

PROMOTIONS

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BREAK

Billet Description

Responsibilities of the IPAC promotions clerk are to oversee the procedures of the various Commands that operate within IPAC which includes MLG, Wing, Division, and ISB to report or submit any data that would be required for regular promotions, special promotions, and remedial considerations. Therefore, you must establish some internal controls or procedures for tracking promotions.

1. Implement and maintain a tracking system such as six part file folders broken down quarterly and labeled appropriately. The label will include the title as Enlisted Promotions, the MCO P1400.32D and the date to include the year and quarter/months.
2. Login to MOL and verify when recommendation certifications are due which is generally on the 15th. Between the 5th and the 10th.
3. Send monthly notification to MSC's via email to remind them promotion recommendations are due. Track this by configuring your Outlook settings to give you a confirm receipt to verify they read the email. Make a personal folder for each MSC in your Outlook and keep the confirmation email in the respective folder. After recommendations are certified print a copy and place in the six part folder.
4. Receive all signed non-rec page 11 counseling entries and place in service record books.
5. Look in MOL to see when the due date is for Will Not Promote certifications.
6. Notify MSC's via email to remind them Will Not Promote certifications are due on that date.

7. Confirm they read the email and save all read receipt emails in there respective Outlook personal folders.
8. Look for the select grades to post on or about the 25th.
Select grades will post in MOL and on the DFR (Diary Feedback Report).
9. Notify the MSC's via email to view their select grade rosters in MOL and prepare promotion warrants or approve any Will Not Promotes.
10. Confirm they read the email and save all read receipt emails in there respective Outlook personal folders.
11. Ensure all promotion pro and cons are being approved in MOL and verify they posted in MCTFS.
12. Receive all signed Will Not Promote page 11 counseling entries and place in service record books.
13. Zeroed out composite scores, research missing data and get it entered into MCTFS using the proper source document.
14. Make use of your tickler file for this entire process as it will be needed for unit diary.
15. Verify the missing data posted in MCTFS and run ttc 287 002 on unit diary to re-compute the Marine's composite score.
16. Look for the advisory to reflect the Marine's new composite score and check to see if it meets or exceeds the cutting score.
17. Remedial selections, if the Marine has the required cutting score then run ttc 287 003 on unit diary to Request Remedial Selection.
18. Look for the advisory to reflect the Marine as a select grade in the system.
19. Inform the MSC to prepare a promotion warrant for select grade Marine.

20. File all source documentation for recomputed composite scores and remedial packages into the six part promotion folder.

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References

1. **MCO P1400.32D Marine Corps Promotion Manual**
2. **MCO P1080.40C Marine Corps Total Force System Personnel Reporting Instruction User Manual (MCTFSPRIUM)**
3. **MCO P1070.12K Individual Records Administration Manual (IRAM)**
4. **DFAS-KS 7220.21R Marine Corps Total Force System Automated Pay System Manual (MCTRS APSM)**

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Promotion Authorities

PFC - MCO P1400.32D par 2200.1

LCpl - MCO P1400.32D par 2200.2

Cpl and Sgt - The proper authority for NCOs will always be in accordance with the date time group per the MARADMIN for the promotion quarter, Example for January: R 280931Z DEC 09 (date time group) MCBul 1400 of 28 Dec 2009 (authority).

SSgt through SgtMaj - No authority required.

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Points of Contacts

Remedial Selections

Mrs. Murphy, D. K.

Phone: (703) 784-9718

Fax: (703) 784-9882

Email: dawn.murphy@usmc.mil

Enlisted Promotions (MMPR2)

Harry Lee Hall

17 LeJeune Road

Quantico, VA 22134-5104

Phone: (703) 784-9718/19

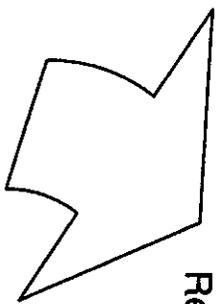
DSN: 278-9718/19

Fax: (703) 784-9882

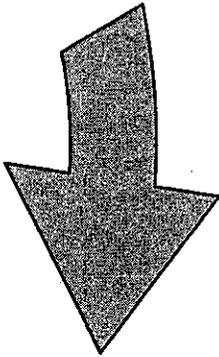
Email: enlistedpromotions@usmc.mil

BREAK

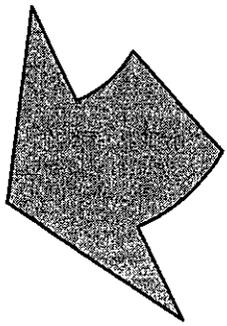
Flow Chart



View
Recommendation
Roster

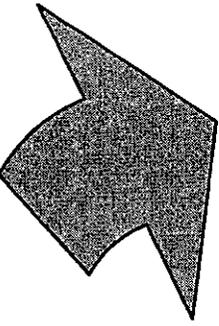


Certification
Rec/Non-Rec
Page 11

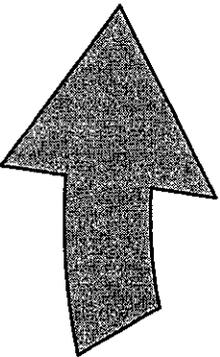


Select Grade
Roster

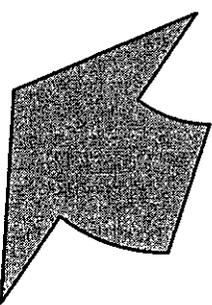
Recompute/
Remedial
promotion



Promotion
Warrants



Will not
Promote
Roster



BREAK

Reserve Promotion Procedures

This is a list of events within promotions that occur on a monthly basis...

1. Prepare the monthly/quarterly folder along with the monthly checklist.
2. Deliver monthly notification letters on or about the 5th to MSC's requesting CO certifications for promotion recommendations in MOL that are due on the specified date in MOL.
3. Login to MOL to verify recommendations. Pull the rosters and print copies to place in file folder.
4. Collect non-recommended page 11 entries and file in SRB.
5. Login to MOL to verify Select Grade rosters between the 24th and 28th. Print out copies to place in monthly file folder.
6. Research the new join log book to see if there are any possible new joins who would not have shown up as select grade under our RUC.
7. Get a copy of promotion warrants and place on file.
8. View promotion Pro/Con markings in MOL. These markings are required for Cpl and Sgt and will be labeled with the "PR" occasion.
9. Notify Commanders that Will Not Promote certifications are due.
10. Login to MOL to verify and print Will Not Promotes and place on file.
11. Collect Will Not Promote page 11 entries and file in SRB.

BREAK

Viewing Cutting Scores in MCTFS

Active and reserve promotion parameters for the current promotion quarter.

Active and reserve cutting scores for the current promotion month.

Type "CCOS" in MCTFS and select the desired option: 9999 indicates the specified MOS to that rank is closed!

F2 = Active promotion parameters for LCpl / Cpl

F4 = Active Cutting Score Table

F5 = Reserve promotion parameters for LCpl / Cpl.

F6 = Reserve Cutting Score Table

Do not use "CCOS" to view Active Reserve cutting scores.

See MARADMIN. Only Active Reserve cutting scores are listed on the MARADMIN.

See "CCOS" for Drilling Reserve (SMCR) cutting scores.

Changes will be made to the cutting scores during the third week of each month and changes to the promotion parameters will be made at the end of the 2nd month of each promotion quarter. During this time data may be constantly changing. To ensure accurate cutting score information is obtained for each month, cutting scores should not be viewed until after select grades have been received on their Diary Feedback Report (DFR). . Effective 1 January 2001, cutting scores are no longer published on MarAdmins. The MarAdmin will contain authority to effect the promotions of Marines who receive select grades generated on the unit's DFR.

The Cutting score tables are printed and filed for each month.

EXAMPLE

TJDPCTSC

EDPA66 ENTER NEXT SSN: _____

~~RESERVE CUMULATIVE SCORE TABLE~~

ENTER CATG: _____

SEQ NBR: _____

01/04/2010

10:05:37

JANUARY

| JS | FOR CPL | FOR SGT | MOS | FOR CPL | FOR SGT | MOS | FOR CPL | FOR SGT |
|------|------------|------------|------|------------|------------|------|------------|------------|
| 0100 | 1741 | 1877 | 1300 | 1694 | 1729 | 3300 | 1710 | 1754 |
| 0200 | 1608 | 1878 | 1800 | 1659 | 1711 | 3400 | 9999 | 1553 |
| 0300 | 1686 | 1735 | 2100 | 1720 | 1749 | 3500 | 1723 | 1764 |
| 0400 | 1702 | 1735 | 2300 | 1731 | 1800 | 4300 | 1501 | 1713 |
| 0500 | 9999 | 1715 | 2600 | 1668 | 1651 | 4400 | 1640 | 1733 |
| 0600 | 1704 | 1749 | 2800 | 1769 | 1779 | 4600 | 1681 | 1791 |
| 0800 | 1701 | 1714 | 3000 | 1705 | 1779 | 5500 | 9999 | 1689 |
| 1100 | 1721 | 1741 | 3100 | 1679 | 1759 | 5700 | 1768 | 1774 |

ANY MOS NOT LISTED IS CLOSED FOR THIS PROM PRD

C O N T I N U E D

PF1 - HELP

PF3 - EXIT TO CCOS MENU

PF12 - LOCAL PRINT

EXAMPLE

TJDPPARA

RESERVE PROMOTION PARAMETERS FOR LCPL/CPL

01/04/2010
09:49:54

EDPA66 ENTER NEXT SSN: _____ ENTER CATG: _____ SEQ NBR: _____

RESERVE PROMOTION PARAMETERS FOR LCPL

LCPL MINIMUM DOR: 20090503
LCPL MINIMUM PEBD: 20090103
LCPL CUTOFF FOR PRO/CON AND OTHER ELEMENTS: 20091120
LCPL COMPUTATION CUTOFF DATE FOR TIG/TIS: 20091231
LCPL PROM QUARTER EFFECTIVE DATE: 201001

RESERVE PROMOTION PARAMETERS FOR CPL

CPL MINIMUM DOR: 20090103
CPL MINIMUM PEBD: 20080103
CPL CUTOFF FOR PRO/CON AND OTHER ELEMENTS: 20091120
CPL COMPUTATION CUTOFF DATE FOR TIG/TIS: 20091231
CPL PROM QUARTER EFFECTIVE DATE: 201001

PF1 - HELP

PF3 - EXIT TO CCOS MENU

PF12 - LOCAL PRINT

Eligibility requirements for SMCR and Active Reserve Cpl and Sgt promotions

| QTR | LCPL DOR | LCPL PEBD/AFADBD | CPL DOR | CPL PEBD/AFADBD | TIG/TIS | MCTFS CUTOFF |
|------------|---------------------|-----------------------------|--------------------|----------------------------|----------------|-------------------------|
| Jan 2006 | 2 May 05 | 2 Jan 05 | 2 Jan 05 | 2 Jan 04 | 31 Dec 05 | 20 Nov 05 |
| Apr 2006 | 2 Aug 05 | 2 Apr 05 | 2 Apr 05 | 2 Apr 04 | 31 Mar 06 | 20 Feb 06 |
| Jul 2006 | 2 Nov 05 | 2 Jul 05 | 2 Jul 05 | 2 Jul 04 | 30 Jun 06 | 20 May 06 |
| Oct 2006 | 2 Feb 06 | 2 Oct 05 | 2 Oct 05 | 2 Oct 04 | 30 Sep 06 | 20 Aug 06 |
| Jan 2007 | 2 May 06 | 2 Jan 06 | 2 Jan 06 | 2 Jan 05 | 31 Dec 06 | 20 Nov 06 |
| Apr 2007 | 2 Aug 06 | 2 Apr 06 | 2 Apr 06 | 2 Apr 05 | 31 Mar 07 | 20 Feb 07 |
| Jul 2007 | 2 Nov 06 | 2 Jul 06 | 2 Jul 06 | 2 Jul 05 | 30 Jun 07 | 20 May 07 |
| Oct 2007 | 2 Feb 07 | 2 Oct 06 | 2 Oct 06 | 2 Oct 05 | 30 Sep 07 | 20 Aug 07 |
| Jan 2008 | 2 May 07 | 2 Jan 07 | 2 Jan 07 | 2 Jan 06 | 31 Dec 07 | 20 Nov 07 |
| Apr 2008 | 2 Aug 07 | 2 Apr 07 | 2 Apr 07 | 2 Apr 06 | 31 Mar 08 | 20 Feb 08 |
| Jul 2008 | 2 Nov 07 | 2 Jul 07 | 2 Jul 07 | 2 Jul 06 | 30 Jun 08 | 20 May 08 |
| Oct 2008 | 2 Feb 08 | 2 Oct 07 | 2 Oct 07 | 2 Oct 06 | 30 Sep 08 | 20 Aug 08 |
| Jan 2009 | 2 May 08 | 2 Jan 08 | 2 Jan 08 | 2 Jan 07 | 31 Dec 08 | 20 Nov 08 |
| Apr 2009 | 2 Aug 08 | 2 Apr 08 | 2 Apr 08 | 2 Apr 07 | 31 Mar 09 | 20 Feb 09 |
| Jul 2009 | 2 Nov 08 | 2 Jul 08 | 2 Jul 08 | 2 Jul 07 | 30 Jun 09 | 20 May 09 |
| Oct 2009 | 2 Feb 09 | 2 Oct 08 | 2 Oct 08 | 2 Oct 07 | 30 Sep 09 | 20 Aug 09 |
| Jan 2010 | 2 May 09 | 2 Jan 09 | 2 Jan 09 | 2 Jan 08 | 31 Dec 09 | 20 Nov 09 |
| Apr 2010 | 2 Aug 09 | 2 Apr 09 | 2 Apr 09 | 2 Apr 08 | 31 Mar 10 | 20 Feb 10 |
| Jul 2010 | 2 Nov 09 | 2 Jul 09 | 2 Jul 09 | 2 Jul 08 | 30 Jun 10 | 20 May 10 |
| Oct 2010 | 2 Feb 10 | 2 Oct 09 | 2 Oct 09 | 2 Oct 08 | 30 Sep 10 | 20 Aug 10 |

How to find MOS cutting Scores

1. Log into 3270

WLNWOZ402480
Unclassified

USE OF THIS OR ANY OTHER DEPARTMENT OF DEFENSE INTEREST COMPUTER SYSTEM (DODICS) CONSTITUTES YOUR CONSENT TO MONITORING BY DOD AUTHORIZED PERSONNEL FOR COMPUTER SECURITY AND SYSTEM MANAGEMENT PURPOSES. THIS DODICS AND ALL RELATED EQUIPMENT ARE TO BE USED FOR THE COMMUNICATIONS, TRANSMISSION, PROCESSING, MANIPULATION, AND STORAGE OF OFFICIAL U.S. GOVERNMENT OR OTHER AUTHORIZED INFORMATION ONLY. UNAUTHORIZED USE OF THIS COMPUTER MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.

| | | | |
|-------------------|---------------|-----------------|-----------------|
| SO - ARDEC | SD - DITCO | SL - ASIMS-E | SH - DLA ATAAPS |
| ST - AMCOM/SBCCOM | SK - ASIMS-S | SQ - ASIMS-C | SM - ASIMS-W |
| SX - TEAD | SP - ARL | SV - RIA | SR - ASC/DFAS |
| QD - ASIMS-H | SU - JMC/WVA | QA - SSO DAYTON | SW - FAR EAST |
| QH - CECOM | SY - TACOM | | QC - ASIMS-T |
| QL - AMCOM-M | QE - ANAD/APG | | QG - RRAD |
| | QI - LEAD | | QK - LOGSA |
| | QR - NAMI | X - SNI MENU | |

ENTER SELECTION ==>

TIM > 0 24.42 A

2. Go into MC Total Force System.

WLNWOZ402480
Unclassified

EDG116
TRAPMENU00

TTCICSP0

05/25/2010
16:05:56

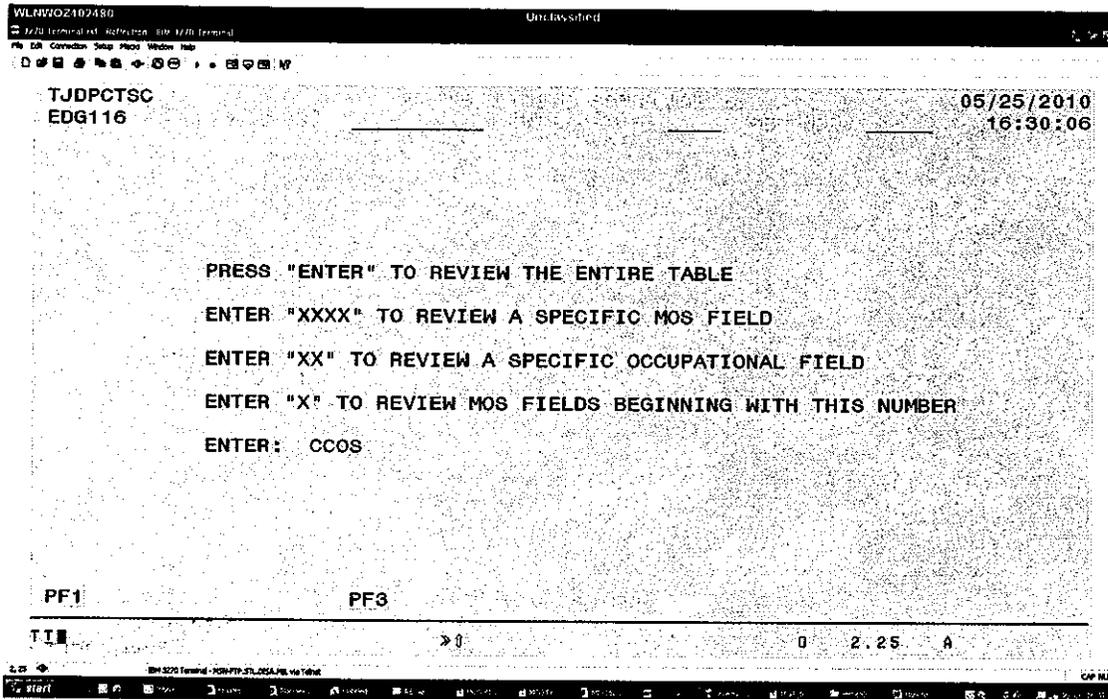
01. LOGOFF OF CIGS
02. TJA MC TOTAL FORCE SYSTEM
03. TDA BAH ON-LINE VIEW
04. TRS REMARK SUMMARY
05. TDR MCTFS RETRIEVAL
06. ESF CMA SPOOL PRINT
07. TOL MCTFS OLDS
08. TBA BONDS AND ALLOTMENTS
09. TCE MCTFS LES REVIEW
10. TCV RUC QUALIFIED DOWNLOAD
11. TUF DD/EFT TRACE INQUIRY
12. TRW ONLINE LES PRINT
13. TF9 IATS ONLINE VIEW
14. TER MCTFS ERROR CODE TABLES
15. NAT2 PRODUCTION NATURAL
16. ESF ESF-CMA SPOOL PRINT
17. NAT DATABASE 230
18. TDM TABLES VIEW

02 PA2 2SNM0357

1 7 8

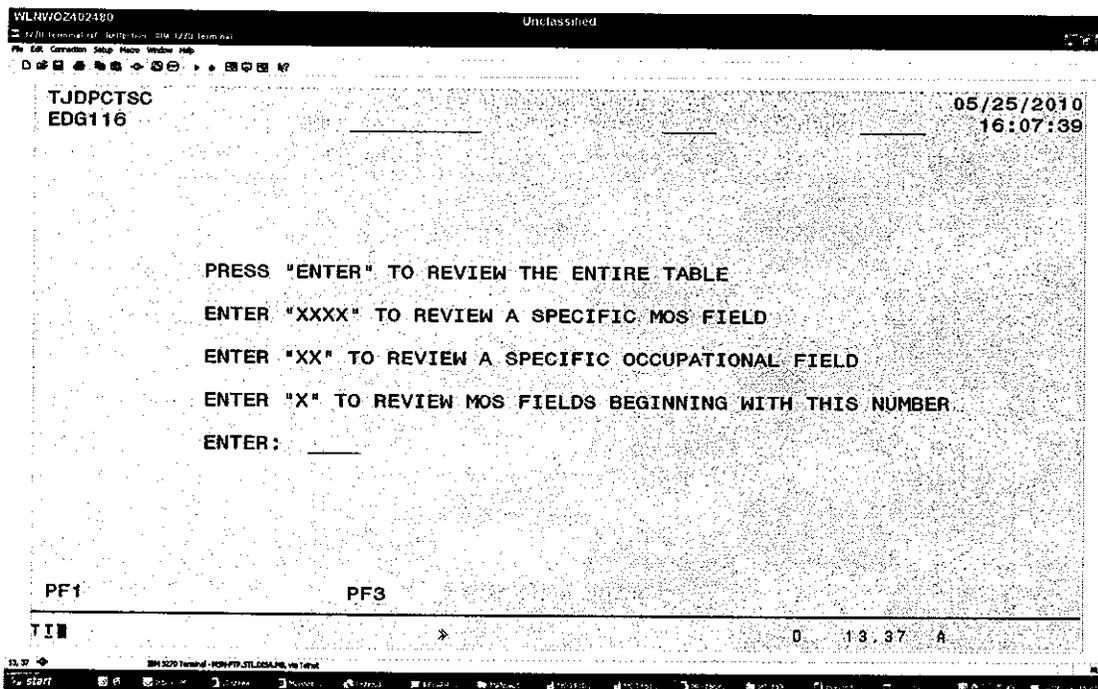
TIM > 0 21.60 A

3. Type CCOS for the requested category code.



If looking for the entire MOS table, select F4 then press enter.

If looking for an individual MOS, type in that MOS.



4. Press F12 to print.

WLNWOZ107480 Unclassified

IBM 3270 Terminal - RJE: IBM 3270 Terminal

File Edit Connection Setup Macro Window Help

TJDPCTSC 05/25/2010
 EDG116 16:08:39

JUNE

| | | | | | | | | |
|------|------|------|------|------|------|------|------|------|
| 0100 | 9999 | 9999 | 0321 | 9999 | 1637 | 0600 | 9999 | 9999 |
| 0121 | 1654 | 1809 | 0331 | 1650 | 9999 | 0611 | 9999 | 9999 |
| 0143 | 9999 | 9999 | 0341 | 1639 | 9999 | 0612 | 1484 | 1716 |
| 0151 | 1654 | 1809 | 0351 | 1743 | 9999 | 0613 | 1484 | 1716 |
| 0161 | 1646 | 9999 | 0352 | 1566 | 1734 | 0614 | 9999 | 9999 |
| | | | | | | 0619 | 9999 | 9999 |
| 0200 | 9999 | 9999 | 0400 | 9999 | 9999 | 0621 | 1533 | 1744 |
| 0211 | 9999 | 1585 | 0411 | 1614 | 9999 | 0622 | 1409 | 1629 |
| 0231 | 1516 | 1699 | 0431 | 1564 | 1764 | 0623 | 1409 | 1629 |
| 0241 | 1614 | 1539 | 0451 | 1649 | 1782 | 0624 | 9999 | 9999 |
| 0261 | 1582 | 1694 | 0481 | 1588 | 1718 | 0626 | 9999 | 9999 |
| | | | | | | 0627 | 9999 | 1664 |
| 0300 | 9999 | 9999 | 0500 | 9999 | 9999 | 0628 | 1585 | 1495 |
| 0311 | 1692 | 1803 | 0511 | 9999 | 9999 | 0651 | 1572 | 1673 |
| 0313 | 9999 | 9999 | | | | 0656 | 9999 | 9999 |

PF1 PF3 PF12

IBM 3270 Terminal - RJE: IBM 3270 Terminal 0 2.25 A

START

BREAK

Promotion Recommendation and Select Grade Process

Recommendations

Reservists with the exception of junior Marines are promoted quarterly. Letters are delivered to the Commanders and are signed for on a monthly basis to notify them that non-recommendations, if any, are due to be certified no later than the date that is specified in MOL. The notification letter is generally delivered between the 5th and the 10th of each month. Place a copy of the signed letter on file in the quarterly/monthly folder.

Certified non-recs are reflected in the "TIG/TIS Eligible Marines" roster in MOL and subsequent page 11 entries are submitted into the individual's service record book during drill weekend.

Note: Per MarAdmin 181/09, effective 1 October 2008, Lance Corporals who desire to be promoted to Corporal must complete the Leading Marines MCI (MCI 0037) before they can be recommended for promotion. Lance Corporals who have not completed the required MCI 0037 or Fundamentals of Marine Corps Leadership MCI (MCI 0033) will not be recommended for promotion until they complete the required PME.

Will Not Promote

Ensure Will Not Promote entries get reported in MOL for select grade Marines who were not reported as non-recommended by the specified date but are otherwise still not recommended.

Marines who will not get promoted are reported the same way as those Marines who were not recommended earlier in the month. Commanders will click on the "Negatively Rec This Marine" link. However, the Diary Feedback Report will advise you of a "Will Not Promote" on that Marine. Make sure to notify the Commanders of the due date as specified in MOL for the Will Not Promotes by delivering a letter and having them sign for it. Place a copy of the signed letter on file. File subsequent page 11 entries into the individual Marines service record.

Select Grades

Select grades are generally posted on or about the 25th of each month. There are two ways to verify select grades once they have posted. The first way, is the advisory section of the Diary Feedback Reports that are retrieved in Unit Diary. Go into MOL and view the select grades by clicking on the "Select-Grade Marines" link and print a copy to place on file in the Quarterly/Monthly folder.

Notify the Commanders of the select grades so that they can get promotion warrants ready or report non recommendations to generate Will Not Promote. You will receive an advisory for those Marines, if any, who will not get promoted and just make sure you annotate the select grade roster for those Marines.

Examples of page 11 entries and how to pull recommendation and select grade rosters in MOL will be explained in greater detail as you go step by step throughout the following pages.

Example Format of Page 11 Entry

(date): I understand I am eligible but not recommended for promotion to (rank) for the (quarter) promotion period because of (reason). I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of my SRB. I choose (to) (not to) make such a rebuttal.

SNM: (Marine's signature) CO: (CO's signature)

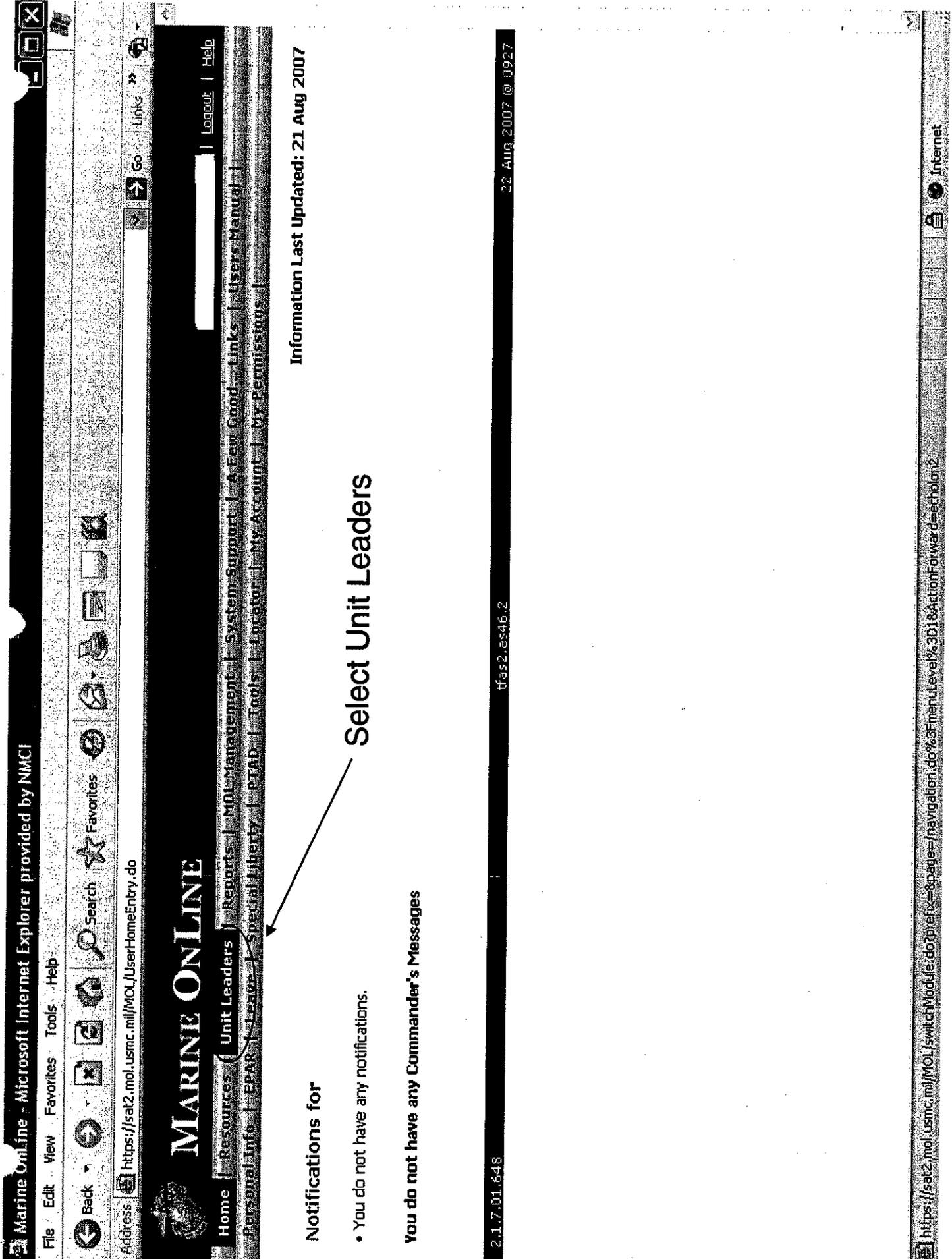
Example Format of Will Not Promote Page 11 Entry

(date): I understand that I am selected but will not be promoted to (rank) for the (quarter) promotion period because of (reason). I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of my SRB. I choose (to)(not to) make such a rebuttal.

SNM: (Marines signature) CO: (CO's signature)

Promotion Recommendation Module

- View eligible, restricted, and Marines selected for Promotion
- Make negative recommendations
- Print promotion warrants



Information Last Updated: 21 Aug 2007

Select Unit Leaders

Notifications for

- You do not have any notifications.

You do not have any Commander's Messages

2.1.7.01.648

tfas2.as46.2

22 Aug 2007 @ 09:27

https://sat2.mol.usmc.mil/MOL/switchModule.do?prefix=8page=Navigation.do%3FmenuLevel%3D1&ActionForward=echolon2

Internet

MARINE ONLINE

Small Unit Leader Support Tools

The following options may be available if you have received applicable permissions:

Unit Management Status Report (UMSR)

Modify duty status (i.e. Present for Duty or SIQ).
Change unit membership (i.e. move member to another work section).
Join/Drop members at the command level.

Commander's Messaging (Cmndr's Msg)

Create and send text messages to the members of your organization.

Leave Management (Leave Mgmt)

View, Edit, and Approve leave requests for your organization.

Proficiency/Conduct (Pro/Con)

Create, Review, and Approve Pro Con Recommendations.

Promotion Recommendation (Prom Rec)

View, Edit, and Approve recommendations for promotion (PFC- Sgt).

Special Liberty

Create, View, Edit, and Approve Special Liberty requests for your organization.

Permissive Temporary Additional Duty (PTAD)

Create, View, Edit, and Approve Permissive TAD requests for your organization.

BIC Assignment Roster

View and Edit members' BIC, and Billet Description.

View Reports

View Personal Information Reports on members of your organization. These reports include Awards, Aviation Information, BIR, BTR, Education, RED, ROS, PSMC, and Operational Cultural Information Report.

Training

PROMOTION RECOMMENDATIONS

Authorization Selection

Your MOL account is associated with multiple roles or organizations. Please select the organization/role in which you would like to use Promotion Recommendations.

User MOBCCOM (36000): ADMIN. PREPARER.

Depending on your permissions chose the scope you want to work in.

Promotion Recommendation Workspace

Promotion Recommendations: Home - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://sa2.mol.usmc.mil/recs/PromotionsHome.do

PROMOTION RECOMMENDATIONS

PromRec Home

A Promotion Recommendation Work Area for
B Current Organization: M08800M (36000) [Choose Scope | Change Authorization]

A The Select-Grade Process is Scheduled to Run Today

Work Links

- Marines with Recommendations (9)
- Marines with Conflicting Recs
- Not Recommended Marines
- Print Warrants
- Roster Counts Report

Message Denier

You have no messages

C

Roster Views

- TIG & TIS Eligible Marines
- All CPLs & Below
- Restricted Marines

Roster Counts Report

F

Search For Unit Member

Last Name:

First Name:

Current Rank: All Corporals & Below

Component: Active Duty

E

Calendar Key

Will-Not-Promote Certifications Due

Recommendation Certifications Due

Select Grade Cutoff

Holiday:

September

| | | | | | | |
|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

August

| | | | | | | |
|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

July

| | | | | | | |
|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Internet

A. View specific Companies or work sections in your scope.

B. Notification with number of days left until cutoff date.

C. Message center

D. Different roster views of your Marines.

E. Calendar showing all due/cutoff dates.

F. Search function.

PROMOTION RECOMMENDATIONS

PromRecHome

MOL Home | Logout | Help

Promotion Recommendation Work Area for

Current Organization: MOBCOM (36000) [Choose Scope | Change Authorization]

The Select-Grade Process is Scheduled to Run Today

Message Center

You have no messages

Work Links

- Marines with Recommendations (9)
- Marines with Conflicting Recs
- Not Recommended Marines
- Print Warrants
- Roster Counts Report

Roster Views

- TIG & TIS Eligible Marines
- All CPLs & Below
- Restricted Marines

Click here to make recommendations on TIG/TIS eligible Marines.

Search For Unit Member

Last Name:

First Name:

Current Rank: All Corporals & Below

Component: Active Duty

Calendar Key

Will-Not-Promote Certifications Due

Recommendation Certifications Due

Select Grade Cutoff

Holiday

Weekend (Saturday/Sunday)

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 36 | | | | | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

TIG/TIS Eligible Roster View

Promotion Recommendations: Roster - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://sa2.moi.usmc.mil/recs/NextPage.do

PromRec Home | Logout | Help

PROMOTION RECOMMENDATIONS

MOBCOM (36000): TIG and TIS Eligible

| Rank | Name | Unit | Status/Rec | Previous Page | Next Page |
|------|-------------------|------|--|---------------|----------------------------|
| CPL | 36000-1-RPAC-SELR | | Eligible / Recommended by Default | | Negatively Rec This Marine |
| CPL | 36000-6-OPSX-INFO | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-8-MPAY-TRVL | | Eligible / Recommended by Default | | Negatively Rec This Marine |
| CPL | 36000-1-RPAC-SELR | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-1-RPAC-IRRX | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-3-MOBI | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-4-FUNE-FUNE | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-1-RPAC-IRRX | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-1-RPAC-IRRX | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-3-MOBI | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-1-CSCX | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-1-RPAC-ACDU | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-1-RPAC-IRRX | | Reservist Not in This Cycle, Not Eligible Until 1 Sep 2007 | | |
| CPL | 36000-M-MISA-IABX | | Eligible / Recommended by Default | | Negatively Rec This Marine |
| CPL | 36000-4-SERV | | Eligible / Recommended by Default | | Negatively Rec This Marine |

Records: 31-45 of 55

Printer Friendly View | Excel Spreadsheet

Filters for this Roster: Active Duty Only | Reserve Only

Available Actions: Send Notification | Find Another Marine

Other Work Links & Rosters: Not Recommended Marines | Marines with Conflicting Recs | Marines with Recommendations All CPLs & Below | TIG & TIS Eligible Marines | Restricted Marines

Page 3 of 4

2.1.1.00.36 ftcSS-03-46.2 22 Aug 2007 @ 11:22

A. Select a name to view details on that Marine.

B. Marines grayed out are currently restricted from promotion.

Marines with blue links may have negative recommendations made.

C. Print roster or convert to excel.

D. Filter roster, search for a different Marine, or chose a different roster to view.

PROMOTION RECOMMENDATIONS

PromRec Home

MOBCOM (36000): TIG and TIS Eligible

| Rank | Name | Unit | Status |
|------|------|-------------------|--|
| LCPL | | 36000-8-MPAY-TRVL | Eligible |
| LCPL | | 36000-1-RPAC-IRRX | Reservist |
| LCPL | | 36000-8-MPAY-ICXX | Eligible |
| CPL | | 36000-4-SUPX | Reservist Not In This Cycle, Not Eligible Until 1 Sep 2007 |
| CPL | | 36000-1-RPAC-IRRX | Reservist Not In This Cycle, Not Eligible Until 1 Sep 2007 |
| CPL | | 36000-8-MPAY-TRVL | Certified Negative Recommendation |
| CPL | | 36000-3-SORC | Eligible / Recommended by Default |
| CPL | | 36000-8-MPAY-PAYD | Eligible / Recommended by Default |
| CPL | | 36000-1-RPAC-IRRX | Reservist Not In This Cycle, Not Eligible Until 1 Sep 2007 |
| CPL | | 36000-1-RPAC-IRRX | Reservist Not In This Cycle, Not Eligible Until 1 Sep 2007 |
| CPL | | 36000-8-MPAY-TRVL | Eligible / Not Recommended |
| CPL | | 36000-1-RPAC-ACDU | Reservist Not In This Cycle, Not Eligible Until 1 Sep 2007 |
| CPL | | 36000-3-SORC | Eligible / Recommended by Default |
| CPL | | 36000-1-RPAC-SELR | Reservist Not In This Cycle, Not Eligible Until 1 Sep 2007 |
| CPL | | 36000-8-MPAY-TRVL | Eligible / Recommended by Default |

Click on the blue link to make a negative rec on that Marine.

[Previous Page](#) [Next Page](#) →
[Negatively Rec This Marine Sep 2007](#)
[Negatively Rec This Marine Sep 2007](#)
[Negatively Rec This Marine Sep 2007](#)

Records 16-30 of 55

Printer Friendly View | Excel Spreadsheet

Filters for this Roster

Active Duty Only | Active Reserve Only | Reserve Only

Available Actions

Send Notification | Find Another Marine

Other Work Links & Rosters

[Not Recommended Marines | Marines with Conflicting Recs | Marines with Recommendations](#)
[All CPLs & Below | TIG & TIS Eligible Marines | Restricted Marines](#)

Select a Reason for the Negative Recommendation (Required)

- Physical Fitness Shortcoming
- Lack of Leadership
- Recent Counseling Statements
- Lack of Maturity
- Recent or Pending Legal Action
- Lack of Initiative
- Lack of Judgement
- Lack of Professionalism
- Lack of MOS Proficiency
- Lack of Responsibility

Select one or more reasons why this Marine should not be promoted then click Next.

Effective Period of Negative Recommendation

Your Promotion Recommendations are due by 1800 CST on 15 Sep 2007.

Your Select grade list will be available on 23 Aug 2007. Your ability to stop the promotion of a selected Marine begins on 23 Aug 2007 and expires on 03 Sep 2007.

Next Cancel

Recommendation processed successfully

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <https://es2.incl.usmc.mil/recs/No-RecConfirmation.do>. A large grey message box in the center reads: "Lets you know your reason for not recommending this Marine was processed successfully." Below this, a status bar indicates "36000-8-MPAY-ICXX" and "Eligible X Not Recommended". A navigation bar contains links: "Recent Counseling Statements.", "Undo My Negative Rec", "A <<-- Return to Roster", and "Record 1 of 1". A message box at the top right says "Result: Requested action completed successfully".

The main content area is titled "Recommendation Against Promotion" and lists several categories of information:

- Personal Information:**
 - Time in Grade: 1 Yr 2 Mors
 - Time in Service: 4 Yrs 1 Mon
 - DOB: 6.11.2006
 - SSN: ****-0129
 - PMOS: 3432
 - SCC: 24 Aug 2007
 - Duty Status: DU
 - Component: Active Duty
- Personal Reports:**
 - Awards Report
 - Basic Individual Record
 - Basic Training Record
 - Education Report
 - Record of Service
- Available Actions:**
 - Send Notification
 - Find Another Marine
- Other Work Links & Rosters:**
 - Not Recommended Marines
 - Marines with Conflicting Recs
 - Marines with Recommendations
 - All CPLs & Below
 - TIG & TIS Eligible Marines
 - Restricted Marines

At the bottom of the page, the footer contains the text: "2.1.1.00.36 ifas5.33445.2 Times shown are USMT -0500" and "22 Aug 2007 @ 1358".

A. Allows you to return to the full roster you were working from.

B. Changes the recommendation from a negative to a positive rec.

C. Gives basic information about the Marine.

D. Allows you to view more detailed information about this Marine.

Recommendations are completed

Once all your recommendations have been made the next person in the chain can review, agree, or disagree with your recommendations.

Once everyone in the chain has made their comments and changes, the CO can go in and certify all the recommendations. Once they have been certified, the corresponding transaction will be automatically submitted to the Marine Corps Total Force System (MCTFS).

Promotion Recommendations: Home - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address: https://sat2.mol.usmc.mil/recs/PromotionHome.do

PROMOTION RECOMMENDATIONS

Home Logout Help

The Select-Grade Process is Scheduled to Run Today

Promotion Recommendation Work Area for
Current Organization: M0800DM (36000) [Choose Scope | Change Authorization]

Work Links

- Marines with Recommendations (13)
- Marines with Conflicting Retcs
- Not Recommended Marines
- Print Warrants
- Roster Counts Report

Roster Views

- TIG & TIS Eligible Marines
- All CPLs & Below
- Restricted Marines

You have no messages

Individuals with certifier permissions click here to certify all recommendations

Search For Unit Member

Last Name:

First Name:

Current Rank: All Corporals & Below

Component: Active Duty

Find

Calendar Key

Will-Not-Promote Certifications Due

Recommendation Certifications Due

Select Grade Cutoff

Holiday

Weekend (Saturday/Sunday)

| Month | S | M | T | W | T | F | S |
|-----------|----|----|----|----|----|----|----|
| July | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| August | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| September | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| October | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| November | 29 | 30 | 31 | | | | |

PROMOTION RECOMMENDATIONS

Select a Marine to certify. If you disagree with the current recommendation, click the Recommend link

MOBCOM (36000): Marines with Recommendations

| Rank | Name | Unit | Status |
|-------|------|-------------------|-----------------------------------|
| ended | | 36000-P-USDB-CNFT | Certified for Promotion |
| ended | | 36000-8-MPAY-PAYD | Certified Negative Recommendation |
| ended | | 36000-8-MPAY-TRVL | Eligible / Not Recommended |
| ended | | 36000-8-MPAY-PAYD | Certified Negative Recommendation |
| ended | | 36000-1-RPAC-SELR | Eligible / Not Recommended |
| ended | | 36000-8-MPAY-TRVL | Certified Negative Recommendation |
| ended | | 36000-8-MPAY-TRVL | Eligible / Recommended |
| ended | | 36000-8-MPAY-TRVL | Certified Negative Recommendation |
| ended | | 36000-1-RPAC-SELR | Certified Negative Recommendation |
| ended | | 36000-8-MPAY-TRVL | Certified Negative Recommendation |
| ended | | 36000-8-MPAY-ICXX | Eligible / Recommended |
| ended | | 36000-8-MPAY-TRVL | Certified Negative Recommendation |
| ended | | 36000-8-MPAY-TRVL | Eligible / Not Recommended |
| ended | | 36000-4-SERV | Eligible / Not Recommended |

If you agree with the current recommendation, click on Create New Rec or Comment.

Create New Rec or Comment
You Positively Recommended This Marine

Create New Rec or Comment
You Positively Recommended This Marine

Create New Rec or Comment
You Positively Recommended This Marine

Create New Rec or Comment
Concur with Negative Rec

Create New Rec or Comment
Concur with Negative Rec

PROMOTION RECOMMENDATIONS

Negatively Recommended Marine(s)

None

Positively Recommended Marine(s)

Current Cycle Date: 01 Sep 2007
Recommendation Type: Negative Recommendation

Effective Period of Negative Recommendation

Your Promotion Recommendations are due by 1800 CST on 15 Sep 2007.

Your Select grade list will be available on 28 Aug 2007. Your ability to stop the promotion of a selected Marine begins on 28 Aug 2007 and expires on 03 Sep 2007.

2.1.1.00.36

Has5.as46.2

Clicking Confirm will launch a TTC. If a recommendation is erroneously certified, corrective action must be taken by your servicing PAC/IPAC.

Once the recommendation has been certified, you are taken back to the full list. Notice it now says Certified for Promotion.

MOBCOM (36)

Result: Requested action completed successfully

| Rank | Name | Unit | Status/Rec |
|-----------|-------------------|------|-----------------------------------|
| ended | 36000-P-USDB-CNET | | Certified Negative Recommendation |
| commended | 36000-8-MPAY-PAYD | | Certified for Promotion |
| ended | 36000-8-MPAY-TRVL | | Certified Negative Recommendation |
| ended | 36000-8-MPAY-PAYD | | Certified for Promotion |
| ended | 36000-1-RPAC-SELR | | Certified Negative Recommendation |
| ended | 36000-8-MPAY-TRVL | | Eligible / Recommended |
| ended | 36000-8-MPAY-TRVL | | Certified Negative Recommendation |
| ended | 36000-1-RPAC-SELR | | Certified Negative Recommendation |
| ended | 36000-8-MPAY-TRVL | | Certified Negative Recommendation |
| ended | 36000-8-MPAY-ICXX | | Eligible / Recommended |
| ended | 36000-8-MPAY-TRVL | | Certified Negative Recommendation |
| ended | 36000-8-MPAY-TRVL | | Eligible / Not Recommended |
| ended | 36000-4-SERV | | Eligible / Not Recommended |

You Positively Recommended This Marine
 Create New Rec or Comment
 You Positively Recommended This Marine
 Create New Rec or Comment
 You Positively Recommended This Marine
 Create New Rec or Comment
 Recommend | Create New Rec or Comment
 Concur with Negative Rec
 Recommend | Create New Rec or Comment
 Concur with Negative Rec

Select Grade Roster

Promotion Recommendations: Home - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address: https://sat2.moi.usmc.mil/recs/PromotionsHome.do

PROMOTION RECOMMENDATIONS

PromRec Home

Promotion Recommendation Work Area for
Current Organization: 1ST MAINTENANCE BN (28321) [Choose Scope]

Message Center

You have no messages

Work Links

- Will Not Promote
- Marines with Recommendations (0)
- Marines with Conflicting Recs
- Not Recommended Marines
- Print Warrants
- Roster Counts Report
- Your Workspace

Roster Views

- 1TG & T1S Eligible Marines
- Select-Grade Marines
- All CPLs & Below
- Restricted Marines

Calendar Key

| | | |
|--|-----------------------------------|---------------------|
| Will-Not-Promote Certifications Due | Recommendation Certifications Due | Select Grade Cutoff |
| September: S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | | |
| August: S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | |
| July: S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | |

Search For Unit Member

Last Name:

First Name:

Current Rank: All Corporals & Below

Component: Active Duty

Find

Once the Select Grade process has completed, you will be able to view the Select Grade roster and Print Promotion Warrants.

PROMOTION RECOMMENDATIONS

1ST MAINTENANCE BN (28321): Select Grade List

| Rank | Name | Unit | Status/Rec |
|------|------|--------------|-----------------------------------|
| PFC | | 28321-E-EEHE | Certified Negative Recommendation |
| LCPL | | 28321-M-M2ND | Selected / Recommended by Default |
| LCPL | | 28321-E-EEUT | Selected / Recommended by Default |
| CPL | | 28321-R-R6TH | Selected / Recommended by Default |
| CPL | | 28321-R-R6TH | Selected / Recommended by Default |

You Negatively Recommended This Marine
 Negatively Rec This Marine
 Negatively Rec This Marine
 Negatively Rec This Marine
 Negatively Rec This Marine

Records 1-5 of 5

All Marines listed in the Select Grade roster will be automatically promoted on or about the 5th of the month, with an effective date of the 1st.

Filters for this Roster

Active Duty Only | Active Reserve Only | Reserve Only

Available Actions

Send Notification | Find Another Marine | Your Recommendations

Other Work Links & Rosters

Not Recommended Marines | Marines with Conflicting Recs | Marines with Recommendations
 All CPLs & Below | TIG & TIS Eligible Marines | Select-Grade List | Restricted Marines

Promotion Recommendations: Roster - Microsoft Internet Explorer provided by NJACJ

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://sat2.mcl.usmc.mil/recs/RosterSelectAction.do?typeOfRoster=SELECT_GRADE

PromRecHome

PROMOTION RECOMMENDATIONS

MCL Home | Logout | Help

1ST MAINTENANCE BN (28321): Select Grade List

| Rank | Name | Unit | Status/Rec | Certified Negative Recommendation | You Negatively Recommended This Marine |
|------|------|--------------|-----------------------------------|-----------------------------------|--|
| CPL | | 28321-E-EEHE | Selected / Recommended by Default | | Negatively Rec This Marine |
| CPL | | 28321-M-M2ND | Selected / Recommended by Default | | Negatively Rec This Marine |
| CPL | | 28321-E-EEUT | Selected / Recommended by Default | | Negatively Rec This Marine |
| CPL | | 28321-R-R6TH | Selected / Recommended by Default | | Negatively Rec This Marine |
| CPL | | 28321-R-R6TH | Selected / Recommended by Default | | Negatively Rec This Marine |

Records 1-5 of 5

Page 1 of 1
Printer Friendly View | Excel Spreadsheet

Filters for this Roster

Active Duty Only | Active Reserve Only | Reserve Only

Available Actions

Send Notification | Find Another Marine | Your Recommendations

Other Work Links & Rosters

Not Recommended Marines | Marines with Conflicting Recs | Marines with Recommendations
All CPLs & Below | TIG & TIS Eligible Marines | Select-Grade List | Restricted Marines

But wait, I have a Marine on the Select grade roster that shouldn't be promoted, now what?

If this occurs, then you can click on the Negatively Rec for that Marine.

CLICKING AND CERTIFYING THIS WILL GENERATE A WILL NOT PROMOTE TRANSACTION INTO MCTFS.

Things to Remember

- Negative Recommendations are due no later than the 15th of every month.
- All Marines are recommended for promotion by default so reporting “Recommend for Promotion” on your Marines is not necessary.
- Marines may be in an ineligible/restricted status for different reasons which include:
 - Not attaining TIG or TIS requirements
 - On Promoted restriction
 - On restriction due to Weight Control
- Only Marines with PromRec permissions will have access to the PromRec Module tab.
- The Select Grade Roster link, Print warrant link, and Will Not Promote link will only be available after the Select Grade process runs on or about the 25th of each month.
- After the Select Grade process runs, the only way to stop a Selected Marine from being promoted is by recommending and certifying a Negative Recommendation which will generate a Will Not Promote TTC into MCTFS.

BREAK

Printing Promotion Warrants

Promotion Recommendations: Home - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://sat2.mol.usmc.mil/frcs/PromotionsHome.do

PROMOTION RECOMMENDATIONS

PromRecHome

Home | Logout | Help

The Select-Grade Process is Scheduled to Run Today

Promotion Recommendation Work Area for
 Current Organization: MOBCOM (35000) [Choose Scope | Change Authorization]

Message Center

You have no messages

Work Links

- Marines with Recommendations (13)
- Marines with Conflicting Reqs
- Not Recommended Marines
- Print Warrants
- Roster Counts Report
- Your Workspace

Review Another's Workspace [Go]

Roster Views

- TIG & TIS Eligible Marines
- All CPLs & Below
- Restricted Marines

Search For Unit Member

Last Name:

First Name:

Current Rank: All Corporals & Below

Component: Active Duty

Find

Calendar Key

Will-Not-Promote Certifications Due

Recommendation Certifications Due

Select Grade Cutoff

Holiday

Weekend

Monday

Table with 3 columns: July, August, September. Each column has a calendar grid with dates and days of the week.

Done

After the Select grade process runs, you will then be able to print promotions warrants for the Marines that have been selected.

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://sat2.mol.usmc.mil/recs/RosterSelectAction.do?typeOfRoster=WARRANTS>

MDL Home | Logout | Help

PROMOTION RECOMMENDATIONS

PromRec Home

1ST MAINTENANCE BN (28321): Print Warrants

1 Select Warrant Signator OR Create Warrant Signator

Warrant Signator:

Name:

Rank:

Component:

2 Select Warrant Role OR Create Warrant Role

Warrant Role:

Role:

3 Input Authority

| | Active Duty | Reserve |
|--|---|---|
| Private to Private First Class | <input type="text" value="MCO P1400.32D par. 2101.1"/> | <input type="text" value="MCO P1400.32D par. 2102.1"/> |
| Private First Class to Lance Corporal | <input type="text" value="MCO P1400.32D par. 2101.2"/> | <input type="text" value="MCO P1400.32D par. 2102.2"/> |
| Lance Corporal to Corporal Corporal to Sergeant | <input type="text" value="MCBUL 1400 of (Input Date)"/> | <input type="text" value="MCBUL 1400 of (Input Date)"/> |

Three sets of data are required before a warrant can be printed.

- 1) The Warrant Signatory. This may be chosen from the drop down box or manually entered.
- 2) The role of the Warrant signatory. This may also be chosen from a drop down box or entered manually.
- 3) And Lastly, the input authority. For Pvt-LCpl, both active and reserve the authorities are provided. For Cpl-Sgt, both active and Reserve, the date of the MCBul must be entered manually.

PROMOTION RECOMMENDATIONS

1ST MAINTENANCE BN (28321): Print Warrants Signatory:

| Current Rank | New Rank | Name | Authority | Data Only (prints on DD FORM 216MC) Complete Warrant (prints on blank paper) |
|--------------|----------|------|---------------------------|---|
| PFC | LCPL | | MCO P1400.32D par. 2101.2 | Data Only - Complete Warrant |
| PFC | LCPL | | MCO P1400.32D par. 2101.2 | Data Only - Complete Warrant |
| LCPL | CPL | | MCBUL 1400 of later | Data Only - Complete Warrant |
| LCPL | CPL | | MCBUL 1400 of later | Data Only - Complete Warrant |
| CPL | SGT | | MCBUL 1400 of later | Data Only - Complete Warrant |
| CPL | SGT | | MCBUL 1400 of later | Data Only - Complete Warrant |

Records 1-6 of 6

Page 1 of 1

Once you have entered all three fields of data you will be returned to the page that actually prints the warrants. There are two options to print the warrants. The Data Only option is used to print the warrants on the DD Form 216MC. The Complete warrant option is used to print the entire warrant on plain paper.

Organization of Files

MOL is the primary system that is used for the promotion system today which makes it much easier and faster. However, MOL is not always dependable and a backup system still needs to be in place. Therefore, a duplicate old fashioned hard copy MUST be retained for our records.

Neatly place recommendation rosters along with copies of page 11's into the monthly folder.

Place a copy of the select grade roster in the folder.

Place a copy of promotion warrants along with the select grade roster.

Place Will Not Promote page 11's in folder along with the Select Grade roster for those Marines who were reflected as a select grade in the system but were not recommended.

Add any copies of warrants or non-recommendations for Marines who did not show up on our rosters such as new joins...

File all remedial packages aside from the regular promotions to include all supporting documentation that is necessary for the remedial package. Make one section for incomplete packages and one section for complete packages. Documentation includes copies of DFR, MOS cutting score, training, BIR/BTR, composite score worksheet, CO certification for recommendation, promotion warrant, etc....

File any meritorious promotion packages in a section by itself aside from both regular and remedial packages. Meritorious packages will include a copy of the meritorious promotion warrant along with that Marine's pro/con markings.

BREAK

Request Re-compute Composite Score

Missing data will cause a composite score to zero out and post "0000" as an advisory in the Diary Feedback Report. Research and request the missing data so that it can be reported on Unit Diary for correction. Verify the data has posted in MCTFS and run a 287-002 TTC to re-compute the individual Marine's composite score. The re-computed composite score will post as an advisory. Follow up to see if the re-computed composite score meets the cutting score. If the Marine has the cutting score then TTC 287 003 Request Remedial Selection will be reported via Unit Diary. Look for the select grade advisory and notify his or her command to make a promotion warrant so they can present him or her with it and ensure the appropriate proficiency and conduct remarks are reported if necessary. If the Marine does not meet the cutting score then notify his command and they can inform him or her that the re-computed composite score did not meet the minimum requirement for promotion.

Incorrect data may be corrected with the proper source documentation. The source doc **MUST** be submitted before the data can be reported on Unit Diary. Report the corrective data on Unit Diary and follow up in MCTFS to make sure that the data has posted. Once the data has posted to MCTFS then go ahead and run the 287-002 TTC to re-compute the individual Marine's composite score. The re-computed composite score will post as an advisory. Follow up to see if the re-computed composite score meets the cutting score. If the Marine has the cutting score then TTC 287 003 Request Remedial Selection will be reported via Unit Diary. Look for the select grade advisory and notify his

command to make a promotion warrant so they can present him or her with it and ensure the appropriate proficiency and conduct remarks are reported if necessary. If the Marine does not meet the cutting score then notify his command and they can inform him or her that the re-computed composite score did not meet the minimum requirement for promotion.

Additional data that hasn't been submitted yet but has an effective date that can be action dated during that quarter or prior to the quarter can be submitted and entered into MCTFS via Unit Diary. Additional data can include special duty points, recruiting bonus points, and off duty education points which includes MCI's and college.

CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 5: COMPOSITE SCORES

2500. GENERAL. The CMC will control the number of Marines to be promoted to Sgt and Cpl through the use of the automated composite score system. The determination of which eligible Marines will be promoted, subject to the composite score stipulation, is the sole responsibility of the commander. The term "eligible" as it relates to promotion refers to any Marine who meets the required TIG/TIS requirements in paragraph 1202.1.

1. Composite score elements will be reported by unit diary entry for regular and reserve Marines by the cutoff date shown in the promotion plan in section 4 of this chapter. Composite score elements will also be reported for all hospitalized Marines (paragraph 1203.4 applies). A list of all unit diary entries relevant to the automatic computation of composite scores is contained in MCO P1080.40.

2. The unit will be informed via the DFR of the quarterly automated composite score for each eligible Marine assigned to the unit approximately 30 days prior to the promotion month. If a composite score is not computed because of missing or invalid information, the Marine will receive a "0000" score on the DFR. The DFR will give the reason why a composite score was not computed. Composite scores generated by this system are ONLY as accurate as the information resident in the MCTFS. It is imperative that commands enter accurate and complete information in a timely manner. Units will report missing/corrected elements on the diary and manually compute the score. If the manually computed composite score meets the cutting score announced, remedial consideration should be requested.

3. Once a regular Marine's composite score is computed, that composite score is applied for each month of the promotion quarter and is reflected on the unit's DFR for three months, unless the Marine is selected and the promotion is effected. Reserve Marines are promoted the first month of each promotion quarter. Their composite scores are computed only for the first month of each promotion quarter.

EXAMPLE 1: A regular Marine with an MOS of 0411 has a composite score of 1648 computed on 31 May and reflected on the DFR in June, July, August. Cutting scores are then published for each of the three months of the promotion quarter; July, August, and September. In July, the cutting score is 1655, the Marine is not selected for promotion. In August, the cutting score is 1649 and the Marine is not selected for promotion. In September, the cutting score is 1640 and the Marine will be selected for promotion.

EXAMPLE 2: A Reserve Marine with an MOS of 0411 has a composite score of 1652 computed on 31 May and reflected on the DFR in June, July, August. Cutting scores are then published for the reserve promotion period of July. In July, the cutting score is 1642, the Marine is selected for promotion.

EXAMPLE 3: A Reserve Marine with an MOS of 0411 has a composite score of 1652 computed on 31 May and reflected on the DFR in June, July, August. Cutting scores are then published for the reserve promotion period of July. In July, the cutting score is 1660, the Marine is not selected for promotion. Approximately 31 August, the Marine will have a composite score

computed for the October Reserve promotion quarter. If the Marine meets the required cutting score published in the MARADMIN, and is recommended, he or she will be selected.

4. Commanders will ensure that Marines whose composite scores are automatically computed by virtue of satisfying TIG/TIS eligibility requirements (paragraphs 2201.1 and 2201.2 apply) are recommended for promotion. Marines in the grades of LCpl and Cpl who are eligible for promotion by TIG/TIS, but are not recommended for promotion, must have a "NOT REC FOR PROM" entry entered in the MCTFS. This entry will prevent their composite scores from being used in the determination of cutting scores for their MOS or Occfld. The "NOT REC FOR PROM" entry should be reported on the unit diary between the 1st and 15th of the month prior to the month for which the Marine is not recommended for promotion during that quarter. In accordance with the current edition of MCO P1070.12, and concurrent with the unit diary entry, an appropriate page 11 counseling entry must be made in the Marine's service record book for each month the Marine is not recommended for promotion for reasons other than those listed in paragraph 1204 of this Manual.

5. If the "NOT REC" unit diary entry is not reported by the 15th, a "WILL NOT PROMOTE" entry will be reported on the unit diary. This entry will erase the "SEL GRADE" entry for the month concerned, but will not penalize the Marine for the following month. Again, an appropriate page 11 counseling entry must be made in the Marine's service record book in accordance with the current edition of MCO P1070.12. If applicable, an appropriate unit diary entry will also be made per the on-line MCTFSPRIUM.

6. If a selected Marine is to be transferred prior to receipt of the promotion authority and the Marine is not recommended for promotion, an appropriate page 11 counseling entry must be made in the Marine's service record book in accordance with the current edition of MCO P1070.12 concerning the commander's non-recommendation for promotion. If applicable, an appropriate unit diary entry will also be made per the on-line MCTFSPRIUM.

2501. COMPUTATION (USMC/USMCR). The following format is used in the computation of composite scores for LCpl and Cpls. It is also used to manually compute the composite score prior to the submission of a remedial promotion request for any LCpl or Cpl (USMC or USMCR).

| <u>Line No.</u> | | <u>Rating</u> | |
|-----------------|----------------------------------|---------------|-----------------------------|
| 1. | Rifle Marksmanship Score | = | _____ (Date of qual YYMMDD) |
| | <u>SCORE</u> | | |
| 2. | PFT | = | _____ (Date of test YYMMDD) |
| | <u>SCORE</u> | | |
| 3. | Subtotal (line 1 + 2) | = | _____ |
| 4. | GMP* Score (line 3 divided by 2) | = | _____ <u>Score</u> |
| 5. | GMP* Score (from line 4) | _____ x 100 | = _____ |
| | * General Military Proficiency | | |
| 6. | Average Duty Proficiency | _____ x 100 | = _____ |

- | | | | |
|--|-------|-------|---------|
| 7. Average Conduct | _____ | x 100 | = _____ |
| 8. TIG (months) | _____ | x 5 | = _____ |
| 9. TIS (months) (computed from AFABDD for USMC and Active Reserve; and from PEBD for Drilling Reserve) | _____ | x 2 | = _____ |
| 10. DI/Recruiter/MSG Bonus | _____ | x 1 | = _____ |
| 11. Self-Education Bonus: (a maximum of 100 points) | | | |
| a. MCI/Extension School | _____ | x 15 | = _____ |
| b. College/CLEP/Vocational | _____ | x 10 | = _____ |
| 12. Command Recruiting Bonus (a maximum of 100 points may be earned) | _____ | x 20 | = _____ |
| 13. <u>Composite Score</u> (sum of lines 5 through 12) | | | = _____ |

Line 1: Rifle Marksmanship. Use the recorded score achieved on the "KD" or "B-modified" course of fire during the current qualification period per MCO 3574.2 regardless of the grade held. Failed initial attempts at qualification/requalification will not be reported unless the commander determines that the failure was the result of a lack of effort or negligence on the part of the Marine. Commanders will ensure that deserving Marines are given the opportunity to requalify. If successful at a subsequent remedial attempt to qualify, enter the score of 25 (old 190) regardless of the score actually achieved. If the individual has not yet fired for requalification during the current fiscal year prior to the cutoff date of the specific promotion quarter, use the most recent rifle qualification score. Marines who fail to qualify after subsequent remedial attempts will have an entry of "unqualified" (be assigned a "0") entered into the MCTFS, which will remain for composite score purposes until the Marine fires again in the next fiscal year (USMC) or rifle qualification period (USMCR). Beginning 1 October 1997, all active duty and Reserve Marines will have a rifle qualification score included as part of their composite score computation, whether they are required to qualify that fiscal year or not. Marines serving in billets with rifle requalification waivers will have their most recent rifle qualification score used in the computation of their composite scores.

NOTE: It is the responsibility of the command to ensure that Marines who are recently joined by reason of Permanent Change of Station Orders, reenlistees with broken service, or who have executed an inter-component/category transfer (USMCR to USMC/IRR to SMCR) are afforded the opportunity to requalify with the service rifle as soon as possible, unless a valid rifle requalification score can be obtained from either the MCTFS record or training record for the previous fiscal year or rifle qualification period. This prevents those eligible Marines from receiving "0000" composite scores.

RIFLE CONVERSION TABLE

| <u>REQUALIFICATION/ SUSTAINMENT COURSE</u> | | <u>ENTRY LEVEL COURSE</u> |
|--|---------------|---------------------------|
| EX | 40 | 220 |
| SS | 35 | 210 |
| MM | 25 | 190 |
| 57 - 65 = 5.0 | 40 - 44 = 4.6 | 30 - 32 = 3.6 |
| 53 - 56 = 4.9 | 38 - 39 = 4.4 | 28 - 29 = 3.4 |
| 49 - 52 = 4.8 | 35 - 37 = 4.2 | 25 - 27 = 3.0 |
| 45 - 48 = 4.7 | 33 - 34 = 3.8 | 0 - 24 = 0.0 |

CONVERSION TABLE (Rifle Marksmanship Score to Rating)

| <u>Score</u> | <u>Rating</u> |
|--------------|---------------|
| 240-250 | 5.0 |
| 235-239 | 4.9 |
| 230-234 | 4.8 |
| 225-229 | 4.7 |
| 220-224 | 4.6 |
| 215-219 | 4.4 |
| 210-214 | 4.2 |
| 205-209 | 3.8 |
| 200-204 | 3.6 |
| 195-199 | 3.4 |
| 190-194 | 3.0 |
| 000-189 | 0.0 |

Line 2: Physical Fitness Test. Enter the PFT score achieved during the current testing period. IRR Marines must have completed a PFT within 24 months for composite score purposes. IRR Marines who have not completed a PFT within the last 24 months are not eligible for promotion. Marines with PFT scores more than 24 months old will be assigned a composite score of "0000". If the Marine fails the PFT, assign a "0", which will stand for composite score purposes during the current promotion quarter. **Failure of the PFT is a promotion restriction (per paragraph 1204.4x).** Remedial PFT scores will not subsequently replace failing scores in the composite score calculations. The first regularly scheduled PFT taken after the failure will be counted in the composite score calculations, providing it is prior to the cutoff date for the promotion quarter. If the individual has not yet been administered the PFT during the current period, enter the score attained during the preceding testing period regardless of the grade held. PFT scores for Marines with a medical excusal from any or all PFT events will be computed by adding the most recent scores for each of the three events. In the case of a Marine excused from the run, for example, the most recent score earned on the run before the excusal should be added to the points earned on the partial PFT. If the previous run time is not available, the minimum score may be assigned. A case of medical excusal where, through no fault of the Marine concerned, previous scores are not available, should be treated as if the PFT had been waived for the individual. Convert the score to a PFT rating from the conversion table below and enter the rating under the Rating column. **All Marines who fail a PFT and are subsequently medically not qualified to take a PFT (to include pregnant Marines) will retain the failed score until they can take and pass the PFT.**

NOTE: It is the responsibility of the command to ensure that Marines who are recently joined by reason of Permanent Change of Station Orders, reenlistees with broken service, or who have executed an inter-component/category transfer (USMCR to USMC/IRR to SMCR/IMA) are administered the PFT as soon as possible, unless a valid PFT score can be obtained from either the MCTFS record or training record for the previous year. This prevents those eligible Marines from receiving "0000" composite scores. It is the responsibility of the IRR member to ensure that a PFT is conducted within 24 months to remain eligible for promotion.

CONVERSION TABLE (PFT Score to Rating)

| COMBINED (17-26) | | |
|------------------|---------|--------|
| CLASS | SCORE | RATING |
| 1st | 280-300 | 5.0 |
| | 270-279 | 4.9 |
| | 260-269 | 4.8 |
| | 250-259 | 4.7 |
| | 240-249 | 4.6 |
| | 225-239 | 4.5 |
| 2nd | 215-224 | 4.4 |
| | 205-214 | 4.3 |
| | 195-204 | 4.2 |
| | 185-194 | 4.1 |
| | 175-184 | 4.0 |
| 3rd | 170-174 | 3.9 |
| | 160-169 | 3.8 |
| | 150-159 | 3.7 |
| | 140-149 | 3.6 |
| | 135-139 | 3.5 |
| Unqual | 0-134 | 0 |

| COMBINED (27 AND OLDER) | | |
|-------------------------|---------|--------|
| CLASS | SCORE | RATING |
| 1st | 280-300 | 5.0 |
| | 270-279 | 4.9 |
| | 260-269 | 4.8 |
| | 250-259 | 4.7 |
| | 240-249 | 4.6 |
| | 225-239 | 4.5 |
| 2nd | 215-224 | 4.4 |
| | 205-214 | 4.3 |
| | 200-204 | 4.2 |
| | 195-199 | 4.2 |
| | 185-194 | 4.1 |
| 3rd | 175-184 | 4.0 |
| | 170-174 | 3.9 |
| | 160-169 | 3.8 |
| | 150-159 | 3.7 |
| | 140-149 | 3.6 |
| 3rd | 135-139 | 3.5 |
| | 110-134 | 3.0 |
| Unqual | 0-109 | 0 |

Line 3: Subtotal. Add figures entered on lines 1 and 2 under the "Rating" column. Enter subtotal.

Line 4: Divide the subtotal on line 3 by 2. Enter this number in the space provided on line 4. The result of this division will represent an average rating for those lines considered. The average will be rounded off to the nearest 10th (4.44 would be 4.4; 4.45 would be 4.5). Enter the results of the division under the "Rating" column on line 4.

Line 5: GMP Score. Enter on line 5 the score shown in the "Rating" column on line 4 and multiply by 100. Enter result under the "Score" column.

Line 6: Average Duty Proficiency Marks. The mark to be used is the average of all duty proficiency marks assigned since the date of last promotion, reduction, or reenlistment (after a complete break in service of 24 hours or more), whichever is most recent and prior to the cutoff date designated in either paragraph 2201.3 or 2202.4. In the absence of such marks, an anticipated or projected duty proficiency mark will be assigned by the commander for use in the composite score. A duty proficiency mark assigned solely for use in the composite score will be made per the standards for duty proficiency marking contained in MCO P1070.12 and will be determined through interview, observation, proficiency marks received in lower grades, or any

combination of these methods. Marks assigned to hospitalized Marines will be determined in recognition of the limitations imposed by the Marine's medical condition. All proficiency marks received in grade by Marines in the Marine Corps Reserve will be included when determining the average proficiency marking. The average of duty proficiency marks will be rounded off to the nearest 10th (4.44 would be 4.4; 4.45 would be 4.5). Multiply the average marks by 100 and enter the result on line 6 under the "Score" column.

Line 7: Average Conduct Marks. The mark to be used is the average of all duty conduct marks assigned since the date of last promotion, reduction, or reenlistment (after a complete break in service of 24 hours or more), whichever is most recent and prior to the cutoff date designated in either paragraph 2201.3 or 2202.4. In the absence of such marks, an anticipated or projected duty conduct mark will be assigned by the commander for use in the composite score. A duty conduct mark assigned solely for use in the composite score will be made per the standards for duty conduct marking contained in MCO P1070.12 and will be determined through interview, observation, conduct marks received in lower grades, or any combination of these methods. Marks assigned to hospitalized Marines will be determined in recognition of the limitations imposed by the Marine's medical condition. All conduct marks received in grade by Marines in the Marine Corps Reserve will be included when determining the average conduct marking. The average of duty conduct marks will be rounded off to the nearest 10th (4.44 would be 4.4 or 4.45 would be 4.5). Multiply the average marks by 100 and enter the result on line 6 under the "Score" column

Line 8: Time in Grade. The computation of the total months in grade includes the number of months in the present grade on the current enlistment to the designated cutoff date and the TIG in the current or higher grade from a previous enlistment (USMC or USMCR [SMCR or IRR]), if the service was satisfactorily performed. To receive credit for TIG in the IRR from a previous enlistment, Marines must have earned a minimum of 27 points during their anniversary year. TIG from prior service in another branch of the Armed Forces will not be included. TIG from which a punitive (chapter 7 applies) or an incompetency reduction (chapter 6 applies) or unsatisfactory participation or performance reduction (USMCR) has been effected, is not satisfactory service in that grade and will not be included. Marines who are punitively reduced (chapter 7 applies) to the grades of LCpl or Cpl should serve 8 or 12 months, inclusively, from the date of reduction before becoming eligible for promotion to the grades of Cpl and Sgt again. Marines must also serve the required months as indicated in paragraph 1204. In the computation of time in grade and time in service only, a fraction of a month of 16 days or more will be counted as 1 month; less than 16 days will be disregarded.

EXAMPLE 1: A Marine had prior service in the USMC and reenlisted in USMC on 14 July 2003 as a LCpl with date of rank equal to his date of reenlistment. Based on his current date of rank of 14 July 2003, he will be eligible to count his prior service time as a Cpl beginning with the Jul, Aug, and Sep 2004 promotion quarter (paragraph 2302 applies). From the previous enlistment, SNM was discharged on 18 February 1998 as a Cpl with a date of rank of 1 March 1996. To calculate the total months in grade in this case, use the following procedure:

| <u>CURRENT TIG</u> | <u>PREVIOUS ENLM TIG</u> |
|----------------------------------|--------------------------------|
| 2004-09-30 (TIG/TIS cutoff date) | 1998-02-18 (date of discharge) |
| 2003-07-14 (new Cpl DOR) | 1996-03-01 (previous Cpl DOR) |
| 01-02-16 = 15 months current TIG | 01-11-17 = 24 months TIG |

A total of 39 TIG months would be entered on line 8 to be multiplied by 5, resulting in 195 entered in the "Score" column.

Line 9: Time in Service. The number to be used is the total months in service (U.S. Armed Forces (active and Reserve)) accrued from the AFABED for members of the USMC and Active Reserve, from the PEBD for members of the USMCR (Drilling Reserve) to the designated cutoff date for the specific promotion quarter. Enter the total months in service and multiply by 2, then enter the result on line 9 under the "Score" column.

Line 10: DI/Recruiter/MSG Bonus. Bonus points will be awarded and added to the composite score of LCpls and Cpls who are in one of the following categories and will remain in effect for the periods indicated, provided the Marine completes the assignment in a satisfactory manner. On the occasion of the award, an entry will be made on the administrative remarks page of the SRB. Once bonus points are used in a composite score and the Marine is promoted, those points may not be applied for subsequent consideration for promotion. SMCR Marines serving on active duty as Recruiter Aides are brought on to assist with the recruiting efforts. Since this is part of their job/responsibility, they are not eligible to receive bonus points. Bonus points are awarded to Marines who work outside of the recruiting arena who refer applicants to the recruiters.

a. Commanding Generals, Marine Corps Recruit Depots (MCRD), Parris Island and San Diego, and Marine Corps Combat Development Command (MCCDC), are authorized to add 100 points to the composite score of those drill instructors (DI) in the grade of Cpl who have graduated DI School and are assigned as drill instructors at either MCRD Parris Island or MCRD San Diego. The 100-point award will remain valid after successful completion of a tour of duty as a DI, and for 1 year from the date of transfer, subject to continued satisfactory performance.

b. Commanders are authorized to add 100 points to the composite score of those Cpls who have graduated recruiter school and are assigned as recruiters. The 100-point award will remain valid after successful completion of a tour of duty as a recruiter, and for 1 year from the date of transfer, subject to continued satisfactory performance. Per the current edition of MCO 1130.62, SMCR Marines serving as recruiter aides are not eligible to receive the 100 recruiter bonus points.

c. Cpls assigned by billet as recruiters are not eligible for the Command Recruiting Program or its incentives.

d. The Commanding Officer, Marine Security Guard (MSG) Battalion, is authorized to add 100 points to the composite score of Marine security guards (MSG) in the grades of LCpl and Cpl who have successfully completed MSG school and who are assigned as Marine Security Guards.

e. MSG Marines whose composite score exceeds his or her MOSS cutting scores for their MOS by 100 or more points at the time of promotion to corporal can send a request to the Commanding Officer, Marine Security Guard Battalion, to have the 100 bonus points continued. The bonus points will then be used towards promotion to sergeant. The responsibility for ensuring such action is taken rests with the individual Marine. The combined effective period for the special duty bonus points will not exceed 1 year after transfer from the special duty assignment.

f. Commanders of Marines assigned to any of the three Special Duty Assignments referred to above are authorized to revoke the 100-point bonus in the case of Marines who fail to complete their assigned tour of duty. An appropriate entry of such revocation will be made on the administrative remarks page of the SRB.

Line 11: Self-Education Bonus Points. Bonus points will be awarded to Marines who have completed courses substantiated by appropriate documentation of completion (i.e., certificate.) Only bonus points completed since promotion, reduction, or reappointment upon reenlistment to the current grade will be utilized. The exception will be for those Marines who are returned to active duty from the temporary disability retired list **and for continuous reenlistment Marines who reenlisted back onto active duty within 90 days** of discharge from active duty. Their bonus points will be used, since they will continue the service for which they were previously contracted. Completion of a formal resident school (e.g., NCO leadership or MOS qualifying school) does not count for points toward the composite score because these schools are not completed through self-education efforts. Determine the number of bonus points for each course completed and enter the total on line 11a and/or 11b (a maximum of 100 points may be awarded between MCI and college courses combined). A course may only be used one time, regardless of how many times the Marine has actually taken it. Multiply the number on each line by either 15 and/or 10 and enter the results under the "Score" column. Following is a list of approved courses with the assigned bonus points for each:

| <u>Course</u> | <u>Bonus Points</u> |
|--|---------------------|
| - MCI Course or other military service correspondence course (to include subcourses) | 15 |
| - College Level Examination Program (CLEP) Test (Each Portion) | 10 |
| - College Course (Semester or Quarter) | 10 |
| - Vocational School Course (Semester) | 10 |

NOTES:

1. No points will be awarded for high school-related courses or for courses taken prior to promotion, reduction or reappointment to the current grade.
2. For command-directed enrollment in the Marine NCO or Personal Finance MCI course, the commander will credit Marines with 15 bonus points for successful completion of such courses.
3. U.S. Navy Ratings Courses are equivalent to completion of MCI correspondence courses. The commander will credit Marines with 15 bonus points for successful completion of such courses. The grade sheet will be used as documentation of completion.
4. For Marines who have been disenrolled from the Naval Reserve Officers Training Corps (NROTC) program, MCI courses completed while in the NROTC program will not be applied to the computation of the composite score. These Marines have returned to an enlisted status, and only courses completed in the current grade prior to enrollment and subsequent to disenrollment will be counted.

5. Where MCI has a program which is comprised of two or more courses, points will be awarded for each course completion for LCpls and Cpls only. Each course completion must be annotated on the education page of the service record book.
6. Privates and PFC's with completed MCI courses will receive points towards their composite scores as lance corporals. Upon promotion to corporal, the self-education points will be reset to zero.
7. Enlisted Marines who participate in the BOOST program are considered for promotion under the composite score system; however, courses completed while enrolled in this program are not considered as self-education and bonus points are not applicable.
8. No points will be awarded for PADI certification or any other type of SCUBA course of instruction.
9. No points will be awarded for attendance at any substance abuse prevention program, regardless of whether attendance was mandatory or not.
10. Contact the CMC (MMPR-2) concerning other types of correspondence courses.

Line 12: Command Recruiting Bonus Points. Enter the bonus points awarded for participation in the Command Recruiting Program. For each individual referred while in the current grade, enter 20 points. Bonus points are to be awarded when the individual referred enlists (This can be in the DEP or SMCR awaiting IADT, or directly into the USMC or USMCR.). A maximum of 100 bonus points may be awarded.

Line 13: Composite Score. Add the value under the "Score" column for lines 5 through 12. The total is the Marine's composite score.

EXAMPLE OF A COMPLETED COMPOSITE SCORE WORKSHEET
FOR A LANCE CORPORAL IN THE USMC

The manual computation is for the January, February, and March 1998 promotion quarter. The Marine is a 19 year old LCpl in MOS 3051 who has S57 rifle score; a PFT score of 260; average PRO/CON Marks - 4.7/4.8, respectively; DOR is 970701; AFABDD is 960518; 100 Command Recruiting bonus points; 3 MCI courses and 3 college courses completed. Per ALMAR 348/97, the following information applies: DOR for LCpls is 2 July 1997 (TIG is computed to the end of the promotion quarter. A Marine who meets the TIG requirement at any time during the promotion quarter is eligible for that quarter.), AFABDD for LCpls is 2 March 1997, TIG/TIS cutoff for LCpl is 31 March 1998, MCTFS Data Elements cutoff is 15 November 1997.

| <u>Line No.</u> | <u>Rating</u> | | |
|--|---------------------------------|--------------|-----------------------------------|
| 1. Rifle Marksmanship | <u>S57</u> | = <u>5.0</u> | <u>970825</u> (YYMMDD of qual) |
| | Score | | |
| 2. PFT | <u>260</u> | = <u>4.8</u> | <u>970718</u> (YYMMDD of test) |
| | Score | | |
| 3. Subtotal (Line 1 + 2) | | = <u>9.8</u> | |
| 4. GMP Score (line 3 divided by 2) | | = <u>4.9</u> | <u>Score</u> |
| 5. GMP Score (from line 4) | <u>4.9</u> x 100 | = | <u>490</u> |
| 6. Average Duty Proficiency | <u>4.7</u> x 100 | = | <u>470</u> |
| 7. Average Conduct | <u>4.8</u> x 100 | = | <u>480</u> |
| 8. TIG (months) | <u>9</u> x 5 | = | <u>45</u> |
| 9. TIS (months) | <u>22</u> x 2 | = | <u>44</u> |
| | (computed from AFABDD for USMC) | | |
| 10. DI/Recruiter/MSG Bonus | _____ x 1 | = | _____ (YYMMDD Compl Date) |
| 11. Self-Education Bonus (maximum of 100 points between MCI & College): | | | |
| a. MCI/Extension School | <u>3</u> x 15 | = | <u>45</u> (YYMMDD Compl Date) |
| b. College/CLEP/Vocational | <u>3</u> x 10 | = | <u>30</u> (YYMMDD Compl Date) |
| 12. Command Recruiting Bonus | <u>100</u> | = | <u>100</u> (YYMMDD Compl Date) |
| (maximum of 100 points, 20 points per recruit, with a completion date of the date the recruit enlists) | | | |
| 13. Composite Score (sum of lines 5 through 12) | | | <u>1704</u> |

EXAMPLE OF A COMPLETED COMPOSITE SCORE WORKSHEET
FOR A CORPORAL IN THE USMC

The manual computation is for the April 1998 reserve promotion quarter. The Marine is a 21 year old Cpl in MOS 3051 who has S43 rifle score; a PFT score of 260; average PRO/CON Marks - 4.7/4.8, respectively; DOR is 970101; PEBD is 960518; 100 Command Recruiting bonus points; 3 MCI courses and 3 college courses completed. Per ALMAR 053/98, the following information applies: DOR for Cpls is 2 April 1997, PEBD (Drilling Reserve SMCR on active duty) and AFADBD (Active Reserve Marines only) for Cpls is 2 April 1996, TIG/TIS cutoff is 31 March 1998, MCTFS Data Elements Cutoff is 15 February 1998.

| <u>Line No.</u> | <u>Rating</u> | | |
|---|--|--------------|---|
| 1. Rifle Marksmanship | <u>S43</u> | = <u>4.6</u> | <u>970825</u> (YYMMDD of qual) |
| | Score | | |
| 2. PFT | <u>260</u> | = <u>4.8</u> | <u>971027</u> (YYMMDD of test) |
| | Score | | |
| 3. Subtotal (Line 1 + 2) | | = <u>9.4</u> | |
| 4. GMP Score (line 3 divided by 2) | | = <u>4.7</u> | |
| 5. GMP Score (from line 4) | <u>4.7</u> x 100 | = | <u>470</u> |
| 6. Average Duty Proficiency | <u>4.7</u> x 100 | = | <u>470</u> |
| 7. Average Conduct | <u>4.8</u> x 100 | = | <u>480</u> |
| 8. TIG (months) | <u>15</u> x 5 | = | <u>75</u> |
| 9. TIS (months) | <u>22</u> x 2 | = | <u>44</u> |
| | (computed from PEBD for SMCR, AFADBD for Active Reserve) | | |
| 10. DI/Recruiter/MSG Bonus | _____ x 1 | = | _____ (YYMMDD Compl Date) |
| 11. Self-Education Bonus (maximum of 100 points between MCI & College): | | | |
| a. MCI/Extension School | <u>3</u> x 15 | = | <u>45</u> (YYMMDD Compl Date) |
| b. College/CLEP/Vocational | <u>3</u> x 10 | = | <u>30</u> (YYMMDD Compl Date) |
| 12. Command Recruiting Bonus | <u>100</u> | = | <u>100</u> (YYMMDD Compl Date) |
| | | | (maximum of 100 points, 20 points per recruit, with a completion date of the date the recruit enlists) |
| 13. Composite Score (sum of lines 5 through 12) | | | <u>1714</u> |

MARCORPROMMAN, VOL 2, ENLPROM

CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 6: REMEDIAL CONSIDERATION FOR PROMOTION

2600. GENERAL. Remedial consideration is afforded to the grades of PFC through Sgt for administrative errors which delayed or prevented a Marine from being promoted. All requests for remedial consideration will be submitted by the command, to the CMC (MMPR-2) for approval (except as noted in paragraph 2604.5). No request for remedial promotion should be submitted directly to the Board for Correction of Naval Records (BCNR). Due diligence requires that requests for remedial consideration must be submitted within 1 year from the date of error or injustice. The CMC (MMPR-2) may, in the interest of fairness and under unusual circumstances, grant remedial consideration for requests which fall outside the 1 year limit. Requests submitted by a Marine directly to the CMC (MMPR-2) will be returned without action. The Marine Corps is authorized, within 6 months of the date the promotion should have been effected, to backdate the date of rank and effective date for pay and allowances due the Marine. Remedial requests approved by the CMC (MMPR-2) later than 6 months after the date the promotion should have been effected will require the Marine to subsequently petition the BCNR for pay and allowances. Upon approval of such requests by the CMC (MMPR-2), administrative instructions will be issued for the correct procedure to petition the BCNR.

2601. PFC (USMC/USMCR)

1. Commanders of Pvts who meet the TIG requirement, but did not receive a select grade in the MCTFS for the appropriate month, may input the promotion on the unit diary without reference to the CMC (MMPR-2). Pvts who are in a promotion restriction status, per paragraph 1204, will not be promoted. If the Pvt was punitively reduced (chapter 7 applies), ensure the appropriate TIG has been served per paragraph 2101.1a(4) (USMC) or paragraph 2102.1b(4) (USMCR). The date of rank and effective date will be the 1st of the month, unless the Marine received a meritorious promotion. If the promotion entry does not post to the MCTFS, a message requesting promotion to PFC for the appropriate month may be sent to the CMC (MMPR-2).

2. Commanders of PFCs who have been promoted late with an erroneous date of rank and effective date will submit a request for remedial promotion to the CMC (MMPR-2). The request may be submitted by letter or message and will contain the incorrect date of rank the Marine was given and what the correct date of rank should be. No written response will be provided. The date of rank correction will post to the command's DFR with the following instructions:

a. For date of rank corrections less than 6 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 11116 to DISBO for pay adjustment."

b. For date of rank corrections older than 6 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] of this advisory w/compl DDFORM 149 to the BCNR for backpay."

3. If any BCNR action is required based on the above actions, the command will be notified by the CMC (MMPR-2). No request should be submitted directly to the BCNR by the Marine or the Marine's command. Any request submitted directly to the BCNR will be returned with instructions for the command to submit a request to the CMC (MMPR-2).

2602. LCPL (USMC/USMCR)

1. Commanders of PFCs who meet the TIG/TIS requirement, but did not receive a select grade in the MCTFS for the appropriate month, may input the promotion on the unit diary without reference to the CMC (MMPR-2). LCpls who are in a promotion restriction status, per paragraph 1204, will not be promoted. If the PFC was punitively reduced (chapter 7 applies) ensure the appropriate TIG has been served per paragraph 2101.2a(4) (USMC) or paragraph 2102.2a(4) (USMCR). The date of rank and effective date will be the 1st of the month, unless the Marine received a meritorious promotion. If the promotion entry does not post to the MCTFS, then a message requesting promotion to LCpl for the appropriate month may be sent to the CMC (MMPR-2).

2. Commanders of LCpls who have been promoted late with an erroneous date of rank and effective date will submit a request for remedial promotion to the CMC (MMPR-2). The request may be submitted by letter or message and will contain the incorrect date of rank the Marine was given and what the correct date of rank should be. No written response will be provided. The date of rank correction will post to the command's DFR with the following instructions:

a. For date of rank corrections less than 6 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 11116 to DISBO for pay adjustment."

b. For date of rank corrections older than 6 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] of this advisory w/compl DDFORM 149 to the BCNR for backpay."

3. Commanders of LCpls who have been promoted late with an erroneous date of rank and effective date to the grade of PFC and LCpl will submit a request for remedial promotion to the CMC (MMPR-2). The request may be submitted by letter or message and will contain the incorrect date of rank the Marine was given and what the correct date of rank should be for both grades. Since the CMC (MMPR-2) does not have authority to correct a Marine's date of rank in the MCTFS for a previous grade, a letter will be sent to the Marine's command. The letter will give authority to correct the Marine's SRB and will contain instructions for submission of the DD Form 149 to the BCNR for backpay in the grade of PFC. The LCpl date of rank will be corrected in the MCTFS and the date of rank correction will post to the command's DFR with the following instructions:

a. For date of rank corrections less than 6 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 11116 to DISBO for pay adjustment."

b. For date of rank corrections older than 6 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] of this advisory w/compl DDFORM 149 to the BCNR for backpay."

4. If any BCNR action is required based on any of the above actions, the command will be notified by the CMC (MMPR-2). No request should be submitted directly to the BCNR by the Marine or the Marine's command. Any request submitted directly to the BCNR will be returned with instructions for the command to submit a request to the CMC (MMPR-2).

2603. CPL AND SGT (USMC/USMCR)

1. When a command fails to report all essential data elements in the MCTFS prior to the cutoff date, an incorrect composite score or a "0000" composite score will be computed. The command must then determine which element(s) were not input or input late and not reflected in the Marine's composite score. Once the appropriate data elements have posted to the MCTFS with the correct effective date, the command may request remedial promotion.

a. Two Type Transaction Codes (TTC) have been created that will be used to request a recomputation of a composite score and remedial consideration for promotion to Corporal and Sergeant via the unit diary. If a Marine's composite score for the current promotion quarter is incorrect due to the late entry of a data element (i.e., rifle, MCI), once the missing data element has posted to the MCTFS with the correct effective date, the unit may request a recomputation of the composite score. Once the recomputation has posted to the MCTFS, the unit may request remedial consideration for promotion if the recomputed composite score exceeds the required cutting score for the current month. See software release notice 2-99 and/or the current changes to MCO P1080.40 for detailed instructions.

(1) TTC 287-002. This transaction may only be used to recompute data for the current promotion quarter and will calculate data elements that were entered late and not included in the Marine's composite score (a rifle score, PFT score, special duty points, recruiting bonus points, off duty education bonus points, including MCI and college). Once composite scores for the next promotion quarter have posted to the MCTFS, this TTC may only be used to recompute composite scores for that promotion quarter.

(2) TTC 287-003. This transaction will allow a unit to request a remedial consideration for promotion for the current promotion month only and will generate a select grade if the Marine's recomputed composite score exceeds the cutting score for the current promotion month.

b. If the manual computation of the Marine's composite score meets the required cutting score for a promotion quarter other than the current quarter, a request must be submitted to the CMC (MMPR-2). Requests for remedial promotion due to incorrect PMOS, IMOS, erroneous "NOT REC" or "WILL NOT PROMOTE" entries may be submitted without the composite score worksheet, provided the Marine's composite score in the MCTFS is correct. All other remedial requests must be submitted in the appropriate format shown in Figure 2-2. No written response will be provided. If approved, the CMC (MMPR-2) will input the promotion on the unit diary with a date of rank and effective date of the 1st day of the month for which the Marine was qualified. The promotion will be reflected on the unit's DFR, at which time the command will prepare the certificate and promote the Marine.

c. Commanders of Cpls and Sgts who have been promoted late with an erroneous date of rank and effective date will submit a request for remedial promotion to the CMC (MMPR-2). The same procedures as stated in the above paragraph will apply. No written response will be provided unless the date of

rank correction is in a previous grade. The date of rank correction will post to the command's DFR with the following instructions:

(1) For date of rank corrections less than 6 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 1116 to DISBO for pay adjustment."

(2) For date of rank corrections older than 6 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] of this advisory w/compl DDFORM 149 to the BCNR for backpay."

d. Only Commanders of SMCR or Active Reserve Marines may submit remedial promotion requests to the CMC (MMPR-2). ALL remedial promotion requests for IRR Marines and IRR Marines on active duty must be submitted to the CG, MCRSC.

2604. PROCESSING OF REMEDIAL PROMOTION REQUESTS

1. General. Each remedial promotion request is logged into a data base and is worked in the order it is received. Commands and individual Marines with internet access may check the status of their remedial promotion requests by logging on to the Enlisted Promotion Section web page at www.usmc.mil, selecting "career", "marines", "promotions", "enlisted", then "on-line applications". Enter the unit RUC and MCC. This will bring up a list of all remedial promotion requests that have been received from that RUC and MCC. There are 2 categories: received and completed. Completed will have a unit diary number and a date; however, commands must check the diary history statement to determine whether the diary is an approval or disapproval.

2. A large number of remedial promotion requests are submitted with incomplete and/or incorrect information. This causes delay in the processing of a Marine's promotion. Commands must ensure that missing data elements are posted to the MCTFS with the correct effective date prior to submission of a remedial promotion request. Commands can help reduce the processing time of remedial promotion requests by auditing requests prior to their submission. Each remedial promotion request should be audited for the following most common errors:

- a. Incorrect social security number.
- b. Lack of completion dates (YYMMDD) for all data elements and unit diary input dates for correction of erroneous or missing data elements.
- c. Missing data elements not posted to the MCTFS (prior to submission of the request, all data elements should be posted to the MCTFS with the correct effective date).
- d. Inconsistent promotion months listed throughout the request (e.g., subject line has February 2004; line A has March 2004).
- e. Incorrect addition.
- f. Using incorrect data elements and/or data elements completed after the cutoff date.

BREAK

Remedial Promotions

Request remedial selection is the next step when a recomputed composite score is done through Unit Diary or manually computed and meets the required cutting score to the next grade. A request remedial selection can be entered via Unit Diary using TTC 287 003 if the individual Marine's composite score can be used for the current promotion quarter. This entry will compare the promotion effective date entered in the statement with the date entered by HQMC (MMPR-2) for the current month's promotion. If the dates match, the statement will process. If the dates do not match, then the statement will fail. If a Marine is determined to be eligible for a promotion outside of the current promotion month, then the unit must manually do a remedial consideration for promotion using the Marine Corps Promotion manual. Ref: MARCORPROMMAN, VOL 2, ENLPROM CH 2 SECTION 6. Considerations for remedial selection that fall outside of the current promotion quarter will require a letter from the CO to be faxed or emailed to Mrs. Murphy at HQMC (MMPR-2).

Requests for remedial selection will occur when 1.) Zeroed out ("0000") composite score or 2.) An individual Marine has a composite score and did not come up as a select grade.

1. An advisory notifies the promotions clerk that a Marine's composite score is "0000" the Marine is missing data that needs to be reported via Unit Diary and verified that it posted in MCTFS on the next cycle.
2. There are a few different scenarios as to why a Marine would have a composite score but would not be selected. The most logical being he or she did meet the cutting score. However, a Marine may have late training data in the system that would need to be updated to include a rifle score, PFT score, special duty points, recruiting bonus points, and off duty education bonus points, including MCI and college.

Late data used for remedial selection consideration must be provided by valid source documentation. The Marine's composite score will be manually computed and the appropriate Unit Diary entries will get reported if

necessary depending on the promotion quarter that the remedial selection is considered for.

There are two different types of Request for Remedial Selection processes to be followed. One will be based on the Current Quarter promotion period and the other will be for a Prior Quarter promotion period.

Current Quarter Promotion Period

All late or missing data is reported via Unit Diary. The data is verified in MCTFS the next day that it processed and TTC 287 002 REQ RECOMPUTE COMP SCORE gets ran on UD and a new composite score gets generated and is verified the next cycle in MCTFS. Once the composite score is re-computed and the individual Marine is determined to have met the cutting score TTC 287 003 REQUEST REMEDIAL SELECTION is reported. An advisory will post, notifying the promotions clerk of the select grade. The promotions clerk will notify the Commanding Officer to get a promotion warrant ready to present to the Marine.

Prior Quarter Promotion Period

All late or missing data is presented to the promotions clerk with the proper supporting documentation and the Marine's composite score is manually computed using the manual computation work sheet from the Promotions manual MCO P1400.32D MMPR-2. Once the individual Marine is determined to have met the cutting score and the data is posted in MCTFS, a signed letter from the Commanding Officer attesting to the Marine's qualifications must be made and submitted with the source documentation including Record of Service and the completed manual worksheet to CMC (MMPR-2). Requests for remedial promotion due to incorrect PMOS, IMOS, erroneous "NOT REC" or "WILL NOT PROMOTE" entries may be submitted without the composite score worksheet, provided the Marine's composite score in the MCTFS is correct. All other remedial requests must be submitted in the appropriate format shown in Figure 2-2 MCO P1400.32D MMPR-2. If CMC (MMPR-2) approves the request then they will report the select grade on their Unit Diary and the promotions clerk will be notified with an advisory on the Diary Feedback Report. The promotions clerk will notify the Commanding Officer to get a promotion warrant ready to present to the Marine.

BREAK

Checks and Balances

Question: Are procedures in place to report TTC 287 002 (REQ RECOMPUTE COMP SCORE) when late training data is reported after the training cutoff date for composite scores?

Answer: Whenever we are notified of late, missing, or incorrect data, such as training, pro/con's, etc... We do the research based on source documents and make the appropriate unit diary entries to correct that data. Once we verify that the data has posted to the system we run TTC 287 002 to request a recomputed composite score. Diary feedback is researched the next day to verify the Marine's new composite score.

Question: Are procedures in place to ensure late or missing training data causing zeroed-out composite scores is being obtained by the promotion section and that TTC 287 002 is being entered into the Marine Corps Total Force System?

Answer: We contact the MSE or the individual Marine for a copy of the source document needed for action on unit diary and the promotion section also keeps a folder for that contains the Marine's information.

Question: Is the Personnel Administration Center reporting TTC 287 003 (REQ REMEDIAL SELECTION) via Unit Diary on all eligible Marines who's Recomputed Composite Score did not post prior to the select grade to process?

Answer: We follow up on the recomputed composite score reported on unit diary and if it meets the cutting score for this quarter then we go ahead and report TTC 287 003. However, if the remedial promotion is for a prior quarter then we must submit a signed letter from the CO to Mrs Murphy at HQMC.

Question: Are negative promotion recommendations being certified by the 15th of each month by the appropriate promotion authority?

Answer: We send notifications via email to the MSE's between the 5th and the 10th of each month notifying each CO to certify non-recommendations for the quarter and we require a response indicating that the certifications have been made.

Question: Is the Personnel Administration Center reporting the appropriate "Promotion Restriction" entries via Unit Diary?

Answer: We as the promotion section keep track of and follow up on those Marines who are in a non-rec status due to restrictive UD entries such as NJP, weight control, etc... We do this by looking at 3270 MCTFS.

Question: Are "WILL NOT PROMOTE" entries being certified by the appropriate promotion authority prior to the automatic promotion process each month?

Answer: WILL NOT PROMOTE is reported in MOL by the MSE's. When select grades are posted we send notifications via email that they are due on the 5th.

Question: Are appropriate page 11 entries being typed and placed in the service record for all occasions for which "Not Recommended for Promotion", "Will Not Promote", "Promotion Restriction" and MAP/BCP assignment/removal to support entries in MCTFS?

Answer: All page 11 entries are made by the MSE's and certified on drill weekend. The page 11 is then placed in the service record and accounted for.

Question: Are procedures in place to terminate Marines from Weight Control after the appropriate documentation has been received from the supported command?

Answer: We report the source documentation on Unit Diary when we are notified of the change in status.

Question: Have written Internal Control Procedures been established for the Promotion Section to include billet responsibilities, Unit Diary reporting, document flow within the office, recommendation for promotion procedures, request for remedial selection, and zeroed-out Composite Score procedures?

Answer: See Promotion Desktop Procedures.

BREAK

APPENDIX

1. REQUEST FOR REMEDIAL LETTER
2. MANUALLY RECOMPUTED COMPOSITE SCORE WORKSHEET
EXAMPLE
3. COMPOSITE SCORE CONVERSION TABLE
4. MINIMUM TIME IN GRADE / TIME IN SERVICE (TIG / TIS)
REQUIREMENTS FOR PROMOTIONS
5. TTC'S FOR PROMOTIONS
6. SITUATIONAL REPORTING
7. EXAMPLES OF PROMOTION WARRANTS



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS NATIONAL CAPITAL REGION COMMAND
HENDERSON HALL
1555 SOUTHGATE ROAD
ARLINGTON, VA 22214-5000

IN REPLY REFER TO
1400
CONAD
5 May 03

From: Commanding Officer, Marine Corps National Capital
Region Command, Headquarters Battalion, MCNCRC,
Henderson Hall

To: Commandant of the Marine Corps (MMPR-2)

Subj: REQUEST CONSIDERATION FOR REMEDIAL PROMOTION TO
SERGEANT FOR THE MONTH OF OCTOBER 2003; CASE OF
CORPORAL DEVIL M. DOGG 000 00 0000 / 1824 USMC

Ref: (a) MARADMIN 425/00 dtd 1 Sep 2000

Encl: (1) Composite Score Worksheet
(2) Diary Retrieval (1)
(3) Manual Composite Score Computation
(4) Record of Service

1. Reference (a) is the Annual Promotion Plan. Request remedial consideration for promotion to Sergeant for Corporal Dogg. Sergeant Dogg is eligible and recommended for promotion for the month of October by the Commanding Officer.

2. Sergeant Dogg was mobilized to active duty on 10 February 2002. After recomputing his composite score, SNM rates promotion on the first day of the third quarter of 2003. SNM's date of rank should be 1 October 2003. SNM/s composite score was a 1744 and the cutting score for the 18XX MOS is 1677 for the October, November, December quarter. SNM requests a remedial promotion to Sergeant effective 1 October 2003.

3. Point of contact is Staff Sergeant Im A. Marine, Personnel Chief, DSN 224-7171 / 72 or commercial (703)614-7171 / 72 and fax (703)614-7158.

HARD D. DOGG
By direction

MANUALLY RECOMPUTED COMPOSITE SCORE WORKSHEET EXAMPLE

The image shows a screenshot of a software application window titled "COMPOSITE SCORE WORKSHEET". The window contains a form with several input fields and checkboxes. A Marine Corps emblem is visible in the upper right quadrant of the form. The form fields include:

- File Marksmanship
- Physical Fitness Test
- Average Duty Performance
- Average Duty Conduct
- TO 15 Exam Date
- Date of Rank
- ACABP
- AVR (Active/Inactive/Retired)
- Education Bonus
- College Credits
- Number of Reported Rows

Buttons labeled "COMPUTE" and "PRINT" are located to the right of the form. A "Composite Score" field is visible at the bottom right of the form area.

TO GET TO THE COMPOSITE SCORE WORKSHEET...
SEE HOW TO TYPE PROMOTION WARRANTS

1. RIGHT CLICK ON THE START BUTTON
2. CLICK ON EXPLORE
3. GO INTO THE "X" DRIVE
4. GO INTO THE "CAC" FOLDER
5. GO INTO THE COMPOSITE FOLDER
6. GO INTO COMP 16B

FILL OUT BLOCKS WITH ACCURATE INFORMATION AND FORM WILL
AUTOMATICALLY RECOMPUTE COMPOSITE SCORE.

Score Conversion

| New | Old | New | Old |
|-----|-----|-----|-----|
| 350 | 250 | 304 | 219 |
| 349 | 249 | 303 | 219 |
| 348 | 248 | 302 | 219 |
| 347 | 247 | 301 | 218 |
| 346 | 246 | 300 | 218 |
| 345 | 245 | 299 | 218 |
| 344 | 244 | 298 | 217 |
| 343 | 243 | 297 | 217 |
| 342 | 242 | 296 | 217 |
| 341 | 241 | 295 | 216 |
| 340 | 240 | 294 | 216 |
| 339 | 240 | 293 | 215 |
| 338 | 240 | 292 | 215 |
| 337 | 240 | 291 | 214 |
| 336 | 240 | 290 | 214 |
| 335 | 239 | 289 | 214 |
| 334 | 238 | 288 | 213 |
| 333 | 237 | 287 | 213 |
| 332 | 237 | 286 | 213 |
| 331 | 236 | 285 | 212 |
| 330 | 236 | 284 | 212 |
| 329 | 235 | 283 | 211 |
| 328 | 235 | 282 | 211 |
| 327 | 234 | 281 | 210 |
| 326 | 233 | 280 | 210 |
| 325 | 233 | 279 | 209 |
| 324 | 232 | 278 | 209 |
| 323 | 231 | 277 | 208 |
| 322 | 231 | 276 | 208 |
| 321 | 230 | 275 | 207 |
| 320 | 230 | 274 | 207 |
| 319 | 229 | 273 | 206 |
| 318 | 228 | 272 | 205 |
| 317 | 227 | 271 | 204 |
| 316 | 227 | 270 | 204 |
| 315 | 226 | 269 | 203 |
| 314 | 226 | 268 | 203 |
| 313 | 225 | 267 | 202 |

4.4

| | |
|-----|-----|
| 312 | 225 |
| 311 | 224 |
| 310 | 223 |
| 309 | 222 |
| 308 | 222 |
| 307 | 221 |
| 306 | 221 |
| 305 | 220 |

| | |
|-------|-------|
| 266 | 202 |
| 265 | 201 |
| 264 | 200 |
| 263 | 199 |
| 262 | 199 |
| 261 | 198 |
| 260 | 198 |
| 259 | 197 |
| 258 | 196 |
| 257 | 195 |
| 256 | 194 |
| 255 | 194 |
| 254 | 193 |
| 253 | 193 |
| 252 | 192 |
| 251 | 191 |
| 250 | 190 |
| 0-249 | 0-189 |

Appendix A

COMPOSITE SCORE CONVERSION TABLE

CONTINUED

| CONVERSION TABLE (PFT Score to Rating) | | | | | |
|--|---------|--------|-------------------------|---------|--------|
| COMBINED (17-26) | | | COMBINED (27 and older) | | |
| CLASS | SCORE | RATING | CLASS | SCORE | RATING |
| 1st | 280-300 | 5.0 | 1st | 280-300 | 5.0 |
| | 270-279 | 4.9 | | 270-279 | 4.9 |
| | 260-269 | 4.8 | | 260-269 | 4.8 |
| | 250-259 | 4.7 | | 250-259 | 4.7 |
| | 240-249 | 4.6 | | 240-249 | 4.6 |
| | 225-239 | 4.5 | | 225-239 | 4.5 |
| 2d | 215-224 | 4.4 | | 215-224 | 4.4 |
| | 205-214 | 4.3 | | 205-214 | 4.3 |
| | 195-204 | 4.2 | | 200-204 | 4.2 |
| | 185-194 | 4.1 | 2d | 195-199 | 4.2 |
| | 175-184 | 4.0 | | 185-194 | 4.1 |
| 3d | 170-174 | 3.9 | | 175-184 | 4.0 |
| | 160-169 | 3.8 | | 170-174 | 3.9 |
| | 150-159 | 3.7 | | 160-169 | 3.8 |
| | 140-149 | 3.6 | | 150-159 | 3.7 |
| | 135-139 | 3.5 | 3d | 140-149 | 3.6 |
| UnQual | 0-134 | 0 | | 135-139 | 3.5 |
| | | | | 110-134 | 3.0 |
| | | | UnQual | 0-109 | 0 |



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

IN REPLY REFER TO:

1400

MPP

30 Apr 2009

From: Head, Manpower Plans, Programs and Budget Branch, Manpower Plans and Policy Division, Manpower and Reserve Affairs
To: Head, Physical Readiness Programs, Training and Education Command, Marine Corps Combat Development Center, MCB Quantico

Subj: COMBAT PHYSICAL FITNESS (CFT) TEST COMPOSITE SCORE CONVERSION

1. The below table was reviewed and concurred by ComMarForPac, ComMarForCom and ComMarForRes and approved by the DC, M&RA to convert the raw CFT score into a composite score conversion rating.

| CFT Conversion Table ALL AGE GROUPS | | |
|--|---------|---------|
| Class | Score | Rating |
| 1st | 300 | 5.0 |
| | 294-299 | 4.9 |
| | 288-293 | 4.8 |
| | 282-287 | 4.7 |
| | 276-281 | 4.6 |
| | 270-275 | 4.5 |
| 2nd | 261-269 | 4.4 |
| | 252-260 | 4.3 |
| | 243-251 | 4.2 |
| | 234-242 | 4.1 |
| | 225-233 | 4.0 |
| | 3rd | 218-224 |
| 211-217 | | 3.8 |
| 204-210 | | 3.7 |
| 197-203 | | 3.6 |
| 190-196 | | 3.5 |
| Unqual | 0-189 | 0.0 |

2. Point of contact is Mr. Lane Beindorf, MPP-20, (703)784-9361.

M. R. MELILLO

***MINIMUM TIG/TIS
AND
PROMOTION POLICIES***

1201. PROMOTION SYSTEM. The promotion system provides a process whereby Marines within each grade and MOS/OccFld compete among themselves for promotion to the next grade. The basic goal of the system is to advance the best qualified Marines to higher grades in order that MOS/OccFld vacancies in the enlisted structure will be continuously occupied by Marines who are fully qualified to perform the duties and to assume the responsibilities of the next higher grade.

1202. MINIMUM TIME IN GRADE (TIG)/TIME IN SERVICE (TIS) REQUIREMENTS FOR PROMOTION

1. Minimum TIG/TIS requirements:

| <u>USMC & USMCR PROMOTION TO</u> | <u>REGULAR PROMOTION</u> | | <u>MERITORIOUS PROMOTION</u> | |
|--|--------------------------|------------|------------------------------|------------|
| | <u>TIG</u> | <u>TIS</u> | <u>TIG</u> | <u>TIS</u> |
| SgtMaj/MGySgt | 3 YRS | 10 YRS | - - | - - - |
| 1stSgt | 4 YRS | 8 YRS | - - | - - - |
| MSgt | 4 YRS | 8 YRS | N/A | 8 YRS |
| GySgt | 3 YRS | 6 YRS | N/A | 6 YRS |
| SSgt | 27 MOS | 4 YRS | N/A | 4 YRS |
| Sgt | 12 MOS | 24 MOS | N/A | 18 MOS |
| Cpl | 8 MOS | 12 MOS | N/A | 6 MOS |
| LCpl | 8 MOS | 9 MOS | N/A | NONE |
| PFC | 6 MOS | 6 MOS | N/A | NONE |

2. The TIG requirements are Marine Corps developed measures of promotion eligibility. The TIG requirements may be reduced 6 months for SNCOs, if the needs of the Marine Corps dictate and as directed by the CMC.

3. The TIS requirements are based upon completed years of service as determined by the AFADB in the regular component and Active Reserve category of the reserve component and by the PEBD in the remaining two categories of the reserve component (SMCR/IRR). The TIS requirements for meritorious promotion to GySgt and below are DoD limitations on promotion eligibility below which no member of the Armed Forces may be promoted to the corresponding grade. Service performed as a temporary officer is credited for this purpose. There is no TIS restriction for promotion of members of the Marine Band to the grades of GySgt and below.

4. The minimum TIS requirements for promotion in the regular and reserve components of the Marine Corps to SgtMaj or MGySgt and 1stSgt or MSgt is 10 years and 8 years, respectively, are established by public law and may not be waived.

1203. PROMOTION POLICIES

1. General. This Manual is the authority for all enlisted promotions in the Marine Corps. Promotions effected not in accordance with this Manual or by implementing directives not referenced in this Manual will be considered erroneous and immediately revoked. There are no waivers to this policy. All Marine Corps agencies and commands must coordinate with the CMC (MMPR) to ensure any meritorious or incentive programs are properly addressed in this Manual.

2. Meritorious Promotions. The CMC will promote, by means other than the regular promotion system, exceptionally well-qualified Marines in recognition of outstanding leadership and performance per the provisions outlined in paragraphs 4100 through 4201.

3. Incentive Promotions. Incentive promotions for Marines entering the Marine Corps, whether initial or prior service, are under the cognizance of the Commanding General, Marine Corps Recruiting Command. MCO 1130.80 provides information and instructions for the administration of the Prior Service Enlistment Program and MCO 1130.53 is a comprehensive order detailing all enlistment incentive programs. Several programs entitle Marines to guaranteed appointments to a grade other than private upon enlistment. Requests for information and remedial consideration for promotion or backdates of rank under these programs should be addressed to the Commanding General, Marine Corps Recruiting Command.

4. Medical Qualifications

a. The enlisted promotion system has no medical prerequisites for promotion. Marines who are otherwise qualified do not lose their eligibility for promotion consideration or their selection for promotion due to hospitalization or temporary limited duty as a result of wounds, injuries, pregnancy, or disease (to include mental disorders). Marines who have been selected and are pending a decision by the Physical Evaluation Board for a fitness for duty determination will be presented their certificates of appointment, and their promotions will be effected, if otherwise qualified. The following exceptions to this policy apply:

(1) Marines hospitalized with wounds, injuries, or disease (to include mental disorders) whose medical condition was caused by their own misconduct, as determined by a line of duty or JAG Manual investigation (see Chapter II, JAGINST 5800.7D) convened by the commander.

(2) Active component Marines who have been placed in a Permanent Limited Duty (PLD) status who are retained in order to attain 20 years of service are not eligible for selection consideration or promotion unless they were on a select list for promotion prior to entering the PLD status.

(3) Reserve component Marines on the active status list who have been found Not Physically Qualified (NPQ), who have at least 18 but less than 20 years of qualifying service for retirement and have been retained on the reserve active status list are not eligible for selection consideration or promotion unless they were on a select list for promotion prior to entering the NPQ status.

b. Commanders who have administrative control of hospitalized Marines in the grades of Cpl and below will establish and maintain the necessary monitoring systems to ensure that each hospitalized Marine within their jurisdiction receives the promotion consideration to which entitled.

c. Reserve component Marines in the SMCR who are in receipt of a Notice of Eligibility for benefits (medical), who are temporarily not physically qualified, or who are pending a medical determination for fitness for retention, do not lose their eligibility for promotion.

5. There are no provisions to issue a temporary or probationary enlisted appointment.

6. There are no provisions that allow commanders to waive composite scores.
7. There are no CMC-directed Professional Military Education requirements for promotion to the grades of PFC through Sgt.
8. Promotions will not be used as rewards for performance of duty for which a personal decoration is appropriate. This will not be construed as prohibiting a promotion under circumstances for which a personal decoration is recommended, provided that the promotion is based on a demonstrated capacity to discharge the duties and responsibilities of the higher grade.
9. Marines who are eligible for selection consideration and voluntarily request transfer to the Fleet Marine Corps Reserve (FMCR) or Retired Reserve prior to the adjournment of the appropriate selection board will be removed from the eligible population and will not be considered for selection.
 - a. If the CMC (MMSR) disapproves the Marine's request for transfer to the FMCR or Retired Reserve, and the eligible Marine was not considered by the appropriate selection board, the Marine may be eligible for remedial promotion consideration. Requests for remedial consideration will be submitted per paragraphs 3600 through 3604 of this Manual.
 - b. Marines who are twice failed of selection or are approaching service limits, and who are required to request transfer to the FMCR or Retired Reserve to be entitled to retirement benefits, may request via naval message to the CMC (MMSR and MMPR) to be considered by the appropriate selection board if their EAS/ECC is after the scheduled adjournment date of the appropriate selection board. Marines in this category should submit their request for consideration by a selection board prior to the convening date of the selection board.
 - c. The CMC (MMSR) will provide the Promotion Branch the names of Marines who are retiring and who should be removed from consideration by a selection board. The CMC (MMSR) also will provide the Promotion Branch with the names of Marines who are retiring, but who have requested selection consideration in conjunction with their retirement request. These Marines must meet the requirements of paragraph 1203.9b, above, to be considered for promotion.
10. Marines who have been selected for promotion but request transfer to the FMCR or Retired Reserve prior to being promoted at an official ceremony will be administratively deleted from the selection list.
11. Marines on the Retired List or in the FMCR who are assigned to extended active duty (EAD) with the Regular Establishment will not be considered for promotion.
12. Marines on the Retired List or in the FMCR who are recalled to temporary active duty during a national emergency will not be considered for promotion.
13. Marines who request the Voluntary Separation Incentive/Special Separation Benefit (VSI/SSB) are not eligible for promotion. Marines in this category who are erroneously considered and selected and those Marines who are selected and later request VSI/SSB will be administratively deleted from the selection list. If the request is disapproved, the Marine may be given remedial consideration. However, Marines who receive VSI/SSB and subsequently enlist in the Marine Corps Reserve within 24 hours of their separation for a period of two or more years are eligible for promotion consideration as a reserve. (Refer to paragraph 1203.21).

14. Lance corporals and above who are denied further service beyond their current expiration of active service are not eligible for promotion consideration.
15. The following Marines will not be considered for promotion and will be deleted from the eligible population:
 - a. Marines who have not been recommended for reenlistment (RE-4/4B).
 - b. Marines who have demonstrated substandard performance (RE-3C/3P). Marines assigned RE-3C due to humanitarian reasons remain eligible for promotion consideration.
 - c. Marines who have refused to execute permanent change of station (PCS) or Unit Deployment Program (UDP) orders (RE-30) (career Marines only).
 - d. Marines who have refused to extend or reenlist to obligate sufficient additional service to carry out PCS or UDP orders (RE-30) (career Marines only).
 - e. Marines in any of the categories listed above, who have been erroneously considered and selected for promotion by a SNCO selection board, will be administratively deleted from the selection list.
16. Marines who have failed to complete their required Professional Military Education (PME) and are erroneously selected by a SNCO selection board (active duty or reserve) will be administratively deleted by the CMC (MMPR-2) from the select list and will be considered to have incurred a passover.
17. Marines who change Military Occupational Specialty (MOS) or Occupational Field (OccFld) while a board is in session and are selected for promotion in the MOS/OccFld they held when the board convened will be considered to have been erroneously selected and will be administratively deleted by the CMC (MMPR-2) from the select list.
18. Marines who reach their End Of Active Service (EAS) date before their seniority number is reached will be administratively deleted by the CMC (MMPR-2) from the select list unless they have contracted to join a reserve unit, in which case they will maintain their selectee status and will be promoted in the SMCR.
19. Marines who have passed the rigid screening process for assignment, undergone the rigorous training requirements for the duty, and successfully completed a demanding assignment as a Drill Instructor, Recruiter, Marine Security Guard or Marine Corps Security Force member, or have earned the additional MOS of 8513, Combat Skills Instructor, have indicated possession, to a high degree, of the qualifications considered necessary for promotion. Unless there is evidence to the contrary as a result of other assignments, a Marine who has successfully completed or is currently serving in an assignment as a drill instructor, recruiter, Marine Security Guard or Marine Corps Security Force member, or who has earned the additional MOS of 8513, Combat Skills Instructor, will be considered as highly qualified for promotion.
20. The following categories of reserve component Marines on active duty will compete for promotion with personnel of the Selected Marine Corps Reserve:
 - a. SMCR Marines serving on TAD orders as recruiter aides.

- b. SMCR Marines serving on TAD for special limited time projects (ADSW).
- c. Limited Tour Active Reserve Marines.

21. Intercomponent/Intercategory Transfers

a. Qualified active component SNCOs can request immediate reenlistment into the AR, SMCR, or IRR prior to discharge by contacting their Career Planner or the USMCR Ready Reserve Liaison Personnel assigned at local bases and stations. A request of this nature is considered a "career" decision and will not penalize those Marines selected for promotion.

b. Marines selected for promotion by active component SNCO selection boards who are released from active duty after the approval date of the board, but prior to being promoted, may receive the promotion when their seniority number is reached, under the following conditions:

(1) The Marine must effect an immediate reenlistment (within 24 hours of discharge) into the AR, SMCR, or IRR for a minimum of 2 years. Once their seniority number is reached, they must have 2 years of obligated service at the time of promotion. This commitment applies to any Marine selected to the grade of SSgt and above.

(2) The Marine's active component commander does not insert an entry on the administrative remarks page of the Marine's SRB stating that the Marine is not considered qualified for promotion.

(3) The Marine has not entered into a promotion restriction status.

c. Marines who effect an intercategory transfer; i.e., from active duty to AR, SMCR, or IRR; from AR to SMCR or IRR; from SMCR to AR or IRR; and from IRR to AR or SMCR, while a Reserve SNCO selection board is in session, will remain eligible for promotion in the category in which they resided on the convening date of the board (refer to paragraph 3200.2). Marines who transfer from the regular component to the reserve component must do so prior to the convening of the Reserve SNCO Board in order to be considered for promotion in the reserve component (refer to paragraph 3200.2).

d. Reserve component Marines considered and selected for promotion in any category by the Reserve SNCO selection board who subsequently transfer to another reserve category after the approval date of the board, but prior to being promoted, may still be promoted. The Marine may be promoted unless on the date of transfer an authenticated entry is made on the administrative remarks page of the SRB by the individual's commander stating that the Marine is not considered qualified for promotion.

e. Commanders of Marines in the categories addressed in paragraphs 1203.21b, 1203.21c, and 1203.21d above, should request promotion authority from the CMC (MMPR-2), enclosing a statement or copy of the administrative remarks page of the SRB which states that the Marine is considered qualified for promotion. The Marine's promotion will be effected when his or her seniority number is reached on the selection list. The CMC (MMPR-2) will then forward the promotion authority to either the Commander, Marine Forces Reserve (COMMARFORRES) if a member of the SMCR, or the CG, MOBCOM, if a member of the IRR.

f. Reserve component Marines considered and selected for promotion in any category by the Reserve SNCO selection board who subsequently transfer to the

regular component after the approval date of the board, but prior to being promoted, will not retain their promotion selection. Instead, they will compete with the next regularly scheduled USMC SNCO selection board for which they are eligible.

g. Marines who have been selected for promotion to corporal or sergeant in any reserve category who subsequently transfer to the active component prior to being promoted, will not retain their promotion selection. However, reserve component Marines who make intercategory transfers, i.e. SMCR to IRR or AR, IRR to SMCR or AR, or AR to SMCR or IRR, will retain their selection.

22. Reserve component Marines who are administratively reduced as a prerequisite for reenlisting in the regular component, and who subsequently return to the reserve component, will be appointed to the highest grade held prior to entry in the regular component. The DOR for the appointed grade will be the 1st day of the month in which the Marine reenlists in the reserve component, minus the service performed in that grade prior to entry into the regular component. If promoted while in the regular component and reenlisted in the reserve component, he or she will retain the highest grade held upon release from the regular component.

23. A Marine who has successfully completed treatment for alcohol abuse or alcoholism will be promoted if otherwise determined qualified by the commander. Following successful completion of treatment, as determined by an Inpatient/Outpatient Alcohol Treatment Center, Marines can and should be expected to perform in their present grade and assume responsibilities and duties of the next higher grade. Certificates of appointment will not be withheld solely because of current participation in an alcohol treatment program, provided the Marine is otherwise qualified for promotion; however, a certificate of appointment should not be delivered if the individual's performance, conduct, or leadership abilities are below acceptable standards (see paragraph 5200).

24. Marines who have successfully completed a formal, in-patient, rehabilitation program for pathological weight disorders, and who are in compliance with the Marine Corps weight standards, will be promoted if they are otherwise determined to be qualified for promotion by the commander.

25. A Sgt and above who refuses to accept a promotion to the next higher grade will not be considered for selection by future SNCO selection boards. The Marine will be considered passed over (failed of selection) for this selection board, and all future selection boards.

26. Marines who are confined by civil and/or foreign authorities, on appellate leave, or in an unauthorized absence and/or deserter status, or who enter such status while the selection board is in session, are not eligible for promotion consideration. If the Marine is subsequently exonerated of any wrongdoing, appropriate remedial consideration may be granted.

1204. PROMOTION RESTRICTIONS

1. The enlisted promotion system prohibits promotion of more than one grade at a time unless specifically directed by the CMC.

2. Promotions will not be backdated for the purpose of increasing pay and allowances, nor when a period of promotion restriction or delay has ended and the commander subsequently recommends delivery of the promotion. The date of rank will be effective the first day of the month following the end of the

Paragraph 70601: AUTOMATED COMPOSITE SCORE

1. The composite score routine automatically calculates composite scores for Marines based on data present in MCTFS. Schedules of events can be found in MCO P1400.32 and MCBulletins in the 1400 series.
2. Automated Composite Scores which are computed for the next promotion period are found on MCTFS Screen "CSPW", and the Automated Composite Scores computed for the Previous Promotion Period are found on MCTFS Screen "CSHW" and "CCOS".
3. The paragraphs of this Manual that give reporting information to insure correct computation of the automated composite score process are as follows:

| PARAGRAPH | TITLE |
|-----------|--------------------------------------|
| 30302 | Reenlistment |
| 50508 | Armed Forces Active Duty Base Date |
| 50501 | PEBD |
| 51301 | Marksmanship/Weapons Firing |
| 51202 | Physical Fitness Test |
| 70602 | Proficiency and Conduct Marks |
| 70604 | Off-Duty Education |
| 51100 | Marine Corps Institute (MCI) Courses |
| 50605 | Date of Rank |
| 50503 | Date of Enlistment |
| 70605 | Special Duty Bonus Points |
| 70603 | Command Recruiting Bonus Points |
| 70607 | Not Recommended for Promotion |
| 70609 | Will Not Promote |

4. The composite score for an Active Reserve (AR) Marine is computed using the AFADBD vice the PEBD. AR Marines will not receive a composite score unless their Career Retirement Credit Report (CRCR)

has been certified; see Section 2, Chapter 10.

5. The composite score and select grade routines have been modified to accommodate members of the Individual Ready Reserve (IRR). If and IRR member is selected for promotion, the promotion routine will also be automated. This process will execute and consider all IRR Members (Training Group 'H') whether joined to the IRR or serving on a period of active duty. This process will mirror the SMCR process, but will have a validation period of thirty-six months for the rifle, and twenty-four months for the PFT and proficiency/conduct marks.

Paragraph 70600: INTRODUCTION TO SECTION 6: COMPOSITE SCORE

1. The different categories of this section are those items that pertain to Composite Score, such as Special Duty Bonus Points, Pro/Con Marks, Command Recruit Bonus Points, Reenlistment Bonus Points. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

| | REPORTING AUTHORITY | DEL/ ADD | DEL/ ERR |
|--|------------------------|-------------|-------------|
| 191 000 NOT REC PROM | HQ REG RES | N | N |
| 191 001 REC PROM | HQ REG RES | N | N |
| 192 000 CMD REC BON PTS CUR GD ___ | HQ REG RES | N | N |
| 193 000 WILL NOT PROMOTE | HQ REG RES | N | N |
| 287 001 COMPOSITE SCORE _____ ED _____ | HQ | N | N |
| 287 002 REQ RECOMPUTE COMP SCORE PROM QTR ___ | HQ REG RES | N | N |
| 287 003 REQUEST REMEDIAL SELECTION TO ___ ED ___ | HQ REG RES | N | N |
| *333 001 OFF DU EDUC CRS _____ LOC _____ CRED _____ GRD _____ | HQ REG RES | N | N |
| 334 000 SPL DU BONUS 100 TERM ___ | HQ REG RES | N | N |
| 334 001 SPL DU BONUS PTS DELETE | HQ REG RES | N | N |
| 335 000 MARKS PRO ____ . ____ CON ____ . ____ OCC ____ ED ____ | HQ REG RES | Y | Y |

*For reporting details see Chapter 5 Section 14 (OFF-DUTY EDUCATION).

Paragraph 70602: PROFICIENCY AND CONDUCT MARKS (TTC 335)

1. Conduct and duty proficiency marks will be reported on the UD for the occasions prescribed in MCO P1070.12. Use the following statement to report conduct and duty proficiency marks:

TTC 335 000 (A) MARKS PRO (B) . (B) CON (C) . (C) OCC (D) ED (E) |

- A. 8-byte ED (YYYYMMDD)
- B. Proficiency mark
- C. Conduct mark
- D. Abbreviation for the occasion which the marks are being submitted (from MCO P1070.12)
- E. 8-byte ED (YYYYMMDD) of assignment

NOTE 1: This entry must be action dated with the same date as the ED. When entering marks for promotion to the next higher grade, the ED of the marks will be 1 day prior to the promotion DOR. When entering marks for reduction in grade, the ED of the marks will be 1 day prior to the ED of the reduction.

NOTE 2: When an AD Marine is promoted on 1 Feb or 1 Aug the occasion for reporting conduct and duty proficiency marks will be 'PR' (Promotion) vice 'SA' (Semi Annual). When a Reserve Marine is promoted on 1 January the occasion for reporting conduct and duty proficiency marks will be 'PR' (Promotion) vice 'AN' (Annual). This will allow the system to generate service averages for conduct and duty proficiency markings.

NOTE 3: A MCTFS error message of RR ("NO PRO/CON MARKS FOR CURRENT REPORTING PERIOD. REPORT MARKS FOR PRESENT GRADE.") is generated whenever a Marine's date of enlistment is subsequent to the DOR. This is caused by a reenlistment/extension by the Marine since the Marine's last promotion. The unit need only make sure all PRO/CON marks have been reported. This message will also be generated on Marines who have broken enlistments (re-accessions). In this instance in order to receive a composite score, the RU may have to submit recommended PRO/CON marks (occasion code RE) if there are no other markings to report"

2. If it is determined upon auditing the ROS that marks reported for a period are erroneous, the RU must report the correct marks for the period in question by use of a delete/add statement. If it is determined that the dates have been reported incorrectly, the statement must be deleted as erroneous and resubmitted with the

correct information.

3. Upon reporting a Marine to desertion, the required conduct mark of zero will be reported as the first statement prior to the drop desertion entry. An 'NA' will be reported for the proficiency mark.

4. When a conduct/duty proficiency marks reporting period occurs within 30 days preceding or following a semiannual reporting period, refer to MCO P1070.12 for specific instructions. A transaction containing marks of NA will not be computed when automatically computing composite scores unless the occasion is 'DD' (Declared Deserter) with a conduct mark of zero recorded.

Paragraph 70603: COMMAND RECRUITING BONUS POINTS (CRBP) (TTC 192)

Marines who assist the Recruiting Service by making referrals of potential enlistee's are to be awarded 20 bonus points for regular promotion to Cpl and Sgt for each Marine who is subsequently enlisted. A Marine may receive a maximum of 100 CRBP to be added to the composite score for each grade in which served. Upon promotion or reduction, the Marine's total of CRBP reverts to zero. Reservists performing TAD as Recruiter Aides may be awarded CRBP. Corporals assigned by billet as recruiters are not eligible for the command recruiting program or its incentives. When adding points to those already reflected in the MCTFS, ensure that the **total** number of points is run on the UD. To report CRBP:

TTC 192 000 CMD REC BON PTS CUR GD (A) |

- A. 3-byte total. If less than 100 use a leading zero; for example, 040

NOTE: To correct an erroneous number of points contained in a Marine's record, report the statement with the correct number of points.

Paragraph 70604: OFF-DUTY EDUCATION BONUS POINTS

1. Off-duty education is reported (TTC 333 001) as discussed in Chapter 5 Section 15. MCI Course Completion (TTC 350 000) is reported as discussed in Chapter 5, Section 11. Off-Duty Education Points, combined with MCI Points, will have a maximum of 100 points. Courses completed as a Pvt and PFC will be applied to a LCpl's composite score (Per MARADMIN 246/03). Upon reporting and processing of off-duty education, the information will post to MCTFS and **will be updated by the composite score routine**. Approved courses and the bonus points assigned to each are as follows:

| COURSE | BONUS POINTS |
|--|--------------|
| MCI Course or other military service correspondence courses | 1.5 |
| Extension School Subcourses | 1.5 |
| CLEP Test (each portion/test) | 1.0 |
| College Course (Semester/Quarter) | 1.0 |
| Vocational Course (Semester/Quarter) | 1.0 |

2. To ensure all off-duty education is considered in the composite score routine for eligible LCpls and Cpls, the MCTFS TMCI, and TEDU (D121 RMK, which is utilized in the Composite Score computation.) screens **MUST** be reviewed.

3. Upon promotion to Cpl or Sgt, the off-duty education bonus points will automatically be reset to zero.

Paragraph 70605: SPECIAL DUTY BONUS POINTS (TTC 334)

1. For the Active Component, special duty bonus points are awarded to drill instructors, recruiters, and members of Marine Security Guard Battalion subject to the following instructions:

a. Commanders are authorized to add 100 points to the composite score of Cpls assigned as recruiters, such award to be valid while performing satisfactorily on that duty. At the discretion of the directors of Marine Corps districts, personnel serving significant additional duty as actual recruiters may be awarded the additional 100 points as indicated above.

b. The CO, Marine Security Guard Battalion is authorized to add 100 points to the composite score of Marine security guards upon completion of the Marine Security Guard School, such award to be valid while performing satisfactorily on that duty. The award will continue through the grades of LCpl and Cpl. If a Marine's composite score, at the time of promotion to Corporal, exceeds his or her MOS's cutting score by 100 or more points, that Marine can send a request to their CO to have the 100 bonus points continued. The bonus points will then be used toward promotion to Sgt. The responsibility for ensuring such action is taken rests with the individual Marine.

c. Marines transferred after a successful tour of duty as a drill instructor, as a Marine security guard or as a recruiter, including those assigned primary duty in an administrative or "A" billet, will have the 100-point award continued by the CO of the organization to which transferred.

d. Continuation of the 100-points award upon transfer to the new organization is subject to continued satisfactory performance in the new organization.

e. The 100-points award authorized will be revoked in the cases of Marines who fail to successfully complete their assigned tour of duty.

2. For the Reserve component, Special Duty Bonus Points are awarded to LCpls/Cpls subject to the following conditions:

a. Commanders are authorized to add 100 points to the composite score of Cpls assigned temporarily to AD as recruiter aides. This award will be valid while performing satisfactorily on this duty, and at the discretion of the CO may be continued.

b. Marines transferred after a successful tour of duty as a DI, recruiting duty, and MSG duty while a member of the Active component will have the 100-point award continued by the CO of the Reserve unit

to which transferred.

c. Continuation of the 100-point award upon transfer to a component of the SMCR is subject to continued satisfactory performance in the SMCR.

3. The below UD statement will be used to award the special duty bonus points. For Marines awarded the 100 points as a result of the successful completion of a tour of duty, the termination date will be 1 year from the date of transfer.

TTC 334 000 SPL DU BONUS 100 TERM (A) |

A. 8-byte ED (YYYYMMDD) termination

4. The below UD statement will be used to delete the 100-point award in the case of the Marine who becomes ineligible for the award (for example, upon a Marine's promotion from LCpl to Cpl or CO's determination).

TTC 334 001 SPL DU BONUS PTS DELETE |

5. Special duty bonus points will appear on the Record of Service (ROS).

Paragraph 70606: MANUAL COMPOSITE SCORE ENTRY

To manually enter composite scores:

TTC 287 001 COMPOSITE SCORE (A) ED (B) | (MMPR ONLY)

A. Composite score

B. 8-byte ED (YYYYMMDD) of quarter

Paragraph 70607: NOT RECOMMENDED FOR PROMOTION (TTC 191)

1. When a Marine is not recommended for promotion, per MCO P1400.32, report by the 15th of each month prior to the month, during the quarter that the Marine is not recommended for promotion. Report as follows:

TTC 191 000 NOT REC PROM|HIST:_____|

NOTE: A Marine must be properly counseled and a page 11 entry remark recorded in the SRB, per MCO P1070.12, when not recommended for promotion.

2. When a not recommended for promotion entry is reported erroneously, report as follows:

TTC 191 001 REC PROM|

Paragraph 70608: NCO REMEDIAL PROMOTION PROCESS (TTC 287)

1. Two transactions exist that are used to request a recomputation of a composite score and remedial consideration for promotion to Corporal or Sergeant for an individual Marine. The instructions are shown below:

a. The first transaction is used to recompute data for the current promotion quarter. Each score or points field (Rifle, PFT, Special Duty Points, Off Duty Points, Command Recruiter Bonus Points and Reenlistment Bonus Points) must be updated by the corresponding TTC and posted into MCTFS before reporting TTC 287 002. The uncorrected data elements, 3-byte fields (Rifle, PFT, Special Duty Points, Off Duty Points, Command Recruiter Bonus Points and Reenlistment Bonus Points) will be left blank. Only report the corrected data. The field PROM QTR in this entry cannot be left blank, and must be equal to the first month within the reported promotion quarter. In addition, this statement will check the average of the Pro and Con marks in a Marine's record and if the average has changed, it will use the new average in the MCTFS record to recompute the composite score. Any remedial requests that fall outside the current promotion month or require the adjustment of elements other than those named above must be submitted in accordance with the instructions outlined in MCO P1400.32.

TTC 287 002 (A) REQ RECOMPUTE COMP SCORE (B) (C) (D) (E) (F)
(G) (H) PROM QTR (I) |

- A. 8-byte DOA YYYYMMDD
- B. 3-byte Rifle Score
- C. 3-byte PFT Score
- D. 3-byte Spl du Bonus Points (DI/RCTR/MSG)
- E. 3-byte Off Duty Educ Bonus Points
- F. 3-byte Command Rctr Bonus Points (20 point increments up to 100)
- G. 2-byte numeric Reenlistment Bonus Points (Blank, 00 or 60)
- H. 3-byte numeric Combat Fitness Test score
- I. 6-byte current promotion quarter date (YYYYMM)

c. The second transaction allows a unit to request remedial consideration for promotion if a recomputed composite score was not

posted quickly enough for the select grade process to consider the Marine for promotion eligibility. The remedial consideration entry will compare the promotion effective date entered in the statement with the date entered by HQMC (MMPR-2) for the current month's promotion. Report as follows:

TTC 287 003 (A) REQUEST REMEDIAL SELECTION TO (B) ED (C) |

A. Action Date (YYYYMMDD)

B. 3-byte Grade

C. 8-byte ED

NOTE: Submit remedial selection to CMC (MMPR) for the months of March, June, September, and December.

Paragraph 70609: CUTTING SCORE TABLE (MMPR)

The cutting score tables for promotions to corporal and sergeant are entered by HQMC using an on-line terminal. Cutting scores for promotion must be entered not later than the 20th of the month prior to the month the promotions are to be effected. The select grade date must be future dated to the 1st day of the month after input. This system accepts a future date of zeros only. Report eight zeros to correct erroneous entries.

Paragraph 70610: WILL NOT PROMOTE (TTC 193)

1. CO's, who for good and sufficient reason per MCO P1400.32, no longer desire to promote otherwise qualified Marines in the grades of PVT through CPL, with a select grade in MCTFS, must enter a WILL NOT PROMOTE entry by before the AUTO PROMOTION runs with the End of Month U&E. The entry is not permanent and is automatically erased upon completion of the process that selects personnel to be promoted. Report as follows:

TTC 193 000 WILL NOT PROMOTE|

2. If the WILL NOT PROMOTE is not reported by the cycle before the AUTO PROMOTION runs with the End Of Month U&E, then Delete as Erroneous the promotion and report TTC 0191 PROMOTION RECOMMEND FLAG if necessary. Unit should research each Marine's case and take appropriate action.

United States Marine Corps



To all who shall see these presents, greeting:
Know Ye, that reposing special trust and confidence in the fidelity and abilities
of JOHN J. DOE 123 45 6789, I do
appoint this Marine a STAFF SERGEANT
RESERVE OF THE in the

United States Marine Corps

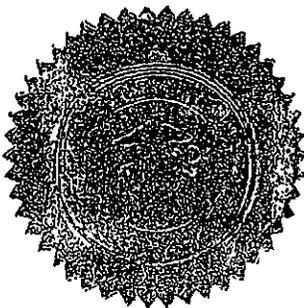
to rank as such from the FIRST day of JANUARY, two
thousand

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters United States Marine Corps
this FIRST day of JANUARY, in the year of our Lord
two thousand

121

J. L. Jones
COMMANDANT OF THE MARINE CORPS



(1420)

Figure 5-9.--SNCO Drilling Reserve and Active Reserve Promotion.



To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of

JOHN J. DOE 123 45 6789

appoint this Marine a

CORPORAL
RESERVE OF THE

I do
in the

United States Marine Corps

to rank as such from the FIRST day of OCTOBER two thousand

Effective with this appointment, you are charged to carefully and diligently execute the duties and responsibilities of a CORPORAL of Marines and I do strictly direct and require all personnel of lesser grade to render obedience to appropriate orders and that you as a member of Marines shall set the example for others to emulate. Your conduct and performance must be above reproach and your duty will be above reproach. You are responsible for the well-being of the Marines in your charge. You will be the embodiment of our institutional core values of honor, courage and commitment. You will lead your Marines with firmness, fairness and dignity while observing and following the orders and directions of your senior leaders and enforcing all regulations and articles governing the discipline of the United States Marine Corps in the United States of America.

Given under my hand at HEADQUARTERS, 1ST BATTALION, 24 MARINES this FIRST day of OCTOBER, in the year of our Lord two thousand

AUTHORITY MCBul 1433 OF 25 Sept 2000

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 OCTOBER 2000
This appointment is effective for pay and allowances on 1 October 2000

JOHN SMITH
Lieutenant Colonel, USMCR
Commanding



To all who shall see these presents, greeting:
 Know Ye, that reposing special trust and confidence in the fidelity
 and abilities of
 appoint this Marine a

JOHN J. DOE 123 45 6789

SERGEANT
 RESERVE OF THE

, I do
 in the

United States Marine Corps

to rank as such from the FIRST day of JULY
 two thousand

Effective with this appointment, you are charged to carefully and diligently execute
 the duties and responsibilities of a Sergeant of Marines, and I do strictly
 direct and require all personnel of lesser grade to render obedience to appropriate
 orders and regulations of Marines, you must set the example for others to
 emulate. You must be a leader in all respects, and your conduct will be above
 reproach. You are responsible for the good behavior, discipline, and for
 the safety, professional conduct, and well-being of the Marines in your charge. You
 will be the embodiment of the highest moral and cor values of honor, courage and
 commitment. You will lead your Marines with fairness, firmness and dignity while
 observing and following the orders and directions of your senior leaders and enforcing
 all regulations and instructions governing the discipline of the United States Marine Corps.

Given under my hand at
 this
 two thousand

REQUINETS, 1ST BATTALION, 24 MARINES

in the year of our Lord

AUTHORITY CMC 2205.12 JUN 00

DATE PROMOTION
 IS EFFECTIVE FOR PAY
 AND ALLOWANCES 1 JULY 2000

This appointment is effective for
 pay and allowances on 1 July 2000

JOHN SMITH
 Lieutenant Colonel, USMCR
 Commanding



To all who shall see these presents, greetings:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of **DAVILYN D. JOHNSON XXX XX 1053**, I do appoint this Marine a **CORPORAL (MERITORIOUSLY)** in the **RESERVE OF THE**

United States Marine Corps

to rank as such from the **SECOND** day of **DECEMBER**, two thousand **AND NINE.**

"Effective with this appointment, you are charged to carefully and diligently execute the duties and responsibilities of a **CORPORAL** of Marines, and I do strictly direct and require all personnel of lesser grade to render obedience to appropriate orders. As a **CORPORAL** of Marines, you must set the example for others to emulate. Your conduct and professionalism both on and off duty shall be above reproach. You are responsible for the accomplishment of your assigned mission and for the safety, professional development and well-being of the Marines in your charge. You will be the embodiment of our institutional core values of honor, courage and commitment. You will lead your Marines with firmness, fairness and dignity while observing and following the orders and directions of your senior leaders and enforcing all regulations and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at **HEADQUARTERS, 4TH MARINE AIRCRAFT WING**

this **SECOND** day of **DECEMBER**, in the year of our Lord two thousand **AND NINE.**

AUTHORITY **MCO P1400.32C PAR 4105.1**

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES **02 DECEMBER 2009**

J. M. CROLEY

**MAJOR GENERAL, USMCR
COMMANDING**

United States Marine Corps



To all who shall see these presents, greeting:
 Know Ye, that reporting special merit and confidence in the fidelity and abilities

of JOHN J. DOE 123 45 6764 , I do
 appoint this Marine a STAFF SERGEANT (MERITORIOUSLY) in the

United States Marine Corps

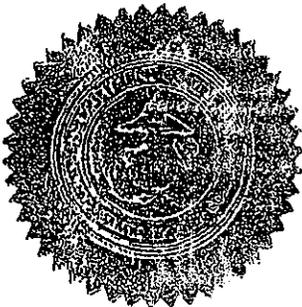
to rank as such from the SECOND day of JANUARY , two thousand

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all such things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters United States Marine Corps
 this SECOND day of JANUARY , in the year of our Lord
 two thousand

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J. L. Jones
 COMMANDANT OF THE MARINE CORPS



(1420)

Figure 5-10-SSgt and GySgt Meritorious Promotion.