



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20080  
CAMP LEJEUNE, NC 28542-0080

II MEFO 1430.1G  
G-1/SgtMaj

**MAY 01 2019**

II MARINE EXPEDITIONARY FORCE ORDER 1430.1G

From: Commanding General, II Marine Expeditionary Force  
To: Distribution List

Subj: MERITORIOUS PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

Ref: (a) MCO P1400.32D Ch 2 (ENLPROM)  
(b) CMC WASHINGTON DC 162200Z Oct 14 (MARADMIN 521/14)  
(c) CMC WASHINGTON DC 161215Z May 17 (ALMAR 015/17)

Encl: (1) Meritorious Promotion Quotas for FYXX Quarter (AMHS Example)  
(2) Meritorious Promotion Board Selection Report (Major Subordinate Element Commander Certification)  
(3) Meritorious Promotion Criteria  
(4) II MEF CG Meritorious Promotion Congratulatory Letter

1. Situation. Per the references, this Order is published in order to establish procedures for the nomination and selection of outstanding Marines to the ranks of Private First Class (PFC) through Sergeant (Sgt) meritoriously.

2. Cancellation. II MEFO 1430.1F.

3. Mission. To standardize and effect meritorious promotions within II Marine Expeditionary Force (MEF) in recognition of exceptionally well-qualified Marines' consistent outstanding leadership, personal example and performance of duty.

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. For these reasons, 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.

(2) Concept of Operations

(a) Delegation of Authority

1. Commanding Generals (CGs) of the regular and reserve establishments are delegated the authority to effect meritorious promotions to Sgt and Corporal (Cpl) based upon total force (TF) onboard (o/b) strengths (at the beginning of the promotion quarter) of permanent personnel assigned.

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2. The Commanding General, II MEF will serve as the meritorious promotion authority for all subordinate units not under the Administrative Control (ADCON) of a CG, as well as when higher (Commandant of the Marine Corps (CMC), Marine Corps Forces Command (MARFORCOM) etc...) has specifically allocated promotion opportunities to II MEF personnel.

3. Selected Marine Corps Reserve (SMCR)/Active Reserve (AR) o/b strength will not be combined with active component (AC) o/b strength (and shall not compete for active duty promotion allocations). Refer to AR promotion guidance in paragraph 4104 of reference (a), as well as the annual program guidelines published by MARFORCOM (upon release of respective Marine Administrative Message).

4. Per paragraph 4106.1 of reference (a), Commanders (Major and above) having Special Court Martial Convening Authority (SPCMCA) may, without reference to higher headquarters, meritoriously promote Marines to Lance Corporal (LCpl) on a quarterly basis.

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

(b) Allocations

1. Sgt and Cpl. 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 (see note 1). Excess fractions will not be carried over if one or more promotions result from the quarterly computation (see note 2, 3).

2. LCpl. Commanders are authorized to meritoriously promote not more than three percent of PFCs on a quarterly basis (see note 1). Excess fractions will not be carried over if one or more promotions result from the quarterly computation (see note 2, 3).

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

NOTE 1: All Marines assigned to Marine Expeditionary Units (MEUs) or Special Purpose Marine Air Ground Task Forces (SPMAGTF) for deployment will be used to calculate the meritorious promotion quotas for the MEU/SPMAGTF only after officially "chopping" for deployment. At that time, promotion quota allocations for 2nd Marine Division (2nd MarDiv), 2nd Marine Aircraft Wing (2nd MAW), 2nd Marine Logistics Group (2nd MLG), and II Marine Expeditionary Force Information Group (II MIG) will no longer include these Marines in their o/b strength.

NOTE 2: 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 3: 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.

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

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5. Unused Allocations (quotas). There are no provisions for commanders to carry unused quotas from one quarter to another. Once the quarter expires, so does 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 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 follow:

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, United States 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 (same time as SNCO combat meritorious promotions).

#### b. Subordinate Elements Missions

(1) II MEF Sergeant Major (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, command being unable to fill respective allocations and or II MEF is the recipient of a CMC directly administered allocation.

#### (2) II MEF Assistant Chief of Staff, G-1 (Adjutant)

(a) Assist the SgtMaj as necessary to ensure overall program compliance and implementation throughout II MEF.

(b) Solicit TF Cpl and LCpl o/b strengths from those Commanders that fall under II MEF CG cognizance (i.e. II MIG, Marine Expeditionary Unit (MEU), Special Purpose Marine Air Ground Task Force (SPMAGTF)) on the 1st working day of the promotion quarter. Further, conduct periodic audits of TF o/b strength submissions to mitigate potential for fraud (i.e. vet and reconcile substantial drops and joins).

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(c) Publish promotion allocations to Commanders that fall under II MEF CG cognizance by the fifth day of the first month of the promotion quarter (enclosure 1).

(d) Serve as coordination and focal point for all Commander unused MEF quotas to be redistributed at discretion of the MEF SgtMaj.

(e) Serve as quality control (screening point) for all selections to ensure program compliance, and timely reporting in the Marine Corps Total Force System (i.e. Proficiency and Conduct marks, Promotion etc)...

(f) Consolidate, screen and prepare for route Board Reports (enclosure 2) to the CG (via SgtMaj), after executing the following internal control functions:

1. Record selections in the Adjutant Meritorious Promotion database.

2. Ensure Quality Control Checks (i.e. against criteria denoted in enclosure (3)) are effected. Notify applicable Commander (via: SgtMaj and S-1) immediately regarding any disparity, to include select grades. Ensure MEF Sergeant Major is courtesy copied on all communications.

(g) Prepare CG congratulatory letters (enclosure 4), for those Marines selected for meritorious promotion to Sergeant. NOTE: Ensure to route these letters at same time as Board Reports.

(3) CGs

(a) Use this Order as a guide in the implementation and execution of respective meritorious promotion programs within your command.

(b) Do not use Marines "chopped" from your command for deployment to the MEU/SPMAGTF in calculations for meritorious promotions.

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

(d) Ensure all nominees (when applicable) are provided by published due date via enclosure (1) or as directed by higher (i.e. CMC solicitation).

(4) Commanding Officers

(a) Provide to the II MEF G-1 (Adjutant), the o/b strength of LCpls and Cpls no later than the first day of January, April, July, and October.

(b) Upon assignment of meritorious promotion quotas from the G-1 (Adjutant), convene a meritorious promotion screening board for members of your command. Ensure minimum criteria for selection is met prior to selection (to include not being select grade).

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

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(1) All Commanders and their Senior Enlisted Leaders will ensure strict adherence to the provisions of reference (a), and the screening criteria/intent of this Order. Conduct periodic audits of TF o/b strength submissions to mitigate potential for fraud (i.e. vet substantial drops or joins).

(2) Produce and deliver promotion warrants, in a timely and commensurate ceremony. Ensure a copy of warrants are submitted to servicing IPAC for MCTFS reporting. Ensure where applicable, and as dictated in the Marine Corps Order P1070.12K "Marine Corps Individual Records Administration Manual" promotion proficiency and conduct marks are reported via Marine on Line (MOL).

(3) Establish procedures for selecting superior performing PFCs and Pvts for meritorious promotion per reference (a).

(4) Select Grades. Nomination suspenses will take in consideration the MCTFS promotion cycle (i.e. will be due after Select Grades has posted). Per reference (a), specifically Chapter 4, Marines eligible for regular and meritorious promotions in the same month, must accept regular promotion.

#### 5. Administration and Logistics

##### a. Administration

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

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

(3) Evaluations. Ensure timely processing of all (Promotion) Proficiency and Conduct marks in Marine Online and reflect the effective date as the day prior to the promotion (i.e. 1st).

b. Logistics. All Noncommissioned Officer (NCO) meritorious promotion warrants should be presented with a standard Marine Corps (Red) presentation folder, blood stripe and the NCO Creed (as applicable/ available).

#### 6. Command and Signal

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

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



M. F. HEDELUND

DISTRIBUTION: A and B

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## Meritorious Promotion Quotas for FYXX Quarter (AMHS Example)

R 000000Z MMM YY  
FM CG II MEF G ONE //ADJUTANT //  
TO RUJIAAA/TWO TWO MEU  
RUJIAAA/TWO FOUR MEU  
RUJIAAA/TWO SIX MEU  
RUJIAAA/II MIG  
RUJIAAA/SPMAGTF  
INFO RUJIAAA/CG II MEF G ONE  
BT  
UNCLAS  
SUBJ/MERITORIOUS PROMOTION QUOTAS FOR THE THIRD QTR FYXX  
MSGID/GENADMIN,USMTF,2007/CG II MEF G ONE/F002//  
POC/CHIEF, IAM/MGYSGT/UNIT: II MEF G1 ADJ  
/910-451-9931/EMAIL: CHIEF.IAM@USMC.MIL//  
POC/CLERK, IAM/LCPL/UNIT: II MEF G1 ADJ PROMOTIONS  
CLK/910-451-9933/EMAIL: IAM.CLERK@USMC.MIL//  
REF/A/DESC: DOC/CMC/JUNE 2012//  
REF/B/DESC: DOC/CG/MAY 2013//GENTEXT/REMARKS/  
1. THE MERIT PROM QUOTAS TO SERGEANT (SGT) AND CORPORAL (CPL) FOR THE SUBJECT  
QUARTER (MON, MON, MON) HAVE BEEN ALLOCATED AS FOLLOWS:  
UNIT (SGT/CPL)  
22 MEU (0/0)  
24 MEU (0/0)  
26 MEU (1/8)  
II MIG (3/10)  
SPMAGTF (2/2)  
2. PER REF A COMPUTATION IS BASED ON ONE-FOURTH PERCENT OF ONBOARD CPLS AND  
ONE PERCENT OF ONBOARD LCPLS RESPECTIVELY. PERCENTAGES ARE NOT ROUNDED UP  
TO THE NEXT WHOLE NUMBER. FURTHER, EXCESS FRACTIONS WILL NOT BE CARRIED OVER  
IF ONE OR MORE PROMOTIONS RESULT FROM THE QUARTERLY COMPUTATIONS.  
3. THE MONTHS IN WHICH QUARTERLY MERITORIOUS PROMOTIONS ARE EFFECTED TO SGT  
AND CPL ARE AS FOLLOW ON THE 2ND:  
3A. SGT: NOV, FEB, MAY, AUG  
3B. CPL: DEC, MAR, JUN, SEP  
4. NLT THE 1ST OF THE PROMOTION MONTH, THE MSE COMMANDER IS TO PROVIDE TO THIS  
HQ PER REF B THE "MERITORIOUS PROMOTION BOARD REPORT."  
5. PROMOTION (PR) PRO/CONS ARE TO BE PROCESSED IAW THE IRAM.  
6. PROMOTION WARRANTS ARE TO BE PREPARED AND SIGNED BY THE COMMANDING  
OFFICERS EXERCISING SPCM CONVENING AUTHORITY, CITING THIS MSG AS THE AUTH.//

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Meritorious Promotion Board Selection Report  
(Major Subordinate Element Commander Certification)

## LETTERHEAD

1400  
ORGCODE  
Date

From: Commanding Officer, \_\_\_\_\_  
To: Commanding General, II Marine Expeditionary Force (Attn: Adjutant)

Subj: MERITORIOUS PROMOTION BOARD REPORT

Ref: (a) II MEFO 1430.1\_  
(b) CG II MEF G ONE//ADJUTANT// msg XXXXX Month XX

1. Per reference (a), a Meritorious Promotion Board was convened on DD Mmmmm YYY to screen and select personnel for meritorious promotion to (Sergeant, Corporal) for \_\_\_\_ XX Quarter, Fiscal Year \_\_\_\_.

2. There was/were \_\_\_\_ allocations provided for vet and selection by this Command for this Quarter.

3. After careful and deliberate evaluation, and at the recommendation of my Senior Enlisted Leader the following Marine(s) were deemed "best" qualified for selection (having met or exceeded all criteria levied).

NAME (LAST, FIRST, MI)	EDIPI/MOS	SECTION
Trovillion, Tyler S.	0000000000/0369	S-3
Kasal, Bradley A.	0000000000/0111	S-1

4. All administrative requirements necessary to effect this promotion (i.e warrant preparation, warrant submission for MCTFS reporting (promotion), proficiency and conduct marks for Corporals via Marine on Line) has been effected.

5. Point of contact for this matter is Sergeant Major Dan Daly at (XXX) XXX-XXXX.

I. M. MSC COMMANDER

Enclosure (2)

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## Meritorious Promotion Criteria

1. Marines nominated for meritorious promotion to the below denoted ranks MUST meet the following criteria (without exception).

(a) Time in Service (TIS) Requirements

- (1) PFC/LCPL. None
- (2) CPL. 6 Months
- (3) SGT. 18 Months

(b) Physical Fitness Test. Current and First Class(c) Combat Fitness Test. Current and First Class(d) Meets Height / Weight Standards(e) Marksmanship. Current and Qualified(f) Martial Arts (Minimum Belt Requirement)

- (1) PFC - CPL. (Less than 2 years TIS) = Tan
- (2) PFC - CPL. (More than 2 years TIS) = Gray
- (3) SGT. Green

(g) Proficiency and Conduct Marks

- (1) LCPL/CPL. 4.3 / 4.3
- (2) SGT. 4.5 / 4.5

(h) No Nonjudicial Punishment (NJP) within 12 months(i) No Derogatory Page 11's within 12 months(j) Professional Military Education (PME)(1) LCPL to CPL

- a. Complete MARINENET EMPE 3000AA course "Leading Marines" and
- b. Complete Command-Sponsored LCPLs Leadership and Ethics Seminar

(2) CPL to SGT

- a. Complete MARINENET EMPE 4000AA course and
- b. Complete Command-Sponsored CPLs Course

(k) Active participant in the Commandant's Professional Reading Program.  
Marines MUST read five books by years end per ALMAR 015/17.

2. ALL STATUS' MUST BE UPDATED IN THE MCTFS PRIOR TO BOARD REPORT SUBMISSION.

Enclosure (3)

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II MEF CG Meritorious Promotion Congratulatory Letter



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20080  
CAMP LEJEUNE, NC 28542-0080

1400  
SGTMAJ/G-1  
Date

From: Commanding General, II Marine Expeditionary Force  
To: Corporal Richard E. Evans Jr. 1112223333 USMC  
Via: Commanding Officer, Major Subordinate Command

Subj: MERITORIOUS PROMOTION SELECTION TO SERGEANT

1. On behalf of the entire II Marine Expeditionary Force (MEF), I offer my sincerest congratulations to you on your selection for promotion (meritoriously).
2. This distinction and honor not only recognizes your past accomplishments, but also indicates the absolute confidence your leadership, and the MEF Sergeant Major and I have in your potential for continued professional growth and assumption of increased responsibility.
3. Take a minute to reflect on this monumental achievement, and then reengage in executing "What Matters to Us" - Semper Fi Leader of Marines!

R. F. HEDELUND

Copy to:  
CMC MMSB-20