



UNITED STATES MARINE CORPS
1ST MARINE AIRCRAFT WING
UNIT 37101
FPO AP 96373-7121

MASTER FILE COPY

WgO 1400.1H
SgtMaj
24 APR 2020

1ST MARINE AIRCRAFT WING ORDER 1400.1H

From: Commanding General, 1st Marine Aircraft Wing
To: Distribution List

Subj: PRIVATE FIRST CLASS THROUGH GUNNERY SERGEANT MERITORIOUS
PROMOTION

Ref: (a) MCO P1400.32D w/Ch 2
(b) III MEFO 1400.2D
(c) MARFORPACO 1430.5S
(d) MARADMIN 521/14
(e) MCO 6110.3A
(f) MCO 6100.13A
(g) MCO 1500.59

Encl: (1) Sample Nomination Letter for Meritorious Sergeant
(2) Sample Nomination Letter for Meritorious Gunnery
Sergeant and Staff Sergeant
(3) Meritorious Promotion Board Record Data Sheet
(4) Sergeant Major Briefing Sheet
(5) Meritorious Promotion Checklist
(6) Professional Resume Example
(7) Biography Example

1. Situation. The 1st Marine Aircraft Wing (MAW) meritorious promotion program serves as an important command function in acknowledging our most deserving Marines. In accordance with reference (a), and by means other than the regular promotion system, exceptionally qualified Marines will be considered for meritorious promotion. Meritorious promotions will not be used as a substitute for a personal commendation/award. The enclosures will be utilized as a template for submission, depict minimal correspondence requirements, and will be utilized as a guide to determine the eligibility of each nominee.

2. Cancellation. WgO 1400.1G.

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distribution is unlimited.

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3. Mission. To promulgate guidance and procedures for effecting meritorious promotions to the grades of Gunnery Sergeant (GySgt), Staff Sergeant (SSgt), Sergeant (Sgt), Corporal (Cpl), Lance Corporal (LCpl), and Private First Class (PFC) within 1st MAW.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commander's Intent. Meritoriously promote exceptionally qualified Marines who possess the traits of leadership, morality, and professionalism which embody the goals of all exemplary Marines. Allocations for meritorious promotions must only be filled by truly outstanding Marines. Meritorious promotion is not to be used as a substitute to promote 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.

(2) Concept of Operations

(a) The months in which quarterly meritorious promotions are effected:

GySgt/SSgt	Annual (CMC MSG)
Sgt	November, February, May, August
Cpl	December, March, June, September
LCpl	December, March, June, September

(b) Regular meritorious promotion allocations will be derived separately and based on their respective on-board strength. 1st MAW uses the strength totals to determine the authorized number of allocated meritorious promotions to Sgt and Cpl. The Wing Sergeant Major (SgtMaj) releases the allocations for promotions via Group SgtsMaj.

(c) Group/Squadron Commanders are delegated authority by reference (a) to meritoriously promote deserving Marines to LCpl within their organizations each fiscal quarter. Meritorious promotions effected under this authority will not exceed three percent of the PFC on board strength as of the first day of each fiscal quarter.

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(d) Squadron Commanders are authorized to meritoriously promote any active duty Private, within their respective commands, to PFC in recognition of outstanding leadership or performance on a monthly basis per reference (a).

(e) Promotion warrants for selected meritorious Sgts and Cpls will be signed by the Group Commanders and the Commanding Officer (CO), Marine Wing Headquarters Squadron 1. Promotion warrants for selected meritorious LCpl and PFC will be signed at the Group and Squadron level.

b. Eligibility. Marines recommended for meritorious promotion must have demonstrated outstanding leadership to a degree rarely attained by Marines of equal grade. A nominee must possess the degree of leadership appropriate to the next higher grade and demonstrate a capacity to discharge the duties and responsibilities associated with the grade for which they are recommended. The following criteria is applicable to all personnel unless otherwise specified.

(1) Meritorious Gunnery Sergeant and Staff Sergeant

(a) Per references (a), (b), and (c) nominees require a minimum of six years Time in Service (TIS), for meritorious promotion to GySgt and a minimum of four years TIS for meritorious promotion to SSgt. The TIS requirement is not waivable. Time in Grade (TIG) is not applicable.

(b) All nominees must have completed the required Professional Military Education (PME) in grade per reference (d). Current enrollment or scheduled completion after the board adjourns is not acceptable.

(c) Have a current Physical Fitness Test (PFT) and Combat Fitness Test (CFT) with a first class score. Meet the Marine Corps height and weight standards in accordance with references (e) and (f).

(d) No Courts Martial or Nonjudicial Punishments (NJP), derogatory page 11's or 6105's within the past 12 months.

(e) Have a current rifle score, or be officially exempt. If exempt, the appropriate code must be reflected in the Marine Corps Total Force System (MCTFS).

(f) At a minimum, green belt qualified in the Marine Corps Martial Arts Program (MCMAP) per reference (g).

(g) Maintain current swim qualification unless an exemption code is reflected in MCTFS.

(h) A completed professional resume. An example can be found in enclosure (6).

(i) Must be participating in the Marine Corps Professional Reading Program. Each book report completed will be verified by the Squadron SgtMaj and annotated on the data sheet in enclosure (3).

(2) Meritorious Sergeant and Corporal

(a) Per reference (a), a minimum of 18 months TIS for meritorious promotion to Sergeant and minimum six months TIS for meritorious promotion to Corporal. The TIS requirement is not waivable. Minimum TIG is not applicable.

(b) Have a current PFT and CFT with first class scores. Meet the Marine Corps height and weight standards in accordance with references (e) and (f).

(c) No Courts Martial, NJPs, derogatory page 11s or 6105s within the past 12 months.

(d) All nominees must have completed the required PME in grade per reference (b).

(e) Have a current rifle score, or be officially exempt. In order to be considered to be officially exempt from the rifle range, the exemption letter must be endorsed by 1st MAW G-3 prior to the board package submission date or the appropriate code must be reflected in MCTFS.

(f) Maintain current swim qualification unless exemption code is reflected in MCTFS.

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(g) At a minimum, gray belt qualified in MCMAP.

(h) Minimum of 4.5/4.5 proficiency/conduct marks in grade for meritorious promotion to Sergeant and a minimum 4.4/4.4 proficiency/conduct marks in grade for meritorious promotion to Corporal.

(i) Must be participating in the Marine Corps Professional Reading Program. Each book report completed will be verified by the Squadron SgtMaj and annotated on the data sheet in enclosure (3).

c. Tasks

(1) Group and Squadron Commanders

(a) Nominate Marines for consideration for meritorious promotion to the grades of Gunnery Sergeant and Staff Sergeant. The original packages and required electronic data will be submitted in accordance with the enclosures.

(b) Screen and select meritorious Sergeant and Corporal nominees in accordance with this Order. An endorsement letter from the respective Major Subordinate Element (MSE) CO will be submitted to this Headquarters no later than the 20th of each month prior to promotion. For example, endorsements for meritorious promotion to Corporal for 2 June will arrive at this Headquarters no later than 20 May.

(c) Publish separate guidance in order to screen and select meritorious LCpl and PFC nominees at the Group/Squadron level.

(2) Selection Board. Arrange for the announcement of the winners of each board. Marines selected by the 1st MAW board for consideration for meritorious promotion to GySgt and SSgt will be forwarded to III Marine Expeditionary Force (MEF) for a subsequent board in accordance with reference (c). Prior to forwarding nominees to III MEF, the 1st MAW Commanding General (CG) and SgtMaj may personally screen each nominee.

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(3) Assistant Chief of Staff, G-1. Upon request, provide the 1st MAW SgtMaj with quarterly meritorious promotion quotas per reference (a).

(4) Staff Secretary. Prepare the comparative data sheet nominations.

5. Administration and Logistics. Commanders will forward nominations utilizing the sample in the enclosures. Original packages are due to this Headquarters in accordance with the timelines established in this Order.

6. Command and Signal

a. Command. This Order is applicable to all eligible units assigned or attached to 1st MAW.

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



J. F. HARP
Chief of Staff

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Sample Nomination Letter for Meritorious Sergeant
(Unit Letterhead)

1430
CO
Date

From: Commanding Officer, Squadron (By direction not accepted)
To: Commanding Officer, Marine Aircraft Group/Marine Wing
Headquarters Squadron 1 (Attn: SgtMaj)

Subj: NOMINATION FOR MERITORIOUS PROMOTION TO SERGEANT IN THE
CASE OF I. D. MARINE XXXXXXXXXX/MOS USMC

Ref: (a) WgO 1400.1H

Encl: (1) Meritorious Promotion Data Sheet
(2) Official Photograph
(3) Certified true copies pg 11 and SRB 13 (if applicable)
(4) MCTFS TBIR, TBTR and TROS Screens
(5) MCTFS TEDU screen
(6) MCTFS AWDS Screen
(7) MCTFS D119 Screen

1. Per the reference, Corporal Marine is eligible and recommended for Meritorious Promotion to the grade of Sergeant. Enclosures (1) through (7) are submitted as required.

2. CO's recommendation.

- a. MOS credibility, and technical competence.
- b. Combat tours, deployments, and/or participation in exercises.
- c. Demonstrated leadership qualities and capabilities.
- d. Professional growth potential (general value to the service).
- e. Potential to assume additional responsibilities inherent in the next higher rank.

3. The point of contact on this matter will be identified in this paragraph.

I. M. INCHARGE

Enclosure (1)

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Sample Nomination Letter for Meritorious Gunnery Sergeant and Staff
Sergeant

(Unit Letterhead)

1430
CO
Date

From: Commanding Officer, Squadron (By direction not accepted)
To: Commander, Marine Forces Pacific
Via: (1) Commanding Officer, Group
(2) Commanding General, 1st Marine Aircraft Wing
(3) Commanding General, III Marine Expeditionary Force

Subj: NOMINATION FOR MERITORIOUS PROMOTION TO GUNNERY SERGEANT/
STAFF SERGEANT IN THE CASE OF I. D. MARINE XXXXXXXXXX/MOS
USMC

Ref: (a) III MEFO 1400.2D

Encl: (1) Current Official Photograph
(2) Current MCTFS Screens (BIR, BTR, ROS, AWDS & MCI)
(3) One Page Biography
(4) Professional Resume
(5) Record Data Sheet
(6) Master Brief Sheet

1. Per the reference, Staff Sergeant Marine is eligible and recommended for Meritorious Promotion to the grade of Gunnery Sergeant. Enclosures (1) through (6) are submitted as required.

2. CO's recommendation.

- a. MOS credibility, and technical competence.
- b. Combat tours, deployments, and/or participation in exercises.
- c. Demonstrated leadership qualities and capabilities.
- d. Professional growth potential (general value to the service).
- e. Potential to assume additional responsibilities inherent in the next higher rank.

3. The point of contact on this matter will be identified in this paragraph.

I. M. INCHARGE

Enclosure (2)

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MERITORIOUS PROMOTION BOARD RECORD DATA SHEET

Rank/Name: _____ MOS/Billet: _____

DOR: _____ DCTB: _____ AFADBD: _____ EAS: _____ Time in Service: _____

Rifle Score: _____ Qual: _____ Date: _____ Pistol Score: _____ Qual: _____ Date: _____

PFT Score: _____ Class: _____ Date: _____ CFT Score: _____ Class: _____ Date: _____

MCMAP Belt: _____ Date: _____ Swim Qual: _____ Recert Date: _____

BST Score: _____ Date: _____

PME IN GRADE/SERVICE (NON-MCIS OR MARINE NET COURSES):

AWARDS IN GRADE/SERVICE:

SPECIAL DUTY ASSIGNMENTS/SPECIAL TOURS:

OFF DUTY EDUCATION:

VOLUNTEER WORK:

MOS CREDIBILITY:

DISCIPLINARY REMARKS:

WHOLE MARINE CONCEPT:

ADDITIONAL COMMENTS:

SGTMAJ BRIEFING SHEET

(three minute brief)

1. PME Complete - Yes
2. PHOTO CURRENT: Yes
WITHIN STANDARDS: Yes
WEIGHT CONTROL: Once in 20150131 to 20150731
3. TRAINING:

Rifle - 320/Expert (3rd award)/20160721
Pistol - N/A
PFT - First class PFT with a score of 260 on 20160515
CFT - First class CFT with a score of 293 on 20161117
MCMAP - Green Belt acquired 20140214
4. CIVILIAN EDUCATION - Cpl Motivator has completed six college courses prior to enlistment and three more in the past year.
5. MILITARY EDUCATION - Cpl Motivator has completed the following courses: Marine Avionics Apprentice Technical Training, Aviation Warfare Apprentice Training, Aviation Electricians Mate Class, V-22 Aircraft Familiarization Organizational Maintenance, Basic Corrosion Control, Work Center Supervisor Course, Combat Casualty Care Course, and has completed Quality Assurance Administration Course and Counseling for Marines during this Quarter.
6. AWARDS - Cpl Motivator has eight letters of appreciation. She has also received a Certificate of Appreciation in her career. Cpl Motivator was awarded a Letter of Appreciation last Quarter for her volunteer work.
7. Personal decorations include: National Defense Service Medal, Sea Service Deployment Ribbon, Good Conduct Medal, Global War on Terrorism Service Medal, and Global War on Terrorism Expeditionary Medal.
8. SPECIAL DUTY - N/A
9. DEPLOYMENTS - Cobra Gold 2016, Balikatan 2016
10. ADVERSE - N/A

11. GENERAL VALUE IN GRADE - (pros and cons or fitness report value)

12. REMARKS

a. Cpl Motivator is currently assigned as a MV-22 Avionics Collateral Duty Inspector, being the only Cpl out of 13 in the work center to hold this responsibility. Holding this billet, Cpl Motivator is often tasked with running the Avionics Work Center and often inspecting the work of Marines senior to her. In Grade, Cpl Motivator has accumulated well over 1925.8 CDI hours on 261 Maintenance actions.

b. In the past four months, Cpl Motivator has inspected 79 work orders which accumulated 399.8 CDI hours this accounted for nearly 30 percent of the division's Maintenance Actions. Cpl Motivator has also contributed a total of 24 hours volunteering to such originations as Toys for Tots and Pro Kids during this Quarter. Cpl Motivator has read six books and completed six book reports during this quarter off of the Commandants Reading List.

c. During her first deployment to Cobra Gold, she was selected as the Marine of the Quarter for the Group during the Second Quarter FY16 and for 1st MAW. As a result, she was meritoriously promoted to Corporal.

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Meritorious Promotion Checklist

(Reference sheet only - Not included in Meritorious Promotion package)

Rank: _____ Last Name: _____ First Name: _____ MI: _____
Squadron and Group: _____

INDIVIDUALS BEING NOMINATED FOR SUBJECT BOARD MUST MEET ALL REQUIREMENTS IN ACCORDANCE WITH THE 1ST MAW ORDER TO BE QUALIFIED:

1. ____ Be a Staff Sergeant / Sergeant or Corporal not selected for regular promotion.
2. ____ Meritorious minimum time in service: GySgt - 6 years; SSgt - 4 years; Sgt - 18 months.
3. ____ Official photo in Service Charlies (within 12 months).
4. ____ TBIR, TBTR, TROS, TMCI, TEDU, AWDS, & D119 MCTFS screens, UPB, 6105 and Page 11's. (Minimum of a blank page 11 required)
5. ____ Completed required PME in grade.
6. ____ Have a current semi-annual PFT & CFT with a first class score.
7. ____ Meet the Marine Corps Height, Weight and Military Appearance standards.
8. ____ Have no convictions by Courts Martial, NJP's or derogatory Pg 11 / 6105 entries within the past 12 months (Include any UPB's and ROT if applicable).
9. ____ Current Marksmanship qualification unless exempt as per paragraph 4.b.(1)(e) for Meritorious SNCO promotions and paragraph 4.b.(2)(e) for meritorious Sergeant and below.
10. ____ Current MCMAP belt in accordance with paragraphs 4.b.(1)(f) and 4.b.(2)(g).
11. ____ Meet minimum Pros and Cons per paragraph 4.b.(2)(h).
12. ____ Current swim qualification (not expired) unless officially exempt.
13. ____ Book report(s) verified in accordance with paragraphs 4.b.(1)(i) and 4.b.(2)(i).
14. ____ No failed selections or select grade in normal promotion process (for meritorious GySgt and SSgt only).
15. ____ Meritorious promotion board record data sheet and SgtMaj briefing sheet.
16. ____ One page biography (for meritorious GySgt and SSgt only).
17. ____ Master Brief Sheet (for meritorious GySgt and SSgt only).
18. ____ Professional Resume in Service Alphas (for meritorious GySgt and SSgt only).

Enclosure (5)



Professional Resume Example

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Professional Resume For Full Rank First MI Last Name

UNITED STATES MARINE CORPS

Full Rank, Squadron or Group

(Command Photo)
(2.1" tall)
(Centered)

COMMAND NAME
Unit 37101
FPO AP XXXXX-XXXX
DSN: xxx-xxx-xxxx
Comm: 011-81-xxx-xxx-xxxx
Work Cell: xxx-xxxx-xxxx
Email: military.email@usmc.mil

PERSONAL INFORMATION

Date of Rank: YYYYMMDD
Spouse Name: (name if applicable)
Children/Age: Name (age), Name (age)
POB/Date: City, State YYYYMMDD

MAJOR AWARDS & DECORATIONS

Award #1 w/ 2 gold stars
Award #2 w/ 1 gold star
Award #3 w/ 3 gold stars

COMBAT / OPERATIONS

YYMMDD-YYMMDD (Unit)
(List as applicable)

(OIF/OEF)
Named Ops Only

EDUCATION (Civilian & Military)

YYYY High School Diploma

2
3
4
5
6
7
8

9
10
11
12
13
14
15
16

(Most Recent)

CHRONOLOGY OF ASSIGNMENTS

YYMM-YYMM (Current Location)

(Billet)

YYMM-YYMM MCRD Parris Island or San Diego

Recruit

Enclosure (6)

BIOGRAPHY EXAMPLE



Rank First Name MI Last Name
Billet, Squadron

For the Career Biography, the Marine should list every that he or she has done starting with enlisting in the Marine Corps and reporting to boot camp. The Marine can choose to put his or her home town if he or she chooses. The paragraphs should be “justified” so they are even on the left and right. The title should be 18 font for the name and 14 font for the billet. The body of the bio should be 12 font. All fonts will be “Times New Roman”.

Subsequent paragraphs should have a 10 pt space in between. This will eliminate the need for any extra spaces. To do this, click on the down arrow on the “paragraph” listing above. Select “0 pt” for “before” and “10 pt” for “after”. Line Spacing should be single space.

To conclude the biography, the Marine should list any college degrees and awards. Personal Awards only and not Good Conduct Medals, GWOT Medals, or Sea Service Deployment Ribbons. If the Marine chooses, he or she can add, “and various other Service and Campaign medals.” at the end of the awards list. The Marine can list his or her spouse and children, but should keep ages of children off.