UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE, FMF
UNIT 35601
FPO AP 96606-5601

IN REPLY REFER TO:
ForO 1400.2
1

15 AUG 2000

FORCE ORDER 1400.2

From: Commanding General
To: Distribution List

Subj: STAFF NONCOMMISSIONED OFFICER MERITORIOUS PROMOTION BOARD

Ref: (a) MARADMIN 134/00
(b) MCO P1400.32B

Encl: (1) Sample Format for Meritorious Promotion Packages
(2) Meritorious Promotion Board Record Data Sheet

1. Purpose. To publish instructions for the nomination for the Staff Noncommissioned Officer Meritorious Promotion Board.

2. Background. As set forth in references (a) and (b), the Commanding General is authorized to nominate two exceptional Marine Sergeants and one Staff Sergeant annually for meritorious promotion to the next higher grade.

3. Information. The following guidelines will be used in determining/preparing nominations.

a. Meritorious promotion of "exceptionally qualified" Marines will be based on performance and recognition of one'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.

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 their current tour of duty performance. Primary MOS credibility is an important factor. His/her current statistical achievements will not be the sole determinant for consideration, nomination, or selection.

c. Minimum of 6 years time in service for promotion to Gunnery Sergeant (not waiverable).

d. Minimum of 4 years time in service for promotion to Staff Sergeant (not waiverable).

e. Time in grade N/A.

f. Recommendation for meritorious promotion should not be made solely as a reward for "faithful service" or where a personal award recommendation would be more appropriate.

g. Marines already selected for advancement through normal promotion board action, but not promoted, are not eligible for meritorious promotion consideration.

4. Action

a. The time-line for selection and processing of nominees is as follows:

(1) The III MEF SNCO Meritorious Promotion Board will convene once a year and will be announced by Force Bulletin in the 1430 series.

(2) The III MEF Selection Board will consist of 13 members. A Colonel will be the President of the selection board. Each MSC to include the III MEF CE (MHG & 31st MEU) will provide one Field Grade Officer, one Sergeant Major, and one Master Gunnery Sergeant as members of the selection board.

b. At a minimum the nominations will contain the following items along with the Marines Service Record Book:

(1) Commanding General's recommendation (Encl (1)).

(2) Individual Data Sheet (Encl (2)).

(3) Current Official Photograph in Service "C" uniform with height and weight, and body fat percentage if applicable.

(4) In order, provide from MCTFS (3270) the following screens: The TBIR and TBTR, Service Schools/Special Skills (TSCL), Marine Corps Institute Courses (TMCI), Off Duty Courses (OFDU), and Awards (AWDS).

c. Commanders will forward nominations utilizing the sample format contained in enclosure (1). The original packages addressed to the Commanding General, III Marine Expeditionary Force (Adj) should accompany the Marine's Service Record Book, and are due by close of business on the date required by a future Force Bulletin that will be published announcing the Board.

d. Once nominations are made by the III MEF Meritorious Promotion Board, and with the concurrence of the Commanding General, the nominations will be forwarded via naval message to the Commandant of the Marine Corps for final approval.

E. B. HAILSTON

DISTRIBUTION: I, II, III

SAMPLE FORMAT FOR MERITORIOUS PROMOTION PACKAGES

From: Commanding General
To: Commanding General, III Marine Expeditionary Force

Subj: RECOMMENDATION FOR MERITORIOUS PROMOTION TO GUNNERY SERGEANT FOR STAFF SERGEANT I'M A. MARINE 000 00 0000/0369 USMC

Ref: (a) ForO 1400.2

Encl: (1) Individual Data Sheet
(2) Current Official Photograph
(3) MCTFS 3270 Screens (refer to par 4(b) of basic Order)

1. Per the reference, Staff Sergeant Marine is eligible and recommended for Meritorious Promotion to the grade of Gunnery Sergeant. Enclosures (1) through (3) are submitted as required.

2. The Commanding Officer's recommendation.

SIGNATURE

ENCLOSURE (1)

MERITORIOUS PROMOTION BOARD RECORD DATA SHEET

Last Name _____ First Name _____ MI _____

SSN _____ MOS _____

Rank _____ DOR _____ TIS (yrs & mos) _____/_____

Current Billet _____

Current Organization _____

Rifle Score _____ Date _____
Pistol Score _____ Date _____
PFT Score _____ Date _____

Personal Decorations and Commendatory correspondence _____

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Disciplinary Comments _____

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Military Education

Resident Courses

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Off-Duty Education

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Non-Resident Courses

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Volunteer Work

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ENCLOSURE (2)