



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

I MEFO 1430.1E W/Ch.1
SgtMaj/G-1

MAR 1 2018

I MARINE EXPEDITIONARY FORCE ORDER 1430.1E W/Ch.1

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE STAFF NONCOMMISSIONED OFFICER
(NON-SPECIAL DUTY ASSIGNMENT) MERITORIOUS PROMOTION NOMINATION PROGRAM

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

Encl: (1) Sample Format for Command Nomination Letter
(2) Meritorious Promotion Board Record Data Sheet

1. Situation. To publish instructions for the solicitation, evaluation and nomination of Staff Noncommissioned Officers (SNCOs) for meritorious promotion within I Marine Expeditionary Force (I MEF).

2. Cancellation. I MEFO 1430.1E.

3. Mission. I MEF conducts non special duty assignment meritorious promotion program to retain and recognize Marines who shown the ability to assume positions of greater responsibility and increase tactical and operational readiness. Promotion allocations are published to the Marine Forces level on a fiscal year (FY) basis by Headquarters, U.S. Marine Corps.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) 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 board.

(b) 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.

(2) Concept of Operations

(a) All Major Subordinate Commands, Major Subordinate Elements, and Marine Expeditionary Units (MEU's) are eligible to submit meritorious promotion nomination packages in accordance with this Order.

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(b) 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 (PMOS) credibility is an important factor, but not the sole factor in submitting a Marine for meritorious promotion.

(c) Nominee must have at least 12 months observed time as a member of the command as of the date of promotion.

(d) Must have served in PMOS during the past three years (waiverable at I MEF Sergeant Major (SgtMaj) discretion if exceptionally qualified and top ranked). A waiver of this request, with justification, is required to be addressed by the senior endorser.

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

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

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

3. Exceptionally qualified by duty within and outside MOS.

4. Reputation and entire record of service are clearly superior in all respects.

5. Has not received nonjudicial punishment in grade or one year prior to board convening date (not waiverable).

6. Has not received a court-martial in grade or five years prior to board convening date (not waiverable).

7. Must possess a current first class on the Marine Corps Physical Fitness Test and Combat Fitness Test.

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

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

10. Must be Marine Corps Martial Arts Program (MCMAP) qualified, with a minimum of a gray belt (MMC).

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

b. Tasks

(a) The I MEF SgtMaj serves as the Office of Primary Responsibility (OPR) for the overall management and execution of this program.

(b) Assistant Chief of Staff, G-1, I MEF

1. Serve as receiving point for all nomination packages.

2. Conduct screening to ensure all nominations meet program requirements as detailed in this Order.

3. Make available the G-1 Chief (or in absence his/her designate) to serve as official board recorder for proceedings. Immediately preceding board processing, the G-1 Chief will give the board an administrative screening overview (i.e. "Sgt Trovillion has undergone a MEF level administrative review and has no issues or concerns").

4. In conjunction with (ICW) the I MEF Information Management Office, ensure nominations are uploaded to the I MEF SgtMaj shareportal in order to facilitate pre-board review by board members.

5. Provide one hard copy of each nomination to the board (this is not per member). NOTE: Official Photo will be on top of each nomination.

6. At board conclusion, prepare the I MEF Commanders board summary and nomination letter (with write ups, master brief sheet and promotion photo at a minimum) to Commander Marine Corps Forces Pacific (COMMARFORPAC).

7. Upon Commandant of the Marine Corps (CMC)/COMMARFORPAC notification, ICW I MEF Headquarters Group (warrants, seals, frames...) and the I MEF Staff Secretary (reimbursement funding for Warrants, seals, frames) prepare SNCO promotion warrants for the MEF Commanders signature.

(c) All commanders will, at a minimum, include in their nomination's:

1. Performance

- a. Duties performed since joining your command.
- b. Comments concerning leadership skills.
- c. Evaluation of individual's professionalism, appearance, military bearing, ability to express himself/herself, dedication, etc.
- d. Experience in PMOS.
- e. Potential in next higher grade, to include recommended future assignments, should he/she be meritoriously promoted.

2. Master Brief Sheet.

3. Current official promotion photograph in Service "C" uniform (hard, colored copy) and ensure present in Official Military Personnel File.

4. All additional documents denoted in enclosure (1).

5. Administration and Logistics

a. The SNCO Meritorious Promotion Board will be chaired by the I MEF SgtMaj. All respective board members regardless of level will be named by the I MEF SgtMaj via separate correspondence.

b. Upon selection by the I MEF Meritorious Promotion Board and with the approval of the Commanding General, the nominations will be forwarded to the COMMARFORPAC by suspense and method directed.

c. All nominees finalized for meritorious promotion by the CMC will be notified via Marine Administrative message with the effective date of rank and

administrative processing instruction (i.e. certificate of appointment preparation, unit diary reporting etc.)

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.


LEWIS A. CRAPAROTTA

DISTRIBUTION: I, II

Sample Format for Command Nomination Letter

[COMMAND LETTERHEAD]

1400
OrgCode
Date

From: Commanding Officer, Unit
To: Commandant of the Marine Corps
Via: (1) Command General, I Marine Expeditionary Force
(2) Commander, U.S. Marine Corps Forces, Pacific
Subj: MERITORIOUS PROMOTION TO STAFF SERGEANT/GUNNERY SERGEANT; CASE
OF SERGEANT/STAFF SERGEANT TYLER S. TROVILLION EDIPI: 0123456789/0111
USMC

Ref: (a) I MEFO 1430.1_

Encl: (1) Meritorious Promotion Board Record Data Sheet
(2) Master Brief Sheet
(3) Current Official Promotion Photograph (ensure also in OMPF)
(4) MCTFS BIR/BTR/TEDU/TMCI/AWDS/*D119 Screens
(5) Page 3 (if applicable) and MCTFS CHRONO Screen - Certified True
(6) Page 11 (all pages to include from OMPF) - Certified True
(7) Page 12, UPB, 13 (*as applicable)- Certified True

1. Per the reference, subject named Marine is enthusiastically recommended for Meritorious Promotion. Enclosures (1) through (X) are provided in support.

2. This paragraph is for the Commanding Officer's nomination justification. A concise evaluation of the Marine's professional character will be provided. The evaluation should specifically address the following as well as those areas denoted in paragraph 4a(2) of this Order:

- 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.
- h. Potential to assume additional responsibilities essential to the next higher rank.
- i. Other pertinent information.

3. Point of contact at this command is Sergeant Major Wilbur Bestwick at.

I. M. COMMANDER

Enclosure (1)

Meritorious Promotion Board Record Data SheetDATE: 10 Nov 75NAME: Tyler S. Trovillion GRADE: E-5 or E-6 MOS: 0311UNIT: I Marine Expeditionary Force Command ElementCURRENT DUTY ASSIGNMENT: WarriorTIME IN SERVICE: 6 yrs DOR: 11 Nov 75 EAS: 12 Nov 75
GySgt (6 Yrs) | SSgt (4 Yrs)TIME IN GRADE: 6 yrsSERVICE SCHOOLS: Career Nonresident; Leading Marines; etc...EXCEEDS PME REQUIREMENTSNCO ADVANCED NON-RESIDENT CRS (8200 SERIES): YES NO NA
Course completion is only applicable prior to 1 Jul 12SNCO ADVANCED NON-RESIDENT CRS (EPME7000AA): YES NO NAMINIMUM REQUIREMENT (ELIGIBLE FOR GYSGT)SNCO CAREER NON-RESIDENT CRS (EPME6000AA): YES NO (DQ)
Only DQ if 8100 Series not completed as denoted belowSNCO CAREER NON-RESIDENT CRS (8100 SERIES)/DATE: _____ YES NO NA
Course completion is only applicable prior to 1 Jul 14SNCO CAREER CRS RESIDENT OR (SNCO CAREER CRS SEMINAR) YES NO (DQ)
As of 1 Oct 16MINIMUM REQUIREMENT (ELIGIBLE FOR SSGT)SGTS NON-RESIDENT CRS (EPME5000AA): YES NO (DQ)
Only DQ if 8010 Series not completed as denoted belowSGTS NON-RESIDENT CRS (8010 SERIES)/DATE: _____ YES NO NA
Course completion is only applicable prior to 1 Jan 14SGTS RESIDENT CRS: YES NO (DQ)
As of 1 Oct 16MCIs (completed while in current grade): PendingMARINET CRS (completed while in current grade): PendingOFF DUTY EDUCATION/COMMUNITY SERVICE: Pending*PME CREDIT COURSES: PendingNJP/COURT-MARTIAL (ARTICLE/DATE): Pending / PendingPERSONAL AWARDS: PendingPFT DATE/SCORE/CLASS: Pending/Pending/Pending

Enclosure (2)

Meritorious Promotion Board Record Data Sheet (Cont'd)

CFT DATE/SCORE/CLASS: Pending/Pending/Pending

PISTOL REQUALIFICATION DATE/SCORE/CLASS: Pending/Pending/Pending

RIFLE REQUALIFICATION DATE/SCORE/CLASS: Pending/Pending/Pending

MARINE CORPS COMMON BATTLE SKILLS TEST DATE/SCORE: Pending

SWIM QUALIFICATION/DATE: Pending

MCMAP QUALIFICATION (BELT): Pending

NOTEWORTHY ACHIEVEMENTS (IN GRADE): Pending

PROFESSIONAL READING PROGRAM: Pending

ADDITIONAL REMARKS: Pending

A user friendly word document of this form can be obtained from the I MEF Adjutant (Attn: DCP) at (760) 725-9249