



**UNITED STATES MARINE CORPS**

MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:

DepO 1400.2P

G-1

09 NOV 2016

DEPOT ORDER 1400.2P

From: Commanding General  
To: Distribution List

Subj: DEPOT MERITORIOUS PROMOTIONS

Ref: (a) MCO P1400.32D W CH 2  
(b) MCO P1070.12K  
(c) MARADMIN 521/14

Encl: (1) Information and Sample Format for SNCO Meritorious Promotion Package for Drill Instructors  
(2) Information and Sample Format for Meritorious Promotion Package for Recruiters  
(3) Information and Sample Format for Meritorious Promotion Package for Prior Service Recruiters  
(4) Information and Sample Format for SNCO Meritorious Promotion Package for Non-Special Duty Marines  
(5) Information and Sample Format for Lance Corporal (LCpl), Corporal (Cpl), and Sergeant (Sgt) Quarterly Meritorious Promotion Package  
(6) Sample LOI for Meritorious Selection Boards  
(7) Sample Board Report Letter

1. Situation. To publish information and prescribe procedures for meritorious selection of Marines assigned to Marine Corps Recruit Depot Parris Island and Eastern Recruiting Region (MCRD/ERR PI).

2. Cancellation. DepO 1400.2N

3. Mission. Final screening of all Marines eligible and recommended, per references (a) and (c), for meritorious promotion will be accomplished by permanent Meritorious Selection Boards convened at this Headquarters. The boards' recommended selections will be presented to the Commanding General (CG) for approval.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. That the most qualified and deserving Marines be recommended for meritorious promotion. Every effort will be made to use each quota assigned to this command. Those quotas not used can neither be held over nor transferred and will be returned.

(2) Concept of Operations. The CG will assign quotas for submission to each command soliciting recommendations for meritorious promotion consideration based on the provisions of reference (a) and quota assignments from higher headquarters.

b. Subordinate Element Mission. To screen and select the Marines eligible and qualified for meritorious promotion.

#### 5. Administration and Logistics

a. Submit recommendations in accordance with references (a) thru (c) and the appropriate enclosure to this order to the Assistant Chief of Staff, G1 (Attn: Adjutant Chief). Due dates for submission will be forwarded via separate correspondence by LOI enclosure (6).

b. Ensure packages are completed exactly as depicted in the appropriate enclosure.

c. Specific documentation to accompany each package will include a precise, descriptive word picture to assist the board in the selection process.

d. An official photograph will accompany each meritorious promotion package. It must be taken within six months of the convening date of the Depot Selection Board. The photograph will be in accordance with paragraph 2002 of reference (b). Each nominee will have their height and weight verified by the units Sergeants Major (SgtMaj) and units SgtMaj signature will be annotated on the signature page that accompanies the nominee's photo. Ensure that the Marine has an up to date photo on file at Headquarters, U.S. Marine Corps in accordance with reference (a).

e. Assistant Chief of Staff, G-1 Adjutant Chief will prepare a board report letter, enclosure (6), for the Senior Member's signature to the CG.

#### 6. Command and Signal

b. Command. This order is applicable to EAD Reserve Marines.

a. Signal. This order effective the date signed.

A handwritten signature in black ink, appearing to be 'J. W. FULTZ', written in a cursive style.

J. W. FULTZ  
Chief of Staff

DISTRIBUTION: A

INFORMATION AND SAMPLE FORMAT FOR SNCO MERITORIOUS PROMOTION  
PACKAGE FOR DRILL INSTRUCTORS

1. Eligibility. The meritorious promotion program for drill instructors pertain to all 0911s aboard the Depot, to include personnel in 0911 support billets within Weapons and Field Training Battalion and Headquarters and Service Battalion.

2. Selection to GySgt and SSgt eligibility

a. Nominees must have at least twelve months observed performance of duty in their special duty assignment. The observation period begins on the first day the Marine is assigned to a recruit battalion and continues through the day recommendations are due at CMC (MMPR-2). Recommendations are due not later than 5 December and 5 June annually, for the January and July meritorious promotion months respectively. There is no time in grade requirement. SSgts must have at least six years' time in service and Sgt must have at least four years' time in service.

b. Effective 1 October 2016 SSgts must have completed MARINET EPME6000AA Course and complete either the Resident Career Course or the Career Course Seminar Distance Education Program.

c. Effective 1 October 2016 Sgt must have completed MARINET EPME5000AA Course and complete the Resident Sergeants Course.

d. Have had no punitive action within twelve months of the convening of the Depot Selection Board.

e. For the January promotion period a CFT will be conducted between 1 July and 10 November, and for the July promotion period the PFT will be conducted between 1 January and 10 May.

3. Selection Board Composition and Process

a. The Depot Sergeant Major will convene the Commanding General's Depot Meritorious selection board during April and October to recommend Marines for the July and January promotion months, respectively.

b. The Depot Board will normally be comprised of the following, with the exceptions at the discretion of the Chief of Staff:

(1) Depot Sergeant Major	Senior Member
(2) RTR Sergeant Major	Member
(3) HSBN Sergeant Major	Member
(6) Districts Sergeant Major	Member
(4) Depot Adjutant Chief	Recorder

c. Alternate for the Senior Member is an alternate Sergeant Major.

d. Sergeant Major from one of the four Recruit Training Battalions

e. The results of the board will be forwarded to the Commanding General for approval.

f. Depot nominations for meritorious promotion of Drill Instructors will be forwarded to Training and Education Command (TECOM) for approval and then to the Commandant of the Marine Corps (MMPR-2) for final determination.

SAMPLE FORMAT FOR MERITORIOUS PROMOTION PACKAGE FOR DRILL  
INSTRUCTORS

Command Letterhead

From: Commanding Officer, Company A  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island  
Via: (1) Commanding Officer, First Recruiting Training  
Battalion  
(2) Commanding Officer, Recruit Training battalion  
Subj: STAFF NONCOMMISSIONED OFFICER MERITORIOUS PROMOTION FOR  
SPECIAL DUTY ASSIGNMENT CASE OF STAFF SERGEANT JOHN J.  
DOE EDIPI 123456789/0000/0911 USMC  
Ref: (a) MCO P1400.32D W CH 1-2  
(b) MARADMIN 521/14  
Encl: (1) Drill Instructor Meritorious Selection Board Briefing  
Sheet  
(2) Statistics Record  
(3) Current Official Photo (with SgtMaj Certification)  
(4) Basic Individual Record  
(5) Basic Training Record  
(6) Education Page  
(7) Record of Service  
(8) Awards  
(9) Certified copy of Pages 3, 11, 12 and (UPB) of SRB

1. Per the references, Staff Sergeant Doe is eligible and recommended with enthusiasm for meritorious promotion to Gunnery Sergeant.

2. (Commanding Officer's detailed recommendation). Do not include comments that highlight performance in previous units, (i.e. combat). Failure to meet a standard requires amplifying comments in the Commanding Officer's endorsement. If a deficiency is not addressed by the Commanding Officer, the nominee will not be considered competitive for meritorious promotion. (Comments should also address the below.)

- a. Personal appearance/physical fitness.
- b. Time management skills.
- c. Emotional maturity/ability to cope with stress.

- d. Demonstrated leadership qualities/capability.
  - e. Professional growth potential (general value to the service).
  - f. All pages 11, 12, and 13.
  - g. Attitude/personality.
  - h. Potential to assume additional responsibilities inherent with the intended rank.
  - i. Other pertinent information.
3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//  
I. R. COMMANDER

SAMPLE FORMAT FOR FIRST ENDORSEMENT

Command Letterhead

SSIC  
Date

FIRST ENDORSEMENT on Co A ltr 1400 1ABC of 13 Sep 16

From: Commanding Officer, First Recruiting Training Battalion  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting region, Parris Island  
Via: Commanding Officer, Recruit Training Regiment

Subj: MERITORIOUS PROMOTION TO GUNNERY SERGEANT; CASE OF STAFF  
SERGEANT JOHN J. DOE EDIPI 123456789/0000/0911 USMC

1. Forwarded, enthusiastically recommended for meritorious promotion to Gunnery Sergeant.
2. (Battalion Commanding Officer's detailed recommendation).
3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//  
I. A. COMMANDER

SAMPLE FORMAT FOR SECOND ENDORSEMENT

Command Letterhead

SSIC  
DATE

SECOND ENDORSEMENT on Co A ltr 1400 1ABC of 13 Sep 16

From: Commanding Officer, Recruit Training Regiment  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island

Subj: MERITORIOUS PROMOTION TO GUNNERY SERGEANT; CASE OF STAFF  
SERGEANT JOHN J. DOE EDIPI 123456789/0000/0911 USMC

1. Forwarded, enthusiastically recommended for meritorious promotion to Gunnery Sergeant.
2. (Regimental Commanding Officer's detailed recommendation).
3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//  
I. A. COMMANDER

SAMPLE FORMAT FOR THIRD ENDORSEMENT

Command Letterhead

SSIC  
DATE

THIRD ENDORSEMENT on Co A ltr 1400 1ABC of 13 Sep 16

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island

To: Commanding General, Training and Education Command

Subj: MERITORIOUS PROMOTION TO GUNNERY SERGEANT; CASE OF STAFF  
SERGEANT JOHN J. DOE EDIPI 123456789/0000/0911 USMC

1. Forwarded, enthusiastically recommended for meritorious  
promotion to Gunnery Sergeant.

2. Point of contact is Staff Sergeant I. M. Administrative  
Chief at commercial (987)654-3210.

//S//

I. A. COMMANDER

Copt to:

Co, RTR

Files

DRILL INSTRUCTOR MERITORIOUS SELECTION BOARD BRIEFING SHEET

1. NAME		2. RANK	3. PMOS	4. BMOS	5. DOR	6. PEBD	7. DCTB	8. AGE
8. TIS/TIG		9. AWDS	10. NJPS	11. MCMAP	12. PFT/CFT/HT&WT		12. PME	13. OFF DU EDU
TIME IN SERVICE (TIS) ACTIVE: __ YR __ MO INACT: __ YR __ MO TIME IN GRADE (TIG) __ YR __ MO		NUMBER:  GRADE:  DATE:	BELT:  DATE COMPLETED _____	SCORE  CLASS  DATE	SCORE  CLASS  DATE	HT  WT  BF%	COURSE:  COMPLETE: YES NO  DATE COMPLETED _____	
14. RIFLE	15. PISTOL	16. DI SCHOOL STANDING ____ OF ____		17. PREVIOUS MERIT PROMOTIONS _____		18. NUMBER OF TIMES NOT SELECTED BY A REGULARLY SCHEDULED SELECTION BOARD _____		
SCORE	SCORE							
DATE:	DATE:	19. DUTY ASSIGNMENTS		20. PLT	21. PERIOD COVERED	22. RATING		23. REMARKS
24. BATTALION COMMANDER RATING _____ OF _____								
25. REGIMENTAL COMMANDER RATING _____ OF _____								

INSTRUCTION FOR COMPLETING THE DRILL INSTRUCTOR MERITORIOUS  
SELECTION BOARD BRIEFING SHEET

BLOCK NO.

1-18. Self-explanatory

19. List the duty assigned for each grading period, e.g., DI, SDI, Quota Assigned, etc.

20. List the platoon to which assigned, as applicable.

21. List in year, month, date format the period covered, (e.g., 20020301-20030415).

22. List the mark received on the drill instructor evaluation form for regular duties of the grading period.

23. Any additional remarks.

24-25. Self-explanatory.



OFFICIAL PHOTO PAGE

## Photo Page

(Per MCO P1070.12K (IRAM) Chapter 2 paragraph 2002.3a through 2002.3g)

STANDARD FORMAT  
LEATHERNECK J P  
SSGT (PMOS)  
EDIPI  
73 182 73  
960601

BODY FAT FORMAT  
LEATHERNECK J P  
SSGT (PMOS)  
EDIPI  
73/219 BF 17%  
960601

Securely mount the photograph on an 8 1/2 x 11-inch sheet of white bond paper. Type the following information below the photograph: Unit assignment (i.e., HQSvcBn, 2dMLG or I-I STF Co B 4thTKBn) and current DSN or commercial telephone number, component designation; i.e., USMC, USMCR (SMCR or IRR (as applicable)), or for USMCR on active duty with Active Reserve (AR) program (USMCR-AR). For those Marines who require display of body fat percentage, certification by the senior leadership (officer or enlisted) of the command is required. Example:

008/54026	MCC/04801	012/30002
DSN 224-1971	(301) 981-5829	(703) 784-1775
USMC UNR	USMCR-SMCR/IRR/AR	USMC BF 17%

**NOTE:** Attach the SgtMaj certification statement (found on page 12 of enclosure (1)) with the photo.

I CERTIFY THE HEIGHT AND WEIGHT ON THE PHOTO TAKEN (DATE) CASE  
OF SERGEANT JOE T. MARINE EDIPI 123456789/0000/0911 USMC TO BE  
CORRECT.

---

SERGEANT MAJOR JOHN T. MARINE

DATE

BIR/BTR/AWDS/EDU PAGES AND SRB STANDARD PAGES 3, 11, 12 and 13

Certified True Copy  
SRB Standard Pages 3, 11, 12 and 13

INFORMATION AND SAMPLE FORMAT FOR SNCO MERITORIOUS PROMOTION  
PACKAGE FOR RECRUITERS

1. Eligibility: The meritorious promotion program for non-prior service and prior service recruiters pertain to all 8411s, 8412s, and EAD assigned to ERR.

2. Selection to GySgt and SSgt eligibility:

a. Nominees must have at least twelve months observed performance of duty in their special duty assignment. The observation period begins the day the Marine completes the probationary period and is placed on production and continues through the day recommendations are due at CMC (MMPR-2). The RS Commanding Officer will make the decision when the Marine was placed on production. There is no time in grade requirement. SSgt's must have at least six years' time in service and Sgt must have at least four years' time in service. SSgts competing for meritorious GySgt are not required to have served or be serving as a SNCOIC.

b. Effective 1 October 2016 SSgts must have completed MARINENET EPME6000AA Course and complete either the Resident Career Course or the Career Course Seminar Distance Education Program.

c. Effective 1 October 2016 Sgt must have completed MARINENET EPME5000AA Course and complete the Resident Sergeants Course.

d. Have had no punitive action within twelve months of the convening of the depot selection board.

e. For the January promotion period a CFT will be conducted between 1 July and 10 November, and for the July promotion period the PFT will be conducted between 1 January and 10 May.

f. At least 63 percent I-IIIA's (contracting and shipping).

g. At least 95 percent Tier I's (contracting and shipping).

h. Not more than 15 percent pool attrition.

i. Not more than 12 percent depot attrition.

3. Selection Board Information

a. Meritorious selection boards will convene during April and October to recommend Marines for the July and January promotion months, respectively. Unless otherwise specified.

b. The Board will be comprised of the following:

- (1) Depot Sergeant Major (Senior Member)
- (2) Sergeant Major, 1<sup>st</sup> District (Member).
- (3) Sergeant Major, 4<sup>th</sup> District (Member).
- (4) Sergeant Major, 6<sup>th</sup> District (Member).
- (5) Depot Adjutant Chief (Recorder)

c. Alternate board members are designated sergeant's major from any district not represented by a district sergeant major (Member).

4. Eastern Recruiting Region nominations are forwarded to the Commanding General, Marine Corps Recruiting Command for further review and approval.

SAMPLE FORMAT FOR MERITORIOUS PROMOTION PACKAGE FOR RECRUITING

Command Letterhead

SSIC  
Date

From: Commanding Officer, Recruiting Station XXXXXX  
To: Commanding General, Marine Corps Recruiting Command  
Via: (1) Commanding Officer, XXth Marine Corps District  
(2) Commanding General, Marine Corps Recruit  
Depot/Eastern Recruiting Region, Parris Island  
  
Subj: MERITORIOUS PROMOTION TO GUNNERY SERGEANT; CASE OF STAFF  
SERGEANT JOHN J. DOE EDIPI 123456789/0000/84XX USMC

Ref: (a) MCO 1400.32D W CH 1-2  
(B) MCRCBul 1400  
(b) MARADMIN 521/14  
(d) DepO 1400.20

Encl: (1) Meritorious Promotion Briefing Sheet  
(2) Current Official Photo (with SgtMaj Certification)  
(3) Pages 3, 11, 12 (UPB) of SRB  
(4) BIR, BTR, TEDU, TOUR, RT02 and S143 (AWDS screens)  
(5) MCRISS Recruiter Production Report  
(6) MCRISS Recruiter History Report  
(7) MCRISS RSS Production Report (for SNCOICs)  
(8) MCRC Meritorious Promotion Checklist  
(9) Recruiter Meritorious Promotion Briefing Slide

b. Per the references, Staff Sergeant Doe is eligible and recommended with enthusiasm for meritorious promotion to Gunnery Sergeant.

2. (Recruiting Station Commanding Officer's detailed recommendation). Do not include comments that highlight performance in previous units, (i.e. combat). Failure to meet a standard requires amplifying comments in the Commanding Officer's endorsement. If a deficiency is not addressed by the Commanding Officer, the nominee will not be considered competitive for meritorious promotion. (Comments should also address the below.)

\_\_\_ a. Personal appearance/physical fitness.

b. Time management skills.

- c. Emotional maturity/ability to cope with stress.
- d. Demonstrated leadership qualities/capability.
- e. Professional growth potential (general value to the service).
- f. All pages 11, 12, and 13.
- g. Attitude/personality.
- h. Potential to assume additional responsibilities inherent with the intended rank.
- i. Other pertinent information.

3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//  
I. A. COMMANDER

SAMPLE FORMAT FOR FIRST ENDORSEMENT

Command Letterhead

SSIC  
Date

FIRST ENDORSEMENT on CO, RS XXXX ltr 1400 CO of 13 Sep 16

From: Commanding Officer, xxth Marine Corps District  
To: Commanding General, Marine Corps Recruiting Command  
Via: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island

Subj: MERITORIOUS PROMOTION TO GUNNERY SERGEANT; CASE OF STAFF  
SERGEANT JOHN J. DOE EDIPI 123456789/0000/8411 USMC

1. Forwarded, enthusiastically recommended for meritorious promotion to Gunnery Sergeant.
2. (District Commanding Officer's detailed recommendation).
3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//  
I. A. COMMANDER

SAMPLE FORMAT FOR SECOND ENDORSEMENT

Command Letterhead

SSIC  
DATE

SECOND ENDORSEMENT on CO, RS XXXX ltr 1400 CO of 13 Sep 16

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island

To: Commanding General, Marine Corps Recruiting Command

Subj: MERITORIOUS PROMOTION TO GUNNERY SERGEANT; CASE OF STAFF  
SERGEANT JOHN J. DOE EDIPI 123456789/0000/8411 USMC

1. Forwarded, enthusiastically recommended for meritorious  
promotion to Gunnery Sergeant.

2. Point of contact is Staff Sergeant I. M. Administrative  
Chief at commercial (987)654-3210.

//S//

I. A. COMMANDER

Copy to:  
District CO  
Files

SNCOIC MERITORIOUS PROMOTION BRIEFING SHEET

1. NAME			2. GRADE:		3. PMOS:		4. SSN:		5. DOR		6. AFADBD				
7. DCTB			8. AGE		9. PFT SCORE/CLASS/DATE:		10. CFT SCORE/CLASS/DATE:								
11. HT: WT: BODY FAT:			12. Grade Select (Y/N)		13. Adverse Material		14. Draw Case Code(s)								
15. RSS/PCS:			16. PAR:		17. BILLET		18. Prior Merit Prom:								
19. MCD/RS:			20. SERVICE:									21. MILITARY EDUCATION (MCI'S / RESIDENT) :		22. CIVILIAN EDUCATION:	
A. Active			_____ Yrs/Mos												
B. Inactive			_____ Yrs/Mos												
C. Component			USMC / USMCR												
23. Personal Performance (SNCOIC) Months on Production as (SNCOIC ) _____						24. CHARACTERISTICS OF RECRUITER'S TAOR: (SIZE IN SQUARE MILES, # OF HS'S, # OF HSS, ETC.):									
25. RSS Performance as SNCOIC TTD Months on Production as SNCOIC: _____						26. # of PCS'S		27. Date assigned as SNCOIC		28. # Recruiters Relieved		29 # of Recruiters			
		Standard	_____ Months		TTD		30. Narrative reason why Recruiter was relieved: :		31. Significant Contribution to RS :		32. Community Involvements:				
			#	%	#	%									
A. Shipped to MCRD															
B. MCRD Attrition		12%													
C. Tier I shipped		95%													
D. MG I-III A shipped		63%													
E. Regular Male shipped															
F. Reserve Male shipped															
G. Regular Female shipped															
H. Reserve Female shipped															
I. MEOP shipped															
J. Code 1 Discharged															
K. PED															
L. SPL Recognition															
M. Total Force Contracts Written															
N. Net Contract Written															
O. DEP Attrition		15%													
P. Tier I Contract		95%													
Q. MG I-III A Contract		63%													
R. Regular Male Contract															
S. Reserve Male Contract															
T. Regular Female Contract															
U. Reserve Female Contract															
V. MEOP Contract															
W. NET APR															
35. RS CO'S RANKING:															
36. DISTRICT CO'S RANKING:															
37. REGIONS CG'S RANKING:															

**INSTRUCTIONS FOR COMPLETING SNCOIC BRIEFING SHEET**  
**SUBJECT**

**BLOCK NO.**

- 1.....Last, First and MI
- 2-8.....Self-explanatory
- 9.....Enter most current PFT score, class and date
- 10.....Enter most current CFT score, class and date
- 11.....Enter height, weight and body fat percentage
- 12.....Enter yes or no if Marine is selected for next grade
- 13.....Provide adverse material (ie. Pg11, NJP, Court Martial)
- 14.....Annotate draw case codes and description
- 15 .....Enter recruiting sub-station/permanent contact station
- 16.....Proficiency and review training completion date
- 17.....Billet description
- 18.....List any prior Meritorious Promotion
- 19.....Enter district and recruiting station
- 20ab.....List years and months of active and inactive service
- 20c.....USMC OR USMCR (EAD AND PSR)
- 21.....Enter required completed PME/MCI'S

- 22.....List highest education obtained with Major/Minor (GED, HS Grad, AS/AA/BS/BA/MA/MS/PHD (Major) and or college courses completed (total hours only), and or currently enrolled in actual course.
- 23.....Enter months on production as SNCOIC.
- 24.....Characteristics of recruiting area of responsibility to include size in square miles, # of high schools etc
- 25.....Two sets of statistics. In the top box next to "standard", indicate months on production as SNCOIC. Provide data for months on production as SNCOIC. Recruiters must have 12 months on production which can be split between months as recruiter and months as SNCOIC (ex. 6 months as recruiter and 6 months as SNCOIC = 12 months). "TTD" will be from the established cut-off date going back to the production start date
- 25A-W.....Retrieve recruiting statistics from the MCRISS RSS Productivity report and from ADHOC query
- 26.....Annotate number of permanent contact stations
- 27.....Date assigned as SNCOIC
- 28.....Annotate number of recruiters relieved
- 29.....Annotate number of recruiters
- 30.....Provide narrative reason why recruiter was relieved
- 31-33.....Self explanatory
- 34.....Provide High School and Community College numbers for 1st Seniors, NROTC and educator workshop and number of referrals to OSO's
- 35-37.....Self explanatory

RECRUITER MERITORIOUS PROMOTION BRIEFING SHEET

1. NAME		2. GRADE:	3. PMOS:	4. SSN:	5. DOR	6. AFADBD		
7. DCTB		8. AGE	9. PFT SCORE/CLASS/DATE:		10. CFT SCORE/CLASS/DATE:			
11. HT:	WT:	BODY FAT:	12. Grade Select (Y/N)	13. Adverse Material		14. Draw Case Code(s)		
15. RSS/PCS:		16. PAR:		17. BILLET:	18. Prior Merit Prom:			
19. MCD/RS:								
20. SERVICE:			21. MILITARY EDUCATION (MCI'S / RESIDENT) :			22. CIVILIAN EDUCATION:		
A. Active		_____ Yrs/Mos						
B. Inactive		_____ Yrs/Mos						
C. Component		USMC / USMCR						
23. Personal Performance (Recruiter) Months on Production as (Recruiter ) _____				24. CHARACTERISTICS OF RECRUITER'S TAOR: (SIZE IN SQUARE MILES, # OF HS'S, # OF HSS, ETC.):				
	Standard	_____ Months		TTD		25. Narrative reason why Recruiter was relieved:		
		#	%	#	%		26. Significant Contribution to RS :	
A. Shipped to MCRD			NA		NA			27. Community Involvements:
B. MCRD Attrition	12%							
C. Tier I shipped	95%							
D. MG I-III A shipped	63%							
E. Regular Male shipped			NA		NA			
F. Reserve Male shipped			NA		NA			
G. Regular Female shipped			NA		NA			
H. Reserve Female shipped			NA		NA			
I. MEOP shipped			NA		NA			
J. Code 1 Discharged								
K. PED								
L. SPL Recognition								
M. Gross Contracts Written			NA		NA			
N. Net Contracts Written			NA		NA			
O. DEP Attrition	15%							
P. Tier I Contract	95%							
Q. MG I-III A Contract	63%							
R. Regular Male Contract			NA		NA			
S. Reserve Male Contract			NA		NA			
T. Regular Female Contract			NA		NA			
U. Reserve Female Contract			NA		NA			
V. MEOP Contract			NA		NA			
W. NET APR			NA		NA			
28. Rec Awards while on Recruiting Duty			29. HS/CC Numbers					
			A. 1 <sup>st</sup> Seniors: _____					
			B. NROTC Submitted: _____ Accepted: _____					
			C. Educator Workshop Attendees: _____					
			D. OSO referrals: _____					
30. RS CO's RANKING:								
31. DISTRICT CO'S RANKING:								
32. REGIONS CG'S RANKING:								

**INSTRUCTIONS FOR COMPLETING RECRUITER BRIEFING SHEET**

- | <b><u>BLOCK</u></b> | <b><u>SUBJECT</u></b>  |
|---------------------|--|
| 1.....              | Last, First and MI   |
| 2-8.....            | Self-explanatory   |
| 9.....              | Enter most current PFT score, class and date   |
| 10.....             | Enter most current CFT score, class and date   |
| 11.....             | Enter height, weight and body fat percentage   |
| 12.....             | Enter yes or no if Marine is selected for next grade   |
| 13.....             | Provide adverse material (ie. Pg11, NJP, Court Martial)  |
| 14.....             | Annotate draw case codes and description   |
| 15.....             | Enter recruiting sub-station/permanent contact station   |
| 16.....             | Proficiency and review training completion date  |
| 17.....             | Billet description   |
| 18.....             | List any prior Meritorious Promotion   |
| 19.....             | Enter district and recruiting station  |
| 20ab.....           | List years and months of active and inactive service   |
| 20c.....            | USMC OR USMCR (EAD AND PSR)  |
| 21.....             | Enter required completed PME/MCI'S   |
| 22.....             | List highest education obtained with Major/Minor (GED, HS Grad, AS/AA/BS/BA/MA/MS/PHD (Major) and or college courses completed (total hours only), and or currently enrolled in actual course. |
| 23.....             | Enter months on production as recruiter. Two sets of statistics. In the top box next to "standard", indicate months on production as   |

recruiter. Provide data for months on production as recruiter. Recruiters must have 12 months on production which can be split between months as recruiter and months as SNCOIC (ex. 6 months as recruiter and 6 months as SNCOIC = 12 months). "TTD" will be from the established cut-off date going back to the production start date

- 23A-W.....Retrieve recruiting statistics from the MCRISS Recruiter Productivity report and from ADHOC query
- 24.....Characteristics of recruiting area of responsibility to include size in square miles, # of high schools etc
- 25.....Provide narrative reason why recruiter was relieved
- 26.....List contributions made at recruiting station
- 27.....Self Explanatory
- 28.....Self Explanatory
- 29.....Provide High School and Community College numbers for 1<sup>st</sup> Seniors, NROTC and educator workshop, number of referrals to OSO's
- 30-32.....Self Explanatory

**MCRC MERITORIOUS PROMOTION CHECKLIST**

**NOMINEE' S RANK:** \_\_\_\_\_  
**LAST/FIRST NAME:** \_\_\_\_\_  
**NOMINEE' S RS AND DIST:** \_\_\_\_\_  
**LAST 4 SSN:** \_\_\_\_\_

1. Log in Data Base (For use HQ MCRC)	Date: YYYY/MM/DD _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Immediately forward recruiter nomination Packages to AC/S, G-1 SNCOIC. (Keep Track of Packages forwarded and returned)  (For use by HQ MCRD/ERR)				<input type="checkbox"/> Forwarded (Date YYYY/MM/DD) _____
<b>DISTRICT CO'S ENDORSEMENT COMPLETE (SIGNED)</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
<b>RS CO'S RECOMMENDATION COMPLETE (SIGNED)</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
<b>BRIEFING SHEET IN NOMINATION PACKAGE</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
<b>OFFICIAL PHOTOGRAPH IN NOMINATION PACKAGE</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
<b>BLOCKS 1 THRU 8 OF BRIEFING SHEET ACCURATE (USE BIR/BTR)</b>	<b>ACCURATE</b>			
BLK 1 NAME	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 2 GRADE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 3 PMOS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 4 DOR	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 5 AFADBD	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 6 DCTB	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 7 AGE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 8 PFT (DATE/SCORE)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	

<b>BIR/BTR/TMCI SCREEN – NOT OLDER THEN 15 DAYS -RIGHT SIDE OF SRB</b>			
-BIR		<input type="checkbox"/> YES	<input type="checkbox"/> NO
-BTR		<input type="checkbox"/> YES	<input type="checkbox"/> NO
-TMCI SCREEN		<input type="checkbox"/> YES	<input type="checkbox"/> NO
-DRAW CASE SIGNAL CODE(from Computation Data Screen) if applicable (AW – 1P AT – 2P)	HAS MARINE BEEN PASSED OVER	<input type="checkbox"/> YES # Times <input type="checkbox"/>	<input type="checkbox"/> NO
- IS MARINE A SELECT GRADE		<input type="checkbox"/> YES	<input type="checkbox"/> NO
- RIGHT SIDE OF SRB		<input type="checkbox"/> YES	<input type="checkbox"/> NO
- BLOCK 16 (8411) – (PERIOD COVERD) BRIEF SHEET REFLECTS AT LEAST 12 MO TOUR – TO – DATE (TTD) - BLOCK 20 (8412) – (PERIOD COVERD) BRIEF SHEET REFLECTS AT LEAST 12 MO TOUR – TO – DATE (TTD)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>IF NO – SNM NOT QUALIFIED. DO NOT SUBMIT</b>
<b>HEIGHT/WEIGHT/MAX WEIGHT/BF% (WITHIN STANDARD) – BLK 8a, 8b and 8c</b>			
HEIGHT	<input type="text"/> In.		
WEIGHT	<input type="text"/> lbs		
MAX WEIGHT	<input type="text"/> lbs		
BODY FAT %	<input type="text"/> %		
SNM IS WITHIN STANDARDS (Provide Date of Measurements)	DATE: YYYY/MM/DD <input type="text"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO <b>IF NO – SNM NOT QUALIFIED. DO NOT SUBMIT</b>
NOMINEE HAS COMPLETED REQUIRED PME PER ALMAR 391/07	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>IF NO-SNM NOT QUALIFIED. DO NOT SUBMIT</b>
<b>SELECTION TO SSGT</b>			
SGT'S DISTANCE EDUCATION COURSE (MCI 8010); OR			
MCO COURSE 03.3, THE MARINE NCO; OR	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
NCO BASIS NONRESIDENT PROGRAM (MCI PROGRAM 7000); OR	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
SGTS NONRESIDENT PROGRAM (MCI PROGRAM 8000)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>SELECTION TO GYSGT</b>			
THE SNCO CAREER NONRESIDENT PROGRAM (MCI PROGRAM 7100 or 8100)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>IF NO-SNM NOT QUALIFIED. DO NOT SUBMIT</b>
NOMINEE MEETS TIME IN SERVICE REQUIREMENT (BLOCK 13)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>IF NO-SNM NOT QUALIFIED. DO NOT SUBMIT</b>
CHECK PAGE 11, 12 (UPB), AND 13 FOR ADVERSE ENTRIES	ADVERSE MATERIAL DURING THE MERITORIOUS PROMOTION PERIOD		

PAGE 11	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES-PROVIDE NARRATIVE IN REMARKS BELOW
PAGE 12 (UPB)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES-PROVIDE NARRATIVE IN REMARKS BELOW
PAGE 13	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES-PROVIDE NARRATIVE IN REMARKS BELOW
<b>REMARKS REGARDING ADVERSE MATERIAL:</b>			
<b>REMARKS REGARDING ADVERSE MATERIAL CONTINUED :</b>			
<b>CHECKLIST COMPLETED BY:</b>			
RECRUITING STATION	_____		
	(PRINT FULL NAME, SIGN AND DATE)		
DISTRICT	_____		
	(PRINT FULL NAME, SIGN AND DATE)		
MCRD PI G-1	_____		
	(PRINT FULL NAME, SIGN AND DATE)		
<b>FORWARD TO SGTMAJ FOR REVIEW</b>		<b>REVIEW COMPLETE</b>	
		<input type="checkbox"/> YES	<input style="width: 20px; height: 15px;" type="text"/> Init <input style="margin-left: 20px;" type="checkbox"/> NO
<b>FORWARD TO CO/CHIEF OF STAFF FOR REVIEW</b>		<b>REVIEW COMPLETE</b>	
		<input type="checkbox"/> YES	<input style="width: 20px; height: 15px;" type="text"/> Init <input style="margin-left: 20px;" type="checkbox"/> NO
<b>COMMENTS FOR COMMAND USE:</b>			

OFFICIAL PHOTO PAGE

Photo Page

(Per MCO P1070.12K (IRAM) Chapter 2 paragraph 2002.3a through 2002.3g)

STANDARD FORMAT  
 LEATHERNECK J P  
 SSGT (PMOS)  
 EDIPI  
 73 182 73  
 960601

BODY FAT FORMAT  
 LEATHERNECK J P  
 SSGT (PMOS)  
 EDIPI  
 73/219 BF 17%  
 960601

Securely mount the photograph on an 8 1/2 x 11-inch sheet of white bond paper. Type the following information below the photograph: Unit assignment (i.e., HQSvcBn, 2dMLG or I-I STF Co B 4thTKBn) and current DSN or commercial telephone number, component designation; i.e., USMC, USMCR (SMCR or IRR (as applicable)), or for USMCR on active duty with Active Reserve (AR) program (USMCR-AR). For those Marines who require display of body fat percentage, certification by the senior leadership (officer or enlisted) of the command is required. Example:

008/54026	MCC/04801	012/30002
DSN 224-1971	(301) 981-5829	(703) 784-1775
USMC UNR	USMCR-SMCR/IRR/AR	USMC BF 17%

**NOTE:** Attach the SgtMaj certification statement (found on page 17 of enclosure (2)) with the photo.

DepO 1400.2P

I CERTIFY THE HEIGHT AND WEIGHT ON THE PHOTO TAKEN (DATE) CASE  
OF SERGEANT JOE T. MARINE EDIPI 123456789/0000/84XX USMC TO BE  
CORRECT.

---

SERGEANT MAJOR JOHN T. MARINE

DATE

RECRUITER MERITORIOUS PROMOTION SLIDE

**Sgt Semper. FI/USMC RS Marine Corps**

MOS: 0111/8411

BILLET DESCRIPTION: Recruiter RSS Marine Corps      THIS SHOULD BE COMPLETED IN  
POWER POINT

TIS: 8 YRS 2 MOS

TIG: 2 YRS 7 MOS

DOR: 20130802

EAS: 20191229

AGE: 28

PFT: 270/ 1<sup>st</sup> Class /20160315

CFT: 300/ 1<sup>st</sup> Class /20151018

SWIM: Class C 201606

RIFLE: 320/ Expert/ 20150214 (Exempt: until 20190214)

PISTOL: N/A

MCMAP: Black 1<sup>st</sup> Degree (20160924)

PME COMPLETE: Yes

MCI/MARINENET CRSs IN GRADE: None

MCI/MARINENET CRSs IN SERVICE: 19

DEGREE: None

OFF DUTY EDUCATION: None

DEPLOYMENTS: None

PERS AWDS: COA (5); CertCom(5); MeritMast(4)

AWDS IN GRADE: COA(5); CertCom(3); MeritMast(4)

MERITORIOUS PROMOTIONS: No

CAREER PG 11s / NJPs: None

CMC READING LIST: None

VOLUNTEERISM: None

**PHOTO GOES HERE  
WITH SGTMAJ  
CERTIFICATION**

BIR/BTR/AWDS/EDU/TOUR/RT02/S143 PAGES AND  
SRB STANDARD PAGES 3, 11, 12 and 13

Certified True Copy  
SRB Standard Pages 3, 11, 12 and 13

INFORMATION AND SAMPLE FORMAT FOR MERITORIOUS PROMOTION PACKAGE  
FOR PRIOR SERVICE RECRUITERS

Command Letterhead

SSIC  
Dist 8  
Date

From: Officer in Charge, PSRO\_\_ Anywhere  
To: Commanding General, Marine Corps Recruiting Command (G-1)  
Via: (1) Commanding Officer, Xth Marine Corps District  
(2) Commanding General, Marine Corps Recruit Depot/  
Eastern Recruiting Region, Parris Island, SC

Subj: FISCAL YEAR XXXX COMMANDING GENERAL MARINE CORPS  
RECRUITING COMMAND (MCRC) PRIOR SERVICE RECRUITER  
MERITORIOUS PROMOTION NOMINATION

Ref: (a) MCO P1400.32D W CH 1-2  
(b) MCRCBul 1400  
(c) MARADMIN 521/14  
(b) DepO 1400.20

Encl: (1) Current Official Photo (with SgtMaj Certification)  
(2) Meritorious Promotion Briefing Sheet  
(3) Biographical Information  
(4) Basic Individual Record  
(5) Basic Training Record  
(6) Education page  
(7) Awards Page  
(8) Certified True Copy of SRB pages 3, 11, 12 and 13  
(9) PSR Meritorious Promotion Briefing Slide

1. Per the references, Sergeant I. M. Great is eligible and enthusiastically recommended for selection as the Fiscal Year XXXX Recruiter of the Year/Meritorious Promotion. Enclosures (1) through (8) are submitted in support of this nomination.

2. (Prior Service Recruiting Officer in Charge detail comments). Do not include comments that highlight performance in previous units, (i.e. combat). Failure to meet a standard requires amplifying comments in the Officer in Charge endorsement. If a deficiency is not addressed by the Officer in Charge, the nominee will not be considered competitive for meritorious promotion. (Comments should also address the below.)

Enclosure (3)

- a. Personal appearance/physical fitness.
  - b. Time management skills.
  - c. Emotional maturity/ability to cope with stress.
  - d. Demonstrated leadership qualities/capability.
  - e. Professional growth potential (general value to the service).
  - f. All pages 11, 12, and 13.
  - g. Attitude/personality.
  - h. Potential to assume additional responsibilities inherent with the intended rank.
  - i. Other pertinent information.
3. Point of contact is Master Sergeant I. M. Operations Chief at commercial (123)456-7890.

//S//  
I. M. BOSS

SAMPLE FORMAT FOR FIRST ENDORSEMENT

Command Letterhead

SSIC  
Dist 8  
Date

FIRST ENDORSEMENT on OIC, PSRO \_\_\_ anywhere ltr 1400 Dist 8 dated  
13 Sep 16

From: Commanding Officer, Xth Marine Corps District  
To: Commanding General, Marine Corps Recruiting Command  
Via: Commanding General, Marine Corps Recruit Depot/  
Eastern Recruiting Depot, Parris Island, SC

Subj: FISCAL YEAR XXXX COMMANDING GENERAL MARINE CORPS  
RECRUITING COMMAND (MCRC) PRIOR SERVICE RECRUITER  
MERITORIOUS PROMOTION NOMINATION

1. Sergeant I. M. Great is enthusiastically recommended for selection as the Fiscal Year XXXX Commandant of the Marine Corps Prior Service Recruiter of the Year or Meritorious Promotion to Staff Sergeant.
2. (District Commanding Officer's detail recommendation).
3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//

I. M. BIGGERBOSS

SAMPLE FORMAT FOR SECOND ENDORSEMENT

Command Letterhead

SSIC  
Dist 8  
Date

SECOND ENDORSEMENT on OIC, PSRO \_\_\_ anywhere ltr 1400 Dist 8 dtd  
13 Sep 16

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island, SC

To: Commanding General, Marine Corps Recruiting Command

Subj: FISCAL YEAR XXXX COMMANDING GENERAL MARINE CORPS  
RECRUITING COMMAND (MCRC) PRIOR SERVICE RECRUITER  
MERITORIOUS PROMOTION NOMINATION

1. Sergeant I. M. Great is enthusiastically recommended for selection as the Fiscal Year XXXX Commandant of the Marine Corps Prior Service Recruiter of the Year or Meritorious Promotion to Staff Sergeant.
2. (Regional Commander's recommendation).
3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//  
I. M. BIGGERBOSS

OFFICIAL PHOTO PAGE

Photo Page

(Per MCO P1070.12K (IRAM) Chapter 2 paragraph 2002.3a through 2002.3g)

STANDARD FORMAT  
 LEATHERNECK J P  
 SSGT (PMOS)  
 EDIPI  
 73 182 73  
 960601

BODY FAT FORMAT  
 LEATHERNECK J P  
 SSGT (PMOS)  
 EDIPI  
 73/219 BF 17%  
 960601

Securely mount the photograph on an 8 1/2 x 11-inch sheet of white bond paper. Type the following information below the photograph: Unit assignment (i.e., HQSvcBn, 2dMLG or I-I STF Co B 4thTKBn) and current DSN or commercial telephone number, component designation; i.e., USMC, USMCR (SMCR or IRR (as applicable)), or for USMCR on active duty with Active Reserve (AR) program (USMCR-AR). For those Marines who require display of body fat percentage, certification by the senior leadership (officer or enlisted) of the command is required. Example:

008/54026  
 DSN 224-1971  
 USMC UNR

MCC/04801  
 (301) 981-5829  
 USMCR-SMCR/IRR/AR

012/30002  
 (703) 784-1775  
 USMC BF 17%

**NOTE:** Attach the SgtMaj certification statement (found on page 6 of enclosure (3)) with the photo.

PRIOR SERVICE RECRUITER MERITORIOUS PROMOTION BRIEFING SHEET

1. NAME			2. GRADE	3. PMOS	4. SSN	5. DOR	6. AFADBD	
7. DCTB			8. AGE	9. CFT DATE	10. PFT DATE/SCORE	10A. HEIGHT	10B. WEIGHT	10C. BODY FAT
PAR:								
11. MCD/PSRO				12. PSR SITE			13. BILLET	
14. SERVICE				15. MILITARY EDUCATION (MCI'S/RESIDENT)			16. CIVILIAN EDUCATION	
A. Active _____ Yrs/Mos								
B. Inactive _____ Yrs/Mos								
C. Component USMC/USMCR								
17. PERSONAL PERFORMANCE					18. CHARACTERISTICS OF RECRUITER'S AOR: (SIZE IN SQUARE MILES, # OF RUCS, # OF LEADS)			
12 Months TTD								
A. # SMCR OFFICER								
B. # SMCR ENLISTED								
C. # IMA OFFICER								
D. # IMA ENLISTED								
E. % MOS MATCH RATE								
F. MO's on production								
G. % OF ATTRITION								
H. OPEN CATEGORY								
I. AR CATEGORY					19. Rctr Awards, Favorable/Unfavorable Matter		20. Prior Merit Promotion	
21. Date assigned as ANCOIC			22. Months in ANCOIC Billet					
12 Months TTD								
					23. Narrative reason why Recruiter was relieved			
					24. PSR OIC's RANKING		25. DISTRICT CO's RANKING	
							26. PROMOTION PASSES	

PRIOR SERVICE RECRUITER MERITORIOUS SELECTION BOARD BRIEFING  
SHEET GUIDE

BLOCK NO.

1. Last, First, and MI
- 2-9. Self-explanatory
- 10abc. Enter most recent PFT (if partial, so state), height, weight, body fat
- 11-13. Self-explanatory
- 14ab. List years months of active and inactive service
- 14c. USMC or USMCR (EAD AND AR)
15. List all completed military schools (resident and non-resident)
16. List highest education obtained with Major/Minor (GED, HS Grad, AS/AA/BS/BA/MA/MS/PHD (Major) and/or college courses completed (total hours only), and/or currently enrolled in actual course.
17. Two sets of statistics. (1) "12 months" data will be from the established cut-off date going back 12 months. Recruiters must have 12 production months (ALMRS must reflect 12 months of production). (2) "TTD" will be from the established cut-off date going back to the production start date.
  - 17A. Total SMCR officers joined during period.
  - 17B. Total SMCR enlisted joined during period.
  - 17C. Total IMA officers joined during period.
  - 17D. Total IMA enlisted joined during period.
  - 17E. MOS match rate per ALMAR
  - 17F. # months on production

- 17G. % of attrition per ALMARS
- 17H. QSNs not categorized in nature.
- 17I. Active Reserve QSN's for component code B2-B5.
- 18. Self-explanatory.
- 19. List any unfavorable/favorable matters or recruiting awards the Board should consider.
- 20. List previous meritorious promotions.
- 21. Date assigned in writing as ANCOIC (if applicable).
- 22. Months in ANCOIC billet (if applicable).
- 23. If relived narrative reason why.
- 24. If submitting multiple packages of same grade, OIC will rank.
- 25. If submitting multiple packages of same grade, Dist CO ranks.
- 26. # times passed for promotion.

FORMAT FOR BIOGRAPHICAL INFORMATION

Name: I.M. Great

Grade: Sergeant

Unit: RSS Any town, RS Anywhere, Xth District, XRR

Hometown: Any town, USA

Date of Birth: 750410

Date Enlisted in Marine Corps: 950410

Assignments:

<u>Dates</u>	<u>Unit</u>
950901 - 980831	Lima 3/9, 1stMarDiv, CamPen, CA
000901 - Present	RS Anywhere

Spouse's Name: Suzy

Children Name(s)/Age(s): None

BIR/BTR/AWDS/EDU PAGES AND SRB STANDARD PAGES 3, 11, 12 and 13

Certified True Copy  
SRB Standard Pages 3, 11, 12 and 13

PRIOR SERVICE RECRUITER MERITORIOUS PROMOTION BRIEFING SLIDE

**Staff Sergeant Will B. Promoted Prior Service  
Recruiting Station 4**

AGE: 32  
MOS: 0111  
BILLET DESCRIPTION: Production Recruiter  
TIS: 14 Years, 7 Months  
DOR: 20120101  
TIG: 4 Year, 10 Months  
EAS: 20180707  
PFT: 280/1<sup>ST</sup> class/20160302  
CFT: 291 / 1st Class / 20151103  
SWIM: Combat Water Survival CWS2  
RIFLE: 321 / E / 20121023  
PISTOL: 330 / E / 201210  
MCMAP: Green Belt  
PME Complete: YES  
DEPLOYMENTS: N/A  
PERS AWDS: NA 2, GC 2, FR 3, CE 2, CF4, MT 1  
AWDS on Rct Du: NC 1  
CAREER PG 11s / NJPs: None  
VOLUNTEERISM: None

THIS SHOULD BE COMPLETED IN  
POWER POINT

PHOTO GOES HERE  
WITH SGTMAJ  
CERTIFICATION

INFORMATION AND SAMPLE FORMAT FOR NON-SPECIAL DUTY SNCO  
MERITORIOUS PROMOTION PACKAGE

1. Eligibility: The meritorious promotion program for non-special duty pertain to all Marines aboard the Depot and ERR except drill instructors and recruiters.

2. Selection to GySgt and SSgt eligibility:

a. There is no time in grade requirement. SSgt must have at least six years' time in service and Sgt must have at least four years' time in service.

b. Effective 1 October 2016 SSgts must have completed MARINENET EPME6000AA Course and complete either the Resident Career Course or the Career Course Seminar Distance Education Program.

c. Effective 1 October 2016 Sgt must have completed MARINENET EPME5000AA Course and complete the Resident Sergeants Course.

d. Have had no punitive action within twelve months of the convening of the Depot Selection Board. No more than one NJP in grade.

3. Selection Board Information

a. The Board will be comprised of the following:

(1) Depot Sergeant Major	Senior Member
(2) Sergeant Major, RTR	Member
(3) Sergeant Major, WFTBn	Member
(4) Sergeant Major, HQSvcBn	Member
(5) Master Gunnery Sergeant, HQSVCBn	Member

4. Depot nominations are forwarded to compete at TECOM. All nominees selected will be forwarded to MCCDC. Nominees selected at the MCCDC board will be forwarded to the Commandant of the Marine Corps, MMPR-2 for final determination.

SAMPLE FORMAT FOR SNCO MERITORIOUS PROMOTION PACKAGE FOR  
NON-SPECIAL DUTY

Command Letterhead

From: Commanding Officer, Headquarters Company  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island  
Via: Commanding Officer, Headquarters and Service Battalion  
  
Subj: STAFF NONCOMMISSIONED OFFICER MERITORIOUS PROMOTION FOR  
NON-SPECIAL DUTY ASSIGNMENT; CASE OF SERGEANT JOHN  
J. DOE EDIPI 123456789/0111 USMC

Ref: (a) MCO P1400.32D W CH 1-2  
(b) MARADMIN 521/14  
(c) DepO 1400.20

Encl: (1) Recommendation letter  
(2) Meritorious Promotion Board Worksheet  
(3) Current Official Photograph  
(4) Basic Individual Record  
(5) Basic Training Record  
(6) Education Page  
(7) Record of Service  
(8) Awards  
(9) Certified copy of Page 11 and 12

1. Per the references, Sergeant Doe is eligible and recommended with enthusiasm for meritorious promotion to Staff Sergeant.

2. (Commanding Officer's detailed recommendation). Do not include comments that highlight performance in previous units, (i.e. combat). Failure to meet a standard requires amplifying comments in the Commanding Officer's endorsement. If a deficiency is not addressed by the Commanding Officer, the nominee will not be considered competitive for meritorious promotion. (Comments should also address the below.)

- a. Personal appearance/physical fitness.
- b. Time management skills.
- c. Emotional maturity/ability to cope with stress.
- d. Demonstrated leadership qualities/capability.

e. Professional growth potential (general value to the service).

f. All pages 11, 12, and 13.

g. Attitude/personality.

h. Potential to assume additional responsibilities inherent with the intended rank.

i. Other pertinent information.

3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//

I. M. COMMANDER

SAMPLE FORMAT FOR FIRST ENDORSEMENT

Command Letterhead

SSIC  
Date

FIRST ENDORSEMENT on CO, HqCo ltr 1400 CO of 13 Sep 16

From: Commanding Officer, Headquarters and Service Battalion  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island

Subj: MERITORIOUS PROMOTION TO STAFF SERGEANT; CASE OF  
SERGEANT JOHN J. DOE EDIPI 123456789/0000/0111 USMC

1. Forwarded, enthusiastically recommended for meritorious promotion to Staff Sergeant.
2. (Battalion Commanding Officer's detailed recommendation).
3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//  
I. A. COMMANDER

SAMPLE FORMAT FOR SECOND ENDORSEMENT

Command Letterhead

SSIC  
DATE

SECOND ENDORSEMENT on CO, HqCo ltr 1400 CO of 13 Sep 16

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island

To: Commanding General, Training and Education Command

Subj: MERITORIOUS PROMOTION TO STAFF SERGEANT; CASE OF  
SERGEANT JOHN J. DOE EDIPI 123456789/0111 USMC

1. Forwarded, enthusiastically recommended for meritorious  
promotion to Staff Sergeant.

2. Point of contact is Staff Sergeant I. M. Administrative  
Chief at commercial (987)654-3210.

//S//

I. A. COMMANDER

Copy to:  
BNCO  
Files

NON SPECIAL DUTY SNCO MERITORIOUS PROMOTION BOARD WORKSHEET

MOS:

BILLET DESCRIPTION:

THIS SHOULD BE COMPLETED IN  
POWER POINT

TIS:

TIG:

DOR:

EAS:

AGE:

PFT: Score / xxx Class / YYYYMMDD

CFT: Score / xxx Class / YYYYMMDD

SWIM: Class YYYYMMDD

RIFLE: Score / Badge / YYYYMMDD (If Exempt: until YYYYMMDD)

PISTOL: Score / Badge / YYYYMMDD (If Exempt: until YYYYMMDD)

MCMAP: Belt Color (YYYYMMDD)

PRO AND CON IN GRADE:

PRO AND CON IN SERVICE:

PME COMPLETE: Yes or No (YYYYMMDD completed)

MCI IN GRADE: None (or List number in grade)

MCI IN SERVICE: (List number in service)

DEGREE: (List what college degree they have if any)

OFF DUTY EDUCATION: None (when class was completed/school and credits)

DEPLOYMENTS: (list OIF, OEF, MEUs, dates of deployment ect.)

PERS AWDS: (i.e. NA, CertCom, Merit Mast, etc.)

AWDS IN GRADE: (i.e. NA, CertCom, Merit Mast, etc.)

NCO/MARINE OF QTR: None (or Example: 2nd Quarter 2015)

CAREER PG 11s / NJPs: None (or YYYYMMDD)

CMC READING LIST: None (or list books AND date completed)

VOLUNTEERISM: None (or list volunteer service AND date)

PROMOTION STYLE  
PHOTO GOES HERE W/  
SGTMAJ  
VERIFICATION

OFFICIAL PHOTO PAGE

Photo Page

(Per MCO P1070.12K (IRAM) Chapter 2 paragraph 2002.3a through 2002.3g)

STANDARD FORMAT  
 LEATHERNECK J P  
 SSGT (PMOS)  
 EDIPI  
 73 182 73  
 960601

BODY FAT FORMAT  
 LEATHERNECK J P  
 SSGT (PMOS)  
 EDIPI  
 73/219 BF 17%  
 960601

Securely mount the photograph on an 8 1/2 x 11-inch sheet of white bond paper. Type the following information below the photograph: Unit assignment (i.e., HQSvcBn, 2dMLG or I-I STF Co B 4thTKBn) and current DSN or commercial telephone number, component designation; i.e., USMC, USMCR (SMCR or IRR (as applicable)), or for USMCR on active duty with Active Reserve (AR) program (USMCR-AR). For those Marines who require display of body fat percentage, certification by the senior leadership (officer or enlisted) of the command is required. Example:

008/54026  
 DSN 224-1971  
 USMC UNR

MCC/04801  
 (301) 981-5829  
 USMCR-SMCR/IRR/AR

012/30002  
 (703) 784-1775  
 USMC BF 17%

**NOTE:** Attach the SgtMaj certification statement (found on page 8 of enclosure (4)) with the photo.

DepO 1400.2P

I CERTIFY THE HEIGHT AND WEIGHT ON THE PHOTO TAKEN            (DATE) CASE  
OF SERGEANT JOHN J. DOE EDIPI 123456789/0111 USMC TO BE CORRECT.

---

SERGEANT MAJOR JOHN T. MARINE

DATE

BIR/BTR/AWDS/EDU PAGES AND SRB STANDARD PAGES 3, 11, 12 and 13

Certified True Copy  
SRB Standard Pages 3, 11, 12 and 13



(2) Sergeant Major, WFTBn	Member
(3) Sergeant Major, RTR	Member
<u>(4) Sergeant Major, HQSVCBn</u>	<u>Member</u>
<u>(5) Sergeant Major, 6th MCD</u>	<u>Member</u>

f. Alternate board members are:

(1) Sergeant Major, SPTBn	Member
(2) Sergeant Major, RTR, RTBn	Member

3. Depot/ERR nominations are forwarded to the Commanding General, MCRD/ERR PI for final determination.

4. The Assistant Chief of Staff, G-1 Adjutant will prepare warrants for the signature of the Commanding General, MCRD/ERR PI.

SAMPLE FORMAT FOR MERITORIOUS PROMOTION TO LCPL, CPL AND SGT

Command Letterhead

From: Commanding Officer, Headquarters Company  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island  
Via: Commanding Officer, Headquarters and Service Battalion  
Subj: MERITORIOUS PROMOTION TO SERGEANT; CASE OF CORPORAL JOHN  
J. DOE EDIPI 123456789/0111 USMC

Ref: (a) MCO P1400.32D W CH 1-2  
(b) MARADMIN 521/14  
(c) DepO 1400.20

Encl: (1) Meritorious Promotion Board Worksheet  
(2) Current Official Photograph  
(3) Basic Individual Record  
(4) Basic Training Record  
(5) Education Page  
(6) Record of Service  
(7) Awards  
(8) Certified copy of Page 11, 12, and 13

1. Per the references, Corporal Doe is eligible and recommended with enthusiasm for meritorious promotion to Sergeant.

2. (Commanding Officer's detailed recommendation). Do not include comments that highlight performance in previous units, (i.e. combat). Failure to meet a standard requires amplifying comments in the Commanding Officer's endorsement. If a deficiency is not addressed by the Commanding Officer, the nominee will not be considered competitive for meritorious promotion. (Comments should also address the below.)

- a. Personal appearance/physical fitness.
- b. Time management skills.
- c. Emotional maturity/ability to cope with stress.
- d. Demonstrated leadership qualities/capability.
- e. Professional growth potential (general value to the service).
- f. All pages 11, 12, and 13.

g. Attitude/personality.

h. Potential to assume additional responsibilities inherent with the intended rank.

i. Other pertinent information.

3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//

I. M. COMMANDER

SAMPLE FORMAT FOR FIRST ENDORSEMENT

Command Letterhead

SSIC  
Date

FIRST ENDORSEMENT on CO, HqCo ltr 1400 CO of 13 Sep 16

From: Commanding Officer, Headquarters and Service Battalion  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island

Subj: MERITORIOUS PROMOTION TO SERGEANT; CASE OF CORPORAL JOHN  
J. DOE EDIPI 123456789/0111 USMC

1. Forwarded, enthusiastically recommended for meritorious promotion to Sergeant.
2. (Battalion Commanding Officer's detailed recommendation).
3. Point of contact is Staff Sergeant I. M. Administrative Chief at commercial (987)654-3210.

//S//  
I. A. COMMANDER

LCPL, CPL, SGT MERITORIOUS PROMOTION BOARD WORKSHEET

MOS:

THIS SHOULD BE COMPLETED IN  
POWER POINT

BILLET DESCRIPTION:

TIS:

TIG:

DOR:

EAS:

AGE:

PFT: Score / xxx Class / YYYYMMDD

CFT: Score / xxx Class / YYYYMMDD

SWIM: Class YYYYMMDD

RIFLE: Score / Badge / YYYYMMDD (If Exempt: until YYYYMMDD)

PISTOL: Score / Badge / YYYYMMDD (If Exempt: until YYYYMMDD)

MCMAP: Belt Color (YYYYMMDD)

PRO AND CON IN GRADE:

PRO AND CON IN SERVICE:

PME COMPLETE: Yes or No (YYYYMMDD completed)

MCI IN GRADE: None (or List number in grade)

MCI IN SERVICE: (List number in service)

DEGREE: (List what college degree they have if any)

OFF DUTY EDUCATION: None (when class was completed/school and credits)

DEPLOYMENTS: (list OIF, OEF, MEUs, dates of deployment ect.)

PERS AWDS: (i.e. NA, CertCom, Merit Mast, etc.)

AWDS IN GRADE: (i.e. NA, CertCom, Merit Mast, etc.)

NCO/MARINE OF QTR: None (or Example: 2nd Quarter 2015)

CAREER PG 11s / NJPs: None (or YYYYMMDD)

CMC READING LIST: None (or list books AND date completed)

VOLUNTEERISM: None (or list volunteer service AND date)

PROMOTION STYLE  
PHOTO GOES HERE W/  
SGTMAJ  
VERIFICATION

PHOTO PAGE

## Photo Page

(Per MCO P1070.12K (IRAM) Chapter 2 paragraph 2002.3a through 2002.3g)

STANDARD FORMAT  
LEATHERNECK J P  
SSGT (PMOS)  
EDIPI  
73 182 73  
960601

BODY FAT FORMAT  
LEATHERNECK J P  
SSGT (PMOS)  
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73/219 BF 17%  
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012/30002  
(703) 784-1775  
USMC BF 17%

**NOTE:** Attach the SgtMaj certification statement (found on page 8 of enclosure (5)) with the photo.

DepO 1400.2P

I CERTIFY THE HEIGHT AND WEIGHT ON THE PHOTO TAKEN (DATE) CASE  
OF SERGEANT JOHN J. DOE EDIPI 123456789/0111 USMC TO BE CORRECT.

---

SERGEANT MAJOR JOHN T. MARINE

DATE

BIR/BTR/AWDS/EDU PAGES AND SRB STANDARD PAGES 11, 12 and 13

Certified True Copy  
SRB Standard Pages 11, 12 and 13

Sample LOI for Meritorious Selection Boards

Command Letterhead

SSIC  
Date

From: Commanding General  
To: Senior Members, MCRD/ERR, Recruiter and Drill Instructor  
Meritorious Selection Boards

Subj:       (Month)       20XX STAFF NONCOMMISSIONED OFFICER DRILL  
INSTRUCTOR AND RECRUITER MERITORIOUS SELECTION BOARD  
LETTER OF INSTRUCTION

Ref: (a) DepO 1400.20  
(b) Higher Headquarters Quota Assignment Bulletin/Letter

1. The Senior Members of the Recruiter and Drill Instructor Meritorious Selection Boards will conduct a board not later than XX November 20XX.

2. Nominations will be prepared in accordance with reference (b) and arrive at this Headquarters, G1 no later than XX November 20XX.

3. Quotas are listed below as provided for in reference (b).

a. Recruiters have been allotted \_\_\_\_\_ to staff sergeant and \_\_\_\_\_ to gunnery sergeant.

b. Drill instructors have been allotted \_\_\_\_\_ to staff sergeant and \_\_\_\_\_ to gunnery sergeant.

4. Point of contact is G-1 Chief, MCRD/ERR, phone 228-4546.

//S//  
I. AM. MARINE  
By direction

Sample Board Report Letter

Command Letterhead

1400  
RCTG

From: Senior Member, Recruiter or Drill Instructor Meritorious  
Selection Board

To: Commanding General, MCRD/ERR

Subj: MERITORIOUS PROMOTION RECOMMENDATIONS; TO STAFF SERGEANT  
AND GUNNERY SERGEANT

Encl: (1) Staff Sergeant Voting Matrix  
(2) Gunnery Sergeant Voting Matrix

1. The ERR Recruiting/Depot Drill Instructor Meritorious  
Selection Board convened on 18 May 20XX at 0900 in the CG's  
conference room. The board consisted of:

- a. SgtMaj                      Depot SgtMaj
- b. MGySgt                      ERR Training Chief
- c. SgtMaj                      1stMCD SgtMaj
- d. SgtMaj                      4thMCD SgtMaj
- e. SgtMaj                      6thMCD SgtMaj

2. This paragraph is used to convey any items of note to the  
Commanding General, i.e. (The quality of District nominations  
was very good; better than what was received for the November  
2003 board. Statistically, both the recruiters and SNCOICs were  
better producers and their quality control indicators were  
stronger. Also of note is that the preparation of packages  
improved. Finalizing the Depot Order and streamlining the  
nomination submission process will further improve the Board's  
overall efficiency).

3. The Board received eighteen Sergeants to Staff Sergeant  
promotion nominations; twenty-three quotas are available. Of  
the eighteen nominations considered, out of a possible five YES  
votes:

Subj: MERITORIOUS PROMOTION RECOMMENDATIONS; TO STAFF SERGEANT  
AND GUNNERY SERGEANT

- a. 9 Sgt received 5 YES votes
- 5 Sgt received 4 YES votes
- 2 Sgt received 3 YES votes
- 1 Sgt received 2 YES votes
- 1 Sgt received 1 YES vote

b. It is recommended that all nominations who received three or more YES votes be forwarded recommending meritorious promotion: quota twenty-three, nominated eighteen, recommended sixteen. The sixteen sergeants whose names are highlighted in enclosure (1) are those recommended for promotion. The proposed letter to Marine Corps Recruiting Command is attached on the left side of the folder for signature.

4. The board received seven Staff Sergeants to Gunnery Sergeant Promotion nominations; six quotas are available. Of the seven nominations considered, the board unanimously voted the same Marine as seven of seven and does not recommend submitting his name as an alternate. All the remaining six are unanimously recommended for promotion. Encl (2) shows the voting results. All the Marines recommended for promotion are highlighted.

SENIOR MEMBER  
SgtMaj, USMC

Subj: MERITORIOUS PROMOTION RECOMMENDATIONS; TO STAFF SERGEANT  
AND GUNNERY SERGEANT

SERGEANT TO STAFF SERGEANT VOTING MATRIX

RANK/NAME	DIST	YES	NO	COMMENT
		VOTES	VOTES	
SGT MARINE	6 <sup>TH</sup>	5	0	
SGT HALFTRACK	4 <sup>TH</sup>	5	0	
SGT BEETLEGUISE	1 <sup>ST</sup>	4	1	
SGT	4 <sup>TH</sup>	4	1	
SGT	4 <sup>TH</sup>	5	0	
SGT	6 <sup>TH</sup>	5	0	
SGT	1 <sup>ST</sup>	5	0	
SGT	6 <sup>TH</sup>	5	0	
SGT	6 <sup>TH</sup>	5	0	
SGT	1 <sup>ST</sup>	4	1	
SGT	6 <sup>TH</sup>	5	0	
SGT	4 <sup>TH</sup>	5	0	
SGT	6 <sup>TH</sup>	5	0	
SGT	6 <sup>TH</sup>	3	2	
SGT	6 <sup>TH</sup>	3	2	
SGT	6 <sup>TH</sup>	5	0	
<b>NOT RECOMMENDED</b>				
SGT TEARFUL	1 <sup>ST</sup>	1	4	PAGE 11 FOR DRINKING AND AN COURT MARTIAL IN GRADE
SGT FAILURE	6 <sup>TH</sup>	2	3	RELIEVED OF DUTY IN CURRENT GRADE

Subj: MERITORIOUS PROMOTION RECOMMENDATIONS; TO STAFF SERGEANT  
AND GUNNERY SERGEANT

STAFF SERGEANT TO GUNNERY SERGEANT VOTING MATRIX

RANK/NAME	DIST OR BN	YES	NO	COMMENT
		VOTE	VOTE	
SSGT PROMOTE	6 <sup>TH</sup>	5	0	
SSGT DOPEY	4 <sup>TH</sup>	5	0	
SSGT LAZY	1 <sup>ST</sup>	5	0	
SSGT SNEEZY	1 <sup>ST</sup>	5	0	
SSGT SLEEPY	4 <sup>TH</sup>	5	0	
SSGT GRUMPY	1 <sup>ST</sup>	5	0	
NOT RECOMMENDED				
SSGT DISAPPOINTED	6 <sup>TH</sup>	0	5	NOMINEE NOT DOES NOT MEET PREREQUISITES