



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1400.4B  
SGTMAJ

AUG 06 2019

COMBAT CENTER ORDER 1400.4B

From: Commanding General  
To: Distribution

Subj: MERITORIOUS PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

Ref: (a) MCO P1400.32D w/Ch 1-2  
(b) MCO 6110.3A w/Ch 1 and Admin Ch  
(c) MCO 3574.2L  
(d) MCO 1500.52D  
(e) MCO 1500.59  
(f) CMC WASHINGTON DC 281456Z Jun 07 (MARADMIN 391/07)  
(g) CMC WASHINGTON DC 081913Z Sep 09 (ALMAR 029/09)

Encl: (1) Sample Meritorious Promotion Board Announcement Letter  
(2) Sample Letter of Nomination  
(3) MAGTFTC, MCAGCC Data Sheet

1. Situation. Per the references, this Order is to establish procedures for the nomination and selection of outstanding Marines to the ranks of private first class (PFC) through sergeant (Sgt).

2. Cancellation. CCO 1400.4A.

3. Mission. Per the references and through the conduct of the Meritorious Promotion Boards for the Commanding General (CG), Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), the Sergeant Major (SgtMaj) will solicit nominations from subordinate commands aboard the Combat Center to compete for meritorious promotion allocations.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To meritoriously promote those enlisted Marines who have met the Marine Corps standards of professionalism, personal performance, leadership, and integrity. Allocations for meritorious promotions must only be filled by well-rounded, mature, and proven Marines who have consistently exhibited aforementioned qualities and can immediately assume the responsibilities and duties of the rank to which being advanced. Convene one board per quarter for each rank considered in order to nominate the most qualified Marines for meritorious promotion.

(2) Concept of Operations

(a) Delegation of Authority

1. Per reference (a), CGs of regular and reserve establishments are delegated the authority to effect meritorious promotions

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to Sgt and Corporal (Cpl) based upon total onboard (o/b) strengths (at the beginning of the promotion quarter) of permanent personnel assigned.

2. The CG, MAGTFTC, MCAGCC will serve as the meritorious promotion authority for all subordinate units under the Administrative Control of MAGTFTC, MCAGCC.

3. Selected Marine Corps Reserve (SMCR)/Active Reserve (AR) o/b strength will not be combined with active component o/b strength (and shall not compete for active duty promotion allocations). Refer to AR promotion guidance in reference (a).

4. Per paragraph 4106.1 of reference (a), Commanders (Major and above) having Special Court Martial convening Authority (SPCMCA) can, without reference to higher headquarters, meritoriously promote PFCs on a quarterly basis.

5. Per paragraph 4107 of reference (a), Commanders (Major and above) having SPCMCA can, without reference to higher headquarters, meritoriously promote Privates (PVT) on a monthly basis.

6. Per reference (a), Marine Aviation Weapons and Tactics Squadron One (MAWTS-1) and Marine Corps Mountain Warfare Center (MCMWTC) are delegated the authority to effect meritorious promotions to Sgt and Cpl, based upon total onboard strengths of permanent personnel in the grade of Cpl and Lance Corporal (LCpl).

(b) Allocations

1. Sgt and Cpl. Per reference (a), CG's are authorized to meritoriously promote not more than 1/4 of one percent of Cpls, and one percent of the LCpls, on a quarterly basis. Excess fractions will not be carried over if one or more promotions result from the quarterly computation (see note 1, 2).

2. LCpl. Commanders are authorized to meritoriously promote not more than three percent of PFCs on a quarterly basis. Excess fractions will not be carried over if one or more promotions result from the quarterly computation (see note 1, 2).

3. PFC. Commanders are authorized to meritoriously promote any Pvt (non-student) in recognition of outstanding leadership or performance.

NOTE 1: Those commands in which the o/b strength of Cpls and LCpls does not yield at least one promotion from these percentages will carry over the fraction each quarter until the accumulation of fractions results in at least one promotion for each grade.

NOTE 2: Should the accumulation of quarterly fractions still result in less than one promotion for the entire fiscal year (FY) after the computation in July, commanders may then effect one promotion to the grade of Sgt in August, and one promotion to the grade of Cpl in September, if applicable. Additionally, should the accumulation of quarterly fractions result in less than one promotion for the entire FY after the computation in July, the subject command may then effect one meritorious promotion to LCpl in September.

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4. Commanders are authorized to retain meritorious promotion quotas and use them as "spot" promotions. However, these types of promotions count against quarterly authorization.

5. Unused Allocations (quotas). There are no provisions for commanders to carry unused quotas from one quarter to another. Once the quarter expires, so do any unused meritorious promotion quotas.

(c) Promotion Quarters. The following meritorious promotion quarters are applicable:

QUARTER	MONTHS
1st	*Oct, Nov, Dec
2nd	*Jan, Feb, Mar
3rd	*Apr, May, Jun
4th	*Jul, Aug, Sep

(\*) Denotes Total Force (TF) o/b numbers due to promotion authority

(d) Promotion Effective Dates. Meritorious promotions are to be effected on the second day of the Month (unless posthumously). Per paragraphs 4103.5 and 4106.1 of reference (a), quarterly meritorious promotion periods are as follows:

RANK	PROMOTION MONTHS
Sgt	Nov, Feb, May, Aug
Cpl	Dec, Mar, Jun, Sep
LCpl	Dec, Mar, Jun, Sep

(e) Promotions (Combat). The CMC provides all combat meritorious promotion allocations to the Commander, U.S. Marine Corps 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.

b. Subordinate Elements Missions

(1) MAGTFTC, MCAGCC SgtMaj. Serve as overall Program Manager and redistribution authority for any unused (or additional) allocations for those commands that do not fall directly under a CG. Examples include, a command being unable to fill respective allocations and or MAGTFTC, MCAGCC being the recipient of a CMC directly administered allocation.

(2) Command Deck Administration Chief (CDAC)

(a) Assist the SgtMaj as necessary to ensure overall program compliance and implementation throughout MAGTFTC, MCAGCC.

(b) Solicit TF Cpl and LCpl o/b strengths from the Resource Management Directorate (RMD) Senior Enlisted Staff Noncommissioned Officer (SNCO) on the first day of the promotion quarter.

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(c) Use enclosure (1) to publish promotion allocations to commanders that fall under MAGTFTC, MCAGCC CG cognizance, excluding MAWTS-1 and MCMWTC, by the fifth day of the first month of the promotion quarter.

(d) Serve as consolidation and screening point for all (i.e. unused quotas redistribution by the SgtMaj) nominations and prepare appropriate warrants for CG signature.

(e) Forward promotion warrants to the CG for signature, via the SgtMaj.

(f) Upon receipt of signed promotion warrants from the CG, forward to the respective commands for presentation prior to the promotion effective date.

(g) Ensure signed copies of all warrants are submitted to the administering Installation Personnel Administrative Center for applicable Marine Corps Total Force System reporting.

(3) Commanding Officers

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

(b) Use applicable meritorious promotion processing guidelines for SMCR and AR Marines.

(c) Use enclosure (2) and forward all nominees by the published due date or as directed by higher (i.e. CMC solicitation).

(4) RMD Center Personnel, Senior Enlisted SNCO. Provide to the CDAC, Cpl and LCpl o/b strengths on the first day of the promotion quarter.

c. Coordinating Instructions

(1) Criteria for Meritorious Sergeant

(a) Be a corporal.

(b) Have no Nonjudicial Punishment (NJP)/6105 Derogatory Pg 11's or Convictions by Court-Martial within past 12 months.

(c) All annual and semi-annual training must be current.

(d) Meet height/weight (HT/WT) requirements.

(e) Be Marine Corps Martial Arts Program (MCMAP) qualified for grade.

(f) Must have completed professional military education (PME) both resident and non-resident requirements for the next grade.

(g) Possess a minimum of 4.5 for proficiency and conduct marks in service.

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(h) Actively Volunteers/Participates in Community Service.

(i) Participating actively in the Marine Corps Professional Reading Program (Book Report).

(j) Have a first class Physical Fitness Test (PFT) and Combat Fitness Test (CFT).

(2) Criteria for Meritorious Corporal

(a) Be a Lance Corporal.

(b) Have no NJP/6105 Derogatory Pg 11's or Convictions by Court-Martial within past 12 months.

(c) All annual and semi-annual training must be current.

(d) Meet HT/WT requirements.

(e) Be MCMAP qualified for grade (more than two years' time in service - Gray).

(f) Must have completed PME requirements for grade.

(g) Possess a minimum of 4.4 for proficiency and conduct marks in grade (waiverable dependent on time in grade).

(h) Actively Volunteers/Participates in Community Service.

(i) Participating actively in the Marine Corps Professional Reading Program (Book Report).

(j) Have a first class PFT and CFT.

(3) Guidelines. The Marine must have demonstrated a sustained level of MOS proficiency, leadership ability, professionalism, personal performance, and integrity. Be specific in the nomination letter. Highlight what the Marine has done in order to deserve a nomination and limit remarks to one page.

(4) Selection

(a) The Meritorious Promotion board will convene per CCBul 1400 to select the best qualified Marines from the previous quarter. Example: "The second quarter board will be held in the first month of the third quarter to select the best qualified Marines from the second quarter." Nomination packages will be submitted to CG, MAGTF/TC, MCAGCC (Attn: Sergeant Major) per enclosure (2) during the months of January, April, July, and October.

(b) Nominees will appear before the board in the uniform prescribed by the MAGTF/TC, MCAGCC Sergeant Major. If a book board is held, a scanned package will be submitted to the Office of the CG, CDAC.

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(c) Members of the Meritorious Promotion board will consist of the following: MAGTFTC, MCAGCC Sergeant Major as the senior member, Sergeants Major of Headquarters Battalion MCAGCC, the Senior Enlisted Advisor for Marine Corps Tactics and Operations Group, and the Senior Enlisted Advisor for Marine Corps Logistics Operations Group.

(5) Enclosure (3), with all supporting enclosures listed in the basic letter recommended by the Commander to the CG (Attn: CSAC), must arrive not later than 15 days prior to the convening date of the Meritorious Sergeant Board. Nominations for meritorious corporal are due 20 days from the date you receive your allocations.

(6) Nominee packages for meritorious sergeant will be reviewed by the MAGTFTC, MCAGCC SgtMaj.

(7) Approved meritorious promotions by the CG will be announced by the SgtMaj, MAGTFTC, MCAGCC.

(8) Packages. All submitted packages will contain the following:

- (a) MAGTFTC, MCAGCC Data Sheet.
- (b) BTR/BIR/Record of Service.
- (c) Education screen printout.
- (d) Awards screen printout.
- (e) Page 3 printout.
- (f) Page 11 printout.
- (g) Promotion photo.

(9) Submit recommendations concerning this Order to the sponsor.

(10) Forms. Enclosure (3) is the MAGTFTC, MCAGCC Data Sheet form CC 1000/1 and can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Forms/>.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center orders can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Orders/>.

6. Command and Signal

a. Command. This Order is applicable to all units aboard the Combat Center that fall under the cognizance of the CG, MAGTFTC, MCAGCC.

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

  
R. B. TURNER, JR.

DISTRIBUTION: A

Sample Meritorious Promotion Board Announcement Letter



**UNITED STATES MARINE CORPS**  
(UNIT LETTER HEAD)

1650  
SGTMAJ  
(Date)

From: Sergeant Major  
To: Distribution List

Subj: MERITORIOUS PROMOTION BOARD FOR SERGEANT/CORPORAL

Ref: (a) CCO 1400.4B

1. This letter announces the Meritorious Promotion Board for Sergeant/Corporal promotion which will convene a book board on (Date) at (Location). See the reference for qualifications. Headquarters Battalion, Marine Corps Tactics and Operations Group, and Marine Corps Logistics Operations Group will submit a scanned Meritorious Promotion package to this Headquarters no later than (Date).

Allocations		
	Sergeant	Corporal
HqBn		
MCTOG		
MCLOG		

2. The Meritorious Promotion Board is designed to recognize individuals whose professionalism, personal performance, leadership, and integrity and are ready to immediately assume the responsibilities and duties of the rank to which being advanced.

3. Addressees submit your nominees not to exceed one nominee for each category per command. A negative response is requested.

4. The point of contact is RANK FNAME LNAME (Office of the Commanding General, Administrative Chief) at (760) 830-6108 or name@usmc.mil.

(MAGTFTC, MCAGCC SGTMAJ SIGNATURE)

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Sample Letter of Nomination**UNITED STATES MARINE CORPS**  
(UNIT LETTERHEAD)1400  
(Org Code)  
(Date)

From: Commanding Officer, Unit  
To: Commanding General, Marine Air Ground Task Force Training Command,  
Marine Corps Air Ground Combat Center (Attn: Sergeant Major)

Subj: NOMINATION FOR MERITORIOUS PROMOTION TO SERGEANT/CORPORAL IN THE CASE  
OF RANK FNAME MI LNAME EDIPI/MOS USMC

Ref (a) CCO 1400.4B

Encl: (1) MAGTFTC, MCAGCC Data Sheet  
(2) BTR/BIR/Record of Service  
(3) MCI/Education Screen Printout  
(4) Awards Screen Printout  
(5) Pg 3 Printout  
(6) Pg 11 Printout  
(7) Promotion Photo

1. The letter will explain why the Marine should be considered and describe his or her qualifications. Include any information that has direct bearing on the outstanding participation of the Marine, regardless of the success of the overall operation.
2. When basing the nomination on civilian community activity, the number of organizations to which the Marine belongs and the length of involvement are not as important as the sincerity and the perceived value attached.
3. All information provided on enclosure (1) has been certified by my Senior Enlisted Advisor as well as verified updated in the Marine's master record.
4. The enclosures are provided as required by the reference.
5. Closing Paragraph.
6. The point of contact in this matter is Rank FName MI LName at (760) 830-XXXX or [fname.lname@usmc.mil](mailto:fname.lname@usmc.mil).

(SIGNATURE)

Enclosure (2)

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CCO 1650.3 (series)  
CCO 1400.4 (series)

MAGTFTC, MCAGCC DATA SHEET (instructions on second page)			
1. TYPE OF BOARD <span style="float: right;">▼</span>			
NOMINEE DATA			
2. RANK	3. NAME (First MI Last)	4. EDIPI	
		MSE/C	CMD SUITE
5. MEETS TIME IN SERVICE REQUIREMENTS:	a. NO. OF MOS	b. SGTMAJ CERT	c. QC
6. HAS A CURRENT AND <u>FIRST CLASS</u> PFT:	a. SCORE/CLASS	b. SGTMAJ CERT	c. QC
7. HAS A CURRENT AND <u>FIRST CLASS</u> CFT:	a. SCORE/CLASS	b. SGTMAJ CERT	c. QC
8. MEETS HEIGHT AND WEIGHT STANDARDS:	a. HT/WT	b. SGTMAJ CERT	c. QC
9. HAS A CURRENT T/O WEAPON QUAL:	a. SCORE/CLASS	b. SGTMAJ CERT	c. QC
10. HAS A CURRENT COMBAT SWIM QUAL:	a. SCORE/CLASS	b. SGTMAJ CERT	c. QC
11. ANNUAL TRAINING COMPLETE, INCLUDING GAS:		a. SGTMAJ CERT	b. QC
12. MEETS MCMAP MINIMUM BELT REQUIREMENT:	BELT	b. SGTMAJ CERT	c. QC
13. MEETS MINIMUM PROMOTION MARKS IN SERVICE:	MARKS	b. SGTMAJ CERT	c. QC
14. NO NJP/COURT MARTIAL WITHIN PAST 6 MONTHS (NCO/MOQ) OR 12 MONTHS (MERPROM):		a. SGTMAJ CERT	b. QC
15. NO DEROGATORY PAGE 11 WITHIN PAST 6 MONTHS (NCO/MOQ) OR 12 MONTHS (MERPROM):		a. SGTMAJ CERT	b. QC
16. REQUIRED NONRESIDENT PME(S) FOR PROMOTION (see instructions):		a. SGTMAJ CERT	b. QC
17. ACTIVE PARTICIPANT IN THE CMC PROFESSIONAL READING PROGRAM:	a. BOOKS READ	b. SGTMAJ CERT	c. QC
18. VOLUNTEER SERVICE:	a. HOURS	b. SGTMAJ CERT	c. QC
		19. COMMANDER'S SIGNATURE	DATE
		20. COMMANDER'S NAME (print)	

SAMPLE

## INSTRUCTIONS

- Block 1: Select the one of the following types of board from the drop-down list: Meritorious Promotion, Noncommissioned Officer of the Quarter, or Marine of the Quarter.
- Block 2: Select the rank of the nominee from the drop-down list.
- Block 3: Enter the nominee's name in the specified format (first, MI, last).
- Block 4: Enter the nominee's EDIPI.
- Blocks 5-18: Sergeant Major/Senior Enlisted initials certify that the information has been verified and updated in the Marine's master record. All status' must be updated in MCTFS prior to nomination being received. All requests for exceptions to policy (i.e., training) will be directed to the MAGTFTC, MCAGCC Sergeant Major.
- Block 5: Enter the nominee's number of months in present grade in block 5a and initial to indicate verification.  
Requirements: PFC/LCPL - None; CPL - 6 mos; SGT - 18 mos.
- Block 6: Enter the nominee's PFT score and class in block 6a and initial to indicate verification.
- Block 7: Enter the nominee's CFT score and class in block 7a and initial to indicate verification.
- Block 8: Enter the nominee's height and weight in block 8a and initial to indicate verification.
- Block 9: Enter the nominee's annual score and class (E/SS/MM) for the T/O weapon (rifle/pistol) in block 9a and initial to indicate verification.
- Block 10: Enter the nominee's current combat swim qualification class in block 10a and initial to indicate verification.
- Block 11: Review all training requirements and initial to indicate verification is completed.
- Block 12: Enter nominee's current belt in block 12a and initial to indicate verification.  
Requirements: CPL/LCPL/PFC - Less than 2 years TBS, for more than 2 years TIS, gray.  
SGT - Minimum is gray.
- Block 13: Enter nominee's pro/con scores in block 13a and initial to indicate verification.  
Requirements: LCPL/CPL - minimum is 4.4/4.4, SGT - minimum is 4.5/4.5.
- Blocks 14-15: Review nominee's record and initial to indicate verification.
- Block 16: Review nominee's training record and initial to indicate verification.  
Requirements: CPL - MarineNet EPME 3000AA "Leading Marines" AND command-sponsored Leadership & Ethics Seminar.  
SGT - MarineNet EPME 4000AA "CPLS CRS DEP" AND command-sponsored Corporal's Course.
- Block 17: Enter the number of books read by year's end in block 17a and initial to indicate verification.  
Requirement: Marines must read 3 books by year's end per ALMAR 001/13.
- Block 18: Enter the hours of volunteer service in block 18a and initial to indicate verification.
- Blocks 19-20: Battalion Commander's signature block.