



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

IN REPLY REFER TO:
MCINCR-MCBQO 1400.1
B 013
28 Jun 16

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 1400.1

From: Commander
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS
BASE QUANTICO NON-COMMISSIONED OFFICER PROMOTION PANEL

Ref: (a) MARADMIN 200/16
(b) MCO P1400.32D
(c) MARCORPROMAN, Vol 2

Encl: (1) Interview Board Report

1. Situation. Per reference (a), the Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) requires all subordinate commands to screen eligible Marines for promotion suitability to the grades of Corporal and Sergeant.

2. Mission. To establish a quarterly unit promotion panel for assessment/evaluation of eligible Marines to ensure only the best and most fully qualified are promoted to the ranks of Corporal and Sergeant.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The NCO ranks are the backbone of the Marine Corps. In order to ensure that we are promoting the best and most qualified individuals, it is incumbent upon commanders to properly screen Marines for leadership, maturity, and professionalism. No Marine will be promoted who does not positively demonstrate the potential, motivation, and maturity to satisfactorily discharge the duties of a small unit leader.

(2) Concept of Operations

(a) Beginning in the fourth quarter (Oct/Nov/Dec) of calendar year 2016, Marines who meet the time in grade (TIG), time in service (TIS), and professional military education (PME) requirements for promotion to corporal or sergeant will appear before a quarterly unit promotion panel for assessment, evaluation, and recommendation for

promotion. The quarterly no later than (NLT) promotion panel dates are listed below in paragraph 4.

(b) Subordinate commands are responsible for conducting these NCO panels per the criteria laid out in reference (a).

b. Tasks

(1) Subordinate Commanders

(a) Establish a quarterly NCO promotion panel comprised of at least (2) officers and (3) Staff Non-Commissioned Officers (SNCOs).

(b) Concur/non-concur with panel recommendations in regards to the promotion of individual Marines.

(c) Ensure Marines are afforded the opportunity to train and/or meet their cutting scores for promotion eligibility.

(d) Establish a unit order or bulletin outlining the manner in which NCO promotional panels are to be conducted.

(2) Battalion Sergeants Majors/Senior Enlisted Advisors

(a) Work with the Company Commanders to ensure that eligible Marines are screened within the appropriate quarter.

(b) Preside as the senior enlisted member of the NCO screening panel.

(c) Ensure the proper mentorship/development of junior Marines.

(d) Ensure all requirements and expectations denoted in this order are adhered to.

(3) Battalion Adjutants

(a) Ensure widest dissemination of this Order.

(b) Ensure a roster of promotion eligible Marines is provided to the board for screening.

(c) Ensure that the proper page 11 entry is entered into the Marine's electronic service record in accordance with reference (a).

c. Coordinating Instructions

(1) Board Convention. The NCO panel will convene every quarter to determine Marines' suitability for promotion. The date, time, and place will be determined by the Commanding Officer. All eligible Marines will personally appear before the panel in order to be

interviewed to assess their professional knowledge and qualifications for promotion. In cases where a personal appearance is not possible, alternative interview methods (video teleconference, telephonic interview, etc.) are authorized. The panel may reconvene monthly on a case by case basis in order to reconsider eligible Marines not recommended by the quarterly unit promotion panel.

(2) Board Membership. The NCO panel will be comprised of both officer and enlisted personnel. The Battalion Sergeant Major/Senior Enlisted Advisor will serve as the senior enlisted presiding official. It is recommended that the senior officer be an O-3 or above. Diverse representation from the unit or various sections is encouraged.

(3) Board Selections. Presiding officials of the NCO panel are responsible for evaluating each Marine's suitability for promotion per enclosure (1). Members are also responsible for conducting the board interviews in a manner that is fair, consistent, and places emphasis on the development of junior Marines.

(4) Board Non-Selections. Marines who are found unsuitable or are not recommended for promotion by the NCO panel will be reconsidered the following quarter or a case by case monthly basis per reference (a).

(5) Cutting Scores. If a Marine does not meet the cutting score at any time within a quarter, his/her recommendation will carry through to the next quarter.

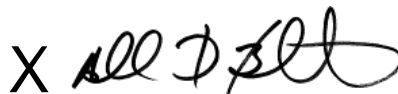
4. Administration and Logistics. The below schedule indicates the NLT date each quarterly unit NCO promotion panel needs to be conducted:

<u>Promotion Quarter</u>	<u>Panel held NLT</u>
Jan/Feb/Mar	15 Nov
Apr/May/June	15 Feb
Jul/Aug/Sep	15 May
Oct/Nov/Dec	15 Aug

5. Command and Signal

a. Command. This Order is applicable to the tenant activities and commands of MCINCR-MCBQ, Headquarters and Service Battalion, Security Battalion, and Marine Corps Air Facility.

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



ALLEN D. BROUGHTON

Chief of Staff

Signed by: BROUGHTON.ALLEN.DALE.1168122922