



**UNITED STATES MARINE CORPS**

I MARINE EXPEDITIONARY FORCE  
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I MEFO 1430.1F CH 1  
SgtMaj/G-1

**FEB 24 2021**

I MARINE EXPEDITIONARY FORCE ORDER 1430.1F 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  
(I MEF SNCO NSDA MEPNP)

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

Encl: (1) Sample Format for Command Nomination Letter  
(2) Meritorious Staff Sergeant Promotion Data Sheet  
(3) Meritorious Gunnery Sergeant Promotion 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 1430.1F

3. Mission. I MEF conducts the non-special duty assignment meritorious promotion program to retain and recognize Marines who have 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 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 a 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 are eligible to submit meritorious promotion nomination packages in accordance with this order.

(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) Nominees 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 military occupational specialty (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 table of organization 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 qualified, with a minimum of a green belt.

b. Tasks

(1) The I MEF SgtMaj serves as the office of primary responsibility for the overall management and execution of this program.

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

(a) Serve as receiving point for all nomination packages.

(b) Conduct screening to ensure all nominations meet program requirements as detailed in this order.

(c) 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").

(d) In conjunction with (ICW) the I MEF information management office, ensure nominations are uploaded to the I MEF Sergeant Major (SgtMaj) shareportal <https://eis.usmc.mil/sites/imef/sgtmaj/default.aspx> in order to facilitate pre-board review by board members.

(e) Provide one hard copy of each nomination to the board president (this is not per board member).

(f) At board conclusion, prepare the I MEF Commander's board summary and nomination letter (with write ups, master brief sheet, and promotion data sheet to Commander, Marine Corps Forces Pacific (MARFORPAC)).

(g) Upon Commandant of the Marine Corps / MARFORPAC notification, ICW I MEF Information Group (warrants, seals, frames) and the I MEF Staff Secretary (reimbursement funding for warrants, seals, frames) prepare SNCO promotion warrants for the MEF Commander's signature.

(3) All commanders will, at a minimum, include in their nominations:

(a) Performance

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

(b) Master brief sheet.

(c) 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.

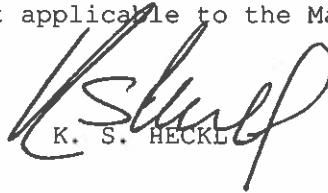
b. Upon selection by the I MEF Meritorious promotion board and with the approval of the Commanding General, the nominations will be forwarded to the Commander, MARFORPAC by suspense and method directed.

c. All nominees finalized for meritorious promotion by the Commandant of the Marine Corps 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.

  
K. S. HECKL

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