



UNITED STATES MARINE CORPS
Training Command
Marine Corps Combat Development Command
3300 Russell Road
Quantico, Virginia 22134

In Reply Refer To:
TRNGCOMO 1400.1
C47
25 Oct 00

TRAINING COMMAND ORDER 1400.1

From: Commander
To: Distribution List

Subj: MERITORIOUS PROMOTION FOR ENLISTED MARINES

Ref: (a) MCO P1400.32B

Encl: (1) Recommendation for Meritorious Promotion Package

1. Purpose. To promulgate policy and procedures within Training Command to effect Meritorious Promotions to eligible personnel, as defined in reference (a).

2. Background. The basic Marine Corps policy governing the promotion of enlisted Marines is that all promotions must positively contribute to the high standards of leadership and proficiency required for continued combat readiness. This order is therefore issued to ensure that all eligible Marines receive full and equitable opportunity to compete for promotion.

3. Policy.

a. Meritorious Promotion to Private First Class.

(1) Commanders, as defined in reference (a) paragraph 1200.3b, are authorized to meritoriously promote any Private to Private First Class (PFC) in recognition of outstanding leadership or performance. Commanders and Officers in Charge (OIC) not defined in reference (a) paragraph 1200.3b will submit to Commander, Training Command, recommendations for meritorious promotion to PFC for approval.

b. Meritorious Promotion to Lance Corporal.

(1) Commanders, as defined in reference (a) paragraph 1200.3b, are authorized to effect meritorious promotions to Lance Corporal based upon onboard strength of permanent personnel in the grade of PFC. Each fiscal quarter not more than three percent of PFC's onboard on the 1st day of the fiscal quarter (October, January, April, and July) may be meritoriously promoted.

a. Excess fractions will not be carried over if one or more promotions result from the quarterly computation. For those commands whose onboard strength of PFC's does not yield at least one promotion from the percentage, the fraction

may be carried over and accumulated each quarter until it results in at least one promotion. Should the accumulation of quarterly fractions result in less than one promotion for the entire fiscal year, commanders may then effect one promotion in September.

b. Commanders and Detachment OIC's, not defined in reference (a) paragraph 1200.3b, will submit to the Commander, Training Command recommendations for meritorious promotion from PFC to Lance Corporal, for approval.

c. Meritorious Promotion to Corporal and Sergeant.

(1) Pursuant to reference (a) paragraph 4103, Commander, Training Command is delegated the authority to effect meritorious promotions to Corporal and Sergeant based upon total onboard strength of Lance Corporals and Corporals within Training Command. Each fiscal quarter, not more than one (1) percent of Lance Corporals and $\frac{1}{4}$ percent of Corporals, onboard on the first day of the fiscal quarter, may be meritoriously promoted to the next higher grade.

(2) The months in which quarterly meritorious promotions are to be effected for Corporal and Sergeant are as follows:

a. Corporal - December, March, June, and September.

b. Sergeant - November, February, May, and August.

4. Action.

a. Meritorious Promotion to PFC and Lance Corporal.

(1) Commanding Officers, Detachment Commanders, and Detachment OIC's will effect meritorious promotions to PFC and Lance Corporal in accordance with paragraphs 3a and 3b of this order.

b. Meritorious Promotion to Corporal and Sergeant.

(1) Commanding Officers, Detachments Commanders, and Detachment OIC's will submit to Commander, Training Command (C47A), on the first day of each fiscal quarter (October, January, April, and July), their onboard strength of Corporals and Lance Corporals, in order to provide the base figure for computing quarterly meritorious promotion allocations.

(2) Commanding Officers, Detachment Commanders, and Detachment OIC's will be notified of meritorious promotion allocations not later than the 5th day of the first month of the fiscal quarter. Allocations will be distributed into four separate categories:

- a. Category One: Marine Corps Communications and Electronics School
- b. Category Two: School of Infantry (East)
Marine Corps Combat Service Support School
Marine Corps Engineer School
- c. Category Three: School of Infantry (West)
Amphibious Assault Vehicle School
Mountain Warfare Training Center
- d. Category Four: Marine Corps Detachments (**Note: Commanding Officers, Detachment Commanders, and Detachment OIC's will recommend not more than 10 percent of their total onboard strength of eligible personnel, as of the 1st day of the fiscal quarter, for meritorious promotion. For those Commanding Officers, Detachment Commanders, and Detachment OIC's whose total onboard strength does not yield one or more recommendation(s), one recommendation may be submitted to Training Command per fiscal quarter.**)

c. Selections Boards.

(1) Commanders of units comprising categories 1-3 will conduct selection boards in accordance with established unit procedures.

a. The results of these selection boards will be forwarded to the Commander, Training Command for approval.

(2) Commanding Officers, Detachments Commanders, and Detachment OIC's of units comprising category 4, will submit recommendations for meritorious promotion packages (Enclosure 1) to the grade of Corporal and Sergeant to Commander, Training Command (C47A) not later than the 20th day of November, February, May, and August for Corporals and the 20th day of October, January, April, and July for Sergeants.

(3) Commander, Training Command will conduct a meritorious selection board for the purpose of screening meritorious promotion packages submitted by those units comprising category four.

a. The board will consist of the following primary members:

- (1) President – SgtMaj, Training Command
- (2) Member – SNCO, Headquarters, Training Command
- (3) Member – SNCO, Headquarters, Training Command

(4) Member – SNCO, Weapons Training Battalion

(5) Member – SNCO, Ground Training Branch

(6) Member – SNCO, Aviation Training Branch

b. Those personnel assigned as members of the Training Command meritorious promotion board will be notified by the President of the Board, regarding the time, place, and date of the board.

c. Commander, Training Command (C47A) will publish the results of the selection board for meritorious promotion to Corporal on the 1st day of December, March, June, and September. Meritorious promotions to Sergeant will be published on the 1st day of November, February, May, and August.

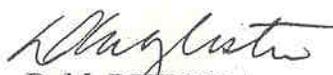
5. Procedures for Issuance of Certificates of Appointment.

a. Categories 1-3.

(1) Upon completion of the unit selection boards, Commander, Training Command (C47A) will be notified, via facsimile, of those personnel nominated for meritorious promotion to the next higher grade. Nomination letters will include all information necessary to prepare the Certificate of Appointment. Upon receipt of notification, Commander, Training Command (C47A) will forward the approving endorsement, via facsimile, to the originating unit. It will be the responsibility of Commander, Training Command (C47A) to prepare, authenticate, and forward the original Certificate of Appointment to the respective unit.

b. Category 4.

(1) Upon completion of the Meritorious Selection Board, Training Command (C47A) will notify, telephonically, the units of those Marines that have been selected to be promoted to the next higher grade. Commander, Training Command (C47A) will forward the approving endorsement, via facsimile, to the originating unit. It will be the responsibility of Commander, Training Command (C47A) to prepare, authenticate, and forward the original Certificate of Appointment to the respective unit.



D. M. DYKSTRA
Chief of Staff

DISTRIBUTION: B

(UNIT HEADING)

1400
OFFICE CODE
DATE

From: Commanding Officer, Detachment Commander, Detachment OIC, Unit
To: Commander, Training Command, Quantico, Virginia 22134
Via: President, Meritorious (Corporal/Sergeant) Promotion Selection Board

Subj: RECOMMENDATION FOR MERITORIOUS PROMOTION TO
(CORPORAL/SERGEANT) ICO _____

Ref: (a) TRNGCOMO 1400

Encl: (1) Meritorious Promotion Data Sheet

1. Per the reference, the following information on (subject Marine) is provided for your consideration.

- a. Time in grade: _____
- b. Time in service: _____
- c. Average conduct marks in grade: _____
- d. Average proficiency marks in grade: _____
- e. Current PFT score: _____ Classification: 1st/2nd/3rd
Date taken: _____
- f. Number of MCI courses completed in grade: _____
- g. Number of off duty (non-MCI) courses completed in grade: _____
- h. Personal awards: NMCCM: _____ NMCAM: _____ CAR: _____
CERT COM: _____ MERIT MAST: _____
LTR of APP: _____ OTHER(specify): _____
- i. Narrative Comments:

SIGNATURE

ENCLOSURE (1)

MERITORIOUS PROMOTION DATA SHEET

Name: _____ Rank: _____ SSN/MOS: _____/_____

Unit: _____ Ht/Wt: _____/_____ TIG/TIS: _____Mos/_____Mos

Part I - Miscellaneous Information

1. Average Pro/Con: In Grade _____/_____ In Service _____/_____

2. Swim Qualification: _____ Class: _____ Date: _____

3. Commendatory Information (Awards, etc.):

PART II

1. Physical Fitness Score: _____ Points: _____

| | |
|----------------------------|---------|
| 285 - 300 | = 4 Pts |
| 1 st Class -284 | = 3 Pts |
| 2 nd Class | = 2 Pts |
| 3 rd Class | = 1 Pt |

2. MCI Completion # Completed: _____ Points: _____

| | |
|-----------|---------|
| 5 or more | = 4 Pts |
| 4 | = 3 Pts |
| 3 | = 2 Pts |
| 1-2 | = 1 Pt |

PART II TOTAL POINTS: _____

ENCLOSURE (1)

PART III – Events

1. Uniform Inspections: Score: _____ Points: _____

- 95 – 100 = 4 Pts
- 90 – 94 = 3 Pts
- 85 – 89 = 2 Pts
- 80 – 84 = 1 Pt
- 79 – Below = 0 Pt

2. GMS Test: Score: _____ Points: _____

- 95 – 100 = 4 Pts
- 90 – 94 = 3 Pts
- 85 – 89 = 2 Pts
- 80 – 84 = 1 Pt
- 79 – Below = 0 Pt

3. Off Duty (non-MCI) courses completed.

- 5 or more = 4 Pts
- 4 = 3 Pts
- 3 = 2 Pts
- 1-2 = 1 Pt

PART III TOTAL: _____

OVERALL TOTAL: _____

BOARD MEMBER

Name: _____ Rank: _____ Signature: _____

ENCLOSURE (1)