



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1430.1M
SGTMAJ
19 Jan 10

STATION ORDER 1430.1M

From: Commanding Officer
To: Distribution List

Subj: MERITORIOUS PROMOTION TO SERGEANT, CORPORAL, LANCE
CORPORAL AND PRIVATE FIRST CLASS

Ref: (a) MCO P1400.32D W/CH 1
(b) MCIWESTO 1430.1

Encl: (1) Sample Letter of Nomination
(2) Sample Data Sheet

1. Situation. The meritorious promotion program recognizes individuals whose superior performance is well beyond that normally expected of Marines of equal grade.

2. Cancellation. StaO 1430.1L.

3. Mission. Publish instructions and procedures for the Marine Corps Air Station Yuma meritorious promotions, from Private First Class (PFC) through Sergeant (Sgt). This order establishes policy governing the procedures in selecting and submitting those best qualified.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To promote morale and encourage high standards of performance among the Marines aboard Marine Corps Air Station Yuma.

(a) Designation as a meritorious nominee signifies leadership, dedication and professionalism. Designation should be the goal of all eligible Marines.

(b) A recommendation for a meritorious promotion would be considered an avenue for recognizing achievement. It will be used as a means to recognize the efforts of our individuals that are eligible for this opportunity.

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(2) Concept of Operations. Commander of HHS, in considering an individual for nomination, will ensure nominees' conduct and their performance warrant recognition and **clearly** distinguish them from others.

(a) Criteria. All submissions will be guided by the following criteria when considering Marines for meritorious promotion:

1. Performance of duty to a degree rarely attained by Marines of equal grade and which completely justifies consideration for advancement ahead of other Marines of equal grade, regardless of time in grade.

2. Comparison of the Marine's performance and past military record with all known Marines of the same grade without regard to occupational field or MOS.

3. Performance on unusual assignment which reflects favorably upon the Marine Corps.

4. Dedication to duty and demonstrated capability to discharge all of the responsibilities and duties of the higher grade above satisfaction.

(b) Promotion Restrictions

1. Adherence to the restrictions listed in paragraph 1204, ref (a), is mandatory.

2. Minimum time in grade requirements are waived in the case of meritorious promotion; however, compliance with minimum time in service requirements as shown in subparagraphs 1202, ref (a) is mandatory.

3. Possess a minimum average of 4.5/4.5 proficiency and conduct marks **in grade**.

4. Be Marine Corps Martial Arts Program Qualified with no less than a grey belt certification.

5. Not received NJP within six months of the board's (MCIWest) convening date.

(c) Meritorious Promotion to Sergeant and Corporal.

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1. Only the Commanding General, Marine Corps Installations West has the authority to effect promotions to sergeant and corporal per subparagraph 4103, ref (a). Allocations and distribution will be strictly adhered to by this command, per the Commanding General's direction.

2. Marines in the grade of corporal and above not eligible for meritorious promotion as a result of exceptional scholastic achievement. Recognition in the form of a meritorious mast or other commendatory correspondence is more appropriate.

3. Meritorious promotions for sergeant are November, February, May and August. Meritorious promotions for corporal are December, March, June and September.

(d) Meritorious Promotion to Lance Corporal

1. Commanders, Major and above, having authority to convene special courts-martial per the Uniform Code of Military Justice (UCMJ), Article 23 (10 U.S.C. 823), regardless of whether the exercise of such authority is restricted by superior competent authority are authorized to meritoriously promote any Lance Corporal in recognition of outstanding leadership or performance.

2. Meritorious promotion will be based upon the onboard strength of permanent personnel in the grade of private first class. Each fiscal quarter, no more than three percent of the PFCs onboard on the first day of the fiscal quarter may be meritoriously promoted. Excess fractions will not be carried over if one or more promotions result from the quarterly computation. See reference (a) for further guidance on computing. **Computation will be supplied by this HQs and allocations sent via the Station S1 to HHS.**

3. Months in which quarterly promotions are to be effected are December, March, June and September.

(e) Meritorious Promotion to Private First Class

1. Commanders are authorized to meritoriously promote any Private (Pvt), permanent personnel (non student), to PFC in recognition of outstanding leadership or performance. Refer to paragraph 4104.2 in reference (a) for Commanders who have IRR Marines attached to them.

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(f) Marines on Temporary Additional Duty (TAD) with the Fleet Marine Force Personnel Assistance Program (FAP). Fleet Assistance Program personnel, Private through Corporal are also eligible to compete with station permanent personnel for meritorious promotions private first class through sergeant. All meritorious promotions Corporal through Sergeant are effected at the MCIWest level. Nominees will be referred to the MCIWEST for further consideration.

5. Administration and Logistics. Directives issued by this command are published electronically and can be accessed online via the MCAS Yuma homepage at <https://intranet.mciwest.usmc.mil/yuma/default.aspx>.

6. Command and Signal

a. Command. This order is applicable to all commands aboard MCAS Yuma.

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


M. A. WERTH

DISTRIBUTION: B

19 Jan 10



UNITED STATES MARINE CORPS
COMMAND HEADER

1400
Office Code
Date

From: Commanding Officer/Dept Head
To: Commanding General, Marine Corps Installation West
(Attn: SgtMaj)
Via: Commanding Officer, Marine Corps Air Station, Yuma
Subj: MERITORIOUS PROMOTION TO SERGEANT, CORPORAL, LANCE
CORPORAL, AND PRIVATE FIRST CLASS CASE OF RANK,
NM/SSN/MOS USMC

Encl: (1) Data Sheet
(2) MCTFS BIR/BTR/ROS
(3) MCTFS MCI and Education Screen Printout
(4) MCTFS Awards Screen Printout (include copy of all
supporting documents)
(5) Pg 3 of Service Record Book
(6) Pg 11 of Service Record Book
(7) Pg 12 and/or UPB of Service Book (if applicable)
(8) Promotion Photograph
(9) Mini Biography

1. Nomination paragraph (s) will explain why SNM should be considered and describe his/her qualifications with "full concept Marine" annotation. Include any information that has a direct bearing on the Marines performance during their entire time in the present grade.

2. Highlights and significant events that capture the Marines performance should be the focus of interest. Superfluous documentation should be discouraged.

3. Per my endorsement, the enclosures have been verified per all references.

C. O. SIGNATURE

Sample Letter of Nomination

DATA SHEET
(PFC/LCPL/CPL/SGT)

DATE SUBMITTED: _____ PHOTO: YES/NO

NAME: _____ GRADE: _____ UNIT: _____

MOS: _____ HT: _____ WT: _____ BODY FAT: _____

CURRENT DUTY ASSIGNMENT: _____

TIS: _____ TIG: _____ DOR: _____ EAS: _____ GT: _____
(MONTHS) (MONTHS)

SERVICE SCHOOLS COMPLETED: _____

MCI/PME COURSE COMPLETION

PERSONAL FINANCE: YES/NO DATE COMPL: _____

TERRORISM: YES/NO DATE COMPL: _____

LEADING MARINES: YES/NO DATE COMPL: _____

SGT'S PROGRAM (OR EQUIVALENT) (NON RESIDENT) YES/NO DATE COMPL: _____

MCIS COMPLETED IN SERVICE/GRADE/ENROLL (PROVIDE MCTFSSCREEN) _____/_____/_____

NJP/COURT MARTIAL (ARTICLE/DATE): _____

AVERAGE PRO/CON MARKS IN GRADE: PRO _____ CON _____

AVERAGE PRO/CON MARKS IN SERVICE: PRO _____ CON _____

PERSONAL AWARDS: _____

PHYSICAL FITNESS TEST SCORE: _____ CLASS: _____ DATE: _____

COMBAT FITNESS TEST: SCORE: _____ CLASS: _____ DATE: _____

RIFLE QUAL: SCORE: _____ CLASS: _____ DATE: _____

MARINE CORPS COMMON SKILLS (MCCS) TEST: SCORE: _____ DATE: _____

MCMAP QUALIFICATION: _____ DATE: _____

SWIM QUALIFICATION: _____ DATE: _____

PROFESSIONAL READING COMPLETED:

COLLEGE COURSES/CREDIT HOURS: _____

DEPLOYMENT HISTORY: OIF/OEF: YES/NO DATES: _____

COMMUNITY SERVICE: _____

NOTEWORTHY ACHEIVEMENTS:

**ADDITIONAL
REMARKS:** _____

SGTMAJ SIGNATURE
