



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

I MEFO 1400.1K
ADJ
20 DEC 2011

I MARINE EXPEDITIONARY FORCE ORDER 1400.1K

From: Commanding General
To: Distribution List

Subj: MERITORIOUS PROMOTION TO THE RANK OF PRIVATE FIRST CLASS
THROUGH SERGEANT

Ref: (a) MCO P1400.32D W/CH1
(b) MCO 6110.3 W/CH1
(c) MCO 3574.2K
(d) MCO 1500.52D
(e) MCO 1500.59
(f) MARADMIN 391/07
(g) ALMAR 029/09

Encl: (1) Sample format for I MHG/MEU meritorious promotion to
Cpl-Sgt recommendations
(2) Meritorious Promotion Data Sheet
(3) Promotion Criteria

1. Situation. 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.

2. Cancellation. I MEFO 1400.1J.

3. Mission. To promulgate guidance and procedures for effecting meritorious promotions to the grades of Sergeant (Sgt), Corporal (Cpl), Lance Corporal (LCpl), and Private First Class (PFC) within I Marine Expeditionary Force (I MEF) and subordinate units not under the administrative control of another Commanding General.

4. Execution

a. Commander's Intent. Meritoriously promote exceptionally well qualified Marines who possess the traits of leadership, morality, and professionalism which embody the goals of all

exemplary Marines. For this reason, allocations for meritorious promotions must only be filled by truly outstanding Marines.

b. Concept of Operations

(1) Policy

(a) Per paragraph 4103.1 of reference (a), Commanding Generals are delegated the authority to effect meritorious promotions to Sgt and Cpl quarterly based upon total onboard strengths of permanent personnel in the grades of Cpl and LCpl, respectively. Selective Marine Corps Reserve/Active Reserve onboard strength will not be combined with active component onboard strength.

(b) Per paragraph 4106.1 of reference (a), Commanders (Major and above) having Special Court Martial convening authority can, without reference to higher headquarters, meritoriously promote to the grade of LCpl on a quarterly basis.

(c) Per paragraph 4107 of reference (a), Commanders (Major and above) having Special Court Martial convening authority can, without reference to higher headquarters, meritoriously promote to the grade of PFC on a monthly basis.

(d) Meritorious promotions are to be in effect the second day of the month. Per paragraphs 4103.5 and 4106.1 of reference (a) quarterly meritorious promotion periods are as follows:

1. Sgt: November, February, May, and August
2. Cpl: December, March, June, and September
3. LCpl: December, March, June, and September,

(e) Combat meritorious promotions: Per reference (a), Commandant if the Marine Corps (CMC) provides all combat meritorious promotion allocations to Commander, United States Marine Forces Central Command (COMUSMARCENT) for enlisted Marines within the active and reserve components. COMUSMARCENT will apportion allocations to the Marine Component Commander for the specific theater of operations. These allocations will be published by the CMC (MMPR-2) via separate correspondence.

(2) Allocations

(a) Meritorious Promotion to Cpl and Sgt: The Commanding General is authorized to meritoriously promote not more than one fourth of one percent of Cpls, and one percent of the LCpl's belonging to I MEF and subordinate units not under the administrative control of another Commanding General on a quarterly basis. Excess fractions will not be carried over if one or more promotions result from the quarterly computation.

NOTE: THE CMC (MMPR-2) HAS AUTHORIZED OPERATING FORCES TO MERITORIOUSLY PROMOTE TO SGT NOT MORE THAN A HALF OF ONE PERCENT OF THE CPLS ON BOARD. THIS AUTHORIZATION IS PUBLISHED VIA SEPARATE CORRESPONDENCE ON A FISCAL YEAR BASIS.

(b) Meritorious Promotion to LCpl: Commanders are authorized to meritoriously promote not more than three percent of PFCs to LCpl on a quarterly basis. Excess fractions will not be carried over if one or more promotions result from the quarterly computation. However, should the accumulation of quarterly fractions result in less than one promotion for the entire fiscal year after the computation in July, the subject command may then effect one meritorious promotion to LCpl in September.

(c) Meritorious Promotion to PFC: Commanders are authorized to meritoriously promote any Pvt (non student) to PFC in recognition of outstanding leadership or performance.

(3) Quotas. All Marines assigned to Marine Expeditionary Units (MEUs) for deployment will be used to calculate the meritorious promotion quotas for the MEU only after officially "chopping" to the MEU for deployment. At that time, promotion quota allocations for 1st Marine Division (1st MarDiv), 3d Marine Aircraft Wing (3d MAW), 1st Marine Logistics Group (1st MLG), and I Marine Expeditionary Headquarters Group (I MHG) will no longer include these Marines in their on-board strength.

c. Subordinate Elements Missions(1) Commanding General, 1st MarDiv, 3d MAW, and 1st MLG

(a) Do not use Marines chopped for deployment to the MEU in calculations for meritorious promotions.

(b) Use reference (a) as a guide in the implementation of a meritorious promotion program within your command.

(2) Commanding Officer, I MHG, 11th, 13th, and 15th MEUs

(a) Provide to the I MEF Adjutant, the onboard strength of LCpls and Cpls no later than the fifth of January, April, July, and October.

(b) Upon assignment of meritorious promotion quotas from the I MEF Adjutant, convene a meritorious promotion screening board for members of your command.

(c) Forward winning nominations and one alternate for meritorious promotion to the grade of Sgt and Cpl using the format contained in enclosure (1) and (2) to the I MEF Adjutant's Office to arrive no later than the 20th of the month as listed below:

1. Sgt: January, April, July, and October
2. Cpl: Febuary, May, August, and November

(d) Establish procedures for selecting superior PFCs and Pvts for meritorious promotion per reference (a). Produce and deliver certificates of appointment, as appropriate, per reference (a).

5. Administration and Logistics

a. I MEF Adjutant

(1) Upon receipt of onboard strength of Cpls and LCpls from subordinate units, compute and publish meritorious promotion quotas by the fifteenth day of January, April, July, and October.

(2) Upon receipt of the meritorious promotion recommendations, prepare meritorious certificates of appointment.

(3) Forward meritorious promotion recommendations and certificates of appointment to the I MEF Commanding General for signature via the I MEF Sergeant Major.

(4) Upon receipt of signed certificates of appointment from the I MEF Commanding General, prepare endorsements and forward to the respective commands for presentation.

b. I MEF Sergeant Major

(1) Screen all I MHG and MEU meritorious Sgt and Cpl recommendations to ensure compliance with the contents of this order.

(2) Forward meritorious promotion recommendations along with meritorious certificates of appointment to the I MEF Commanding General for review and signature.

6. Command and Signal

a. Command. This Order is not applicable to the Marine Corps Reserve.

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

7. End State. Selection of the most qualified and deserving Marines for meritorious promotion throughout I Marine Expeditionary Force.



R. F. CASTELLVI
Chief of Staff

DISTRIBUTION LIST: I, II

SAMPLE FORMAT FOR I MHG/MEU
MERITORIOUS PROMOTION TO CPL-SGT RECOMMENDATIONS

From: Commanding Officer
To: Commanding General, I Marine Expeditionary Force
Via: Chain of Command

Subj: RECOMMENDATION FOR MERITORIOUS PROMOTION TO SERGEANT IN
CASE OF CORPORAL JOE A. MARINE XXX XX 0001/0111 USMC

Ref: (a) I MEFO 1400.1K

Encl: (1) Meritorious Promotion Data Sheet
(2) Current Official Photograph
(3) Certified true copies of SRB pages 3, 11, UPB, and 13
(UPB and page 13 will be submitted if applicable)
(4) Current BIR/BTR/ROS
(5) Current Marine Corps Total Force System (MCTFS) TMCI
Screen
(6) Current MCTFS Awards Screen
(7) Current MCTFS D142 Screen
(8) Current MCTFS D143 Screen

1. Per the provisions of the reference, Corporal Marine is eligible and recommended for meritorious promotion to the rank of Sergeant.
2. Enclosures (1) through (8) are submitted, as required.
3. This paragraph is for the Commanding Officer's recommendation as to the Marine's qualification for meritorious promotion. A concise evaluation of the Marine's professional character will be provided. The evaluation should specifically address, but is not limited to, the following:
 - a. Personal appearance (Ht/Wt)/physical fitness.
 - b. MOS credibility/Technical competence.
 - c. Combat Tours and/or deployments.
 - d. Emotional maturity/ability to cope with stress.
 - e. Demonstrated leadership qualities/capability.
 - f. Professional growth potential (general value to the service).
 - g. Attitude/personality.

SIGNATURE

Enclosure (1)

MERITORIOUS PROMOTION DATA SHEET

Date: _____

NAME: _____ GRADE: _____ UNIT: _____

MOS: _____

CURRENT DUTY ASSIGNMENT:

TIME IN SERVICE: _____ DOR: _____ EAS: _____

TIME IN GRADE: _____

SERVICE SCHOOLS: _____

MCI COURSE "LEADING MARINES": YES/NO _____ DATE COMPLETED: _____

NCO (8000 SERIES): YES/NO _____ DATE COMPLETED: _____

MCIs (completed while in current grade): _____

SERGEANT'S COURSE: YES/NO _____ DATE COMPLETED: _____

CORPORAL'S COURSE: YES/NO _____ DATE COMPLETED: _____

OFF DUTY EDUCATION/COMMUNITY SERVICE: _____

*PME CREDIT COURSES: _____

NJP/COURT-MARTIAL (ARTICLE/DATE): _____

AVERAGE PRO/CON MARKS IN GRADE: _____

AVERAGE PRO/CON MARKS IN SERVICE: _____

PERSONAL AWARDS: _____

PFT DATE/SCORE/CLASS: _____

CFT DATE/SCORE/CLASS: _____

RIFLE REQUALIFICATION DATE/SCORE/CLASS: _____

MARINE CORPS COMMON SKILLS TEST DATE/SCORE: _____

SWIM QUALIFICATION/DATE: _____

MCMAP QUALIFICATION: _____

NOTEWORTHY ACHIEVEMENTS (IN GRADE): _____

PROFESSIONAL READING PROGRAM: _____

ADDITIONAL REMARKS: _____

* In accordance with MARADMIN 391/07, credit will be given for the following courses:

- Infantry Squad Leaders Course
- Infantry Machinegun Leader Course
- Infantry Mortar Leader Course
- Infantry Assaultman Leader Course
- Infantry Tank Missileman Leader Course

c. Marines nominated for meritorious promotion to Cpl must have completed MCI 0037, "Leading Marines" per reference (e).

d. Marines nominated for meritorious promotion to LCpl must be enrolled in MCI 0037, "Leading Marines" per reference (e).

e. Marines nominated for meritorious promotion must be participating in the Marine Corps Professional Reading Program, see reference (f).