



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

MCINCR-MCBO 1414.1D

B 013

APR 25 2022

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS
BASE QUANTICO ORDER 1414.1D

From: Commander, Marine Corps Installations National
Capital Region-Marine Corps Base Quantico

To: Distribution List

Subj: MERITORIOUS PROMOTION OF ENLISTED MARINES TO THE GRADES
OF LANCE CORPORAL THROUGH SERGEANT

Ref: (a) MCO P1400.32D w/Ch 1-2
(b) MARADMIN 128/21
(c) MARADMIN 167/21
(d) MARADMIN 334/20
(e) MARADMIN 612/19

Encl: (1) Meritorious Promotion Instructions for Lance Corporal
Through Corporal
(2) Meritorious Promotion Instructions for Sergeant
(3) Recommendation for Meritorious Promotion Template

1. Situation. To promulgate policy and procedures governing meritorious promotions of enlisted Marines to the grades of Lance Corporal through Sergeant per reference (a).
2. Cancellation. MCBO 1414.1C.
3. Mission. To meritoriously promote the most deserving Privates First Class through Corporals to the next highest rank.
4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To meritoriously promote exceptionally qualified Marines who possess the traits of high character, outstanding leadership, exceptional maturity, morality, and professionalism which embody the goals of exemplary Marines. Allocations for meritorious promotions must only be filled by truly outstanding Marines. Meritorious promotion is not to be used as a substitute to promote Marines who are not advanced through the regular promotion system, nor

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should it be used to reward an individual for commendatory performance of limited duration. The Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) Commander holds the promotion authority to meritoriously promote assigned Marines to the ranks of Lance Corporal through Sergeant.

(2) Concept of Operations. Procedures to be followed for meritorious promotion to Lance Corporal through Sergeant are contained in enclosures (1) and (2). Enclosure (3) will be completed and submitted for each meritorious promotion nomination.

b. Coordinating Instructions

(1) Recommendations for meritorious promotion to Corporal and Sergeant based upon a single superior act or achievement will be considered on a case-by-case basis, as authorized by paragraph 4103 of reference (a).

(2) Only those Marines who demonstrate superior performance of duty, character and conduct will be considered for meritorious promotion. Marines appearing before an MCINCR-MCBQ Board will:

(a) Have an in-grade Junior Enlisted Performance Evaluation System (JEPES) current PES score of 3.1-4.0 for Lance Corporals, and have an in-grade JEPES current PES score of 3.1-4.0 for Corporals.

(b) Not have any derogatory page 11 entries during the 12 months prior to the convening of the board in which participating.

(c) Not have any conviction for drug abuse or alcohol abuse during their current enlistment/reenlistment contract.

(d) Not have been convicted of a non-judicial punishment during the 12 months prior to the convening of the board in which participating or court-martial during their current enlistment/reenlistment contract.

(e) Have six months of observation time upon arrival to the command prior to the convening of the board in which participating.

(f) Be PME complete.

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(g) Be within the height, weight, and military appearance guidelines and be verified by the submitting unit's Senior Enlisted Advisor.

(h) Have a current first class physical fitness test score of 275 or above.

(i) Have a current first class combat fitness test score of 275 or above.

(j) Have a current rifle qualification; if waived, waiver must be entered in the system before submission of the package.

(k) Have a current swim qualification; if waived, waiver must be entered in the system before submission of the package.

(3) Local screening boards will be used by tenant Commanding Officers to the degree necessary to ensure only the most qualified Marines are considered for meritorious promotion.

(4) The following Commanders may nominate Marines for the subject awards:

(a) Commander, Security Battalion, MCB Quantico, VA

(b) Commander, Marine Corps Air Facility, MCB Quantico, VA

(c) Commanding Officer, Marine Corps Information Operation Center

(d) Commanding Officer, Marine Corps Intelligence Activity

(e) Commanding Officer, Wounded Warrior Regiment

c. Tasks

(1) Tenant Command Sergeants Major

(a) Provide nominees for the subject promotion boards and all appropriate administrative requirements per this Order.

(b) Ensure all nominees meet the prerequisites established in this Order and the references.

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(2) MCINCR-MCBQ Adjutant

(a) Assist the MCINCR-MCBQ Sergeant Major as necessary to ensure overall program compliance and implementation.

(b) Pull total force of Lance Corporals, Corporals onboard strengths that fall under MCINCR-MCBQ on the first day of the promotion quarter.

(c) Publish promotion allocations to Commanders that fall under MCINCR-MCBQ by the 7th day of the first month of the promotion quarter.

(d) Prepare promotion warrants for the Base Commander's signature.

5. Administration and Logisticsa. Administration

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

(2) MCTFS reporting. Ensure Marines' records are audited to ensure promotions are ran correctly in order to prevent any pay related issues/concerns.

(3) Files. Ensure meritorious promotions warrants are filed in Marine's Official Military Personnel File.

b. Logistics. All Noncommissioned Officer (NCO) meritorious warrants should be presented with a standard Marine Corps red presentation binder and NCO creed.

6. Command and Signal

a. Command. This Order is applicable to all Active Marines within MCINCR-MCBQ and all tenant commands listed in paragraph 4.b.(4).

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


MICHAEL L. BROOKS

DISTRIBUTION:

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MERITORIOUS PROMOTION
LANCE CORPORAL THROUGH CORPORAL

1. A MCINCR-MCBQ electronic Board will be conducted.
2. Commanding Officers will recommend to the Commander, MCINCR-MCBQ Lance Corporals to be meritoriously promoted to Corporal; not to exceed one percent of the total onboard strength of Lance Corporals as of the first day of the fiscal quarter (October, January, April, July). Fractions will not be carried over if one or more promotions result from the computation. Should the computation result in less than one promotion, the fraction will be carried over each quarter until it results in one promotion. Selected Marine Corps Reserve (SMCR)/Active Reserve (AR) onboard strength will not be combined with active component strength and shall not compete for active duty meritorious promotion.
3. Assistant Chief of Staff (AC/S) G-1 will calculate the onboard strength of Lance Corporals as of the first day of the quarter. The following formula will be used:
 - a. Authorized number to be promoted (1 percent).
 - b. Carry over from previous quarter expressed as a fraction or decimal (if applicable).
 - c. Carry over to the next quarter expressed as a fraction or decimal (if applicable).
4. Report required statistical data even when there are no recommendations.
5. Nominations will be submitted to arrive to the Commander, MCINCR-MCBQ (Attn: Adjutant section) no later than 5 working days prior to the date the board convenes. Nomination packages will include the following:
 - (1) Basic Training Record from Marine Corps Total Force System (MCTFS).
 - (2) Record of Emergency Data from MCTFS.
 - (3) Awards screens from MCTFS, both awards and S143.
 - (4) Junior Enlisted Performance Evaluation from MCTFS.

ENCLOSURE (1)

- (5) Education Record from MCTFS.
- (6) Page 11s even if they are blank.
- (7) Page 12 or UPB and Page 13s if applicable.
- (8) A list of any books read from the Marine Corps Professional Reading Program List, to be annotated on enclosure (3).
- (9) Completed Recommendation for Meritorious Promotion Letter on enclosure (3).
- (10) A list of all community relations/volunteerism that the Marine has participated in, as well as hours if applicable.

6. The organization of the MCINCR-MCBQ electronic Board is as follows:

<u>ORGANIZATION</u>	<u>BOARD REQUIREMENTS</u>
MCBQ (Senior Board Member)	Sergeant Major
Tenant Command	E8-E9
Tenant Command	E8-E9
Tenant Command	E8-E9
Tenant Command	E8-E9

7. MCINCR-MCBQ Sergeant Major will serve as the senior member of the meritorious Lance Corporal through Corporal electronic boards. Board members will be assigned by the MCINCR-MCBQ Sergeant Major.

8. A quorum of five is required to convene the board. The MCINCR-MCBQ Sergeant Major is a non-voting member. The MCINCR-MCBQ Sergeant Major will break a tie, if the occasion arises.

9. The senior member of the electronic board will establish standards for the conduct of the board and will provide the board's recommendations to the Commander, MCINCR-MCBQ for final approval. AC/S G-1 will administratively process the board results, prepare, and distribute the promotion warrants after signature by the Commander, MCINCR-MCBQ.

ENCLOSURE (1)

MERITORIOUS PROMOTION TO SERGEANT

1. A MCINCR-MCBQ electronic Board will be conducted.
2. Based on the onboard strength of Corporals, this promotion will be calculated along with the total allocations for the quarter in which effected.
3. Commanding Officers will recommend to the Commander, MCINCR-MCBQ Lance Corporals to be meritoriously promoted to Corporal; not more than 1/2 of one percent of the Corporals as of the first day of the fiscal quarter (October, January, April, July). Fractions will not be carried over if one or more promotions result from the quarterly computation. Should the computation result in less than one promotion, the fraction will be carried over each quarter until it results in one promotion. Selected Marine Corps Reserve (SMCR)/Active Reserve (AR) on board strength will not be combined with active component strength and shall not compete for active duty meritorious promotion.
4. The number of Corporals authorized to be nominated to the electronic board from each organization will be based upon the onboard strength of Corporals as of the first day of the fiscal quarters (October, January, April, and July), using the following procedures:
 - a. Allocations for the electronic the board will be calculated and promulgated to the local organizations by Assistant Chief of Staff (AC/S) G-1.
 - b. The meritorious promotion electronic board will meet on a coordinated date by the MCINCR-MCBQ SgtMaj for October, January, April, and July.
5. Nominations will be submitted to arrive to the Commander, MCINCR-MCBQ (Attn: Adjutant section) no later than 5 working days prior to the date the board convenes. Nomination packages will include the following:
 - (1) Basic Training Record from Marine Corps Total Force System (MCTFS).
 - (2) Record of Emergency Data from MCTFS.

ENCLOSURE (2)

- (3) Awards screens from MCTFS, both awards and S143.
- (4) Junior Enlisted Performance Evaluation from MCTFS.
- (5) Education Record from MCTFS.
- (6) Page 11s even if they are blank.
- (7) Page 12 or UPB and Page 13s if applicable.
- (8) A list of any books read from the Marine Corps Professional Reading Program List, to be annotated on enclosure (3).
- (9) Completed Recommendation for Meritorious Promotion Letter on enclosure (3).
- (10) A list of all community relations/volunteerism that the Marine has participated in, as well as hours if applicable.

6. The organization of the MCINCR-MCBQ electronic Board is as follows:

<u>ORGANIZATION</u>	<u>BOARD REQUIREMENTS</u>
MCBQ (Senior Board Member)	Sergeant Major
Tenant Command	E8-E9
Tenant Command	E8-E9
Tenant Command	E8-E9
Tenant Command	E8-E9

7. MCINCR-MCBQ Sergeant Major will serve as the senior member of the meritorious Sergeant electronic boards. Board members will be assigned by the MCINCR-MCBQ Sergeant Major.

8. A quorum of five is required to convene the board. The MCINCR-MCBQ Sergeant Major is a non-voting member. The MCINCR-MCBQ Sergeant Major will break a tie, if the occasion arises.

9. The senior member of the electronic board will establish standards for the conduct of the board and will provide the board's recommendations to the Commander, MCINCR-MCBQ for final approval. AC/S G-1 will administratively process the board results, prepare, and distribute the promotion warrants after signature by the Commander, MCINCR-MCBQ.

ENCLOSURE (2)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
1414.1D
B 10
20 Apr 21

From: Commanding Officer, **UNIT**
To: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico

Subj: NOMINATION FOR MERITORIOUS RANK IN THE CASE OF **RANK NAME EDIPI/MOS**
USMC

Ref: (a) MCINCR-MCBO 1414.1D

Encl: (1) Scoring Sheet
(2) TBIR Printout
(3) TBTR Printout
(4) TEDU Printout
(5) JEPES Printout
(6) Awards Printout
(7) MCTFS D119 Printout
(8) S-3 Height/Weight Verification
(9) PFT/CFT NAVMC

1. Per the reference, **Rank Name** is nominated for meritorious **Rank**.
Enclosures (1) through (9) are submitted for review.

2. **Rank Name** meets all requirements and is enthusiastically recommended for
meritorious promotion to **Rank**.

3. **Describe Training, Professional Military Education (PME), Civilian Education, Instruction, Volunteer Service, Book Reports.** Example: **Rank Name** is an exceptional **Marine/Noncommissioned Officer (NCO)** who is highly motivated and selfless in every regard. A shining light, **he/she** represents our Corps well in the local community and demonstrates inspiring leadership throughout the Battalion. **He/She** has earned an expert rifle qualification and high 1st Class PFT/CFT, and completed Leading Marines, Lance Corporal Seminar, Corporals Course and 33 additional online courses. Due to **his/her** high level of fitness and motivation, **Rank Name** was selected to attend a High Intensity Tactical Training (HITT) Course at Battalion, resulting in **his/her** certification as a first level fitness instructor. A true life learner, **Rank Name** has also completed five off-duty undergraduate education courses. As testament to **his/her** selfless devotion to mentoring, coaching, and leading Marines, **he/she** frequently spends countless hours of **his/her** own time to training Marines. As one of many green belt instructors in the Battalion, **he/she** is the only one who created her own Battalion-wide training program and has upgraded more Marines than any other instructor in the Battalion. **He/She** has demonstrated the leadership, judgement, and maturity to lead as a **Rank** of Marines. **He/She** was selected for Marine of the Quarter for the 3rd Quarter of FY 22. **Rank Name** inspiring leadership style coupled with **his/her** professional example sets **him/her** apart from her peers. **He/She** is always available to teach, mentor, and coach; **his/her** daily actions and interaction with the Marines, Sailors, and civilians clearly resonates with them. There is no better representative for meritorious **Rank** in this battalion; **he/she** is highly deserving of this recognition.

ENCLOSURE (3)

Subj: NOMINATION FOR MERITORIOUS RANK IN THE CASE OF RANK NAME EDIPI/MOS
USMC

4. Since the beginning of **his/her** Marine Corps Career, **Rank Name** has continually distinguished **himself/herself**. **He/She** was the Honor Graduate in recruit training; **he/she** was selected as the **Marine/NCO** of the Quarter and was selected as the **Marine/NCO** of the Year for Marine Corps Base Quantico. **Rank Name** routinely volunteers for a significant number of functions aboard Marine Corps Base Quantico, throughout the local community, and Security Battalion's annual Marine Corps Ball committee. Security Battalion regularly performs Color Guard for several high-visibility ceremonies throughout the Fredericksburg and National Capital Region area. **Rank Name** has single-handedly raised the bar for combat service support and general performance.

5. **Describe Primary/Collateral duties, Proficiency, Performance, and Leadership.** Example: **Rank Name** is the most influential NCO in the day-to-day success and overall mission achievement in the administrative section. Exceedingly efficient in **his/her** duties, **he/she** is the "go-to" Marine in **his/her** section. **He/She** is responsible for tracking, processing permanent change of station orders, separations, awards, mailroom, promotions, Government Travel Charge Card and the Defense Travel System for more than 500 Marines. In this capacity, **he/she** consistently delivers quality products, on time or ahead of schedule. **He/She** has established a highly-respected reputation throughout the command, to include Navy and Marine officers as well as senior enlisted members. **His/Her** leadership example and active engagement at the lowest levels in the administrative section guarantees success during the most challenging tasks and has contributed to increased effectiveness across the board. **He/She** defines impact player.

6. Based on my personal daily observations and considering **his/her** record of performance, I enthusiastically recommend **Rank Name** for meritorious advancement to **Rank**. Without question, **he/she** possesses the character traits, maturity, and leadership to lead as a **Rank** of Marines. More importantly, **he/she** has earned the trust and confidence of **his/her** juniors as well as **his/her** peers and Security Battalion leadership. **Rank Name** is a proven leader and highly qualified for meritorious promotion to **Rank**.

7. Point of contact for this matter is Sergeant Major Bulldog at office phone (123) 784-0000 or email c.bulldog@usmc.mil

I. M. COMMANDING