



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-8003

ASO 1400.1
SGTMAJ

27 MAR 2015

AIR STATION ORDER 1400.1

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: MERITORIOUS PROMOTION TO THE GRADES OF CORPORAL AND SERGEANT

Ref: (a) MCO P1400.32D w/Ch 2
(b) MCIEAST-MCB CAMLEJO 1400.2A
(c) ASB 1400

1. Situation. This Order promulgates policy and procedures for the conduct of the Meritorious Promotion Boards for the Commanding Officer (CO), Marine Corps Air Station (MCAS) Cherry Point (CHERP) in accordance with references (a) and (b).

2. Mission. Per reference (b), the CO, MCAS CHERP will solicit nominations from subordinate commands to compete for meritorious promotion allocations assigned to MCAS CHERP from the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CO will convene one board per quarter for each rank considered to identify and nominate the most qualified Marines for meritorious promotion to the ranks of Sergeant and Corporal.

(a) Determination of eligibility for meritorious promotion will be based on the performance of the Marine as reported in the Commander's recommendation and on the Marine's military record. A meritorious promotion must be based on the Marine's demonstrated capability to discharge the duties and responsibilities of the next higher grade in a satisfactory manner.

(b) The MCAS CHERP Meritorious Sergeant and Corporal Board shall be comprised of the following members:

Sergeant Major, Marine Corps Air Station (Chairman)
Sergeant Major, Headquarters and Headquarters Squadron
Sergeant Major, Marine Transport Squadron One
Sergeant Major, Center for Naval Aviation Technical Training (Mar Unit)

1. If the above listed personnel are not available to participate, a senior enlisted member will be present as a command representative.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

2. If a command does not have a Marine appearing before the Meritorious Sergeant and Corporal Board, a command representative will still be required to be present.

(2) Concept of Operations. Enclosure (1) of reference (b) provides the proper format that will be used for all meritorious promotion nominations.

(a) Meritorious promotion of "exceptionally well qualified" Marines will be based on outstanding performance and as recognition of ability to assume positions of greater authority and responsibility. Meritorious promotions are intended to promote Marines whose performance is superior to that of their peers. Accordingly, nominees must possess the degree of leadership appropriate for the next higher grade and have demonstrated a capacity for discharging all of the duties and responsibilities of the grade for which they are being recommended.

(b) The Marine's performance of duty, in comparison with all known Marines of the same grade, without regard to Military Occupational Specialty/Occupational Field (MOS/OccFld), must be significantly superior to that of their peers in order to merit promotion over other qualified Marines in the grade, regardless of their time in grade. The level and type of duty performed within the individual's MOS/OccFld, as well as outside the MOS/OccFld, must be clearly superior to that of their peers. The Marine's entire service will be considered, not just his/her current tour of duty.

(c) Recommendation for meritorious promotion should not be made as a reward for "faithful service" or when a personal commendation is more appropriate.

(d) The quarterly meritorious promotion periods are as follows:

Sergeant: November, February, May, and August
Corporal: December, March, June, and September

1. Meritorious Sergeant. Only one nominee per command will appear before the Meritorious Sergeant Board.

2. Meritorious Corporal. Commanders will receive allocations for meritorious promotion to Corporal based upon their onboard strength of Lance Corporals as of the first day of the promotion quarter. All respective commands will conduct their own Meritorious Promotion Boards guided by references and this Order. Unit Sergeants Major will notify the Sergeant Major (SgtMaj), MCAS, CHERPT via email, the names of the nominees for meritorious Corporal, prior to submitting the recommendation package to the Station Adjutant.

b. Subordinate Element Missions

(1) SgtMaj, MCAS CHERPT shall:

(a) Upon receipt of the nominations for meritorious promotion, screen all nomination packages for accuracy and compliance with the basic criteria for meritorious promotion.

(b) Provide all nomination packages and board worksheets of nominees to the board members of the Meritorious Sergeant and Corporal Boards.

27 MAR 2015

(c) Convene the Meritorious Sergeant and Corporal Boards.

(d) Submit the command's meritorious Sergeant and Corporal nomination packages to the CO, MCAS CHERPT for final consideration.

(e) Submit the Meritorious Sergeant and Corporal nomination packages to the SgtMaj, MCIEAST-MCB CAMLEJ for their appropriate boards in accordance with reference (b).

(2) Subordinate Commanders shall:

(a) Comply with the intent of this Order by ensuring all eligible Marines are given the opportunity to compete for meritorious promotion. The nominee must meet the minimum time-in-service for promotion (Sergeant - 18 months, Corporal - 6 months), computed from the Armed Forces Active Duty Base Date.

(b) Screen and nominate Marines for meritorious promotion by completing and verifying all nomination packages are in accordance with reference (b), and this Order.

(c) Qualifications for meritorious promotions, will be guided by, but not limited to, the following:

1. Nominees must have a certificate of completion for Non-Resident Professional Military Education appropriate for their grade (waiver not accepted). Corporals must have successfully completed the "Corporals Distance Education Program" and lance corporals must have successfully completed the "Leading Marines" Marine Corps Institute course;

2. Marines in a promotion restriction status listed in paragraph 1204 of reference (a) will not be considered for meritorious promotion;

3. Must have qualified with the assigned table of organization weapon during the current or previous fiscal year unless granted a waiver in the SRB;

4. Must have a current high first class Physical Fitness Test and Combat Fitness Test unless exempt for medical reasons;

5. Possess exceptional personal appearance and military bearing;

6. Average Proficiency/Conduct markings 4.5/4.5 or above in grade, no Courts-Martial, Non-Judicial Punishments, adverse page 11 entries within the past 12 months, no derogatory Page 11 entries within the past 12 months, and not assigned to weight control/military appearance program and;

7. Must be recommended for reenlistment.

(d) Forward nomination packages with all the required enclosures to the CO, MCAS CHERPT (Attn: Station Adjutant) in accordance with the timelines established in the Calendar Year Air Station Bulletin 1400 (reference (c)).

(3) Adjutant, MCAS CHERPT shall:

(a) Screen all nomination packages and accompanying documents for accuracy and compliance with the basic criteria contained in the references and this Order.

(b) Based on the information provided by the Chairman of the Meritorious Sergeant and Corporal Boards, prepare the appropriate endorsements for the CO's final approval and signature.

(c) In accordance with the timelines established in reference (c), forward all meritorious Sergeant and Corporal nomination packages to the CG, MCIEAST-MCB CAMLEJ for final approval.

(d) Upon approval and signature by the CG, MCIEAST-MCB CAMLEJ, ensure the appropriate units receive the Certificate of Appointment (DD Form 216 MC) for their meritorious personnel. Advise the S-1's of the units to ensure a copy of the promotion warrant is provided to the Installation Personnel Administration Center to make the required unit-diary entries.

4. Administration and Logistics

a. The SgtMaj, MCAS CHERPT has staff cognizance over the meritorious NCO promotion program and will disseminate additional guidance or changes as required.

b. The Adjutant, MCAS CHERPT has administrative cognizance over packages submitted to this headquarters and will ensure correctness in accordance with the references. The Adjutant will return any packages containing errors to the subordinate unit concerned for correction(s).

5. Command and Signal

a. Command

(1) This Order is applicable to MCAS Cherry Point, its subordinate commands, and CNATT (Mar Unit).

(2) This Order is not applicable to the Selected Marine Corps Reserve, Active Reserve, Individual Ready Reserve, or Individual Mobilization Augmented Marines.

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


C. PAPPAS III

DISTRIBUTION: A