



UNITED STATES MARINE CORPS

FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70146-5400

GruO 1430.1

SGTMAJ

SEP 18 2012

GROUP ORDER 1430.1

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

Subj: LANCE CORPORAL THROUGH GUNNERY SERGEANT MERITORIOUS PROMOTION

Ref: (a) MCO P1400.32D
(b) MCO P6100.12 W/CH 1-2
(c) MCO P1070.12K
(d) MCO 1200.17
(e) ForO 1430.1B
(f) MARADMIN 370/07

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

1. Situation. To publish procedures and establish eligibility criteria for meritorious promotion for Lance Corporal through Gunnery Sergeant within Force Headquarters Group (FHG), Marine Forces Reserve (MARFORRES) per references (a) through (f).

2. Cancellation. None.

3. Mission.

a. 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. The 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 promotions system, 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.

4. Execution.

a. The months in which quarterly meritorious promotions are effective:

Staff Non Commissioned Officer:	Yearly (MARFORRES MSG)
Sergeant:	November, February, May, August
Corporal:	December, March, June, September
Lance Corporal:	December, March, June, September

b. Regular and Reserve meritorious promotion allocations will be derived separately and based on their respective onboard strengths. Marine Forces Reserve (MARFORRES) uses the strength totals in determining the authorized number of meritorious promotions allocated to the 4th Marine Division, 4th Marine Aircraft Wing, 4th Marine Logistics Group and Force Headquarters Group. All allocations for Staff Non Commissioned Officer (SNCO) promotions will be released via force bulletin listing due date, date and time board will convene.

c. Regimental/Group/Separate Battalion/Squadron Commanders are delegated authority to effect, each fiscal quarter, meritorious promotion to Lance Corporal within their organizations. Meritorious promotions effected under this authority will not exceed three percent of the Privates First Class on board as of the first day of each fiscal quarter.

d. Promotion certificates for Sergeant and Corporal will be prepared by Force Headquarters Group and forwarded via the chain of command for delivery to the individual Marine at an appropriate ceremony. Promotion warrants for SNCO's will be prepared and forwarded by MARFORRES. Force Headquarters Group will prepare a Naval Message to subordinate units listing selected Marines with authority to effect promotions on the second of the month.

e. Due to the strength totals of Active Component (AC) and Active Reserve (AR) Lance Corporals and Corporals within the Force Units, normally the Force level units will be able to effect only one promotion to these ranks per Fiscal Year (FY). To ensure that qualified Marines have the fullest opportunity to be promoted, a complete promotion nomination package with photo will be prepared for both Lance Corporal and Corporal during the last quarter of each fiscal year for effected promotion period. At least one promotion per those ranks will be effected not later than the last quarter per FY.

(1) Eligibility Criteria. Eligibility criteria for meritorious promotions are summarized in enclosure (1). The following criteria are also applicable to both regular and reserve personnel unless specified otherwise:

(a) Those recommended for meritorious promotion must be within the height, weight and military appearance guidelines as established by reference (b).

(b) Photographs are required per paragraph 2002 of reference (c), on all nomination packages. Nominations must be submitted with original photographs, to arrive at this headquarters not later than the 15th of the month prior to the effected date of promotion.

(c) To be considered for meritorious promotion to both Staff Sergeant (SSgt) and Gunnery Sergeant (GySgt), the following criteria must be met:

1. Minimum of 6 years time in service for promotion to GySgt (Not Waiverable).

2. Minimum of 4 years time in service for promotion to SSgt (Not Waiverable).

3. 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.

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

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

6. Overall performance of duty, which reflects favorably upon the Marine Corps.

7. Each package must have at a minimum a CO's letter of recommendation plus required endorsements, a current promotion photo per reference (c), BIR, BTR, Education PG, PG 11, PG 12 and PG 13 (Certified). The local Commander must verify the height/weight/body fat percentage.

8. No non-judicial punishment in present grade and no court martial.

9. Completion of nonresident PME for the grade being considered for promotion.

10. MOS qualified per reference (d) and completion of at least one MOS related off duty professional development course (Marine Corps Institute (MCI), college, trade school, etc.) and must have read at least 2 books per year on the Commandant's Reading List corresponding to their present grade.

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

12. Current 1st class score on the semiannual physical fitness test, for that testing period.

13. At a minimum, Tan Belt qualified in accordance with the Marine Corps Martial Arts Program. School Code MMB (Tan Belt) must be entered into the Unit Diary prior to convening board date.

(d) To be considered for meritorious promotion to Sergeant, the following criteria must be met:

1. 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.

2. No non-judicial punishment within 12 months of effective date of promotion and no court-martial.

3. No positive urinalysis or drug related offenses.

4. Completion of the Fundamentals of Marine Corps Leadership, Personal Finance and completion of MCI 8000 and/or 8010 Sergeants Nonresident Program Course is required.

5. MOS qualified per reference (d) and completion of at least one MOS related off duty professional development course (MCI, college, trade school, etc.), and must have read at least two books per year on the Commandants Reading List corresponding to their present grade.

6. Must be qualified with Table of Organization (T/O) weapon, within the past two (2) years, unless the command has received a waiver for qualification from MARFORRES.

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

8. A 1st class on the semiannual/annual Physical Fitness test (PFT).

9. Completion of nonresident PME for the grade being considered for promotion.

10. At a minimum, Tan Belt qualified in accordance with the Marine Corps Martial Arts Program. School Code MMB (tan Belt) must be entered into the Unit Diary prior to convening board date.

(e) To be considered for meritorious promotion to Corporal, the following criteria must be met:

1. AC/AR: No unauthorized absences within 12 months of effective date of promotion. SMCR: No unexcused absences within 12 months of effective date of promotion.

2. No non-judicial punishment within 12 months of effective date of promotion and no court-martial.

3. Completion of the Fundamentals of Marine Corps Leadership and Personal Finance (MCIs).

4. MOS qualified per reference (d) and completion of at least one MOS related off duty professional development course (MCI, college, trade school, etc.), and must have read at least two books per year on the Commandant's Reading List corresponding to their present grade.

5. Must be qualified with Table of Organization (T/O) weapon, within the past two (2) years unless the command has received a waiver for qualification from MARFORRES.

6. Average pro and con marks in grade equal to or above 4.5/4.5 respectively.

7. A 1st class on the semi-annual/annual PFT.

8. No positive urinalysis or drug related offenses.

9. Completion of nonresident PME for the grade being considered for promotion.

10. At a minimum, Tan Belt qualified in accordance with the Marine Corps Martial Arts Program. School Code MMB (tan Belt) must be entered into the Unit Diary prior to convening board date.

(f) To be considered for meritorious promotion to Lance Corporal, the following criteria must be met:

1. AC/AR: No unauthorized absences. SMCR: No unexcused absences.

2. No non-judicial punishment within 12 months of effective date of promotion and no court-martial.

3. MOS qualified per reference (d) and completion of Leading Marines and Personal Finance MCIs. Must have read at least two books per year from the Commandant's reading list corresponding to their present grade.

4. Must be qualified with T/O weapon, within past three (3) years, unless the command has received a waiver for qualification from MARFORRES.

5. A 1st class on the semiannual/annual PFT.

6. No positive urinalysis or drug related offenses.

7. At a minimum, Tan Belt qualified (same as (10) above)

5. Administration and Logistics. Recommendations meeting the criteria in enclosure (1) and paragraph 4 above for meritorious promotions must arrive at this headquarters no later than the dates indicated in enclosure (5). Recommendations received after the date indicated will be returned for resubmission for the following quarter. Original nomination packages will be prepared and maintained by the Regimental/Battalions/Group/Squadrons.

a. Commanding Officer's (CO)/Inspector-Instructor (I-I) within FHG, will submit recommendations via chain of command for meritorious promotion to the rank of Lance Corporal through Gunnery Sergeant to the Commanding General (Attn: Sergeant Major) not later than the dates indicated in enclosure (5).

b. Commanding Officers of AR personnel in all Reserve Support Units must submit meritorious promotion nominations by letter to the CMC (3280 Russell Rd, Quantico VA 22134).

c. Commanding Officers who have Individual Ready Reserve (IRR) Marines attached to them in an active duty status must submit nominations for meritorious promotion by letter, via the chain of command, to the Commander, MARFORRES. IRR Marines in this category include the following:

(1) Active Duty Operational Support (ADOS).

(2) Exercise Support Orders.

(3) Reserve Counterpart Training Orders.

(4) Mobilization Orders.

d. Meritorious promotion recommendations from the CO and I-I, will be submitted via official correspondence as shown in enclosure (3), and will include the following:

(1) Completion of item's 1.a through 1.o listed on enclosure (4).

(2) A qualitative and quantitative narrative recommendation. Narrative recommendation should include statements concerning leadership qualities, civic activities, any extraordinary military experiences and any pertinent military or civilian education. The narrative statement should be included in paragraph 2 of enclosure (4).

(3) Certification that all data, as depicted in enclosure (3) has been verified through Marine Corps Total Force System (MCTFS) and that the Marine recommended meets the eligibility criteria as defined in enclosure (1) paragraph 4 of this order, prior to submission.

(4) Copy of service record book pages 3, 11, 12, and 13 only if any entries are adverse in nature. If not required, so indicate on the endorsement.

e. Units that have submitted a recommendation for meritorious promotion will immediately notify the Commanding General, FHG via the Sergeant Major by telephone/email, if the Marine is no longer eligible for meritorious promotion consideration due to regular promotion or pending disciplinary actions.

f. Schedule local meritorious promotion screening boards to allow sufficient time for submission of recommendations on all eligible Marines before the deadlines established in enclosure (5).

g. The enlisted meritorious promotion screening boards are established to review all nominations for meritorious promotion to the grades of Lance Corporal through Gunnery Sergeant as previously defined in this order. The boards will be guided in the performance of their duties by provisions of reference (a).

(1) The board will convene on such dates as directed by the Commanding General.

(2) The board will review nominations of Marines for meritorious promotion to the grades of Lance Corporal through Gunnery Sergeant and present its recommendation to the Commanding General, FHG

6. Command and Signal.

a. Command. This Order is applicable to the uniformed members of this

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Command and all subordinate units assigned or attached to FHG.

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



P. K. LEBIDINE

DISTRIBUTION: D

CRITERIA FOR MERITORIOUS PROMOTION (GYSGT AND SSGT)

<u>CRITERIA</u>	<u>TO GYSGT</u>	<u>TO SSGT</u>
HT/WT STANDARDS	MUST MEET ALL	MUST MEET ALL
PFT CLASS	CURRENT 1ST CLASS	CURRENT 1ST CLASS
WEAPONS QUAL	QUALIFY	QUALIFY
TIG/TIS	NA/6 YEARS	NA/4 YEARS
RESIDENT PME	N/A	N/A
NONRESIDENT PME	COMPLETED	COMPLETED
PHOTOGRAPH	SMCR - YES AC/AR - YES	SMCR - YES AC/AR - 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 NJP/CT MARTIAL	NONE	NONE
NO POSITIVE URINALYSIS	NONE	NONE
MOST QUALIFIED	YES	YES
MOS RELATED COURSE	COMPLETED (1)	COMPLETED (1)
PROFESSIONAL READING COMPLETED ANNUALY	2 BOOKS	2 BOOKS
MARINE CORPS MARTIAL	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)

<u>CRITERIA</u>	<u>TO SERGEANT</u>	<u>TO CORPORAL</u>	<u>TO LANCE CORPORAL</u>
HT/WT STANDARDS	MUST MEET ALL	MUST MEET ALL	MUST MEET ALL
PFT CLASS	1ST CLASS	1ST CLASS	1ST CLASS
WEAPONS QUAL	QUALIFY	QUALIFY	QUALIFY
PRO'S/CON'S	MINIMUM/TIG 4.5/4.5	MINIMUM/TIG 4.5/4.5	N/A
TIG/TIS	NA/18 MO	NA/6 MO	NA/NONE
SERGEANTS COURSE MCI	COMPLETED	N/A	N/A
LEADING MARINES	N/A	COMPLETED	N/A
PERSONAL FINANCE	COMPLETED	COMPLETED	COMPLETED
MOS RELATED COURSE	COMPLETED (1)	COMPLETED (1)	COMPLETED (1)
PRO READING COMPLETED ANNUALLY	2 BOOKS	2 BOOKS	2 BOOKS
PHOTOGRAPH	AC/AR - YES SMCR - YES	AC/AR - YES SMCR - YES	AC/AR - YES SMCR - YES
REG-NO TIME LOST	LAST 2 YEARS	LAST 2 YEARS	NONE
RES-SAT IDT ATTN	LAST 2 YEARS	LAST YEAR	NONE
NO NJP/CT MARTIAL	WITHIN 12 MONTHS OF EFFECTIVE DATE OF PRMOTOTION	WITHIN 12 MONTHS OF EFFECTIVE DATE OF PROMOTION	WITHIN 12 MONTHS OF EFFECTIVE DATE OF PROMOTION
NO POSITIVE URINALYSIS	NONE	NONE	NONE
MARINE CORPS MARTIAL ARTS	MINIMUM TAN BELT	MINIMUM TAN BELT	MINIMUM TAN BELT

MERITORIOUS PROMOTION DATA SHEET

DATA SHEET FOR: MERIT PROM TO SGT____ CPL____

RANK	LAST NAME	FIRST	MI	SSN/MOS	UNIT
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BILLET DESCRIPTION:

MARITAL STATUS: _____ AFADB: _____ TIS (MO) : _____ DOR: _____
TIG (MO) : _____

DCTB: _____ RTD: _____ EAS: _____

PRO/CON: IN SVC ____/____ IN GRADE ____/____

PFT SCORE/CL/DATE: ____/____/____

CFT SCORE/CL/DATE: ____/____/____

RIFLE QUAL/DATE: ____/____ EXP AWD BAR # _____

PISTOL QUAL/DATE: ____/____ EXP AWD BAR # _____

CIV EDUCATION: HS GRAD GED COLLEGE ____ YRS ASSOC
BACHELORS

CIVILIAN COURSES WHILE IN MILITARY: _____

FORMAL SCHOOLS/DATE: _____

MCI/PME COURSES/DATE: _____

PERSONAL DECORATIONS/DATE: _____

OTHER RECOGNITIONS (MERIT MAST, LOA, CERTCOM): _____

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

SIGNATURE OF CO

NOMINATION FOR MERITORIOUS PROMOTION FORMAT
(UNIT LETTERHEAD)

From: Commanding Officer
To: Commanding General, Force Headquarters Group
2000 Opelousas Avenue, New Orleans, LA 70114-5400
Via: (1)
(2)

Subj: NOMINATION FOR MERITORIOUS PROMOTION TO THE RANK OF

Ref: (a) ForO 1430.1B
(b) GruO 1430.1

1. I nominate (Rank, Name, Last 4 of SSN, MOS) for meritorious promotion to the rank of _____. The following is submitted:

a. Height/Weight	___/___
b. Date of Last PFT: _____ Score ___/___ Class	_____
c. Rifle Marksmanship Score	_____
d. Average Proficiency Mark (In Service)	_____
e. Average Conduct Mark (In Service)	_____
f. Time in Grade	_____
g. Time in Service	_____
h. Command Recruiting (Number of Referrals)	_____
i. Sgts Crs, Fund MC Leadership and Pers Finance Completion Dates	_____
j. Awards/Commendations	___/___
k. Unit RUC	_____
l. MOS Related; Additional MCI and Off Duty Education Courses	_____
m. Professional Reading Completed	_____
n. Certified Copies of pages 3, 11, 12 and 13 of members SRB	_____
o. Certified Copies of BIR/BTR	_____

2. Brief narrative on the Marine's performance.

I. M. COMMANDING

FHG MERITORIOUS PROMOTION SUMMARY/QUARTERLY BOARD SCHEDULE

<u>BOARD</u>	<u>BN/FHG DEADLINE DATE</u>	<u>GROUP BOARD DATE</u>	<u>OMOTION DATE</u>	<u>ELIGIBLITY TIS/TIG</u>	<u>QUOTA</u>
Sgt	25/30 Sep 12	14/15 Oct 12 (Key West)	2 Nov 12	18 Months/N/A	TBA
	13/18 Dec 12	10-11 Jan 13 (TBD)	2 Feb 13	18 Months/N/A	TBA
	4/9 Mar 13	24-25 Mar 13 (TBD)	2 May 13	18 Months/N/A	TBA
	24/29 Jun 13	14-15 Jul 13 (TBD)	2 Aug 13	18 Months/N/A	TBA
	16/21 Sep 13	6-7 Oct 13 (TBD)	2 Nov 13	18 Months/N/A	TBA
	11/16 Dec 13	10-11 Jan 14 (TBD)	2 Feb 14	18 Months/N/A	TBA
Cpl	10/15 Nov 12	No Board	2 Dec 12	6 Months/N/A	TBA
	10/15 Feb 13	Submit Nominee's	2 Mar 13	6 Months/N/A	TBA
	10/15 May 13	to Group by 15th	2 Jun 13	6 Months/N/A	TBA
	10/15 Aug 13	of month prior to	2 Sep 13	6 Months/N/A	TBA
	10/15 Nov 13	promotion date	2 Dec 13	6 Months/N/A	TBA
LCpl	10/15 Oct 12	No Board	2 Nov 12	N/A/None	TBA
	10/15 Jan 13	Submit Nominee's	2 Feb 13	N/A/None	TBA
	10/15 Apr 13	to Group by 15th	2 May 13	N/A/None	TBA
	10/15 Jul 13	of month prior to	2 Aug 13	N/A/None	TBA
	10/15 Oct 13	promotion date	2 Nov 13	N/A/None	TBA

Note: (1) Bn quotas for these boards will be sent out via FHG SgtMaj to Bn SgtMaj/1stSgt
 (2) Nominations will be sent to Adj Chief, FHG, as per FHG template provided within most current version of Group Order 1430.1_.
 (3) Active Duty/Active Reserve promotions are far fewer. Allocations will be sent in the same manner as listed in note (1) above.

NCO/Marine of the Year/Merit SSgt & GySgt Prom

CY12/MOY & Merit SNCO 11/16 Nov 12 3-4 Dec 12 **Ref: ForO 1650.1B & ForO 1430.1B Qrtly Selectee's

Note: (1) Promotion style color photos will be required for ALL packages.
 (2) All boards will require a nominee package submitted NLT the deadline stated. The packages will include recommendation, signed endorsements, data sheet. (For Merit SNCO and MOY Boards, submit packages in accordance with MFR Order which includes BIR, BTR, ROS, Edu, AWDS, Pg 11/UPB's)
 (3) Each unit will get to send 1 Nominee to Group per Board.
 (4) Bn's must ensure that all prerequisites are met as per Group Order 1430.1. If all prerequisites are not met, the package will not be boarded and will be returned with no action taken.