



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

IN REPLY REFER TO:  
I MEFO 1430.1D  
G-1

DEC 2 2011

I MARINE EXPEDITIONARY FORCE ORDER 1430.1D

From: Commanding General  
To: Distribution List

Subj: STAFF NONCOMMISSIONED OFFICER MERITORIOUS PROMOTION BOARD

Ref: (a) MCO P1400.32D  
(b) MFPO 1430.5R

Encl: (1) Sample Format for Command Nomination Letter

1. Situation. To publish instructions for the nomination for the Staff Noncommissioned Officer Meritorious Promotion Board.

2. Cancellation. IMEFO 1430.1C

3. Mission. This Order provides policy for the meritorious promotion of staff noncommissioned officers. As set forth in the reference, the Commanding General is authorized to nominate Sergeants and Staff Sergeants {all promotion quotas to be determined by Marine Corps Forces Pacific (MARFORPAC)} for meritorious promotion to the next higher grade.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Meritorious promotion boards are utilized to promote "exceptionally qualified" Marines based on performance and as recognition of an individual's ability to assume positions of greater authority and responsibility. Accordingly, nominees must possess the degree of leadership appropriate to the next higher grade and have demonstrated a capacity for discharging all of the duties and responsibilities of the grade for which they are being recommended.

(b) Eligible Commands. All Major Subordinate Commands (MSCs) are eligible to submit meritorious promotion nomination packages in accordance with this Order. Those Marine Expeditionary Units with both administrative and operational cognizance of attached personnel to I Marine Expeditionary Force (I MEF) at the time the board convenes are also eligible to submit nomination packages through I MEF Headquarters Group (I MHG) for consideration.

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(2) Concept of Operations

(a) In determining the "exceptionally qualified", particular attention will be given to the "whole Marine" concept. The Marine's entire service is to be considered; not just his/her current tour of duty performance. Primary Military Occupational Specialty (MOS) credibility is an important factor, but not the sole factor in submitting a Marine for meritorious promotion.

(b) A current tour is defined as having at least 12 months command observed performance of duty (command is defined as any unit within I MEF).

(c) Minimum of six years time in service for promotion to Gunnery Sergeant (not waiverable).

(d) Minimum of four years time in service for promotion to Staff Sergeant (not waiverable).

(e) Recommendation for meritorious promotion should not be made solely as a reward for "faithful service" or to promote Marines who have not been selected on regularly scheduled promotion boards.

(f) Commanders must consider the following when screening meritorious promotion nominees:

1. Ensure that nominee is exceptionally qualified by duty within and outside the individual's occupational field/MOS.

2. Ensure his/her reputation and service record are clearly superior in all respects.

3. Consider his/her entire service record. Outstanding performance as a member of your command is expected.

4. Must have served in Primary Military Occupational Specialty (PMOS) during the past three years.

5. Must have at least 12 months observed time as a member of your command as of the date of promotion. The 12 months observed time begins the day on which the Marine joins his/her organization; from the Date Current Tour Began.

6. Must not have received nonjudicial punishment in grade or one year prior to board convening date or a court-martial in current grade or during the past five years (not waiverable).

7. Must have passed the Marine Corps physical fitness test with a first-class score during the previous required testing period.

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8. Must have qualified with T/O weapon during the previous required requalification period.

9. Must have completed the required non-resident Professional Military Education required for regular promotion prior to convening date of the board (not waiverable).

10. Must be Marine Corps Martial Arts Program qualified.

11. Must be actively participating in the Professional Reading Program.

b. Subordinate Element Missions

(1) Each MSC/MEU may submit nomination packages that represent the allotted quotas.

(2) All commanders will, at a minimum, include in their recommendations:

(a) Current copy of the member's Basic Individual Record/Basic Training Record.

(b) Educational background and a current copy of all off-duty/Marine Corps Institute education from the MCTFS.

(c) Duties performed since joining your command.

(d) Comments concerning leadership skills.

(e) Potential in next higher grade, to include recommended future assignments, should he/she be meritoriously promoted.

(f) Evaluation of individual's professionalism, appearance, military bearing, ability to express himself/herself, dedication, etc.

(g) Experience in PMOS.

(h) Current official promotion photograph in Service "C" uniform.

5. Administration and Logistics

a. The Staff Noncommissioned Officer Meritorious Promotion Board will be chaired by the I MEF Sergeant Major. The Sergeants Major of 1st Marine Division, 1st Marine Logistics Group, 3d Marine Aircraft Wing, I MHG, 11th MEU, 13th MEU, and 15th MEU will represent their commands as the board members.

b. Upon nomination by the I MEF Meritorious Promotion Board and with the approval of the Commanding General, the nominations will be

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forwarded via naval message to the Commander United States Marine Corps Forces Pacific.

c. All nominees approved for meritorious promotion by Commandant of the Marine Corps will be notified via MARADMIN with a date of rank effective the second day of the month that the Marine is recommended. Certificate(s) of appointment will be prepared by MARFORPAC and forwarded to the appropriate commanders for promotion in accordance with reference (a). Unit diary entries will be made at Headquarters, Marine Corps (MMPR-2).

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is not applicable to the Marine Corps reserves.



R. F. CASTELVI  
Chief of Staff

DISTRIBUTION: I, II

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## SAMPLE FORMAT FOR COMMAND NOMINATION LETTER

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

Subj: MERITORIOUS PROMOTION TO STAFF SERGEANT/GUNNERY SERGEANT; CASE  
OF SERGEANT/STAFF SERGEANT JOE A. MARINE 000 00 0000/0369 USMC

Ref: (a) IMEFO 1430.1D

Encl: (1) Meritorious Promotion Board Record Data Sheet  
(2) Current Official Promotion Photograph in Service "C"  
Uniform  
(3) Service Record w/ current BIR/BTR  
(4) TMCI Screen  
(5) Awards Screen  
(6) Fitness Report Screen  
(7) Certified true copies of SRB pages 3, 11, 12, UPB, and 13  
(12, UPB, and 13 will be submitted, if applicable)

1. In accordance with the provisions of the reference, Sergeant/Staff Sereant Marine is eligible for Meritorious Promotion to Staff Sergeant/Gunnery Sergeant.
2. SNM has never been considered and not selected for regular promotion.
3. Enclosures (1) through (7) are submitted as required.
4. 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/physical fitness.
  - b. MOS credibility.
  - c. Emotional maturity/ability to cope with stress.
  - d. Demonstrated leadership qualities/capability.
  - e. Professional growth potential (general value to the Service).
  - f. Attitude/Personality.
  - g. Combat prowess.

Enclosure (1)

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h. Potential to assume additional responsibilities essential to the next higher rank.

i. Other pertinent information.

SIGNATURE