



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
I MARINE EXPEDITIONARY FORCE
BOX 555325
CAMP PENDLETON, CA 92055-5325

IN REPLY REFER TO:
GruO 1430.2C
SEL
23 Mar 09

GROUP ORDER 1430.2C

From: Commanding Officer
To: Distribution List

Subj: COMMAND ADVANCEMENT PROGRAM (CAP)

Ref: (a) BUPERSINST 1430.16F
(b) Navy Military Personnel Manual (MILPERSMAN)
(c) OPNAVINST 6110.1H
(d) CNO Washington DC 261419Z SEP 08 (NAVADMIN 272/08)

Encl: (1) Sample Nomination

1. Situation. To establish policy, eligibility requirements, and administrative procedures for the Command Advancement Program (CAP), within I Marine Expeditionary Force Headquarters Group (IMHG), under UIC 55205. This revised Order contains updated policy changes and should be reviewed in its entirety.

2. Cancellation. GruO 1430.2B

3. Mission. To meritoriously advance U.S. Navy personnel for outstanding performance of duty, which is noteworthy or commendable in nature.

4. Execution

a. Eligibility. The following criteria will be strictly adhered to in determining eligibility for CAP. No waivers are authorized.

(1) Personnel must be assigned permanently or Temporary Additional Duty (TAD) to the I MHG for a minimum of 90 consecutive days. In the case of SELRES personnel, refer to reference (a), Chapter 11.

(2) Meet minimum time in rate requirements specified in Article 202 of reference (a) prior to date of CAP advancement.

(3) Meet all school, course completion, and security

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requirements, and all other advancement requirements listed in references (a) and (b) with the exception of advancement examination participation.

(4) Complete required Petty Officer Selectee Leadership Course for the respective rank being advanced to in accordance with reference (d).

(5) Meet health and physical readiness requirements for advancement as outlined in reference (c).

b. Quota Limitations. Quota limitations are based on the billets authorized by OPNAV 1000/2, Manpower Authorization (BA column) for active duty personnel. Per reference (a), the first flag/general officer in the chain of command within the Marine Corps organizational structure has been designated as the CAP approval authority and may advance eligible personnel between 1 January and 31 December inclusive as follows:

TOTAL ENLISTED BILLETS AUTHORIZED	PERCENTAGE AUTHORIZED	MAXIMUM AUTHORIZED QUOTAS BY PAYGRADE		
		E6	E5	E4
100 or less	2%	1	1	*

* Number is based on command's total CAP quotas

*Based on the changes under reference (a), only one member may be advanced from all eligible candidates.

c. Selection Board. Sailors at MHG are assigned to CG, I MEF. A Nomination for Selection Board will convene at the discretion of the Senior Enlisted Leader (SEL) with concurrence of the IMEF Command Master Chief (CMDCM). The Board may consist of the following members, or as assigned by the SEL:

(1) Board Chairman: Senior Enlisted Leader.

(2) Board Members:

(a) Senior Medical Department Representative, I MEF Headquarters Group.

(b) Senior Medical Department Representative, 16 Area Consolidated Aid Station.

(c) Leading Chief Petty Officer, I MEF Health Services Support Element.

(d) Senior Religious Program Specialist, I MEF.

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(e) Command Career Counselor.

d. Criteria. All candidates will be graded in categories focused towards in-rate professional development, special qualifications achievement, education and training accomplishments, community support activities, commendatory correspondence, and participation in significant events while assigned to his/her current command. However, major emphasis will be focused on the candidates' attributes to exercise the leadership skills commensurate of their next higher pay grade, and their demonstrated superior performance under the rigors of the operating environment experienced at sea or while forward deployed with their current command.

e. Action.

(1) Commanders. It is strongly encouraged that unit commanders, along with their respective Leading Chief Petty Officers, conduct nomination boards at their levels, in order to select the most qualified candidate. Nominations will be submitted in accordance with enclosure (1), signed and/or endorsed by the candidate's Commanding Officer or Executive Officer.

(2) Senior Enlisted Leader, I MHG.

(a) Administratively convene the IMHG CAP Nomination Board, and ensure timely notification to all commanders and members specifying the board date, time, and location. Forward selected packages to CMDCM, IMEF, for consideration for selection.

(b) Serve as chairman of the CAP Selection Board, convene the board as scheduled, ensure fairness, and attest that the intentions of this Order are strictly adhered to.

(3) Personnel Chief.

(a) Acting in the capacity as the Navy Educational Services Liaison Officer, review all CAP nominations, verifying information with the nominee's service record, certify nominee's eligibility for CAP, and make the nominations and nominee's service records available for review by all CAP board members.

(b) Ensure preparation of appointment certificates, NAVPERS 1070/613 and routing of these for signature by the Commanding General, I Marine Expeditionary Force. Submit these documents to 1st Marine Logistics Group Navy Personnel Office

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for inclusion in member's field service record and for an entry made to Navy Standard Integrated Personnel System (NSIPS) reflecting member's advancement under CAP.

(c) Prepare and submit CAP annual certification letter per reference (a).

(4) Subordinate Element Nominating Chief Petty Officers.

(a) Draft nomination utilizing enclosure (1).

(b) Route nomination through chain of command beginning with first officer in the section terminating with the battalion commander.

(c) Forward nomination per this order with battalion commander's signature.

(d) Be prepared to act in the capacity of board recorder.

(5) Recorder

(a) Ensure service record(s) are present for each nominee at time of board.

(b) Be prepared to submit board results to CMDCM.

5. Command and Signal

a. Signal. This order is effective the date signed.

b. Command. This Group Order is applicable to subordinate commands within I MEF Headquarters Group.


L. E. REYNOLDS

Distribution:

1st Radio BN
1st Intel BN
9th Comm BN
1st ANGLICO
TEG

SAMPLE NOMINATION

1430

From: Commanding Officer
To: Chairman, I Marine Expeditionary Force Headquarters Group
Command Advancement Board

Subj: NOMINATION FOR SELECTION TO COMMAND ADVANCEMENT PROGRAM
IN CASE OF (FULL NAME, USN/LAST FOUR OF SSN/NEC)

Ref: (a) GruO 1430.2C

Encl: (1) PRIMS printout, last 4 years
(2) Pofile sheets for last 2 cycles

1. Per reference (a), _____ is nominated for the I
Marine Expeditionary Force, Command Advancement Program

2. Nominating Command:

3. The following information is provided:

a. Date of Current Rank:

b. Date of Enlistment:

c. Advancement History (provide dates):

(1) Time in Service: __ years, __ months

(a) E1 _____

(b) E2 _____

(c) E3 _____ (etc.)

d. Time-in rate: __ year, __ months

e. Projected rotation date: _____

f. Meets all advancement eligibility requirements:

(1) Profile Sheets: Cycle _____

Enclosure (1)

Subj: NOMINATION FOR SELECTION TO COMMAND ADVANCEMENT PROGRAM
IN CASE OF (FULL NAME, USN/LAST FOUR OF SSN/NEC)

(2) Test Scores: ____

g. Professional Achievements:

h. Date reported and current assignment:

i. Collateral:

j. Previous selections as Sailor of the
Month/Quarter/Year/CAP Selection:

k. Brief synopsis of significant professional achievements,
which warrant selection:

l. Personal awards/commendatory Correspondence:

m. Off-duty Community Involvement:

n. Educational Background:

(1) Academic accomplishments:

o. Last two Physical Readiness Test scores/rating/BF%:

p. Major field operations and deployments at this Command:

4. Commander's Recommendation:

SIGNATURE