



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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MEUO 1400.1E
SgtMaj
23 May 11

MARINE EXPEDITIONARY UNIT ORDER 1400.1E

From: Commanding Officer, 15th Marine Expeditionary Unit
To: Distribution List

Subj: MERITORIOUS PROMOTION TO THE RANK OF PRIVATE FIRST CLASS
THROUGH SERGEANT

Ref: (a) MCO P1400.32D
(b) MCO P6100.12
(c) MCO 3574.2k
(d) MCO 1500.52C
(e) I MEFO 1400.1I/CH 1
(f) MARADMIN 370/07
(g) MARADMIN 620/07

Encl: (1) Sample Format for Meritorious Promotion Nominations
(2) Meritorious Promotion Data Sheet
(3) Promotion Criteria

1. Situation. Meritorious promotions are intended to promote Marines whose performance is superior to that of their peers or to promote Marines for specific actions/achievement.

2. Cancellation. MEUO 1400.1D.

3. Mission. To promulgate guidance and procedures for effecting meritorious promotions to the grades of Sergeant (Sgt), Corporal (Cpl), Lance Corporal (LCpl), and Private First Class (PFC) within the 15th Marine Expeditionary Unit (MEU) and subordinate units.

4. Execution

a. Commander's Intent. In accordance with the references, the objective is to meritoriously promote those exceptionally well qualified Marines that possess those traits of leadership, morality, and professionalism, which embody the goals of all Marines.

b. Concept of Operations

(1) Policy

(a) Per paragraph 4103.1 of reference (a), Commanding Generals are delegated the authority to effect meritorious promotions to Sgt and Cpl quarterly based upon total onboard strengths of permanent personnel in the grades of Cpl and LCpl respectively. Selected Marine Corps Reserve/Active Reserve onboard strength will not be combined with active component onboard strength.

(b) Per paragraph 4106.1 of reference (a), Commanders, Major and above, having Special Court Martial convening authority can without reference to higher headquarters, meritoriously promote to the grades of PFC on a monthly basis and LCpl on a quarterly basis.

(c) Meritorious promotions are to be effected the second day of the month. Per paragraph 4103 of reference (a), quarterly meritorious promotion periods are as follows:

1. Sgt: November, February, May, and August.
2. Cpl: December, March, June, and September.
3. LCpl: December, March, June, and September.

(d) Per reference (a), CMC provides all combat meritorious promotion allocations to Commander, United States Marine Forces, 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.

(2) Allocations

(a) Meritorious Promotion to Cpl and Sgt: The Commanding General, I Marine Expeditionary Force (MEF), is authorized to meritoriously promote not more than 1/2 of one percent of Cpls and one percent of LCpls belonging to I MEF and subordinate units not under the administrative control of another Commanding General on a quarterly basis.

23 May 11

(b) Meritorious Promotion to LCpl: Commanders are authorized to meritoriously promote not more than three percent of PFCs to LCpl on a quarterly basis. Reference (a) provides more detail information regarding the computations of quotas.

(c) Meritorious Promotion to PFC: Commanders are authorized to meritoriously promote any Pvt to PFC in recognition of outstanding leadership or performance.

(3) Quotas. All Marines assigned to the 15th MEU for deployment will be used to calculate the meritorious promotion quotas for the MEU only after officially "chopping" to the MEU for deployment. The number of allocations for meritorious promotions to the rank of Sgt and Cpl will come to the MEU from the I MEF Adjutant. Those quotas will further be assigned to the Battalion Landing Team (BLT), Aviation Combat Element (ACE), Combat Logistics Battalion (CLB) and the Command Element (CE) based off of onboard numbers of LCpls and Cpls. In some circumstances, a combined board will be held to ensure every Major Subordinate Element (MSE) has the opportunity to compete for a quota.

c. Subordinate Element Missions

(1) Commanding Officer, ACE, BLT, and CLB

(a) Provide to the 15th MEU S-1, the onboard strength of LCpls and Cpls not later than the third of January, April, July, and October.

(b) Upon assignment of meritorious promotion quotas from the 15th MEU, convene a meritorious promotion screening board for members of your command.

(c) Forward winning nominations and one alternate for meritorious promotion to the grade of Sgt and Cpl, using the format contained in enclosure (1), to the 15th MEU Sergeant Major's office to arrive not later than the 15th of the month as listed below:

1. Sgt: January, April, July, and October.

2. Cpl: February, May, August, and November.

(d) Establish procedures for selecting superior PFCs and Pvts for meritorious promotion in accordance with reference (a). Produce and deliver certificates of appointment, as appropriate.

5. Administration and Logistics

a. MEU S-1

(1) Produce and deliver certificates of appointment, as appropriate, for PFCs and Pvts that have been meritoriously promoted in the Command Element (CE).

(2) Compile onboard strength numbers of Cpls and LCpls from subordinate units and submit to the I MEF Adjutant in accordance with reference (e).

(3) Upon receipt of signed certificates of appointment from the I MEF Commanding General, prepare endorsements and forward to the respective commands for presentation.

b. MEU Sergeant Major (SgtMaj)

(1) Disseminate quotas for meritorious promotion to the BLT, ACE, CLB, and SgtsMaj hold any meritorious boards as required.

(2) Screen all meritorious Sgt and Cpl nominations to ensure compliance with the contents of this Order.

6. Command and Signal

a. Command. This Order is not applicable to members in the Marine Corps Reserve.

b. Signal. This Order is effective the date signed.


S. D. CAMPBELL

DISTRIBUTION: A

SAMPLE FORMAT FOR MERITORIOUS PROMOTION TO RECOMMENDATIONS

From: Commanding Officer of MSE, or OIC of Command Element Section
To: Commanding General, I Marine Expeditionary Force
Via: Commanding Officer, 15th Marine Expeditionary Unit

Subj: RECOMMENDATION FOR MERITORIOUS PROMOTION TO RANK IN THE CASE
OF RANK JOE A. MARINE 0000/0000 USMC

Ref: (a) I MEF Order 1400.1I W/CH1

Encl: (1) Meritorious Promotion Data Sheet
(2) Current Official Photograph
(3) Certified true copies of SRB pages 3, 11, 12, UPB, and
13 (12, UPB, and 13 will be submitted if applicable)
(4) Current BIR/BTR/ROS
(5) Current Marine Corps Total Force System (MCTFS) TMCI
Screen
(6) Current MCTFS Awards Screen
(7) Current MCTFS D142 Screen

1. Per the provisions of the reference, Lance Corporal Marine is eligible and recommended for meritorious promotion to the rank of Corporal.

2. Enclosures (1) through (7) are submitted as required.

3. This paragraph is for the Commanding Officer's recommendation as to the Marine's qualification for meritorious promotion. A concise evaluation of the Marine's professional character will be provided. The evaluation should specifically address, but is not limited to the following:

- a. Personal appearance (Ht/Wt)/physical fitness.
- b. MOS credibility/Technical competence.
- c. Combat Tours and/or deployments.
- d. Emotional maturity/ability to cope with stress.
- e. Demonstrated leadership qualities/capability.
- f. Professional growth potential (general value to the service).

23 May 11

Subj: RECOMMENDATION FOR MERITORIOUS PROMOTION TO RANK IN THE CASE
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- g. Attitude/personality.
 - h. Potential to assume additional responsibilities inherent in the next higher rank.
 - i. Other pertinent information.
4. Unit point of contact, phone number, and e-mail.

SIGNATURE

MERITORIOUS PROMOTION DATA SHEET

Date: _____

NAME: _____ GRADE: _____ UNIT: _____ MOS: _____

CURRENT DUTY ASSIGNMENT: _____

TIME IN SERVICE: _____ DOR: _____ EAS: _____

TIME IN GRADE: _____

SERVICE SCHOOLS: _____

MCI COURSE "LEADING MARINES": YES/NO _____ DATE COMPLETED: _____

NCO (8000 SERIES): YES/NO _____ DATE COMPLETED: _____

MCIIs (completed while in current grade): _____

SERGEANT'S COURSE: YES/NO _____ DATE COMPLETED: _____

CORPORAL'S COURSE: YES/NO _____ DATE COMPLETED: _____

OFF DUTY EDUCATION/COMMUNITY SERVICE: _____

*PME CREDIT COURSES: _____

NJP/COURT-MARTIAL (ARTICLE/DATE): _____

AVERAGE PRO/CON MARKS IN GRADE: _____

AVERAGE PRO/CON MARKS IN SERVICE: _____

PERSONAL AWARDS: _____

PFT DATE/SCORE/CLASS: _____

RIFLE REQUALIFICATION DATE/SCORE/CLASS: _____

MARINE CORPS COMMON SKILLS TEST DATE/SCORE: _____

SWIM QUALIFICATION/DATE: _____

MCMAP QUALIFICATION: _____

NOTEWORTHY ACHIEVEMENTS (IN GRADE): _____

PROFESSIONAL READING PROGRAM: _____

ADDITIONAL REMARKS: _____

* In accordance with MARADMIN 319/07, credit will be given for the following courses:

Infantry Squad Leaders Course
Infantry Mortar Leader Course
Infantry Tank Missileman Leader Course

Infantry machinegun Leader Course
Infantry Assaultman Course

PROMOTION CRITERIA

1. Marines nominated for meritorious promotion must have the following minimum time in service:
 - a. To PFC and LCpl: None
 - b. To Cpl: 6 months
 - c. To Sgt: 18 months
2. Marines recommended must have a current first-class Physical Fitness Test and Combat Fitness Test.
3. Meet height and weight standards, as prescribed per reference (b).
4. Marines nominated must have qualified with the T/O weapon as required by reference (c).
5. Current Marine Corps combat swim qualification, per reference (d).
6. At a minimum, Tan Belt qualified IAW the Marine Corps Martial Arts Program.
7. Marines being recommended for meritorious promotion to Sgt must possess a minimum proficiency and conduct mark average of 4.5/4.5 in service.
8. Marines being recommended for meritorious promotion to Cpl and LCpl must possess a minimum proficiency and conduct mark average of 4.3/4.3 in service.
9. In addition to the guidance set forth in paragraph 1200 and the restrictions set forth in paragraph 1204 of reference (a), the following apply:
 - a. Must not have received Non-Judicial Punishment or court-martial within 12 months of the date the promotion is to be effective. No derogatory page 11 entries within the past 6 months of the date the promotion is to be effective.
 - b. Marines nominated for meritorious promotion to Sgt must have completed the Sergeant's Distance Education Program (SGTDEP).
 - c. Marines nominated for meritorious promotion to Cpl must have completed MCI 0037, "Leading Marines", which replaces MCI 0033, "Fundamentals of Marine Corps Leadership", see reference (f).
 - d. Marines nominated for meritorious promotion to LCpl must be enrolled in MCI 0037, "Leading Marines", which replaces MCI 0033, "Fundamentals of Marine Corps Leadership", see reference (f).
 - e. Marines nominated for meritorious promotion must be participating in the Marines Corps Professional Reading Program, see reference (g).