



UNITED STATES MARINE CORPS

4TH MARINE LOGISTICS GROUP
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO
GruO 1420.1B
G-1
3 Nov 08

GROUP ORDER 1420.1B

From: Commanding General
To: Distribution List

Subj: LANCE CORPORAL THROUGH SERGEANT MERITORIOUS PROMOTION

Ref: (a) MCO P1400.32D
(b) MCO P6100.13
(c) MCO P1070.12K w/ch 1
(d) MCO P1200.7Y
(e) ForO 1430.1A

Encl: (1) Criteria for Meritorious Promotion (LCpl through Sgt)
(2) Meritorious Promotion Summary
(3) Nomination for Meritorious Promotion Format

1. Purpose. To publish procedures and establish eligibility criteria for meritorious promotion for Lance Corporal through Sergeant in 4th Marine Logistics Group per reference (a).

2. Cancellation. GruO 1420.1A

3. Information

a. Meritorious promotion to the next higher grade is to be used to promote highly qualified Marines based on exceptional professional performance of duty over a sustained period, demonstrated superior leadership potential and technical competence exceeding that of most contemporaries. The performance should be of the degree that clearly merits promotion over other qualified Marines. Meritorious promotion is not to be used as a substitute to promote those Marines who have not advanced through the regular promotions system, nor should it be used to reward an individual for commendatory performance of limited duration. Short-term commendatory performance is to be recognized by other means.

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b. The months in which quarterly meritorious promotions are effective:

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

c. Regular and reserve meritorious promotion allocations will be derived separately and based on their respective onboard strengths. Marine Forces Reserve (MARFORRES) uses the strength totals in determining the authorized number of meritorious promotions allocated to 4th Marine Logistics Group.

d. Group and Battalion Commanders are delegated authority to effect, each fiscal quarter, meritorious promotion to Lance Corporal within their organizations. Meritorious promotions effected under this authority will not exceed three percent of the Private First Class onboard population, as of the first day of each fiscal quarter.

e. Promotion certificates for Sergeant and Corporal will be prepared by 4th Marine Logistics Group and forwarded via the chain of command for delivery to the individual Marine at an appropriate ceremony. 4th Marine Logistics Group will prepare a naval message to the battalions listing selected Marines with authority to effect promotions on the second of the month.

f. Nominations for meritorious promotion to Sergeant from the (Selective Marine Corps Reserve (SMCR)) will be limited to one per battalion, unless otherwise directed by the Group Sergeant Major. A complete nomination package with photo, prepared in accordance with enclosure (3), must arrive at this headquarters no later than the 8th of the month prior to the effected date of promotion.

g. Due to the strength totals of SMCR Lance Corporals and Corporals being so high, nominations for meritorious promotion to Corporal will normally not be limited to the number allotted to each battalion. Nominations must be screened, in accordance with reference (a). Unless otherwise directed by the Group Sergeant Major, submissions must arrive at this headquarters, via e-mail containing full name, SSN/MOS, and unit, no later than the 8th of the month prior to the effected date of promotion. Additionally, each command must rank those nominated.

h. Nominations for meritorious promotion to Corporal and Sergeant from the (Active Component (AC)) will normally be limited to one promotion per fiscal year. This headquarters, will provide guidance to the Group, each promotion quarter, regarding available quotas. Unless otherwise directed by the Group Sergeant Major, a complete nomination package with photo, prepared in accordance with enclosure (3), must arrive at this Headquarters no later than the 8th of the month prior to the effected date of the promotion.

i. Meritorious promotions to Corporal and Sergeant from the (Active Reserve (AR)) will authorized annually vice quarterly. Annual meritorious promotions will be effected in August for promotion to Sergeant and in September for promotion to Corporal. Unless otherwise directed by the Group Sergeant Major, a complete nomination package with photo, prepared in accordance with enclosure (3), must arrive at this headquarters no later than the 8th of the month prior to the effected date of the promotion.

4. Eligibility Criteria. Eligibility criteria for meritorious promotions are summarized in enclosure (1). The following criteria are also applicable to both regular and reserve personnel unless specified otherwise.

a. Those recommended for meritorious promotion must be within the height, weight and military appearance guidelines as established by reference (b).

b. Photographs are required, per reference (c), on all Sergeant nomination packages. Sergeant nominations must be submitted with original photographs, to arrive at this headquarters no later than the 8th of the month prior to the effected date of promotion.

c. Minimum time-in-grade requirements are waived in the case of meritorious promotions. Compliance with minimum time-in-service requirements is mandatory, per reference (a).

d. To be considered for meritorious promotion to Sergeant, the following criteria must be met:

(1) AC/AR: No unauthorized absence within 12 months of effective date of promotion. SMCR: No unexcused absences within 12 months of effective date of promotion.

(2) No nonjudicial punishment within 12 months of effective date of promotion and no court-martial.

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(3) No positive urinalysis or drug related offenses.

(4) Completion of the Leading Marines or Fundamentals of Marine Corps Leadership, Personal Finance, Terrorism Awareness and Sergeants Nonresident Program Course MCI's is required.

(5) MOS qualified per reference (d) and completion of at least one MOS related off-duty professional development course (MCI, college, trade school, etc.), and must have read at least two books per year on the Commandant's Reading List corresponding to their present grade.

(6) Must be qualified with Table of Organization (T/O) weapon, within the past two years, unless the command has received a waiver for qualification from MARFORRES.

(7) Average Proficiency (Pro) and Conduct (Con) marks in grade and in service average to or above 4.5/4.5 respectively.

(8) A 1st class on the semiannual/annual Physical Fitness Test (PFT).

(9) Successfully pass annual Battle Skills Training (BST) Test.

(10) At a minimum, Gray Belt qualified in accordance with the Marine Corps Martial Arts Program (MCMAP). School Code **MMC (gray belt)** must be entered into the Unit Diary prior to convening board date.

e. To be considered for meritorious promotion to Corporal, the following criteria must be met:

(1) AC/AR: No unauthorized absences within 12 months of effective date of promotion. SMCR: No unexcused absences within 12 months of effective date of promotion.

(2) No nonjudicial punishment within 12 months of effective date of promotion and no court-martial.

(3) Completion of the Leading Marines or Fundamentals of Marine Corps Leadership, Personal Finance and Terrorism Awareness (MCIs).

(4) MOS qualified per reference (d) and completion of at least one MOS related off-duty professional development course (MCI, college, trade school, etc.), and must have read at least two books per year on the Commandant's Reading List corresponding to their present grade.

(5) Must be qualified with T/O weapon, within the past two years, unless the command has received a waiver for qualification form MARFORRES.

(6) Pro and Con marks in grade and in service average to or above 4.5/4.5 respectively.

(7) A current 1st class on the semiannual/annual PFT.

(8) No positive urinalysis or drug related offenses.

(9) Successfully pass a current annual BST Test.

(10) At a minimum, Gray Belt qualified in accordance with the MCMAP. School Code **MMC (gray belt)** must be entered into the Unit Diary prior to convening board date.

f. To be considered for meritorious promotion to Lance Corporal, the following criteria must be met:

(1) AC/AR: No unauthorized absences. SMCR: No unexcused absences.

(2) No nonjudicial punishment within 12 months of effective date of promotion and no court-martial.

(3) MOS qualified per reference (d) and completion of the Personal Finance and Terrorism Awareness (MCI). Must have read at least two books per year on the Commandant's Reading List corresponding to their present grade.

(4) Must be qualified with T/O weapon, within the past two years, unless the command has received a waiver for qualification form MARFORRES.

(5) A current 1st class on the semiannual/annual PFT.

(6) No positive urinalysis or drug related offenses.

(7) Successfully pass a current annual BST Test.

(8) At a minimum, Gray Belt qualified in accordance with the MCMAP. School Code **MMC (gray belt)** must be entered into the Unit Diary prior to convening board date.

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5. Action

a. Inspector-Instructors, having custody of service record books of active duty personnel under their command, will submit recommendations, via the chain of command, to the Commanding General, 4th Marine Logistics Group.

b. Recommendations meeting the criteria in the enclosure (3) and paragraph 4, above for meritorious promotion must arrive at this headquarters no later than the 8th of the month prior to the effected date of promotion. Nominations received after the dates indicated will be returned for resubmission the following quarter.

c. Meritorious promotion recommendations from the Commanding Officer and Inspector-Instructor, will be submitted by official correspondence as shown in enclosure (3) and will include the following:

(1) Completion of items 1a through 1p listed on enclosure (3).

(2) A qualitative and quantitative narrative recommendation. Narrative recommendation should include statements concerning leadership qualities, civic activities, any extraordinary military experiences, and any pertinent military or civilian education or PME completed. The narrative statement should be included in paragraph 2 of enclosure (3) of this order.

(3) Certification that all data, as depicted in enclosure (3), has been verified through Marine Corps Total Force System (MCTFS).

(4) Copy of service record book pages 3, 11, 12, and 13 only if any entries are adverse in nature. If not required, so indicate on the endorsement.

d. Units that have submitted a recommendation for meritorious promotion will immediately notify the Commanding General, 4th Marine Logistics Group via telephone, if the Marine is no longer eligible for meritorious promotion consideration due to regular promotion or pending disciplinary actions.

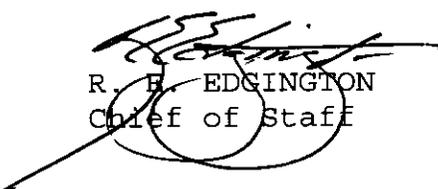
e. The 4th Marine Logistics Group Enlisted Meritorious Promotion Screening Board is established to review all nominations for meritorious promotion to the grades of Sergeant and Corporal, as previously defined in this order. The board will be guided in the performance of its duties by provisions of reference (a).

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(1) The board will convene on such dates as the Group Sergeant Major may direct.

(2) The board will review nominations of Marines for meritorious promotion to the grades of Sergeant and Corporal and present its recommendation to the Commanding General, 4th Marine Logistics Group.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



R. H. EDGINGTON
Chief of Staff

DISTRIBUTION: B/D



CRITERIA FOR MERITORIOUS PROMOTION (SGT THRU LCPL)

<u>CRITERIA</u>	<u>TO SERGEANT</u>	<u>TO CORPORAL</u>	<u>TO LANCE CORPORAL</u>
HT/WT STANDARDS	MUST MEET ALL	MUST MEET ALL	MUST MEET ALL
PFT CLASS	1ST CLASS	1ST CLASS	1ST CLASS
WEAPONS QUAL	QUALIFIED	QUALIFIED	QUALIFIED
BST/EST	PASS	PASS	PASS
PRO/CON	MINIMUM 4.5/4.5	MINIMUM 4.5/4.5	
TIG/TIS	NA/18 MO	NA/6 MO	NA/NONE
SERGEANTS COURSE MCI	COMPLETED	N/A	N/A
LEADING MARINES OR FUND OF MARINE CORPS LEADERSHIP	COMPLETED	COMPLETED	N/A
PERSONAL FINANCE	COMPLETED	COMPLETED	COMPLETED
TERRORISM AWARENESS	COMPLETED	COMPLETED	COMPLETED
MOS RELATED COURSE	COMPLETED (1)	COMPLETED (1)	ENROLLED
PRO READING COMPLETED ANNUALLY	2 BOOKS	2 BOOKS	2 BOOKS
PHOTOGRAPH	AC/AR - YES SMCR - YES	AC/AR - YES SMCR - NO	AC/AR - YES SMCR - NO
REG-NO TIME LOST	LAST 2 YEARS	LAST 2 YEARS	NONE
REG-SAT IDT ATTN	LAST 2 YEARS	LAST 2 YEARS	NONE

ENCLOSURE (1)

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CRITERIA FOR MERITORIOUS PROMOTION (SGT THRU LCPL)

<u>CRITERIA</u>	<u>TO SERGEANT</u>	<u>TO CORPORAL</u>	<u>TO LANCE CORPORAL</u>
REG-SAT IDT ATTN	LAST 2 YEARS	LAST 2 YEARS	NONE
NO NJP/CT MARTIAL	WITHIN 12 MONTHS OF EFFECITVE DATE OF PROMOTION	WITHIN 12 MONTHS OF EFFECTIVE DATE OF PROMOTION	WITHIN 12 MONTHS OF EFFECTIVE DATE OF PROMOTION
NO POSITIVE URINALYSIS	NONE	NONE	NONE
MARINE CORPS MARTIAL ARTS	MINIMUM GRAY OR GREEN BELT	MINIMUM GRAY OR GREEN BELT	MINIMUM GRAY BELT

ENCLOSURE (1)

MERITORIOUS PROMOTION SUMMARY

<u>PROMOTION TO</u>	<u>EFFECTIVE SECOND DAY OF</u>	<u>REGULAR DUE TO 4TH MLG</u>	<u>RESERVE DUE TO 4TH MLG</u>	<u>QUARTERLY ALLOCATIONS</u>	<u>AUTH TO PROMOTE</u>
SERGEANT	NOV FEB MAY AUG	8 OCT 8 JAN 8 APR 8 JUL	8 OCT 8 JAN 8 APR 8 JUL	N/A	4TH MLG
CORPORAL	DEC MAR JUN SEP	8 NOV 8 FEB 8 MAY 8 AUG	8 NOV 8 FEB 8 MAY 8 AUG	N/A	4TH MLG
LANCE CORPORAL	DEC MAR JUN SEP	N/A N/A N/A N/A	N/A N/A N/A N/A	3% OF ONBOARD PFC'S ON 1ST DAY OF FISCAL QUATRER	CMDR, MFR REGULAR CO/OICS WITH SPECIAL COURT MARTIAL CONVEN- ING AUTH (REF A) RESERVE
PRIVATE FIRST CLASS	NO SET MONTHS FOR PROM	N/A N/A N/A N/A	N/A N/A N/A N/A	QUALIFIED PVT'S W/ OUTSTANDING LEADERSHIP OR PERFOR- MANCE	CO/OICS WITH SPECIAL COURT MARTIAL CONVEN- ING AUTH (REF A)

*NOTE 1: Meritorious promotions awarded for command recruiting as authorized by current edition of MCO 1130.62 does not count against quarterly allocations.



NOMINATION FOR MERITORIOUS PROMOTION FORMAT

From: Commanding Officer/Inspector-Instructor or Officer in Charge
(as appropriate)
To: Commanding General, 4th Marine Logistics Group, Attn:
Sergeants Major, 4400 Dauphine Street, New Orleans, LA
70146-5400
Via: (1)
Subj: NOMINATION FOR MERITORIOUS TO THE RANK OF _____

Ref: (a) GruO 1420.1B

1. I nominate (Rank, Name, SSN, MOS) for meritorious promotion to the rank of _____. The following is submitted:
 - a. Height/Weight: _____/_____.
 - b. Date of Last PFT: _____ Score _____/_____ Class.
 - c. Rifle Marksmanship Score: _____.
 - d. BST/EST Score: _____.
 - e. Average Proficiency Mark (In Service): _____.
 - f. Average Conduct Mark (In Service): _____.
 - g. Time in Grade (Months): _____.
 - h. Time in Service (Months): _____.
 - i. Command Recruiting (Number of Referrals): _____.
 - j. Sgts Crs, Fund MC Leadership or Leading Marines, Pers Finance, and Terrorism Awareness Completion Dates. (List)
 - k. Awards/Commendations in Grade: _____.
 - l. Unit RUC: _____.
 - m. MOS Related; Additional MCI and Off Duty Education Courses (List).

ENCLOSURE (3)

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24 Oct 08

NOMINATION FOR MERITORIOUS PROMOTION FORMAT

Subj: NOMINATION FOR MERITORIOUS TO THE RANK OF _____

- n. Professional Reading Completed. (List)
 - o. Certified Copies of Pages 3, 11, 12 and 13 of members SRB.
 - p. Certified Copies of BIR/BTR.
2. Brief narrative recommendation (to include leadership, civic activities and/or extraordinary military experience).
3. "I certify that all data has been verified by rank/name and that rank/name meets the criteria as outlined in the reference. I can be reached at (____) _____-_____."

Signature of CO/I-I/OIC

"BY DIRECTION" SIGNATURES ARE NOT ACCEPTABLE

ENCLOSURE (3)