



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
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I MEFO 1400.1N  
SgtMaj/G-1

FEB . 4 2020

I MARINE EXPEDITIONARY FORCE ORDER 1400.1N

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

Subj: MERITORIOUS PROMOTION TO PRIVATE FIRST CLASS THROUGH SERGEANT

Ref: (a) MCO P1400.32D Ch.2  
(b) MCO 6110.3A Ch.1  
(c) MCO 3574.2L  
(d) MCO 1500.59A  
(e) MARADMIN 521/14

Encl: (1) Meritorious Promotion Nomination Form (CG/CO Certification)

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

2. Cancellation. I MEFO 1400.1M W/Ch.2

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.

2. The CG, I MEF will serve as the meritorious promotion authority for all subordinate units not under the administrative control of a CG, as well as when higher headquarters such as the Commandant of the Marine Corps (CMC) or Marine Corps Forces Pacific (MARFORPAC) have 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) may, without reference to higher headquarters, meritoriously promote PFC to Lance Corporal (LCpl) on a quarterly basis.

5. Per paragraph 4107 of reference (a), commanders (Major and above) having SPCMCA may, without reference to higher headquarters, meritoriously promote Privates (Pvt) to PFC 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 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 MEUs or SPMAGTF for deployment will be used to calculate the meritorious promotion quotas for the MEU/SPMAGTF only after officially "split" 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 1 Marine Expeditionary Force Information Group (1 MEIG) 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.

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.

(f) Alternate Nomination Submission. Each Major Subordinate Command (MSC) must submit an alternate or their allocation will be lost. If a unit does not provide a nomination, another MSC who submitted an alternate may take that allocation as their own. This decision will be made by the I MEF G-1, Adjutant Section. If there are more alternates submitted amongst the MSCs than allocations available, the I MEF Sergeant Major (SgtMaj) will make the final selection(s). This only applies to units who failed to meet their allotted allocation amount and did not submit an alternate. Other units may take that allocation; the original unit cannot submit a late alternate.

#### b. Subordinate Elements Tasks

(1) I MEF 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 a command being unable to fill respective allocations and/or I MEF is the recipient of a CMC directly administered allocation.

#### (2) I MEF G-1 Adjutant

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

(b) Solicit Total Force Cpl and LCpl o/b strengths from those commanders that fall under I MEF CG cognizance (i.e I MEF Information Group, Marine Expeditionary Unit (MEU), Special Purpose Marine Air-Ground Task Force (SPMAGTF)) on the first 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.

(d) Serve as consolidation and screening point for all commander (and CGs as may be applicable, i.e. unused I 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) MSC CGs

(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 "split" 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 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 manner. Ensure a copy of warrants are submitted to servicing IPAC for MCTFS reporting. Ensure where applicable, and as dictated in the Marine Corps Order (MCO) P1070.12K "Marine Corps Individual Records Administration Manual" promotion proficiency and conduct marks are reported via Marine Online (MOL).

(3) Establish procedures for selecting superior performing PFC's and Pvt's for meritorious promotion per reference (a).

(4) Select Grades. Nomination suspenses will take in consideration the MCTFS promotion cycle. Per MCO 4100.1f, Chapter 4, Marines eligible for regular and meritorious promotions in the same month, must accept regular promotion.

(5) Submission Due Date. Nominations will be submitted to the I MEF G-1, Adjutant Section no later than the 20th day of the month prior to the promotion date. If the 20th falls on a weekend, then nominations will be submitted the previous workday before the weekend. Late submissions will not be accepted.

## 5. Administration and Logistics

### a. Administration

(1) Certificates. Ensure all promotion warrants are prepared as denoted in the enlisted promotion manual.

(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.

  
J. L. OSTERMAN

DISTRIBUTION: I/II

## 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
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: (LCPL/CPL) Minimum is 4.4 / 4.4 (WAIVERABLE BY I MEF SgtMaj) NOTE 2: (SGT) Minimum is 4.5 / 4.5 (NOT WAIVERABLE)	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 12 MONTHS:	_____	(MSE/C SGTMAJ CERT)	G-1 QC
REQUIRED NONRESIDENT PME(S) FOR PROMOTION TO:			
CPL: (MARINET EPME 3000AA): "LEADING MARINES DEP" / LANCE CORPORAL LEADERSHIP AND ETHICS SEMINAR:	_____	(MSE/C SGTMAJ CERT)	G-1 QC
SGT: (MARINET EPME 4000AA or CMD SPONSORED CPLS CRS:	_____	(MSE/C SGTMAJ CERT)	G-1 QC
ACTIVE PARTICIPANT IN THE CMC PROFESSIONAL READING PROG; (Marines MUST read 5 books by years end per ALMAR 015/17)	_____	(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