



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
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IN REPLY REFER TO:
1400
CG
21 Jun 16

POLICY LETTER 01-16

From: Commanding General, Force Headquarters Group
To: Distribution List

Subj: UNIT QUARTERLY PROMOTION BOARD FOR TIME IN GRADE PROMOTION
FROM LANCE CORPORAL TO CORPORAL AND FROM CORPORAL TO
SERGEANT

Ref: (a) MARADMIN 200/16

Encl: (1) TIG Promotion Board Briefing Template

1. One of the most important acts an organization performs to ensure its current and future effectiveness is to identify and promote its most qualified members. In pursuit of this goal, all Officer and Staff Noncommissioned Officer (SNCO) promotions are determined by a Headquarters Marine Corps (HQMC) convened promotion board. All meritorious promotions for all enlisted ranks are adjudicated by a promotion board convened for such an event. However, unless directed by the unit, time in grade promotions for all Marines from Private to Corporal do not require a promotion board to assess the qualifications of these Marines in order to be recommended for promotion. Reference (a) and this policy change that fact for promotion to Corporal and Sergeant.

2. Effective immediately, all eligible Marines, who are recommended for promotion by their section OICs, for time in grade promotion to Corporal and Sergeant, will appear before the Unit Quarterly Promotion Board for assessment, evaluation, and recommendation for promotion. This board will be held at no higher than the battalion/group level, but may be held at the company level. This duty will be coordinated by the Commanding Officer, Inspector-Instructor, and both senior enlisted members (SMCR and Active Duty). See table below for board frequency. All eligible Marines will physically appear before the board in the prescribed uniform, designated by the board and unit policy, to be interviewed and questioned on their professional knowledge and qualifications for promotion. The board will make a promotion recommendation for each Marine and submit their recommendations to the unit commander for concurrence via the Sergeant Major.

<u>Promotion Quarter</u>	<u>Panel held NLT</u>
Jan/Feb/Mar	15 Nov
Apr/May/Jun	15 Feb
Jul/Aug/Sep	15 May
Oct/Nov/Dec	15 Aug

a. Upon recommendation for promotion by the board, and concurred by the promotion authority, all eligible Marines will be recommended for promotion starting the first month of the eligibility promotion quarter.

b. Marines not recommended by the board and concurred by the promotion authority will have a Page 11 entry entered in their Service Record Book (SRB) stating that they "Appeared before the Unit Quarterly Promotion Board and were not recommended for promotion due to (state specific reason)", for the non-recommendation provided.

c. Marines not recommended by the Unit Quarterly Promotion Board will not be eligible for promotion until the following promotion quarter. Quarterly non-recs and Page 11 entries for that quarter will be completed per MCO P1400.32D Marine Corps Enlisted Promotion Manual.

d. When promotion eligible Marines arrive at the unit after the Unit Quarterly Promotion Board has been held, the unit must hold a separate supplemental board for those new Marines.

3. It is not required, though permissible, for an exam to be given prior to the promotion board in order to determine the applicant's Military Occupational Specialty (MOS) knowledge and competence. Marines who choose not to appear before the board will not be recommended for promotion based on their refusal to appear before the board. The non-recommended requirements outlined above are required in this situation.

4. Enclosure (1) provides an example that units MAY use on each Marine of their section appearing before the board and submit to the unit senior enlisted for review prior to the board. Specific construct, content and members of the board will be left to the individual units for determination.

5. I believe that implementation of time in grade promotion boards will both dramatically improve the quality of those personnel selected for promotion and cause all Marines to invest their time and energy in preparing for the promotion board. Marines will improve their knowledge and preparation for promotion. An appearance before the board will provide units with an improved ability to assess and recommend qualified applicants for promotion to the next higher rank.


H. G. PRATT

Distribution: A

TIG Promotion Board Briefing Template

NAME:

DOB:

Section:

MOS/Billet:

Yrs of Service:

EAS:

Duty Status:

Recent Semi-Annual Pro/Con: Pro _____ Con _____

Avg Time-in-Service Semi-Annual Pro/Con: Pro _____ Con _____

MCI's Complete in Quarter:

MCAMAP Belt:

PFT: CFT:

Disciplinary Action in Quarter:

Section Recommendation: