UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

ForO 1430.1D
CMD
JAN 19 2016

FORCE ORDER 1430.1D

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: PRIVATE FIRST CLASS THROUGH GUNNERY SERGEANT MERITORIOUS PROMOTION

Ref: (a) MCO P1400.32D W/CH 2
(b) MCO P6100.12 W/CH 1
(c) MCO P1070.12K
(d) MCO P1200.7Y
(e) MARADMIN 521/14

Encl: (1) Criteria for Meritorious Promotion (GySgt and SSgt)
(2) Criteria for Meritorious Promotion (Sgt thru LCpl)
(3) Meritorious Promotion Summary
(4) Nomination for Meritorious Promotion Formats
(5) Data Sheet Format
(6) Biography Format
(7) Book Report Format

1. Situation. To publish procedures and establish eligibility criteria for meritorious promotion for Private First Class (PFC) through Gunnery Sergeant (GySgt) within Marine Forces Reserve (MARFORRES) per reference (a).

2. Cancellation. ForO 1430.1C.

3. Mission. Publish procedures and establish eligibility criteria for meritorious promotion for PFC through GySgt within MARFORRES.

4. Execution. The term "commander" used in this order is defined as those officers delegated promotion authority per paragraph 1200.3b of reference (a).

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Meritorious promotion to the next higher grade is to be used to promote highly qualified Marines based on exceptional professional performance of duty over a sustained period, demonstrated superior leadership potential and technical competence exceeding that of most contemporaries. Performance should be of the degree that clearly merits promotion over other qualified Marines. Meritorious promotion is not to be used as a substitute to promote those Marines who are not advanced through the regular promotion system i.e. "passed", nor should it be used to reward an individual for commendatory performance of limited duration. Short-term commendatory performance is to be recognized by other means.

(2) Concept of Operations

(a) Regular and Reserve meritorious promotion allocations will be derived separately and based on respective onboard strengths. MARFORRES uses

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strength totals in determining the authorized number of meritorious promotions to Corporal and Sergeant allocated to the 4th Marine Division (MARDIV), 4th Marine Aircraft Wing (MAW), 4th Marine Logistics Group (MLG), Force Headquarters Group (FHG)and Headquarters Battalion (HQBN), MARFORRES. All allocations for meritorious promotions will be released via force bulletin listing nomination due date and date board will convene.

(b) All Reserve Component (RC) Marines, regardless of duty station, except for Marines eligible for meritorious promotion under paragraph 4101.1 of reference (a), will be given the opportunity to compete for meritorious promotion. Allocations will be derived from onboard strengths.

(c) Individual Ready Reserve (IRR) Marines will compete for meritorious promotion within the IRR.

(1) Allocations for meritorious promotions will be determined using the formulas prescribed in reference (a). These formulas will be applied only to the population of IRR Marines on active duty on the first day of the fiscal quarter.

(2) Commanders who have IRR Marines attached to them in an active duty status must submit nominations for meritorious promotion by letter to the Commander, MARFORRES utilizing enclosure (1), page 2. IRR Marines in this category include the following:

(a) Active Duty Operational Support (ADOS).

(b) Exercise Support orders.

(c) Reserve Counterpart Training Orders.

(d) Mobilization Orders.

(c) Regimental/Group/Battalion/Squadron Commanders are delegated authority to effect; each fiscal quarter, meritorious promotion to PFC (non student) within their organizations. Commanders who have IRR Marines attached to them in an active duty status must submit nominations for meritorious promotion by letter to the Commander, MARFORRES utilizing enclosure (1), page 2.

(d) Regimental/Group/Battalion/Squadron Commanders are delegated authority to effect; each fiscal quarter, meritorious promotion to Lance Corporal (LCpl) within their organizations. Meritorious promotions effected under this authority will not exceed three (3) percent of the PFCs on board as of the first day of each fiscal quarter. Commanders who have IRR Marines attached to them in an active duty status must submit nominations for meritorious promotion by letter to the Commander, MARFORRES utilizing enclosure (1), page 2.

(e) Due to strength totals, of Active Component (AC) and RC LCpls and Corporals (Cpl) within the Force units, normally the Force level units

will be able to effect only one (1) promotion to these ranks per Fiscal Year (FY). At least one (1) promotion per those ranks will be effected not later than the last quarter per FY.

(f) Promotion certificates for Cpl and Sergeant (Sgt) will be prepared by the Major Subordinate Command (MSC) and forwarded via the chain of command for delivery to the individual Marine at an appropriate ceremony. Promotion certificates for Cpls and Sgts within HQBN, MARFORRES will be prepared by the HQBN, MARFORRES Adjutant and signed by the Commanding Officer. Promotion warrants for Staff Noncommissioned Officer's (SNCO) will be prepared and forwarded by the MARFORRES Adjutant. MSCs will prepare a Naval Message to Regiments/Groups/Battalions/Squadrons listing selected Marines with authority to effect promotions on the second of the month. Promotion certificates for all IRR Marines selected for meritorious promotion will be prepared by the Marine Corps Individual Reserve Support Activity (MCIRSA), FHG and forwarded via the chain of command for delivery to the individual Marine at an appropriate ceremony.

(g) The months in which quarterly meritorious promotions are effective for the AC:

GySgt:	April
Staff Sergeant (SSgt):	April
Sgt:	November, February, May, August
Cpl:	December, March, June, September
LCpl:	December, March, June, September
PFC:	December, March, June, September

(h) The months in which quarterly meritorious promotions are effective for the Active Reserve (AR):

GySgt:	April
SSgt:	April
Sgt:	August
Cpl:	September
LCpl:	December, March, June, September
PFC:	December, March, June, September

(i) The months in which quarterly meritorious promotions are effective for the Selected Marine Corps Reserve (SMCR):

GySgt:	April
SSgt:	April
Sgt:	November, February, May, August
Cpl:	December, March, June, September
LCpl:	December, March, June, September
PFC:	December, March, June, September

(j) The months in which quarterly meritorious promotions are effective for Individual Mobilization Augmentee (IMA) are:

GySgt:	April
SSgt:	April
Sgt:	November, February, May, August
Cpl:	December, March, June, September
LCpl:	December, March, June, September
PFC:	December, March, June, September

b. Subordinate Element Missions

(1) Commanding General, FHG

(a) Select, according to quota, GySgt(s) to represent the FHG on the MARFORRES meritorious GySgt selection board.

(b) Select, according to quota, SSgt(s) to represent the FHG on the MARFORRES meritorious SSgt selection board.

(c) According to quota received from MARFORRES, request nominations from subordinate units for the FHG meritorious Sgt selection board. Upon selection of a qualified Marine, promote.

(d) According to quota received from MARFORRES, request nominations from subordinate units for the FHG meritorious Cpl selection board. Upon selection of a qualified Marine, promote.

(e) According to quota received from MARFORRES, request nominations from subordinate units for the FHG meritorious LCpl selection board. Upon selection of a qualified Marine, promote.

(f) Upon notification of IRR Cpl and Sgt nominations selected for promotion, prepare appropriate warrant and forward via the chain of command for delivery.

(g) According to quota received from MARFORRES, request nominations for IMA and IRR meritorious selection boards. The Commanding Officer, MCIRSA, will coordinate all IMA and IRR meritorious promotion nominations and forward them to the Commander, MARFORRES for meritorious promotion consideration.

(2) Commanding General, 4th MARDIV

(a) Select, according to quota, GySgt(s) to represent the 4th MARDIV on the MARFORRES meritorious GySgt selection board.

(b) Select, according to quota, SSgt(s) to represent the 4th MARDIV on the MARFORRES meritorious SSgt selection board.

(c) According to quota received from MARFORRES, request nominations from subordinate units for the 4th MARDIV meritorious Sgt selection board. Upon selection of a qualified Marine, promote.

(d) According to quota received from MARFORRES, request nominations from subordinate units for the 4th MARDIV meritorious Cpl selection board. Upon selection of qualified Marine, promote.

(e) According to quota received from MARFORRES, request nominations from subordinate units for the 4th MARDIV meritorious LCpl selection board. Upon selection of a qualified Marine, promote.

(3) Commanding General, 4th MAW

(a) Select, according to quota, GySgt(s) to represent the 4th MAW on the MARFORRES meritorious GySgt selection board.

(b) Select, according to quota, SSgt(s) to represent the 4th MAW on the MARFORRES meritorious SSgt selection board.

(c) According to quota received from MARFORRES, request nominations from subordinate units for the 4th MAW meritorious Sgt selection board. Upon selection of a qualified Marine, promote.

(d) According to quota received from MARFORRES, request nominations from subordinate units for the 4th MAW meritorious Cpl selection board. Upon selection of a qualified Marine, promote.

(e) According to quota received from MARFORRES, request nominations from subordinate units for the 4th MAW meritorious LCpl selection board. Upon selection of a qualified Marine, promote.

(4) Commanding General, 4th MLG

(a) Select, according to quota, GySgt(s) to represent the 4th MLG on the MARFORRES meritorious GySgt selection board.

(b) Select, according to quota, SSgt(s) to represent the 4th MLG on the MARFORRES meritorious SSgt selection board.

(c) According to quota received from MARFORRES, request nominations from subordinate units for the 4th MLG meritorious Sgt selection board. Upon selection of a qualified Marine, promote.

(d) According to quota received from MARFORRES, request nominations from subordinate units for the 4th MLG meritorious Cpl selection board. Upon selection of a qualified Marine, promote.

(e) According to quota received from MARFORRES, request nominations from subordinate units for the 4th MLG meritorious LCpl selection board. Upon selection of a qualified Marine, promote.

(5) Commanding Officer, HQBN, MARFORRES

(a) Select, according to quota, GySgt(s) to represent the HQBN on the MARFORRES meritorious GySgt selection board.

(b) Select, according to quota, SSgt(s) to represent the HQBN on the MARFORRES meritorious SSgt selection board.

(c) According to quota received from MARFORRES, request nominations for the HQBN meritorious Sgt selection board. Upon selection of qualified Marine, promote.

(d) According to quota received from MARFORRES, request nominations for the HQBN meritorious Cpl selection board. Upon selection of a qualified Marine, promote.

(e) According to quota received from MARFORRES, request nominations for the HQBN meritorious LCpl selection board. Upon selection of a qualified Marine, promote.

c. Coordinating Instructions. Eligibility criteria for meritorious promotions are summarized in enclosure (2). The following criteria are also applicable to both AC and RC personnel unless specified otherwise.

(1) Within the established height, weight, or body fat standards, or not pending assignment or assigned to the Military Appearance Program or Body Composition Program per reference (b).

(2) Photographs are required on all nomination packages. Photographs will be taken in accordance with reference (c) paragraph 2002 and reference (e). Nominations must be submitted with original photographs, to arrive at the appropriate headquarters not later than the 15th of the month prior to the effected date of promotion, unless amplifying guidance is provided.

(3) For courts-martial or non-judicial punishment restrictions, see enclosures (3) and (4).

(4) Completion of non-resident Professional Military Education (PME) for the grade being considered for promotion.

(5) AC/AR: No unauthorized absence within 12 months of effective date of promotion. Selected Marine Corps Reserve (SMCR): No unexcused absences within 12 months of effective date of promotion.

(6) SMCR personnel must have attended a minimum of 90 percent of drills for the past 12 months.

(7) Personnel nominated must have been members of a MARFORRES element(s) for at least one (1) year to be considered eligible.

(8) No conviction by civilian authorities (foreign or domestic) of Driving Under the Influence or Driving While Intoxicated in present grade. For purposes of this order, the term "conviction" includes a plea or finding of guilty, a plea of nolo contendere, and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into intervention programs, and any similar disposition of charges.

(9) No conviction by civilian authorities (foreign or domestic), or action taken which is tantamount to a finding of guilt, i.e. a plea of no contest, for an offense which is considered a misdemeanor, other than minor traffic violations, in the civil jurisdiction in present grade. This restriction will apply to any traffic violation that is considered a misdemeanor and is punishable by law, i.e. reckless driving.

(10) No conviction by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilt; i.e., a plea of nolo contendere, for an offense, which is, considered a felony in the civil jurisdiction within 18 months of effective date of promotion.

(11) No confirmed distribution, use, or possession of illegal drugs or abuse of a legal substance with the intent to obtain a "high" (i.e., huffing, spice, etc.).

(12) Military Occupational Specialty (MOS) qualified per reference (d) and completion of at least one MOS related off duty professional development course (Marine Corps Institute (MCI), MarineNet, college, trade school, etc.) and must have read at least two (2) books per year on the Marine Corps Professional Reading List corresponding to their present grade. Professional reading must be demonstrated by providing a book report, see enclosure (5) for example.

(13) Must be qualified with T/O weapon, within the past 2 years, unless parent command has received a waiver for qualification from MARFORRES.

(14) AC/AR must have a current swim qualification.

(15) Current first class score on both the semiannual physical fitness test and the combat fitness test. Must be consecutive dates, no gaps. Waivers for deployments, medical, etcetera must be verified within the Commander's endorsement and documentation provided as nomination package enclosures.

(16) At a minimum, Tan Belt qualified in accordance with the Marine Corps Martial Arts Program. Current belt completion code for appropriate belt must be entered into the Marine Corps Total Force System prior to convening board date.

(17) Overall performance of duty, which reflects favorably upon the Marine Corps.

(18) Each package requires at a minimum a Commander's letter of recommendation with required endorsements, a current promotion photo per reference (c), Basic Individual Record, Basic Training Record, Awards page, Record of Service page, Education Page, Page 11, Page 12/Unit Punishment Book, Page 13, Biography, Master Brief Sheet (if applicable) and two (2) book reports. The local Commander must verify the height/weight/body fat percentage.

(19) To be considered for meritorious promotion to both SSgt and GySgt, the following criteria must also be met:

(a) Minimum of six (6) years time in service for promotion to GySgt (Not waiverable).

(b) Minimum of four (4) years time in service for promotion to SSgt (Not waiverable).

(c) Performance of duty to a degree which clearly merits promotion over other qualified Marines and which justifies consideration for advancement ahead of other Marines in that grade, regardless of time in grade.

(d) Comparison of the Marine with all known Marines of the same grade, without regard to occupational field or MOS.

(e) Level and type of duty performance within and outside the individual's occupational field or MOS.

(20) To be considered for meritorious promotion to Sgt, the following criteria must also be met:

(a) Completion of the MCI courses Leading Marines, 8000 or 8010 Cpls Non-Resident Program or Completion of the MarineNet Course and Command Sponsored Cpls Course in accordance with reference (e).

(b) Average Proficiency (pro) and Conduct (con) marks in service equal to or above 4.5/4.5 respectively.

(21) To be considered for meritorious promotion to Cpl, the following criteria must also be met:

(a) Completion of the MCI courses Leading Marines or Completion of the MarineNet and Command Sponsored LCpls Seminar in accordance with reference (e).

(b) Average pro and con marks in service equal to or above 4.3/4.3 respectively.

(22) To be considered for meritorious promotion to LCpl, the completion of the MarineNet Course Leading Marines is required.

5. Administration and Logistics

a. Recommendations must arrive at the appropriate headquarters with enough time in order to convene the board. Recommendations received after the date indicated by the appropriate headquarters will be returned without action. Original nomination packages will be prepared and maintained by the originating unit/command.

b. Commanders/Inspector-Instructor (I-I) within MARFORRES, will submit recommendations via appropriate chain of command for meritorious promotion to the rank of LCpl through GySgt to their respective MSC Commander, (Attn: MSC Sergeant Major).

c. Commanders of AR personnel in all other commands, (to include Headquarters, U.S. Marine Corps, EWTGLANT, EWTGPAC, MARFORCOM, MARFORPAC, EAP, Twentynine Palms and all Reserve Support Units) must submit meritorious promotion nominations by letter to the Commandant of the Marine Corps (CMC), Reserve Affairs (RA) for the annual meritorious promotion of AR personnel to Sgt and Cpl, based on guidance published in an annual Marine Corps Bulletin in the 1430 series published by the CMC, RA.

d. Meritorious promotion recommendations from Commanders and I-I, will be submitted by official correspondence as shown in enclosure (1) and will include the following:

(1) Completion of data sheet in accordance with enclosure (6).

(2) A qualitative and quantitative narrative recommendation. Narrative recommendation should include statements concerning leadership qualities, civic activities, any extraordinary military or civilian experiences and accomplishments, and any pertinent military or civilian education. The narrative statement should be included in paragraph 2 of enclosure (1).

(3) Certification that all data, as depicted in enclosure (6) has been verified trough the Marine Corps Total Force System and that the Marine recommended meets the eligibility criteria as defined in enclosures (3) or (4) prior to submission.

(4) Copy of service record book pages 11, 12/Unit Punishment Book, and 13 only if any entries are adverse in nature. If not required, so indicate on the endorsement.

(5) Units that have submitted a recommendation for meritorious promotion will immediately notify the appropriate Commander via the Sergeant Major utilizing either telephone or email, if the Marine is no longer eligible for meritorious promotion consideration due to regular promotion or pending disciplinary actions.

(6) The MARFORRES enlisted meritorious promotion screening board is established to review nominations for all meritorious promotions within the IRR or meritorious promotions within the AC and RC to the grades of SSgt through GySgt as previously defined in this order. This board will be guided in the performance of its duties by provisions of reference (a).

(a) The board will convene on such dates as directed by the Commander, MARFORRES.

(b) The board will present its recommendation to the Commander, MARFORRES, or the MSC Commanding General as applicable.

6. Command and Signal. This Order is applicable to the Marine Forces Reserve Total Force.

REX C. MCMILLIAN

DISTRIBUTION: D

CRITERIA FOR MERITORIOUS PROMOTION (GYSGT AND SSGT)

CRITERIA	TO GYSGT	TO SSGT
HT/WT STANDARDS	MUST MEET ALL	MUST MEET ALL
PFT/CFT CLASS	1ST CLASS	1ST CLASS
WEAPONS QUAL	CURRENT QUAL OR EXEMPTION	CURRENT QUAL OR EXEMPTION
SWIM QUAL (AC/AR)	CURRENT QUAL	CURRENT QUAL
TIG/TIS	NA/6 YEARS	NA/4 YEARS
RESIDENT PME	N/A	N/A
NON-RESIDENT PME	COMPLETE	COMPLETE
PHOTOGRAPH	YES	YES
REG-NO TIME LOST	NONE	NONE
RES-SAT IDT ATTN	NONE	NONE
NO NJP	WITHIN 12 MONTHS OF EFFECTIVE DATE OF PROMOTION	WITHIN 12 MONTHS OF EFFECTIVE DATE OF PROMOTION
NO COURT MRTL	WITHIN 24 MONTHS OF EFFECTIVE DATE OF PROMOTION	WITHIN 24 MONTHS OF EFFECTIVE DATE OF PROMOTION
NO CFM DIST, USE OR POSS OF ILLEGAL DRUGS OR ABUSE OF A LEGAL SUBSTANCE WITH THE INTENT TO OBTAIN A "HIGH"	NONE	NONE
MOS QUALIFIED	YES	YES
MOS RELATED COURSE	COMPLETED (1)	COMPLETED (1)
PROFESSIONAL READING	2 BOOKS	2 BOOKS
MARINE CORPS MARTIAL ARTS	TAN BELT (MINIMUM)	TAN BELT (MINIMUM)

ADDITIONAL CRITERIA:

1. Performance of duty to a degree which clearly merits promotion over other qualified Marines and which justifies consideration for advancement ahead of other Marines in that grade regardless of time in grade.

2. Comparison of the Marine with all known Marines of the same grade, without regard to occupational field/MOS.

3. Level and type of duty performance within and outside the individual's occupational field/MOS.

4. Commanding Officer's letter of recommendation.

CRITERIA FOR MERITORIOUS PROMOTION (SGT THRU LCPL)

CRITERIA	TO SGT	TO CPL	TO LCPL
HT/WT STANDARDS	MUST MEET ALL	MUST MEET ALL	MUST MEET ALL
PFT/CFT CLASS	1ST CLASS	1ST CLASS	1ST CLASS
WEAPONS QUAL	CURRENT QUAL	CURRENT QUAL	CURRENT QUAL
SWIM QUAL (AC/AR)	CURRENT QUAL	CURRENT QUAL	CURRENT QUAL
PRO/CON (MIN IN SVC)	4.5/4.5	4.3/4.3	N/A
RESIDENT PME	N/A	COMPLETE	COMPLETE
NON-RESIDENT PME	COMPLETE	COMPLETE	N/A
LEADING MARINES MCI	COMPLETE	COMPLETE	COMPLETE
PHOTOGRAPH	YES	YES	YES
REG-NO TIME LOST	LAST 2 YEARS	LAST 2 YEARS	NONE
RES-SAT IDT ATTN	LAST 2 YEARS	LAST YEAR	NONE
NO NJP	WITHIN 12 MONTHS OF EFFECTIVE DATE OF PROMOTION	WITHIN 12 MONTHS OF EFFECTIVE DATE OF PROMOTION	WITHIN 12 MONTHS OF EFFECTIVE DATE OF PROMOTION
NO COURT MRTL	WITHIN 24 MONTHS OF EFFECTIVE DATE OF PROMOTION	WITHIN 24 MONTHS OF EFFECTIVE DATE OF PROMOTION	WITHIN 24 MONTHS OF EFFECTIVE DATE OF PROMOTION
NO CFM DIST, USE OR POSS OF ILLEGAL DRUGS OR ABUSE OF A LEGAL SUBSTANCE WITH THE INTENT TO OBTAIN A "HIGH"	NONE	NONE	NONE
MOS QUALIFIED	YES	YES	YES
MOS RELATED COURSE	COMPLETED (1)	COMPLETED (1)	ENROLLED
PROFESSIONAL READING	2 BOOKS	2 BOOKS	2 BOOKS
MARINE CORPS MARTIAL ARTS (MINIMUM)	TAN BELT	TAN BELT	TAN BELT

MERITORIOUS PROMOTION SUMMARY

PROMOTION TO	EFFECTIVE SECOND DAY OF	QUARTERLY ALLOCATION	YEARLY ALLOCATION	AUTH TO PROMOTE
GUNNERY SERGEANT	APR	N/A	1 PER 1000 IN GRADE ON 1ST DAY OF JANUARY	COMMARFORRES
STAFF SERGEANT	APR	N/A	1 PER 1000 IN GRADE ON 1ST DAY OF JANUARY	COMMARFORRES
SERGEANT	NOV (AC) FEB (AC) MAY (AC) AUG (AC/RC)	1 QTR OF 1% OF ONBOARD CPL ON 1ST DAY OF FISCAL QTR	1 QTR OF 1% OF ONBOARD CPL ON 1ST DAY OF JULY	COMMARFORRES, MSC, CO HQBN (MFR)
CORPORAL	DEC (AC) MAR (AC) JUN (AC) SEP (AC/RC)	1% OF ONBOARD LCPL ON 1ST DAY OF FISCAL QTR	1% OF ONBOARD LCPL ON 1ST DAY OF JULY	COMMARFORRES, MSC, CO HQBN (MFR)
LANCE CORPORAL	DEC MAR JUN SEP	3% OF ONBOARD PFC ON 1ST DAY OF FISCAL QTR	N/A	COMMARFORRES, MSC, REGULAR CO/OIC W/SPCMCA
PRIVATE FIRST CLASS	NO SET MONTHS FOR PROM	QUALIFIED PVT W/ OUTSTANDING LEADERSHIP OR PERFORMANCE	N/A	COMMARFORRES, MSC, REGULAR CO/OIC W/SPCMA

*NOTE 1: Meritorious promotions awarded for command recruiting as authorized by current edition of MCO 1130.62_ does not count against quarterly allocations.

UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

IN REPLY REFER TO
1400
CO
1 Aug 13

From: (Commanding Officer Group/Regiment/Battalion/Squadron)
To: (Commanding General/Commanding Officer MSC/Group/Regiment/Battalion/Squadron)
Via: (Group/Regiment/Battalion/Squadron) as appropriate

Subj: NOMINATION FOR MERITORIOUS PROMOTION TO (RANK) IN THE CASE OF (Marine's Rank, Last Name, First Name, Middle Initial, EDIPI/MOS) USMC

Ref: ForO 1430.1C

Encl: (1) Data sheet
(2) Marine Corps Total Force System (MCTFS) Basic Individual Record
(3) MCTFS Basic Training Record
(4) MCTFS Record of Service
(5) MCTFS Awards Record
(6) MCTFS Education Record
(7) MCTFS Chronological Record (SNCO Promotions ONLY)
(8) Biography
(9) Master Brief Sheet (if applicable)
(10) Book Reports (2)
(11) Promotion Photo

1. In accordance with the reference, I nominate (Rank/Name) for meritorious promotion to (Rank). I certify that all data has been verified and (Rank/Name) meets the criteria as outlined in the reference.

2. Qualitative and quantitative narrative recommendation. Narrative recommendation should include statements concerning leadership qualities, civic activities, any extraordinary military or civilian experiences and contributions, and any pertinent military or civilian education.

3. Point of contact at this command is (Senior Enlisted Advisor/Sergeant Major) at e-mail: i.m.marine@usmc.mil or commercial telephone: (000)111-2222.

I. M. COMMANDER

UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

IN REPLY REFER TO
1400
CO
1 Aug 13

From: (Commanding Officer Group/Regiment/Battalion/Squadron)
To: Commander, Marine Forces Reserve
Via: (1) (Group/Regiment/Battalion/Squadron) as appropriate
(2) Director, Marine Corps Individual Reserve Support Activity
(3) Commanding General, Force Headquarters Group

Subj: NOMINATION FOR MERITORIOUS PROMOTION TO (RANK) IN THE INDIVIDUAL READY RESERVE IN THE CASE OF (Marine's Rank, Last Name, First Name, Middle Initial, EDIPI/MOS) USMC

Ref: ForO 1430.1C

Encl: (1) Data sheet
(2) Marine Corps Total Force System (MCTFS) Basic Individual Record
(3) MCTFS Basic Training Record
(4) MCTFS Record of Service
(5) MCTFS Awards Record
(6) MCTFS Education Record
(7) MCTFS Chronological Record (SNCO Promotions ONLY)
(8) Biography
(9) Master Brief Sheet (if applicable)
(10) Book Reports (2)
(11) Promotion Photo

1. In accordance with the reference, I nominate (Rank/Name) for meritorious promotion to (Rank) in the Individual Ready Reserve. I certify that all data has been verified and (Rank/Name) meets the criteria as outlined in the reference.

2. Qualitative and quantitative narrative recommendation. Narrative recommendation should include statements concerning leadership qualities, civic activities, any extraordinary military or civilian experiences and contributions, and any pertinent military or civilian education.

3. Point of contact at this command is (Senior Enlisted Advisor/Sergeant Major) at e-mail: i.m.marine@usmc.mil or commercial telephone: (000)111-2222.

I. M. COMMANDER

DATA SHEET

DATA SHEET: MERT _____ DATE: _____ Component: AC/AR/SMCR/IRR

_____

RANK LAST NAME FIRST MI EDIPI/MOS UNIT/RUC

BILLET DESC: _____

AFADBD: _____ TIS(MO): ___ DOR: _____ TIG(MO): ___ MARITAL STATUS: ___

HT: ____ WT: ____ RECRUITING REFERRAL #: ___ MCMAP BELT/DTE: ____ / _____

DCTB: _____ RTD: _____ EAS: _____ RECC: _____

AVG PRO/CON: IN SVC: ___ / ___ IN GRD: ___ / ___ PRESENT: ___ / ___

PFT SCORE/CL/PTS/DTE: ___ / ___ / ___ / _____

CFT SCORE/CL/PTS/DTE: ___ / ___ /___ / _____

SWIM QUAL CLASS/DTE: ___ / _____

RIFLE QUAL/REQUAL SCORE/PTS/DTE: ___ / ___ / _____ EXP AWD BAR #: ___

PISTOL QUAL/REQUAL SCORE/PTS/DTE: ___ / ___ / _____ EXP AWD BAR #: ___

CIV EDUCATION: ___ HS/GED ___ SOME COLLEGE ___ ASSOC ___ BACHLORS ___ MASTERS

COLLEGE COURSES: _____

_____

_____

PME RESIDENT/DTE: _____

_____

_____

MCI/PME NON-RESIDENT: _____

_____

_____

PROFESSIONAL READING: _____

_____

_____

PERSONAL DECORATIONS/DTES: _____

_____

_____

OTHER RECOGNITIONS (NCOQ, MOQ, CIV, etc…): _____

_____

_____

DEROGATORY COMMENTS (PG 11, 12, 13, CIV): _____

_____

BIOGRAPHY FORMAT

Lieutenant Colonel John J. Battle

Lieutenant Colonel Battle serves as Deputy Assistant Chief of Staff, G-5, Marine Corps Recruit Depot/Western Recruiting Region, San Diego, CA.

Lieutenant Colonel Battle was born on 10 November 1957 at Camp Pendleton, CA., and was raised on various Marine Corps posts and stations. He enlisted in the Naval Reserve in June 1975 and was commissioned a Second Lieutenant in the Marine Corps in May 1980, having completed his undergraduate education in General Engineering at the U.S. Naval Academy.

Following Basic School and the Infantry Officer Course, he was assigned to 3d Battalion, 6th Marines in September 1981. During this tour, Lieutenant Colonel Battle served as Rifle Platoon Commander, Battalion Adjutant and Company Commander and participated in various exercises and a unit deployment to the Western Pacific.

In June 1984, Lieutenant Colonel Battle was transferred to Inspector-Instructor Staff, San Diego, CA, where he served as Assistant Inspector-Instructor, 4th Medical Battalion and as Administrative Officer for the Marine Corps Reserve Training Center. Lieutenant Colonel Battle subsequently reported to 3d Marine Aircraft Wing in October 1987 where he served initially as Administrative Officer, Marine Wing Headquarters Squadron 3 and later as Adjutant, Marine Aircraft Group 11.

Ordered to Okinawa in June 1990, Lieutenant Colonel Battle served as Group Adjutant, 3d Force Service Support Group. The following year, Lieutenant Colonel Battle was assigned to the Naval Postgraduate School where he was awarded a Master of Science degree in Systems Technology (Command, Control, Communications).

In July 1993, Lieutenant Colonel Battle reported to Plans Policies and Operations Department, Headquarters, U.S. Marine Corps, where he served concurrently as Space Plans and Policies Officer and as Special Technical Operations Officer. In July 1996, Lieutenant Colonel Battle was reassigned to Camp Pendleton, California, where he concurrently served as Assistant Chief of Staff, G-5, First Marine Expeditionary Brigade and Deputy Assistant Chief of Staff, G-5, I Marine Expeditionary Force until June 2002.

Lieutenant Colonel Battle's personal decorations include the Meritorious Service Medal (3rd award) and the Navy Achievement Medal (4th award).

Lieutenant Colonel Battle is married to the former Mary Ann Smith of Warrenton, VA. They live in San Diego, California and have two children: Melissa 12, and John Jr. 10.

BOOK REPORT FORMAT

Introduction: Here you want to provide basic information about the book, and a sense of what your report will be about. You should include:

- Title (underlined)/Author
- A brief (1-2 sentences) introduction to the book and the report/review.

Body: There are two main sections for this part. The first is an explanation of what the book is about. The second is your opinions about the book and how successful it is. There are some differences between reports on fiction or other imaginative writing and reports on non-fiction books.

But for both, a good place to start is to explain the author's purpose and/or the main themes of the book. Then you can summarize.

- For fiction or other creative writing: Provide brief descriptions of the setting, the point of view (who tells the story), the protagonist, and other major characters. If there is a distinct mood or tone, discuss that as well. Give a concise plot summary. Along with the sequence of major events, you may want to discuss the book's climax and resolution, and/or literary devices such as foreshadowing.
- For non-fiction: Provide a general overview of the author's topic, main points, and argument. What is the thesis? What are the important conclusions? Don't try to summarize each chapter or every angle. Choose the ones that are most significant and interesting to you.

Analysis and Evaluation: In this section you analyze or critique the book. You can write about your own opinions; just be sure that you explain and support them with examples. Some questions you might want to consider:

- Did the author achieve his or her purpose?
- Is the writing effective, powerful, difficult, beautiful?
- What are the strengths and weaknesses of the book?
- For non-fiction, what are the author's qualifications to write about the subject? Do you agree with the author's arguments and conclusions?
- What is your overall response to the book? Did you find it interesting, moving, dull?
- Would you recommend it to others? Why or why not?

Conclusion: Briefly conclude by pulling your thoughts together. You may want to say what impression the book left you with, or emphasize what you want your reader to know about it.