



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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I MEFO 1400.1L
SgtMaj/G-1

JUL 13 2015

I MARINE EXPEDITIONARY FORCE ORDER 1400.1L

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

Subj: MERITORIOUS PROMOTIONS TO PRIVATE FIRST CLASS (PFC) THROUGH SERGEANT
(SGT)

Ref: (a) MCO P1400.32D ch 2
(b) MCO 6110.3 ch 1
(c) MCO 3574.2L
(d) MCO 1500.52D
(e) MCO 1500.59
(f) CMC WASHINGTON DC 281456Z Jun 07 (MARADMIN 391/07)
(g) CMC WASHINGTON DC 081913Z Sep 09 (ALMAR 029/09)

Encl: (1) Meritorious Promotion Nomination Form (CG/CO Certification)
(2) CG I MEF Meritorious Promotion Warrant (Example)

1. Situation. Per the references, this Order is to establish procedures for the nomination and selection of outstanding Marines to the ranks of PFC through Sgt meritoriously.

2. Cancellation. I MEFO 1400.1K.

3. Mission. To issue a directive for effecting meritorious promotions within I Marine Expeditionary Force (I MEF) in recognition of exceptionally well-qualified Marines' outstanding leadership and performance of duty.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To meritoriously promote those enlisted Marines who have met the Marine Corps standards of professionalism, personal performance, leadership, and integrity. For these reasons, allocations for meritorious promotions must only be filled by well-rounded, mature and proven Marines who have consistently exhibited aforementioned qualities and can immediately assume the responsibilities and duties of the rank to which being advanced.

(2) Concept of Operations

(a) Delegation of Authority

1. Commanding Generals (CGs) of the regular and reserve establishments are delegated the authority to effect meritorious promotions to Sgt and Corporal (Cpl) based upon total onboard (o/b) strengths (at the beginning of the promotion quarter) of permanent personnel assigned.

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2. The CG, I MEF will serve as the meritorious promotion authority for all subordinate units not under the Administrative Control (ADCON) of a CG, as well as when higher (Commandant of the Marine Corps (CMC), Marine Corps Forces Pacific (MARFORPAC) etc...) has specifically allocated promotion opportunities to I MEF.

3. Selected Marine Corps Reserve (SMCR)/Active Reserve (AR) o/b strength will not be combined with active component o/b strength (and shall not compete for active duty promotion allocations). Refer to AR promotion guidance in reference (a), as well as annual program guidelines published by MARFORPAC (upon release of respective Marine Administrative Message).

4. Per paragraph 4106.1 of reference (a), Commanders (Major and above) having Special Court Martial Convening Authority (SPCMCA) can, without reference to higher headquarters, MAY meritoriously promote PFCs on a quarterly basis.

5. Per paragraph 4107 of reference (a), Commanders (Major and above) having SPCMCA can, without reference to higher headquarters, MAY meritoriously promote Privates (Pvt) on a monthly basis.

(b) Allocations

1. Sgt and Cpl. CG's are authorized to meritoriously promote not more than 1/4 of one percent of Cpls, and one percent of the Lance Corporals (LCpls) on a quarterly basis (see note 1). Excess fractions will not be carried over if one or more promotions result from the quarterly computation (see note 2, 3).

2. LCpl. Commanders are authorized to meritoriously promote not more than three percent of PFCs on a quarterly basis (see note 1). Excess fractions will not be carried over if one or more promotions result from the quarterly computation (see note 2, 3).

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

NOTE 1: All Marines assigned to Marine Expeditionary Units (MEUs) or Special Purpose Marine Air Ground Task Forces (SPMAGTF) for deployment will be used to calculate the meritorious promotion quotas for the MEU/SPMAGTF only after officially "chopping" 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 o/b strength.

NOTE 2: Those commands in which the o/b strength of Cpls and LCpls does not yield at least one promotion from these percentages will carry over the fraction each quarter until the accumulation of fractions results in at least one promotion for each grade.

NOTE 3: Should the accumulation of quarterly fractions still result in less than one promotion for the entire fiscal year (FY) after the computation in July, commanders may then effect one promotion to the grade of Sgt in August, and one promotion to the grade of Cpl in September, if applicable. Additionally, should the accumulation of quarterly fractions result in less than one promotion for the entire FY after the computation in July, the subject command may then effect one meritorious promotion to LCpl in September.

4. Commanders are authorized to retain meritorious promotion quotas and use them as "spot" promotions. However, these types of promotions count against quarterly authorization.

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5. Unused Allocations (quotas). There are no provisions for commanders to carry unused quotas from one quarter to another. Once the quarter expires, so do any unused meritorious promotion quotas.

(c) Promotion Quarters. The following meritorious promotion quarters are applicable:

QUARTER	MONTHS
1st	*Oct, Nov, Dec
2nd	*Jan, Feb, Mar
3rd	*Apr, May, Jun
4th	*Jul, Aug, Sep

(*) Denotes Total Force (TF) o/b numbers due to promotion authority

(d) Promotion Effective Dates. Meritorious promotions are to be effected on the second day of the month (unless posthumously). Per paragraphs 4103.5 and 4106.1 of reference (a), quarterly meritorious promotion periods are as follow:

RANK	PROMOTION MONTHS
Sgt	Nov, Feb, May, Aug
Cpl	Dec, Mar, Jun, Sep
LCpl	Dec, Mar, Jun, Sep

(e) Promotions (Combat). The CMC provides all combat meritorious promotion allocations to the Commander, United States Marine Corps 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.

b. Subordinate Elements Missions

(1) I MEF Sergeant Major (SgtMaj). Serve as overall Program Manager and redistribution authority for any unused (or additional) allocations for those commands that do not fall directly under a CG. Examples include, command being unable to fill respective allocations and or I MEF is the recipient of a CMC directly administered allocation.

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

(a) Assist the SgtMaj as necessary to ensure overall program compliance and implementation throughout I MEF.

(b) Solicit TF Cpl and LCpl o/b strengths from those Commanders that fall under I MEF CG cognizance (i.e. I Marine Expeditionary Headquarters Group (MHG), Marine Expeditionary Unit (MEU), Special Purpose Marine Air Ground Task Force (SPMAGTF)) on the 1st day of the promotion quarter.

(c) Publish promotion allocations to Commanders that fall under I MEF CG cognizance by the fifth day of the first month of the promotion quarter.

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(d) Serve as consolidation and screening point for all Commander (and CGs as may be applicable, i.e. unused MEF quotas redistributed by the MEF SgtMaj) nominations and prepare appropriate warrants for CG signature.

(e) Forward promotion warrants to the I MEF CG for signature via the I MEF SgtMaj (and Staff Secretary).

(f) Upon receipt of signed promotion warrants from the I MEF CG, prepare endorsements and forward to the respective commands for presentation prior to (as feasible) promotion effective date.

(g) Ensure signed copies of all warrants are submitted to the administering Installation Personnel Administrative Center (IPAC) for applicable Marine Corps Total Force System (MCTFS) reporting.

(3) Commanding Generals

(a) Use this Order as a guide in the implementation and execution of respective meritorious promotion programs within your command.

(b) Do not use Marines "chopped" from your command for deployment to the MEU/SPMAGTF in calculations for meritorious promotions.

(c) Use applicable meritorious promotion processing guidelines for SMCR and AR Marines.

(d) Ensure all nominees (when applicable) are provided by published due date via enclosure (1) or as directed by higher (i.e. CMC solicitation).

(4) Commanding Officers

(a) Provide to the I MEF G-1 (Adjutant), the o/b strength of LCpls and Cpls no later than the first day of January, April, July, and October.

(b) Upon assignment of meritorious promotion quotas from the G-1 (Adjutant), convene a meritorious promotion screening board for members of your command.

(c) Use applicable meritorious promotion processing guidelines for SMCR and AR Marines.

(d) Ensure all nominees are provided by published due date via enclosure (1) or as directed by higher (i.e. CMC solicitation).

c. Coordinating Instructions

(1) All Commanders and their Senior Enlisted Advisors will ensure strict adherence to the provisions of reference (a), and the screening criteria/intent of this Order. Conduct periodic audits of TF o/b strength submissions to mitigate potential for fraud (i.e. vet substantial drops or joins).

(2) Produce and deliver promotion warrants, in a timely and commensurate ceremony. Ensure a copy of warrants are submitted to servicing IPAC for MCTFS reporting. Ensure where applicable, and as dictated in the

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Marine Corps Order P1070.12_ "Marine Corps Individual Records Administration Manual" promotion proficiency and conduct marks are reported via Marine on Line (MOL).

(3) Establish procedures for selecting superior performing PFCs and Pvts for meritorious promotion per reference (a).

(4) Select Grades. Nomination suspenses will take in consideration the MCTFS promotion cycle (i.e. will be due after Select Grades has posted). Any Marine selected for promotion to Sgt should not be nominated for meritorious promotion. All others (i.e. Cpl) may be meritoriously promoted regardless of selection status at the discretion of the Commander.

5. Administration and Logistics

a. Administration

(1) Certificates. Ensure all promotion warrants are prepared as denoted in the enlisted promotion manual. An example of the warrant administered by the CG I MEF is attached at enclosure (2).

(2) MCTFS reporting. Ensure your Marines' records are audited to ensure promotions are ran correctly in order to prevent any pay related issues/concerns.

(3) Evaluations. Ensure timely processing of all Proficiency and Conduct marks in MOL and reflect the effective date as the day prior to the promotion (i.e. 1st).

b. Logistics. All Noncommissioned Officer (NCO) meritorious promotion warrants should be presented with a standard Marine Corps (Red) presentation folder, blood stripe and the NCO Creed (as applicable/available).

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.


D. H. BERGER

DISTRIBUTION: I/II

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Meritorious Promotion Nomination Form (CG/CO Certification)

From: Commanding General/Officer: _____ DATE: _____
 To: Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR MERITORIOUS PROMOTION TO _____ CASE OF; RANK _____

FNAME/MI/LNAME _____ EDIPI: _____

1. Forwarded, enthusiastically recommending promotion. SNM has undergone a rigorous vetting process at my Command where he/she was screened, evaluated and found exceptionally qualified for meritorious promotion.

2. All information provided on this form has been certified by my Senior Enlisted Advisor (see below) as well as verified updated in the Marine's master record:

MEETS TIME IN SERVICE REQUIREMENTS: (PFC/LCPL = None CPL = 6 mos SGT = 18 mos)	_____	_____	_____
	NO. OF MOS	(MSE/C SGTMAJ CERT)	G-1 QC
HAS A CURRENT AND <u>FIRST CLASS</u> PFT:	_____	_____	_____
	SCORE/CLASS	(MSE/C SGTMAJ CERT)	G-1 QC
HAS A CURRENT AND <u>FIRST CLASS</u> CFT:	_____	_____	_____
	SCORE/CLASS	(MSE/C SGTMAJ CERT)	G-1 QC
MEETS HEIGHT AND WEIGHT STANDARDS:	_____	_____	_____
	HT/WT (DATE)	(MSE/C SGTMAJ CERT)	G-1 QC
HAS A CURRENT T/O WEAPON QUAL:	_____	_____	_____
	SCORE/CLASS	(MSE/C SGTMAJ CERT)	G-1 QC
HAS A CURRENT COMBAT SWIM QUAL:	_____	_____	_____
	SCORE/CLASS	(MSE/C SGTMAJ CERT)	G-1 QC
ANNUAL TRAINING COMPLETE (to include GAS):	_____	_____	_____
		(MSE/C SGTMAJ CERT)	G-1 QC
MEETS MCMAP MINIMUM BELT REQUIREMENT: NOTE 1: (CPL/LCPL/PFC) Less than 2 yrs TIS Tan / more than 2 yrs Gray NOTE 2: (SGT) Minimum is Gray	_____	_____	_____
		(MSE/C SGTMAJ CERT)	G-1 QC
MEETS MINIMUM PRO/CON MARKS IN SERVICE: NOTE 1: (CPL/LCPL) Minimum is 4.3 / 4.3 NOTE 2: (SGT) Minimum is 4.5 / 4.5	_____ _____	_____	_____
	MARKS	(MSE/C SGTMAJ CERT)	G-1 QC
NO NJP/COURT-MARTIAL WITHIN 12 MONTHS:	_____	_____	_____
		(MSE/C SGTMAJ CERT)	G-1 QC
NO DEROGATORY PAGE 11 WITHIN 6 MONTHS:	_____	_____	_____
		(MSE/C SGTMAJ CERT)	G-1 QC
REQUIRED NONRESIDENT PME(S) FOR PROMOTION TO: CPL (MARINET EMPE 4000AA): "CPLS CRS DEP":	_____	_____	_____
		(MSE/C SGTMAJ CERT)	G-1 QC
SGT (MCI 8010) OR "SGTS CRS DEP MARINET EMPE 5000AA:	_____	_____	_____
		(MSE/C SGTMAJ CERT)	G-1 QC
ACTIVE PARTICIPANT IN THE CMC PROFESSIONAL READING PROG; (Marines MUST read 3 books by years end per ALMAR 001/13)	_____	_____	_____
		(MSE/C SGTMAJ CERT)	G-1 QC

 MSC/E COMMANDER'S SIGNATURE AND DATE

NOTE 1: ALL STATUS' MUST BE UPDATED IN THE MCTFS PRIOR TO NOMINATION BEING RECEIVED

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To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of TYLER S. TROVILLION, I do appoint this Marine a CORPORAL (MERITORIOUS) in the

United States Marine Corps

to rank as such from the SECOND day of MONTH, two thousand and year.

"Effective with this appointment, you are charged to carefully and diligently execute the duties and responsibilities of a CORPORAL of Marines, and I do strictly direct and require all personnel of lesser grade to render obedience to appropriate orders. As a CORPORAL of Marines you must set the example for others to emulate. Your conduct and professionalism both on and off duty shall be above reproach. You are responsible for the accomplishment of your assigned mission and for the safety, professional development and well-being of the Marines in your charge. You will be the embodiment of our institutional core values of honor, courage, and commitment. You will lead your Marines with firmness, fairness and dignity while observing and following the orders and directions of your senior leaders and enforcing all regulations and articles governing the discipline of the Armed Forces of the United States of America."

Given under my hand at HEADQUARTERS, I MARINE EXPEDITIONARY FORCE this SECOND day of MONTH, in the year of our Lord two thousand and year.

AUTHORITY MCO P1400.32 par. 4103

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 2 Month Year

This appointment is effective for pay and allowances on 2 Month Year

JOSEPH F. DUNFORD, JR. LIEUTENANT GENERAL, USMC Commanding