



UNITED STATES MARINE CORPS
3D MARINE DIVISION, FMF
III MARINE EXPEDITIONARY FORCE
UNIT 35840
FPO AP 96382-5840

DivO 1400.5Q
SgtMaj

MAY 19 2022

DIVISION ORDER 1400.5Q

From: Commanding General
To: Distribution List

Subj: MERITORIOUS PROMOTION TO PRIVATE FIRST CLASS THROUGH SERGEANT

Ref: (a) MCO P1400.32D W/ CH 1-2
(b) MARADMIN 167/21
(c) MCO 3574.2L
(d) MCO 1500.59A
(e) MCO 1400.32D
(f) MCO P1070.12K W/ CH 1
(g) MARADMIN 200/16

Encl: (1) Template Meritorious Promotion Nomination

1. Situation. Per the references, this order establishes procedures for the nomination and selection of outstanding Marines to the ranks of Private First Class through Sergeant meritoriously in 3d Marine Division (3d MarDiv).

2. Cancellation. Division Order 1400.5P

3. Mission. To issue a directive for effecting meritorious promotions within 3d MarDiv in recognition of exceptionally well-qualified Marines' outstanding leadership and performance of duty.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To meritoriously promote those enlisted Marines who have met and exceeded the Marine Corps standards of professionalism, personal performance, leadership, and integrity. For these reasons, allocations for meritorious promotions must only be filled by well-rounded, mature, and proven Marines who have consistently exhibited aforementioned qualities and can immediately assume the responsibilities and duties of the rank to which being advanced.

(2) Concept of Operations

(a) Eligibility

1. Demonstrate superior performance. Exceptional military record.
2. Ability to satisfactorily discharge the responsibilities of the next higher grade.
3. First Class physical fitness test and combat fitness test.
4. Time in Service (TIS) requirements must be met.
 - a. Sergeant TIS is 18 months.
 - b. Corporal TIS is 6 months.

- 5. No non-judicial punishment (NJP) or 6105s in the past 12 months.
- 6. Zero court martials.
- 7. Professional Military Education completed for current grade.
- 8. Current qualification with Table of Organization weapon.
- 9. Current water survival qualification.

(b) Delegation of Authority

1. Selected Marine Corps Reserves (SMCR)/Active Reserve (AR) On Board (O/B) strength will not be combined with active component o/b strength and shall not compete for active duty promotion allocations. Refer to AR promotion guidance in reference (a), as well as annual program guidelines published by MARFORPAC (upon release of respective Marine Administrative Message).

2. Per paragraph 4106.1 of reference (a), commanders (Major and above) having Special Court Martial Convening Authority (SPCMCA) may, without reference to higher headquarters, meritoriously promote Private First Class to Lance Corporals on a quarterly basis.

3. Per paragraph 4107 of reference (a), commanders (Major and above) having SPCMCA may, without reference to higher headquarters, meritoriously promote Private to Private First Class on a monthly basis.

(c) Allocations

1. Sergeant and Corporal. 3d MarDiv will meritoriously promote no more than 1/2 of one percent of Corporals and one percent of the Lance Corporals on a quarterly basis. Excess fractions will not be carried over if one or more promotions result from the quarterly computation.

2. Lance Corporal. Commanders are authorized to meritoriously promote no more than three percent of Private First Classes on a quarterly basis. Excess fractions will not be carried over if one or more promotions result from the quarterly computation.

3. Private First Class. Commanders are authorized to meritoriously promote any Private (non student) in recognition of outstanding leadership or performance.

4. 3d MarDiv is authorized to retain meritorious promotions quotas and use them as “spot” promotions. However, these types of promotions count against quarterly authorization.

5. Unused Allocations (quotas). There are no provisions for 3d MarDiv to carry unused quotas from one quarter to another. Once the quarter expires, so do any unused meritorious promotion quotas.

(d) Promotion Quarters. The following meritorious promotion quarters are applicable:

QUARTER	MONTHS
1st	Oct, Nov, Dec
2nd	Jan, Feb, Mar
3rd	Apr, May, Jun
4th	Jul, Aug, Sep

(e) Promotion Effective Dates. Meritorious promotions are to be effected on the second day of the month (unless posthumously). Per paragraphs, 4103.5 and 4106.1 of reference (a), quarterly meritorious promotion periods are as follows:

RANK	PROMOTION MONTHS
Sergeant	Nov, Feb, May, Aug
Corporal	Dec, Mar, Jun, Sep
Lance Corporal	Dec, Mar, Jun, Sep

(f) Alternate Nominations Submission. Each major supported element (MSE) must submit alternates or their allocation will be lost. If a unit does not provide a nomination, another MSE who submitted an alternate may take that allocation as their own. This decision will be made by the 3d MarDiv Sergeant Major. If there are more alternates submitted amongst the MSEs than allocations available, the 3d MarDiv Sergeant Major will make the final selection(s). This only applies to units who failed to meet their allotted allocation amount and did not submit an alternate. Other units may take that allocation; the original unit cannot submit a late alternate.

b. Tasks

(1) 3d MarDiv Sergeant Major. Serve as overall Program Manager and redistribution authority for any unused (or additional) allocations.

(2) 3d MarDiv Staff Secretary Chief

(a) Assist the 3d MarDiv Sergeant Major as necessary to ensure overall program compliance and implementation through 3d MarDiv.

(b) Solicit Total Force Corporal and Lance Corporal O/B strengths from the MSEs that fall under 3d MarDiv cognizance on the first day of the promotion quarter.

(c) Publish promotion allocations to the MSEs by the fifth day of the first month of the promotion quarter.

(d) Serve as consolidation and screening point for all MSEs nominations and prepare appropriate warrants for CG signature.

(e) Forward promotion warrants to the 3d MarDiv CG for signature.

(f) Upon receipt of signed promotion warrants from the 3d MarDiv CG, forward to the respective commands for presentation prior to (as feasible) promotion effective date.

(3) Commanding Officers, MSE

(a) Provide to the 3d MarDiv Staff Secretary Chief the O/B strength of Lance Corporals and Corporal NLT the first day of January, April, July, and October.

(b) Upon assignment of meritorious promotion quotas, convene a meritorious promotion screening board for members of your command.

(c) Use applicable meritorious promotion processing guidelines for SMCR and AR Marines

(d) Ensure all nominees are submitted using enclosure (1). Ensure signed copies of all warrants are submitted to the administering Installation Personnel Administrative Center (IPAC) for applicable Marine Corps Total Force System (MCTFS) reporting.

c. Coordinating Instructions

(1) All MSE commanders and their Senior Enlisted Advisors will ensure strict adherence to the provisions of reference (a), and the screening criteria/intent of this order. Conduct periodic audits of O/B strength submissions to mitigate potential for fraud (e.g. vet substantial drops or joins).

(2) Produce and deliver promotion warrants, in a timely and commensurate manner. Ensure a copy of warrants are submitted to the servicing IPAC and MCTFS reporting.

(3) Ensure where applicable, and as directed in reference (i) and (g), command marks are reported via Marine OnLine (MOL).

(4) Establish procedures for selecting superior performing Private First Classes and Privates for meritorious promotion per reference (a).

(5) Select Grades. Nomination suspense will take in consideration the MCTFS promotion cycle. Per paragraph 4100.1f of reference (a), Marines eligible for regular and meritorious promotions in the same month must accept the regular promotion.

5. Administrative and Logistics

a. Certificates. Ensure all promotion warrants are prepared as denoted in reference (a).

b. Ensure Marines' records are audited to ensure promotions are entered correctly in order to prevent any pay-related issues/concerns.

c. Ensure timely processing of all command marks, in accordance with reference (i) and (g), in MOL and reflect the effective date as the day prior to the promotion.

d. Logistics. All noncommissioned officer (NCO) meritorious promotion warrants should be presented with a standard Marine Corps (red) presentation binder, blood stripe and NCO Creed (as applicable/available)

6. Command and Signal

a. Command. This order is not applicable to the Marine Corps Reserves.

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



M. R. NATION
Chief of Staff



UNITED STATES MARINE CORPS

3D MARINE DIVISION, FMF
III MARINE EXPEDITIONARY FORCE
UNIT 35840
FPO AP 96382-5840

1000-34
CO

From: Commanding Officer
To: Commanding General, 3d Marine Division (Attn: Division Sergeant Major)

Subj: MERITORIOUS PROMOTION TO CORPORAL IN THE CASE OF LANCE
CORPORAL CHESTY D. PULLER 1234567899/0111 USMC

Ref: (a) DivO 1400.5Q
(b) MCO P1400.32D w/ch2

Encl: (1) Briefing Data Sheet
(2) MCTFS (TBIR, TBTR, TEDU, TROS, AWDS, D119, CHRO)
(3) Page 11 (if applicable)
(4) Unit Punishment Book (if applicable)

1. Per the references, Lance Corporal Puller is eligible and enthusiastically recommended for meritorious promotion to Corporal. Accordingly, enclosures (1) through (3) are submitted as required.

2. Lance Corporal Puller's height and weight is 71 inches and 191 pounds. He last took his Physical Fitness Test (PFT) on 1 February 2022 and obtained a score of 252. His Combat Fitness Test (CFT) was conducted on 10 December 2021 and obtained a score of 292.

3. Commanders Comments (may use as many paragraphs that are required)

4. The point of contact regarding this matter is Sergeant Major Opha May Johnson at DSN (315) XXX-XXXX or opha.johnson@usmc.mil.

C. O. MMANDER

ENCLOSURE (1)

Lance Corporal Chesty D. Puller

1. PME Complete –

WITHIN STANDARDS:
WEIGHT CONTROL:

2. TRAINING:

Rifle –
Pistol –
PFT –
CFT –
MCMAP –
Swim Qual –

3. CIVILIAN EDUCATION –

4. MILITARY EDUCATION –

5. AWARDS –

6. SPECIAL DUTY –

7. DEPLOYMENTS –

8. ADVERSE –

9. GENERAL VALUE IN GRADE –

RS – At processing:
RS – Cumulative value:

RO – At processing:
RO – Cumulative value:

REMARKS –

Company Commander Comments: