



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 1400.5A  
SGTMAJ

NOV 20 2019

COMBAT CENTER ORDER 1400.5A

From: Commanding General  
To: Distribution

Subj: NONCOMMISSIONED OFFICER PROMOTION PANEL

Ref: (a) MARADMIN 200/16  
(b) MARADMIN 150/16  
(c) MARADMIN 055/16  
(d) MCO P1400.32D w/Ch 1-2

1. Situation. In accordance with reference (a), establish policy and provide guidance for the conduct of the Noncommissioned Officer (NCO) promotion panel for Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) units, and to clarify guidance on quarterly page 11 counseling.

2. Mission

a. This directive covers the promotion recommendation/non-recommendation process for Lance Corporal (LCpl) to Corporal (Cpl), and from Cpl to Sergeant, utilizing a Regular Promotion Board and input from the chain of command.

b. Per references (a) through (c), and the 37th Commandant's Planning Guidance, the Commanding General has established the structure and conduct of the NCO promotion panel for personnel assigned to MAGTFTC, MCAGCC units.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Beginning with the fourth quarter (October/November/December) of the Calendar Year, the Commanding Officer (CO) of each Battalion/Squadron within MAGTFTC, MCAGCC shall, at a minimum, convene an NCO promotion panel each promotion quarter to ensure we are promoting only those LCpls and Cpls who have met all eligibility requirements and have demonstrated an enduring commitment to our Corps values, and the ever increasing degree of maturity, leadership, and professionalism expected of our NCOs. Also, Commanders, Sergeants Major, and Board Members will ensure that NCO promotion panels do not overemphasize performance in Physical Fitness Test (PFT), Combat Fitness Test (CFT), and military skills over military occupational specialties (MOS) skills.

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(2) Concept of Operations

(a) Professionalism and Leadership. MOS skill, performance in their assigned duties, and recommendations from their chain of command should determine suitability for promotion.

(b) NCO Promotion Panel Structure. The CO of each Battalion/Squadron shall establish a quarterly panel consisting of at least three members. The senior member and chair of the NCO promotion panel will be the unit Sergeant Major (SgtMaj) or Senior Enlisted Advisor (SEA). The senior enlisted member of the panel will be a First Sergeant or Master Sergeant, and one Commissioned Officer. The remaining member will consist of a Staff Noncommissioned Officer (SNCO) within the unit. Panel members will be assigned on the basis of their experience, mature judgment, sound temperament, objectivity, impartiality, and shall possess personal qualities commensurate with the responsibilities associated with an NCO promotion panel. The panel members will be of varying MOS to allow for professional assessment of a wide range of MOS proficiency requirements. The appointment of a panel member will be quarterly, or longer. Once appointed, the panel member will remain assigned for the promotion panel quarter. Appointments will be made in writing by standard naval letter format, as determined by the CO.

(c) NCO Promotion Panel Timelines

1. Quarterly Panels. The results of the NCO promotion panel will be forwarded to the unit SgtMaj for review and approval by the CO no later than the 10th of the month, as indicated below.

10 November	- Promotion Quarter	Jan, Feb, Mar
10 February	- Promotion Quarter	Apr, May, Jun
10 May	- Promotion Quarter	Jul, Aug, Sep
10 August	- Promotion Quarter	Oct, Nov, Dec

2. Monthly Panels. The panel may reconvene monthly, on a case-by-case basis, in order to reconsider eligible Marines not recommended by the previous quarterly unit promotion panel. Promotion eligible Marines who arrive at the unit after the quarterly unit promotion panel has been held will also be considered. The panel determinations must be submitted to the unit SgtMaj by the 10 of each month.

(c) Conduct of the NCO Panel Members

1. The CO will determine the conduct of the NCO promotion panel; however, at a minimum the panel members must validate the Marine has met the following criteria:

a. Meets Time in Grade (TIG)/Time in Service (TIS) requirements. Per reference (c), a LCpl will be required to have at least 12 months TIG before being eligible for promotion selection to Cpl.

b. Exhibits those military attributes to a degree expected of a Marine of the next higher rank which includes; leadership, maturity, judgement, integrity, military presence and bearing, reliability, obedience to orders, moral fitness, endurance, and self-discipline.

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c. Is proficient or capable of performing the duties and tasks prescribed for the next higher rank in their assigned MOS.

d. Is currently qualified with their assigned table of organization weapon, unless exempt.

e. Has completed a current PFT and CFT, unless medically exempt.

f. Has completed the required Professional Military Education (PME). The required PME for LCpls is the Leading Marines Distance Education Program and command sponsored LCpl Seminar. Cpls are required to complete the Cpl's Course Distance Education Program and command sponsored Cpl's Course.

g. Demonstrates a basic understanding of operational risk management and safety standards.

2. Marines who are required to appear before the NCO promotion panel that cannot appear in person may complete the panel review by video-teleconference or telephonically. These methods should only be used when absolutely necessary and should not have any negative affect in determining the Marine's suitability for promotion.

3. The panel members must exercise sound judgment, after a thorough evaluation of all areas, before determining the recommendation made to the CO.

4. Upon conclusion of the panel the senior member of the panel will prepare, or have prepared, the results of the panel on a standard naval letter format. The signed letter/recommendation will be forwarded to the unit SgtMaj for review and decision by the unit CO.

5. The CO will certify the results of the NCO promotion panel, and a copy will be retained in the command files for the current year, plus two years.

6. Once recommended for promotion by the panel and approved by the CO, the Marine will be recommended for promotion, once eligible within the quarter. If the Marine does not meet the cutting score at any time within the quarter, the recommendation from that panel will carry forward to subsequent quarters. The Marine does not need to appear before another panel, unless directed by the command.

(d) Marines Not Recommended. A page 11 entry will be entered into their Electronic Service Record stating the reason for their non-recommendation and a "NON REC" diary entry will be reported in Marine on Line/Marine Corps Total Force System. If a Marine is not-recommended for promotion he/she will return on subsequent monthly boards for a follow-on evaluation until a positive recommendation is made.

1. Quarterly. Marines not recommended by the CO will be non-recommended for promotion for the quarter under consideration.

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2. Monthly. Marines that meet TIG/TIS for the 2nd or 3rd month of the quarter shall receive a monthly "NON REC." Marines that are not PME complete should receive a monthly "NON REC" and be afforded the opportunity to complete the PME within the quarter.

b. Subordinate Element Missions

(1) COs Responsibilities

(a) Ensure strict compliance with the policies and regulations contained in reference (d).

(b) Ensure that all enlisted Marines who are to be promoted to the next higher grade meet the Marine Corps standards of professionalism, personal performance and leadership.

(c) Ensure that a Marine is not promoted unless the individual can be expected to assume the responsibilities and perform the duties of that grade in a creditable and satisfactory manner.

(d) Ensure that fully qualified and deserving Marines are expeditiously promoted on the date directed by the Commandant of the Marine Corps.

(e) Additionally, during PMEs, formations, and leadership discussions, the boarding process and trends will be highlighted to junior Marines, NCOs, SNCOs, and Officers to help reinforce our Marines' professional development and the responsibilities of our SNCOs and NCOs in preparing our Marines for promotion.

(2) Panel Members

(a) Senior Member and Chair. The SgtMaj or SEA will be appointed as the Senior Member and Chair for the promotion panel.

(b) Board Members

1. Conduct of the Panel

a. Board members are to hold the promotion board as an interview to assess the Marine's skills, qualities, and abilities for promotion.

b. Board members are to remember that this is not a meritorious board.

c. Board members will not discuss the proceedings or results of the board.

2. Board Questions

a. Questions by board members will be limited to subjective-type questions designed to assist board members in determining a Marine's maturity, judgment, confidence, motivation, and professionalism.

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b. Generally, three to five questions along with the chain of command recommendations, and training information will be adequate for the board members to make their vote.

c. In some cases, additional questions may be required. The Marine being boarded should answer the questions to the best of his/her ability, while addressing all of the board members and maintaining bearing/confidence.

(3) The Staff Noncommissioned Officer In-Charge (SNCOIC) of the Marine before the Board. Will be present for the board to speak on behalf of the Marine's proficiency, maturity, and future potential as an NCO.

c. Coordinating Instructions

(1) Uniform. The uniform for Board Members and Marines being boarded will normally be the seasonal Marine Corps Combat Utility Uniform. Changes to the uniform will be approved by the Battalion/Squadron SgtMaj. Though the Marine will not stand a formal uniform inspection as part of the Regular Promotion Board process, the Marine will be seen in uniform by the board members who will use personal appearance as part of their overall assessment of the Marine.

(2) Timeline. The SgtMaj/SEA will develop a timeline based upon the number of Marines to be boarded. Each Marine takes approximately 10 minutes including voting (boarding 5-6 Marines per hour). The schedule will be published so the Company leadership and the Marines to be boarded know approximately when each Marine will have to be present (on deck at least 20 minutes prior to their scheduled time.)

(3) Marine Not-Available. For Marines sick in quarters, on leave, on temporary assigned duty (TAD) less than 30 days, or otherwise not available to stand before the board:

(a) The Board Members will still review the Marine's NCO Fitness Report and training information, conduct a book board and make their recommendation. The SNCOIC of the Marine will be present for the book board to speak on behalf of the Marine's proficiency, maturity and future potential as an NCO.

(b) If not recommended, the case will be briefed to the Company and Battalion leadership like all not recommended cases. If a not recommended Marine is subsequently available, a separate board may be held based on the recommendation of the Company Leadership and concurrence of the Battalion/Squadron Commander/SgtMaj.

(c) Marines TAD >30/Fleet Assistance Program (FAP). Marines TAD/FAP for less than 30 days will not be boarded, as they administratively fall under their gaining command. If the Battalion/Company leadership have reason to believe that a Marine on TAD/FAP is not qualified for promotion, that information should be passed to the gaining command, via the Battalion/Squadron SgtMaj.

(d) Light Duty/Limited Duty. The enlisted promotion system does not have a medical prerequisite for promotion. The policy of the Commandant of the Marine Corps is that all enlisted Marines who are otherwise qualified, will not lose their eligibility for promotion consideration if hospitalized, or if on temporary limited duty due to medical reasons.

(4) Marines in Transition. Marines who are in transition at the time select grades post in the Marine Corps Total Force System will have an individual interview with the Commanding Officer before being promoted.

4. 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/>.

5. Command and Signal

a. Command. This Order is applicable to all units that fall under the cognizance of the Commanding General, MAGTFTC, MCAGCC.

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



R. B. TURNER, JR.

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