the unit diary in accordance with the instructions contained in the current edition of MCO P1080.40 (Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)). Upon effecting the administrative reduction, the Marine reduced will receive the DOR previously held in the grade to which reduced. The time in grade (TIG) for promotion to the next higher grade for those Marines administratively reduced will include all previous TIG in the grade to which reduced and will include the TIG in the grade from which reduced.

EXAMPLE: A PFC who had a DOR (as a PFC) of 1 March 1999 and was promoted to LCpl and given a DOR (as a LCpl) of 1 November 1999 is

subsequently administratively reduced for incompetence to PFC on 14 February 2000. The effective date of the reduction to PFC is 14 February 2000. The Marine is assigned a PFC DOR of 1 March 1999. Based on the Marine's TIG (new TIG as a PFC of 14 months), having waited for a period of 3 months (see subparagraph f below), and the recommendation of the commander, the Marine may be promoted to LCpl no sooner than 1 June 2000.

f. Marines reduced for incompetence must wait as indicated below before they are again eligible for promotion:

(1) Promotion to PFC or LCpl for a period of 3 months.

(2) Promotion to Cpl or Sgt for a period of 6 months.

(3) Promotion to SSgt and above for a period of 12 months.

g. Marines administratively reduced by a CRB for technical deficiences, i.e, failing a formal MOS producing school, are not eligible for remedial promotion consideration to the grade from which they were reduced if such remedial promotion would give them a DOR earlier than allowable under the provisions of this Manual.

h. A Marine who has been the subject of a CRB that resulted in a final determination that the Marine should be retained in the current grade may not be subjected to additional competency review proceedings for the same conduct or action(s), except in the following circumstances.

(1) When there is subsequent substandard performance forming the basis, in whole or in part, for a new CRB; or

(2) When there is new or newly discovered evidence that was not reasonably available at the time of the prior CRB.

NOTE: In the above-listed circumstances, the previously used information may be used to complement the new information.

i. The commander should refer all criminal misconduct to disciplinary proceedings; i.e., nonjudicial punishment (NJP) or court-martial. The commander may not use the same misconduct as the basis for administrative actions such as a CRB for reduction due to professional incompetence.

3. When a Marine's technical and/or professional competence is deficient for the Marine's grade and all appropriate command attempts through leadership and rehabilitation to correct the deficiency have been unsuccessful, the commander may convene a CRB to administratively reduce the Marine for incompetence.

a. Counseling

(1) In general, all reasonable efforts at rehabilitating and retraining the Marine should be made prior to initiation of a CRB. Counseling is one means of ensuring that the Marine is made aware of deficiencies and given an opportunity to improve his performance.

(2) In some instances the Marine need not be afforded an opportunity to correct deficiencies prior to the initiation of a CRB. For example, a Marine need not be counseled concerning a failure to complete all requirements at an MOS producing school. The Marine should have been counseled prior to failing the school.

(3) All counseling should be reflected in the Marine's service record (See MCO 1070.12, Marine Corps Individual Records Administration Manual (IRAM) for the proper format) and should include the following information:

(a) List the deficiencies;

(b) Specific recommendation(s) for corrective action, including where assistance is available;

(c) A comprehensive explanation of the consequences of a failure to successfully undertake the recommended corrective action; and

(d) Provide a reasonable opportunity for the Marine to undertake the recommended corrective action.

b. In all cases, the Marine must be provided written notice of the initiation of a CRB, including the cases of PFCs and LCpls when the CRB is held by the commander.

(1) Such written notice to the Marine when the CRB is held by the commander shall include the following (Figure 6-1):

(a) The identity of the officer authorized to effect the reduction, if reduction is recommended.

(b) The specific reason why the CRB is being convened, including the factual circumstances upon which such action is based.

(c) The date, time, and place the CRB will be held.

(d) The right to consult with a qualified counsel.

1 The Marine should be given an opportunity to consult with a judge advocate if such counsel is reasonably available. However, no attorney-client relationship shall be established nor is the Marine entitled to representation by such counsel before the CRB or in any other proceedings associated with a CRB.

2 The Marine may consult with a civilian attorney (at no expense to the Government); however, there is no right to representation by civilian counsel in these proceedings. In no case will consultation with civilian counsel unduly delay competency review proceedings.

(e) The right to appear in person before the CRB.

(f) The right to remain silent before the CRB, and/or the right to make a statement before the CRB, subject to the provisions of Article 31b, of the Uniform Code of Military Justice (UCMJ) (compulsory self-incrimination of criminal matters is prohibited).

(g) The right to submit a statement.

(h) The right to cross-examine any witness who may appear before the CRB.

(i) The right to call witnesses, if reasonably available, at no cost to the government.

(j) The right to examine all evidence to be considered by the CRB at a reasonable time prior to the CRB.

(k) The right to submit evidence before the CRB.

(l) The right to make a final statement.

(m) The right to obtain copies of all documents that will be forwarded to the reduction authority concerning any recommended action. Classified documents will be summarized.

(n) The right to submit a statement of rebuttal to the CRB to be included with the CRB's recommendation to the reduction authority.

(o) The right to appeal the reduction authority's action, to the next senior officer in the chain of command.

(p) The right to appear before the reduction authority or to submit a statement in lieu of a personal appearance before the reduction authority.

(q) The right to waive the rights herein afforded in paragraphs 6001.3b(1)(d) through 6001.3(1)(p) and that failure to respond shall constitute a waiver of these rights.

(r) The Marine has the option to waive a CRB hearing entirely and accept the commander's determination of incompetence and the ensuing reduction in grade. Marines who chose to exercise this option and accept the incompetence determination have <u>no right of appeal</u>.

(2) If a CRB is conducted by other than the commander (i.e., a CRB with multiple members), then, in addition to the rights set forth in paragraph 6001.3b(1) above, the Marine will be notified in writing of the following (See Figure 6-1):

(a) The identity of the members appointed to the CRB.

(b) The right to challenge members of the CRB for cause.

(c) The right to waive any of the rights challenging the members of the CRB for cause.

c. Figure 6-2 is the corresponding acknowledgment form to be completed by the Marine.

4. <u>Competency Review Board</u>

a. <u>Composition</u>

(1) A CRB will be appointed by order of the commander, as defined in paragraph 1200.3b, the convening authority. Where practical, the board will consist of an odd number of members, at least three. Also where practical, at least two Marine officers and one Marine SNCO (senior in grade to the Marine being considered by the CRB) will be appointed to the board. In the case of a SgtMaj or MGySgt the SNCO member will be senior by date of rank and/or billet.

(2) If action has been initiated to review the Marine's technical competence, the enlisted member of the CRB should be of an MOS related to that of the Marine, if reasonably available. Failure to appoint an enlisted Marine or a Marine who is of a related MOS to the CRB does not invalidate the proceedings.

(3) A field grade officer, if reasonably available, should be assigned as the senior member to preside over the CRB and guide the CRB in the performance of its duties.

(4) Marines appointed to a CRB shall be selected on the basis of their experience, mature judgment, sound temperament, objectivity, impartiality and shall possess personal qualities commensurate with the gravity of the CRB proceedings.

(5) Reserve/Minority/Female Marines

(a) If the Marine is a Reservist, the membership of the CRB shall include a majority of reservists as members, if reasonably available.

(b) If the Marine is a member of a racial or ethnic minority, at least one member of the CRB shall be a member of a racial or ethnic minority, if reasonably available. The member need not be of the same racial or ethnic minority as the Marine.

(c) If the Marine is female, at least one member of the CRB shall be a female Marine, if reasonably available.

(6) A nonvoting recorder may be appointed by the convening authority to the CRB. The recorder's primary responsibility is to "exploit all practical sources of information and to bring out all the facts, favorable or unfavorable, concerning the Marine, in such manner as to permit the CRB to make fully informed findings and recommendations concerning the Marine." The recorder should be a commissioned officer.

(7) Neither the convening authority nor any officer in the Marine's chain of command who may review the CRB can serve as a member of the CRB or appear before the CRB as a witness. The exception is when the commander is the CRB.

b. Challenging CRB Membership

(1) The Marine may challenge any member of the CRB for cause. The basis for such a challenge is that it is believed that the member being challenged cannot fairly evaluate the merits of the case and render an impartial decision. The challenged member will be given the right to make a statement with respect to the challenge.

(2) The burden of persuasion in establishing a challenge is on the Marine appearing before the CRB.

(3) The unchallenged members of the CRB will vote on whether or not the challenged member remains on the board after hearing all information regarding the challenge and any rebuttal. The boardroom will be cleared of all personnel except for board members voting on the challenge. Challenged members will not be present during deliberations or voting on their challenge. A challenge shall be decided by a preponderance of the evidence and shall be approved by a majority of the board or tie vote.

(4) If the challenge results in removing one of the members of the board and it also reduces the number of members to below three, the convening authority shall be notified immediately. The CRB shall stand adjourned until the convening authority appoints an additional member(s), if responsibly available.

(5) When the CRB membership consists of only the commander, membership cannot be challenged.

c. Sessions

(1) Except as set forth in this paragraph, all sessions of the CRB shall be open to the public. The Marine has the right to be present at all open sessions of the board and at any session wherein evidence is presented to the CRB. At the direction of the senior member, the hearing room may be cleared at any time for deliberations or consultations. Deliberations or consultations are defined as periods of time when the CRB members are discussing the evidence/information provided to reach a competency determination. During deliberations, all persons including the recorder and Marine will withdraw from the hearing room.

(2) If any information or material to be heard or seen by the CRB requires a security clearance and some of the participants do not have the required clearance, the convening authority shall be consulted immediately for guidance.

d. Evidence

(1) The strict rules of evidence governing trial by courts-martial are not applicable to a CRB. The admissibility of evidence is a matter within the discretion of the senior member of the board. No evidence will be rejected from consideration solely on the grounds that it would be inadmissible in court-martial proceedings. The CRB may impose reasonable restrictions as to the relevance, competence, cumulativeness, and materiality of all evidence to be considered by the board so as to promote an orderly procedure and to ensure a full and impartial hearing.

(2) All evidence that is to be considered by the CRB will be made a part of the record during an open session of the board.

(3) Testimonial evidence in the form of written sworn/unsworn statements, affidavits, or any other accurate and reliable means for presenting testimonial evidence may be accepted.

(4) The CRB shall rely upon its judgment and experience in determining the weight and credibility to be given material and information received in evidence.

e. Witnesses

(1) Testimonial evidence may be presented to the CRB through the personal appearance of witnesses. The testimony of a witness may be excluded if the senior member of the CRB determines that its evidentiary value is substantially outweighed by considerations of undue delay, waste of time, or needless presentation of cumulative evidence.

(2) The senior member of the CRB will assist in obtaining the presence of witnesses, at no cost to the government, that the Marine desires to have testify in person before the board in his/her behalf.

(3) No witness, including the Marine, appearing before the CRB shall be compelled to incriminate himself or herself or to answer any questions, which may tend to incriminate themselves.

(4) The CRB may not compel the Marine to testify as a witness. A Marine's election to remain silent cannot be used against them in determining the CRB's findings of fact, opinions, and recommendations.

(5) The senior member of the CRB may direct the calling of a witness, in the pursuit of further lines of questioning, or in the presentation of other evidence to completely develop all matters before the board.

(6) No member of the CRB may be a witness or provide personal input to the board about the Marine, orally or in writing, favorable or unfavorable.

f. The burden of proof for proving that a Marine is incompetent rests with the command. The Marine is presumed competent for continued service in their grade and MOS by virtue of their grade and MOS. The command has the burden of rebutting that presumption by establishing that the Marine's performance warrants reduction. The standard of proof for all matters before a CRB is a "preponderance of the evidence." These rules also apply to the review by the reduction authority and any officer in the chain of command who will review any appeals.

g. Findings of Fact, Opinions, and Recommendations

(1) The CRB shall determine its findings of fact, opinions and recommendations in closed session. Only voting members of the board shall be present during these deliberations.

(2) The CRB shall recommend one of the following determinations: that the Marine be retained at the present grade, reduced in grade, or reduced in grade with a suspended reduction. The Marine will not be reduced more than one grade as a result of any single action taken under this Chapter. A Marine reduced under the authority of paragraph 6002, a failure to complete qualifications in an intended MOS, may be reduced more than one grade.

h. CRB Report

(1) The CRB report shall be kept in a summarized form. In all cases, the findings of fact, opinions and recommendations of the CRB shall be in "verbatim form." The report shall be prepared as directed by the convening authority and shall be signed by all members. Figure 6-3 is a sample CRB report.

(2) Minority reports, if any, shall be attached. A minority report is a signed statement of opinion by any member(s) who disagrees with the majority of the members of the CRB.

(3) The CRB report and the recommendations of the board shall be forwarded via the convening authority to the commander (reduction authority) authorized to take action on any recommended reduction. The reduction authority may or may not be the same person as the convening authority.

i. Once notified of the CRB's recommendation, the Marine may submit a statement in rebuttal to the CRB's recommendation to the reduction authority via the convening authority. The statement must be submitted within 5 working days (20 calendar days for Marines in the SMCR and IRR of the reserve component) or the right to rebut the CRB's recommendation is considered to have been waived.

5. Action Required on Recommended Action by the CRB

a. A Marine may not be reduced more than one grade as a result of any single action taken under this Chapter (unless reduced under the authority of paragraph 6002, a failure to complete qualifications in an intended MOS). The reduction may be suspended for a period not to exceed 6 months from the date of the reduction authority's action. Paragraph 6001.8 pertains.

b. Marine commanders, as defined in paragraph 1200.3b, are authorized to reduce Marines in the grades of PFC through Sgt.

c. Marine officers exercising general courts-martial convening authority are authorized to reduce Marines in the grades of SSgt and above.

d. If necessary and/or appropriate, commanders whose chain of command does not include a Marine officer with general courts-martial convening authority will forward the record of proceedings for final action to the general courts-martial convening authority who has been designated as their separation authority by MCO P1900.16 (Marine Corps Separation and Retirement Manual (MARCORSEPMAN)).

e. Reduction Authority Action

(1) The reduction authority will review the CRB report and any rebuttal submitted by the Marine to determine whether the Marine will be maintained at their current grade, reduced, or that the Marine will be reduced with the reduction suspended.

(2) If the reduction authority agrees with the CRB recommendation, no further action is required unless the decision is appealed by the Marine.

(3) If the reduction authority disagrees with the CRB's recommendation, the case will be forwarded as provided below:

(a) If the Marine is a Sgt or below:

1 Forward the case with a recommendation via the chain of command to the Marine officer exercising general courts-martial convening authority, who will then take final action on the CRB and appeal.

2 If the chain of command does not include a Marine officer exercising general courts-martial convening authority, then the recommendation will be forwarded to the general courts-martial convening authority designated as the separation authority by MCO P1900.16.

3 If the general courts-martial convening authority is the reduction authority, forward the case with a recommendation to the next general officer in the chain of command. If there is no other general officer in the chain of command forward the CRB with a recommendation to the CMC (MMPR-2) for final action by the Director, Personnel Management Division.

(b) If the Marine is a SSgt or above:

1 Forward the case with a recommendation to the next general officer in the chain of command.

2 If there is not another general officer in the chain of command then forward the CRB with a recommendation to the CMC (MMPR-2) for final action by the Director, Personnel Management Division.

(4) If a general courts-martial convening authority or a general officer conducts a review of the reduction authority's recommendation, they will make one of the following determinations: that the Marine be retained at the present grade, reduced in grade, or reduced in grade with a suspended reduction.

(5) If the CMC (MMPR-2) conducts a review of the CRB, the CMC (MMPR-2) will make one of the following determinations: that the Marine be retained at the present grade, reduced in grade, or reduced in grade with a suspended reduction.

(6) The reduction may be effected immediately once action has been completed by the reduction authority, regardless of any pending appeal.

(7) If the final action results in a reduction or suspended reduction that does not require the CMC's review or action per the guidelines listed above, and the Marine is a SNCO select, then the CMC (MMPR-2) must be notified of the results of the CRB.

(a) If the Marine is reduced, their name will be administratively deleted from the appropriate select list.

(b) If the Marine's reduction is suspended, then a recommendation regarding the Marine's promotion must be forwarded to the CMC (MMPR-2) per paragraph 5200.

7. Appeals

a. Marines must be fully informed of their right to appeal. A Marine reduced (including a suspended reduction) under the provisions of this Chapter who considers the reduction to be unjust may appeal via the chain of command to the last officer (this can be the reduction authority, the general courts-martial convening authority or a general officer depending on previous decisions made on the CRB) to render a decision and take action on their CRB. An appeal must be submitted within 5 days (20 calendar days for Marines in the SMCR and IRR of the reserve component) of the notification to the Marine of the action taken, or the right to appeal shall be waived in the absence of good cause shown.

b. The officer receiving the Marine's appeal will review the appeal and make a recommendation/comment/endorsement on the CRB report before forwarding the CRB report and appeal to the next senior officer in the chain of command authorized to take action.

(1) If the Marine is a Sgt or below the CRB report will be forwarded with all recommendations via the chain of command to the next general officer (or first general officer) in the chain of command for final action.

(2) If the Marine is a SSgt or above, then the reduction authority will forward the appeal and recommendations and the CRB report via the chain of command to the next general officer or to the CMC (MMPR-2) for final action.

c. The officer or CMC (MMPR-2), as appropriate, receiving the reduction authority's recommendation and the Marine's appeal will refer the appeal to a judge advocate for review and written opinion/comment before taking action on the issue raised. The form and content of the judge advocate's review will be a standard naval letter format. The original of the judge advocate's review will be attached to the CRB report as a permanent part of the record of proceedings.

d. When reviewing the appeal, the officer or the CMC (MMPR-2) (as appropriate) will consider the record of proceedings, any information submitted by the Marine, any information considered during the judge advocate's review, and any other appropriate information and/or material.

e. Upon completion of the appeal's review and any action taken by the officer authorized to take action on the appeal or the CMC (MMPR-2), as appropriate, the Marine will be promptly notified of the results.

f. A Marine has the right to rebut the CRB's recommendation to the reduction authority and to appeal the reduction authority's decision to the general courts-martial convening authority. Once a Marine has exercised these rights, the following apply:

(1) In the case of Sgts and below, once at least one general officer has reviewed the appeal and taken appropriate action there is no further appeal.

(2) In the case of SSgts and above, once at least two general officers have reviewed the appeal and taken appropriate action there is no further appeal.

(3) There is no appeal of any action taken by the CMC (Director, Personnel Management Division) on an administrative reduction.

(4) However, this does not preclude the Marine from further appealing to the BCNR.

8. Suspension

a. The reduction authority may suspend a reduction for incompetence for a period not longer than 6 months from the date of reduction. An executed reduction for incompetence may be suspended only within 4 months after the date of reduction.

b. Unless sooner vacated, the suspension of reduction is terminated, without further action, at the end of the period of suspension. If the Marine's current enlistment or term of service expires during the period of suspension, and the Marine does not reenlist or enter the Marine Corps Reserve, the suspended reduction automatically terminates.

c. A Marine whose reduction for incompetence was suspended may have the suspension vacated by the commander authorized to reduce the Marine. The vacation of suspension does not necessarily have to be done by the officer who initially suspended the reduction.

(1) The vacation of suspension will be based only on technical or professional incompetence, which occurs during the period of suspension.

(2) Before a suspension may be vacated, the Marine shall be notified and given an opportunity to respond. Although another CRB is not required to vacate a suspension, the Marine should, unless impracticable, be given an opportunity to appear before the reduction authority to present information in extenuation or mitigation of the performance or conduct upon which the vacation is to be based.

(3) If the reduction authority is an officer exercising general courts-martial convening authority or the CMC (MMPR-2), then the Marine's commander, as defined in paragraph 1200.3b, will conduct a hearing and forward a report thereof with recommendations to the reduction authority for a final decision regarding vacation of suspension.

(4) Note that vacating the suspended reduction for incompetence is the completion of an action previously determined and approved and is not subject to appeal. The action that caused the revocation to occur is a separate action unto itself; therefore, additional action may be taken to further reduce the Marine for incompetence or to take disciplinary action for the performance or conduct upon which the vacation action is based.

9. Final Disposition of the CRB Report

a. If, after all appropriate reviews and any appeals, a Marine is determined to be competent technically and/or professionally, by the final officer taking action on the CRB, or the CMC (MMPR-2), the CRB report will be returned to the originating unit for disposition.

b. If a Marine is found to be incompetent, technically and/or professionally, and accordingly reduced, the report of the CRB, all endorsements therein, and a report of the final action taken on any appeals will be forwarded to the CMC (MMSB) to be made part of the Marine's official record.

c. If a Marine is found incompetent, technically or professionally, and the reduction is suspended, the report of the proceedings will be returned to the originating unit for retention locally during the period of suspension. If the suspended reduction is subsequently vacated, the report will be forwarded to the CMC (MMSB) for inclusion in the Marines official record. Once the period of suspension expires without vacation, the originating unit will forward the report to the CMC (MMSB) to be made part of the Marine's official record.

10. Administrative differences for the conduct of CRBs for the members of the reserve component

a. Reserve component Marines who are on active duty in the Active Reserve (AR) will be processed in the same manner as regular component Marines.

b. Members of the reserve component may be reduced for incompetence just as regular component Marines are reduced for incompetence. They also may be administratively reduced by a CRB when they fail to attend required drill and/or annual training. The notification procedures of CRB processing for SMCR and IRR Marines is slightly different than regular component Marines. All other procedures remain the same.

c. The SMCR or IRR Marine concerned will be notified via certified mail of the pending CRB proceedings and afforded an opportunity to make a statement and/or appear before the CRB. If the Marine does not desire to make a statement or appear before the CRB, the commander will ensure that appropriate remarks are made in the CRB's record of proceedings. The following additional guidance is provided to aid the commander:

(1) The Marine will be notified in writing of the pending CRB, which may result in a reduction in grade. The letter of notification may be delivered to the SMCR or IRR Marine concerned via personal service or by mail. If the notification is mailed, send the notification by certified mail using the PS Form 3800 or any other means whereby the Marine will have to certify (sign) receipt of the letter.

(2) If the letter notifying the Marine of the pending CRB is mailed to the Marine's last known mailing address but is returned as undeliverable, the commander may immediately initiate action to complete the CRB and/or effect the administrative reduction noting in the CRB report that the Marine could not be contacted.

(3) If the letter is properly received, allow a reasonable time for the Marine to respond (normally 20 days from the date of receipt). A failure by the Marine to respond constitutes a desire to waive all rights to appear before the CRB and to provide a statement to the CRB. The commander may proceed with the CRB.

(4) The Marine may appear before the CRB at no cost to the government.

(5) If the Marine chooses not to appear before the CRB, they will be notified via written correspondence (certified mail) of the results of the CRB by the commander.

d. The availability of judge advocates to reserve component Marines is limited; however, this will not impede the conduct of a CRB. If such counsel is reasonably available, the Marine should be given an opportunity to consult with the judge advocate or civilian counsel.

6002. REDUCTIONS EFFECTED FOR INCOMPETENCE NOT REQUIRING A CRB

1. Marines who fail to complete qualification in an intended MOS are technically deficient. Therefore, directors of formal schools and commanders (as defined in paragraph 1200.3b) are authorized to, and will, administratively reduce Marines who, while serving in a basic MOS, are promoted to Cpl and/or above, and fail to complete qualification in the intended MOS. The Marine will be administratively reduced to the grade held prior to assignment of the basic MOS (Marines may be reduced by more than one grade if promoted more than once while holding the basic MOS and pending qualification in the intended MOS). This applies to academic failures, voluntary withdrawals from training, and disenrollment from school for professional deficiencies. Final action to effect the Marine's administrative reduction will be completed prior to the Marine being transferred from the school. There is no appeal to any action taken under the authority of this paragraph.

2. If a Marine who is selected for promotion is administratively reduced, then their name will be administratively deleted from the promotion list. The director of the formal school or commander will notify the CMC (MMPR-2) by

message of the names of those Marines selected for promotion to SSgt and above in an intended MOS who fail to complete qualifications in the intended MOS. Marines reduced for incompetence or technical deficiencies must wait as indicated in paragraph 6001.2.f. before they are again eligible for promotion.

3. Sergeants and below of the Marine Corps Reserve who are receiving a Competency Review Board for failing to meet the prescribed annual minimum participation requirements may receive a CRB consisting of one member, the commander.

6003. REDUCTIONS FOR FAILING TO COMPLETE COMMISSIONING PROGRAMS (NONCOMPETITIVE SELECTIONS). Marines noncompetitively selected for or promoted to Cpl or higher who are disenrolled from their commissioning program (warrant officer selects or Marine Enlisted Commissioning Education Program) will be administratively reduced and have their name deleted from the promotion list under the authority contained in this paragraph. The CMC (MMPR-2) is the reduction authority under this paragraph. Commanders will submit a detailed report to the CMC (MMPR-2) in accordance with paragraph 5200.

6004. EFFECTIVE DATE OF REDUCTION

1. A reduction effected for incompetence is effective on the date of approval by the commander authorized to reduce the Marine or on the date specifically directed by the CMC (MMPR-2). The DOR to be assigned is the DOR previously held in the grade to which reduced.

2. A vacated suspended reduction is effective on the date vacated.

Figure 6-1. Notification of Convening of a Competency Review Board

(Letterhead)

SSIC
CODE
DATE

From: Commander
To: Grade, Name, SSN/MOS (of Marine)

Subj: NOTIFICATION OF CONVENING OF A COMPETENCY REVIEW BOARD (CRB)

Ref: (a) MCO P1400.32D

Encl: (1) Acknowledgment of Marine's Rights to be Exercised or Waived for Competency Review Proceedings

(Multi-member CRB)

1. Per the provisions of chapter 6 of the reference, you are hereby notified that I intend to initiate competency review board proceedings and recommend to (state the officer's name), who is the reduction authority, that you be reduced to (specify grade) due to your (technical/ professional) incompetence. The factual circumstances upon which this recommendation for reduction is made is based upon the following: (state facts)

OR

(Commander only CRB)

1. Per the provisions of chapter 6 of the reference, you are hereby notified that I intend to initiate competency review board proceedings and reduce you to (specify grade) due to your (technical/ professional) incompetence. The factual circumstances upon which this recommendation for reduction is made is based upon the following: (state facts)

2. You are hereby directed/authorized to appear before a Competency Review Board on (date, time, and place).

(Multi-member CRB)

3. Competency Review Board will consist of the following members; (list the members). You have the right to challenge any of the members for cause.

OR

(Commander only CRB)

3. I will conduct the Competency Review Board.

Figure 6-1. Notification of Convening of a Competency Review Board

Figure 6-1. Notification of Convening of a Competency Review Board (cont'd)

Subj: NOTIFICATION OF CONVENING OF A COMPETENCY REVIEW BOARD (CRB)

4. As a result of the recommendation for your reduction for (technical/ professional) incompetence, you have the following rights:

a. The right to consult with qualified counsel, if reasonably available, prior to exercising or waiving any of your rights. Representation before the CRB by counsel is not authorized. You may consult with a civilian attorney at no expense to the government; however, there is no right to representation by civilian counsel in these proceedings.

b. The right to appear in person before the CRB. (For SMCR and IRR Marines include the following: Failure to appear without good cause constitutes a waiver of the right to be present at the hearing. The right to appear in person at the CRB is at your own expense.)

c. The right to remain silent, or to refuse to make a statement, subject to the provisions of Article 31b, of the Uniform Code of Military Justice (UCMJ). (Compulsory self-incrimination of criminal matters prohibited.)

d. The right to submit a written statement.

e. The right to cross-examine any witnesses who appear during the hearing.

f. The right to call witnesses on your behalf if those witnesses are reasonably available. I will assist you in obtaining the appearance of any witness, at no cost to the government, should you so request.

g. The right to examine all evidence to be considered by the CRB at a reasonable time prior to the hearing.

h. The right to submit evidence.

i. The right to make a final statement.

j. The right to obtain copies of documents that will be forwarded to the reduction authority concerning the proposed reduction, classified documents will be summarized.

k. The right to submit a statement in rebuttal to the CRB's recommendations to the reduction authority. Any rebuttal you make must be submitted within 5 working days (For SMCR and IRR Marines within 20 calendar days) of the CRB's notification of their recommendation, or the rebuttal shall be waived in absence of good cause shown.

Figure 6-1. Notification of Convening of a Competency Review Board (cont'd)

Figure 6-1. Notification of Convening of a Competency Review Board (cont'd)

Subj: NOTIFICATION OF CONVENING OF A COMPETENCY REVIEW BOARD (CRB)

l. The right to appeal the reduction authority's action to (next officer in the chain of command). Any appeal you make must be submitted within 5 working days (For SMCR and IRR Marines within 20 calendar days) of the reduction authority's notification of action, or the appeal shall be waived in absence of good cause shown.

m. The right to appear before the reduction authority or to present written statements in rebuttal to the proposed reduction in lieu of the appearance.

n. The right to waive any of the rights contained herein.

o. A failure to avail yourself to any of the rights contained herein constitutes a waiver of the right on your behalf.

p. The option to waive the CRB proceedings entirely and accept the commander's determination of incompetence and the ensuing reduction. If this option is exercised, there is no right to appeal or rebut any determination.

5. You are directed to respond in writing to this notice no later than (date) (allow at least 5 working days, 20 calendar days For SMCR and IRR Marines) by completing and returning the enclosure. Failure to respond by the prescribed time constitutes a waiver of your rights.

(Signature)

Figure 6-1. Notification of Convening of a Competency Review Board (cont'd)

Figure 6-2. Acknowledgment of Rights Prior To Competency Review Board

(Letterhead)

SSIC
CODE
DATE

From: Grade, Name, SSN/MOS (of Marine)
To: Convening Authority

Subj: ACKNOWLEDGMENT OF RIGHTS PRIOR TO COMPETENCY REVIEW BOARD (CRB)

Ref: (a) (Convening Authority's letter)

1. _____ I acknowledge receipt of the reference notifying me of the convening of a Competency Review Board. Further, that if I am found to be incompetent that I will be reduced to the grade of (one grade from that currently held).

2. _____ I (have/have not) consulted with counsel. The legal counsel/SJA I spoke to is _____.

3. _____ I (do/do not) waive my right to appear before the Competency Review Board.

4. _____ I (have/have not) included written statements in rebuttal to this proposed action.

5. _____ I (do/do not) desire to waive all CRB proceedings in their entirety and accept the commander's determination of incompetence and reduction.

5. _____ I am aware of the rights accorded me as set forth in the reference.

(Signature)

Figure 6-2. Acknowledgment of Rights Prior To Competency Review Board

Figure 6-3. Competency Review Board Report

(Letterhead)

SSIC
CODE
DATE

From: Senior Member, Competency Review Board
To: (Convening Authority)
Via: (Chain of Command)

Subj: COMPETENCY REVIEW BOARD OF (GRADE, NAME, SSN/MOS OF MARINE)

Encl: (1) (Copy of notice to Marine)
(2) (Copy of Marine's acknowledgment)
(3) (Command exhibits)
(4) (Marine's exhibits)
(5) (Other)
(6) (Marine's post-proceeding statement (if applicable))

1. Findings of Fact. (The findings of the CRB must be supported by the findings of fact.)

2. Opinions. (The opinions of the CRB must be supported by the findings of fact.)

3. Recommendations. (The recommendations of the CRB: retention in grade, reduction, or reduction in grade with suspension of reduction for a period of up to 6 months.)

(Senior member's signature)

(Signature of member) (Signature of member)

Figure 6-3. Competency Review Board Report

Figure 6-4. Affidavit of Service by Mail

UNIT HEADING

SSIC
CODE
DATE

State of _____

County of _____

I. (Grade, Name, Component of individual that mailed the notification), being duly sworn, state that:

On the ____ day of _____, 20__, I mailed the Notification of Competency Proceedings, a true copy of which is attached hereto, by Certified Mail (Return Receipt Requested) using Certified mail number _____ to (Name and Address of Member) that being the last known address given to (Unit) as the one at which official mail would be received by or forwarded to the Marine by depositing same in an official depository of the U.S. Postal Service in sealed government official postal envelope with a return receipt card (PS Form 3811) attached. A receipt for Certified Mail (PS Form 3800) attesting to such action is attached.

(Signature and Grade of Affiant)

Sworn and subscribed before me this _____ day of _____ 20

(Signature and grade of Officer Administering Oath)

Figure 6-4. Affidavit of Service by Mail

MARCORPROMMAN, VOL 2, ENLPROM

CHAPTER 7

PUNITIVE REDUCTIONS

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CHAPTER 7

PUNITIVE REDUCTIONS

7001. PUNITIVE REDUCTIONS

1. Enlisted Marines of any grade above Pvt may be reduced as punishment pursuant to the sentence of the nonjudicial punishment (NJP) or court-martial. Although the CMC reports the promotion of Staff Noncommissioned Officers, courts-martial reductions are reported by the reporting unit per instructons contained in the current edition of the Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM).

2. Commanders, as defined in paragraph 1200.3.b., may reduce enlisted Marines in the grades of PFC through Sgt per Article 15, Uniform Code of Military Justice (UCMJ). (Note: A commander's reduction authority at Article 15 is equal to the commander's promotion authority.)

EXAMPLE: A battalion/squadron commander may promote a Cpl to Sgt and, therefore, may reduce a Sgt to Cpl.

3. The date of rank (DOR) to be assigned will be the date the reduction is effected. A Marine's prior time in grade (TIG) will not be used to satisfy the minimum TIG requirement for promotion to the grade from which punitively reduced.

EXAMPLE: A Marine is promoted to LCpl with DOR 1 May 1998 and reduced from LCpl to PFC effective 28 January 1999. Even though the Marine has 10 months TIG prior to the reduction, the Marine is not eligible for promotion to LCpl until 1 October 1999, based on the computation of 8 months TIG from the reduction to PFC.

4. The composite score of a Sgt punitively reduced to Cpl cannot include previous TIG as a Cpl.

7002. EFFECTIVE DATE OF REDUCTION

1. Unless suspended when imposed, a reduction effected as a result of a court-martial is effective from and including the date the sentence is ordered executed. The date of rank to be assigned will be the date the reduction is effected (i.e., the date the sentence is ordered executed).

2. Unless suspended when imposed, a reduction effected as a result of NJP is effective from and including the date imposed.

3. A vacated suspended reduction is effective on the date the suspension is vacated.

4. Marines whose sentence of reduction from NJP or a court-martial is suspended, set aside, or mitigated to a lessor punishment will be reassigned the same date of rank held before the reduction was imposed.

5. If an executed reduction is subsequently suspended or mitigated under Article 15(d) or (e) of the UMCJ, the date of rank is the date of suspension or mitigation unless the authority authorized to take final action directs that the date of rank be the Marine's original date of rank.

6. If an executed reduction is subsequently set aside under Article 15(d) or (e) of the UCMJ, the date of rank will be the Marine's original date of rank before the reduction was imposed. The date of rank may not go beyond the original date of rank.

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