



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE, SUTIE 238  
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1420.1E  
1A  
MAR 19 2004

DEPOT ORDER 1420.1E

From: Commanding General  
To: Distribution List

Subj: MERITORIOUS PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

Ref: (a) MCO P1400.32C  
(b) DepO 1420.2B  
(c) MCO P1070.12K  
(d) MCO 1130.62B

Encl: (1) Meritorious Promotion Allocation Computation  
(2) Sample Meritorious Sergeant and Corporal Promotion Board  
Announcement Letters  
(3) Timetable of Recurring Events  
(4) Meritorious Promotion Form (MCRD 1414/3)  
(5) Sample Recommendation Letter to the CG

1. Situation. To establish procedures for the submission of recommendations and selections for meritorious promotions to the grades of Private First Class through Sergeant.

2. Cancellation. Depot Order 1420.1D.

3. Mission. Reference (a) established Marine Corps policy for the promotion of enlisted personnel. Amplifying instructions for meritorious promotions (to Private First Class through Sergeant) are contained herein. Meritorious promotion procedures for recruiters and drill instructors were promulgated under reference (b).

4. Summary of Revision. This revision contains a substantial number of changes to paragraph 6 and should be completely reviewed.

5. Information

a. Reference (c) authorizes the CG to effect meritorious promotions to the grades of Sergeant and Corporal on a quarterly basis. CO's are authorized to effect meritorious promotions to the grade of Lance Corporal on a quarterly basis. Additionally, CO's are authorized to meritoriously promote any Private, permanent personnel (non-student) to PFC in recognition of outstanding leadership or performance. Allocations for these promotions will be based upon the total on board population of Corporals, Lance Corporals, and Privates First Class on the first day of each fiscal quarter

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Enclosure (1) provides information concerning the computation of these promotion allocations.

b. Quarterly meritorious promotion periods are:

Corporal to Sergeant: Feb, May, Aug, Nov

Lance Corporal to Corporal: Mar, Jun, Sep, Dec

Private First Class to Lance Corporal: Mar, Jun, Sep, Dec

c. Marines selected for meritorious promotion will be assigned a date of rank on the second day of the appropriate month indicated above.

d. A Depot Meritorious Promotion Board for Sergeants and Corporals will convene on a date to be determined by the Depot Sergeant Major the month prior to the promotion periods indicated above. The date, time and location will be promulgated in a letter by this Headquarters, as shown in enclosure (2).

e. The board will consist of:

Assistant Chief of Staff, G-2/3	Senior Member (non-voting)
SgtMaj, MCRD	Member
SgtMaj, Hq&SvcBn	Member
SgtMaj, RTR	Member
SgtMaj, W&FTBn	Member
Selected MGySgt from any Command	Member
Selected SNCO from Assistant Chief of Staff, Recruiting	Member
Depot Adjutant or Division Chief	Recorder (non-voting)

\*In the event there is a tie vote, the Senior Member will exercise a vote

f. Enclosure (3) provides a timetable for the occurrence of monthly events relative to this program.

6. Action

a. CO HQSVCBn, RTR, W&FTBn, and 8th, 9th and 12th MCD

(1) Meritorious Sergeant and Corporal

(a) Forward nominations for meritorious promotion to the AC/S, G-1, (Attn: Depot Adjutant) to arrive not later than two working days prior to convening of the Depot Meritorious Promotion Board.

(b) Recommendations must include the following:

1 SRB with current BIR/BTR. (8th/9th MCD COs need only submit a copy of the right side of the SRB with the BIR/BTR).

2 Official photograph in accordance with reference (c).

3 J120 MCI Screen from JUMPS/MMS.

4 Completed Meritorious Promotion Evaluation Form (MCRD 1414/3), enclosure (4).

5 Name, complete address, and relationship of a relative of the Marine nominated to be notified by the CG if selected.

(2) Meritorious Lance Corporal

(a) CO's will establish procedures for selecting superior Private First Class Marines for meritorious promotion to Lance Corporal. Determine allocations and effect meritorious promotions in accordance with reference (a) and enclosure (1). Records of the computation must be maintained. Prepare meritorious promotion warrants per reference (a).

(b) In compliance with the Command Recruiting Program (reference (d)), establish procedures for meritorious promotion to Lance Corporal for any Private First Class who refers two individuals who subsequently enlists or reenlists in the Marine Corps or Selected Marine Corps Reserve. Meritorious promotions effected under this authority will not count against the Command's allocations.

(3) Meritorious Private First Class

(a) CO's will establish procedures for meritorious promotion of any Private to Private First Class, in recognition of outstanding leadership and/or performance.

(b) In compliance with the Command Recruiting Program (reference (d)), establish procedures for meritorious promotion to Private First Class of any Private who refers one individual that subsequently enlists or

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reenlists in the Marine Corps or Selected Marine Corps Reserve. However, a Private on Permissive Temporary Additional Duty (PTAD) must refer two applicants to be promoted. Meritorious promotions effected under this authority will not count against the Command's allocations.

(c) The CO, RTR has authority to meritoriously promote 10 percent of the Privates graduating from each company, contract Private First Class Marines graduating as Company Honorman, to Lance Corporal, when, in his opinion, such graduates have demonstrated outstanding leadership potential per reference (a). The 10 percent figure will not include Marines who are guaranteed promotion under the Quality Enlistment Program. The CO, RTR will establish procedures to effect promotions under this authority and will maintain records of the computations.

b. AC/S, G-1

(1) Determine the authorized number of allocations for each meritorious promotion period in accordance with the instructions contained in reference (c). Disseminate allocations for meritorious promotions to grade of Sergeants and Corporals the respective COs by the 5th of January, April, July, and October.

(2) Inform all COs of the time and location of the quarterly Depot Meritorious Promotion Board for Sergeants and Corporals.

(3) Review each meritorious promotion package to ensure compliance with established criteria.

(4) Upon receipt of the CG's approval of the Meritorious Promotions, notify the COs of the results of the Board. Prepare congratulation letters and promotion warrants.

c. Senior Member, Depot Meritorious Promotions Board for Sergeant and Corporal

(1) Convene the Depot Meritorious Promotion Board for Sergeants and Corporals and select the best qualified Marine(s) for Meritorious Promotion.

(2) Prepare a letter(s) for the CG reporting all Marines competing for meritorious promotion to Sergeant and Corporal, using the format contained in enclosure (5). This letter must include all nominees, listed in ranking sequence, within 24 hours of completion of the board.



T. W. SPENCER  
Chief of Staff

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MERITORIOUS PROMOTION ALLOCATION COMPUTATION

CG'S MERITORIOUS PROMOTION AUTHORITY

CORPORAL AND SERGEANT

Lance Corporal to Corporal	1% of on board Lance Corporals
Corporal to Sergeant	1/4% of on board Corporals

CO'S MERITORIOUS PROMOTION AUTHORITY

PRIVATE FIRST CLASS AND LANCE CORPORAL

Private First Class to Lance Corporal	3% of on board PFCs
Private to Private First Class	No limit

RECRUITS

Private to Private First Class (Completion of Recruit Training) and PFC's graduating as series Honorman to Lance Corporal	10% of privates of each graduating company
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Except as noted, percentages are based upon the on board strength of the grade from which promoted, as computed on the first day of the fiscal quarter. If percentage computations result in one or more promotions, the remaining fraction will be discarded. If percentage computations result in less than one promotion, the fractions from these percentages (less graduating privates) will be accumulated by grade until one whole promotion is realized. Should the accumulation of quarterly fractions result in less than one promotion by the last quarter of the FY, one promotion may be effected.

ENCLOSURE (1)

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SAMPLE MERITORIOUS PROMOTION BOARD ANNOUNCEMENT TO SERGEANT

From: Commanding General, Marine Corps Recruit Depot/Western  
Recruiting Region, San Diego, CA  
To: Commanding Officer, Headquarters and Service Battalion  
Commanding Officer, Recruit Training Regiment  
Commanding Officer, Weapons and Field Training Battalion  
Commanding Officer, 8th Marine Corps District  
Commanding Officer, 9th Marine Corps District  
Commanding Officer, 12th Marine Corps District

Subj: MERITORIOUS SERGEANT PROMOTION BOARD

Ref: (a) MC0 P1400.32B  
(b) DepO 1420.1D

1. Per the references, the Meritorious Sergeant Promotion Board will convene at 1330 on 19 January 2000, in the Commanding General's Conference Room #105, Building 31, to consider nominations for the February 2000 meritorious Sergeant promotion.
2. One quota is allocated to the Marine Corps Recruit Depot/Western Recruiting Region for the promotion to Sergeant. Commanding Officers are authorized to select one nominee to compete for subject promotion.
3. Ensure SRBs with current BIR/BTR, official photograph, and a completed Meritorious Promotion Form (MCRD 1414/3) are received by this office (Attn: Depot Adjutant) no later than close of business 14 January 2000.
4. Point of contact is the Depot Adjutant, at DSN 524-8734.

I. A. MARINE  
By direction

Copy to:  
Depot Sergeant Major  
Depot Adjutant

ENCLOSURE (2)

DepO 1420.1E  
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SAMPLE MERITORIOUS PROMOTION BOARD ANNOUNCEMENT TO CORPORAL

From: Commanding General, Marine Corps Recruit Depot/Western  
Recruiting Region, San Diego, CA  
To: Commanding Officer, Headquarters and Service Battalion  
Commanding Officer, Recruit Training Regiment  
Commanding Officer, Weapons and Field Training Battalion  
Commanding Officer, 8th Marine Corps District  
Commanding Officer, 9th Marine Corps District  
Commanding Officer, 12th Marine Corps District

Subj: MERITORIOUS CORPORAL PROMOTION BOARD

Ref: (a) MCO P1400.32B  
(b) DepO 1420.1D

1. Per the references, the Meritorious Corporal Promotion Board will convene at 1330 on 16 February 2000, in the Commanding General's Conference Room #105, Building 31, to consider nominations for the March 2000 meritorious Corporal promotion.
2. Two quotas are allocated to the Marine Corps Recruit Depot/Western Recruiting Region for promotion to Corporal. Commanding Officer, Headquarters and Service Battalion is authorized to select two nominees to compete for subject promotion. All other Commanding Officers are authorized to select one nominee to compete for subject promotion.
3. Ensure SRBs with current BIR/BTR, official photograph, and a completed Meritorious Promotion Form (MCRD 1414/3) are received by this office (Attn: Depot Adjutant) no later than close of business 11 February 2000.
4. Point of contact is the Depot Adjutant, at DSN 524-8734.

I. A. MARINE  
By direction

Copy to:  
Depot Sergeant Major  
Depot Adjutant

ENCLOSURE (2)

TIMETABLE OF RECURRING EVENTS

Date	Event
5th day of Jan, Apr, Jul, Oct	Allocations for promotion to Sergeant and Corporal are published. Notify COs of date, time and location of the merit prom board.
2 days prior to the Board in Jan, Apr, Jul, Oct	Depot Adj to receive Sergeant recom packages w/SRBs
Jan, Apr, Jul, Oct	Sergeant promotion board convenes. Senior member's recom ltr due to CG.
Following the Board in Jan, Apr, Jul, Oct	Depot Adj prepare promotion warrants and congrat ltrs, and forwards to Depot Sergeant Major.
2 days prior to the Board in recomm Feb, May, Aug, Nov	Depot Adjutant to receive Corporal packages w/SRBs
Feb, May, Aug, Nov	Corporal promotion board convenes. Senior member's recom ltr due to CG.
Following the Board in Feb, May, Aug, Nov	Depot Adj prepare promotion warrants and congrat ltrs, and forwards to Depot Sergeant Major.

**MERITORIOUS PROMOTION/MARINE AND NCO OF THE QUARTER** (NOTE: Submit four (4) copies to the Board) Date (DDMMYYYY)

Name (Last, First MI)	RANK	DOR (DDMMYYYY)	SSN	MOS	Unit_Primary Duty
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PRO_CON (Average)	Age	PEBD (DDMMYYYY)	EAS (DDMMYYYY)	Marital Status; Number Dependents	
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TRAINING	SCORE CLASS	DATE	EDUCATION BACKGROUND	TYPE	DATE
PET					
Rifle					
Pistol					
EST					
GCT					
Swim. Qual.					

**SERVICE EXPERIENCE**

Unit\_Billet\_Dates

AWARDS TYPE	#	DATE	MCI TITLE	DATE

Off Duty Date

PG. 11,12,13 SUMMARY

OFF DUTY ACTIVITIES

Remarks;Recommendations

Prepared by

**FOR USE BY PROMOTION BOARD**

Appearance

Bearing

Knowledge

Remarks

ENCLOSURE (4)

MAR 19 2004

SAMPLE RECOMMENDATION LETTER TO THE CG

From: Senior Member, Depot Meritorious Sergeant Promotion Board

To: Commanding General, MCRD/WRR San Diego

Subj: RECOMMENDATION FOR MERITORIOUS SERGEANT/CORPORAL PROMOTION

Ref: (a) DepO 1420.1D

1. In accordance with the reference, the Depot Meritorious Promotion Board to Sergeant/Corporal met on 24 March 1999. The following members were present:

(List Members)

2. Upon completion of the screening and evaluation of the nomination packages, the following Marine(s) listed in descending order are considered best qualified and are recommended for meritorious promotion to the grade of Sergeant/Corporal.

3. The following Marines, listed in the ranking sequence, are alternates in the event any of the Marines listed above are disqualified.

/s/ \_\_\_\_\_

ENCLOSURE (5)