



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 1400.5L
G-1

16 JUN 1999

DIVISION ORDER 1400.5L

From: Commanding General, 3d Marine Division
To: Distribution List

Subj: MERITORIOUS PROMOTION

Ref: (a) MCO P1400.32

1. Purpose. To publish instructions on meritorious promotions as authorized by the reference.
2. Cancellation. DivO 1400.5K
3. Background. Meritorious promotions are based upon a demonstration of exceptional qualifications and recognize outstanding leadership. Personnel recommended for such a promotion should have clearly demonstrated a capacity for successful performance of duties in the next higher grade.

4. Meritorious Promotions

a. To Private First Class. Meritorious promotions to Private First Class will be made per paragraph 4105 of the reference. Regimental and separate battalion commanders are authorized to meritoriously promote qualified Privates to Private First Class at any time with the effective date of rank being the 2nd day of the month in which the meritorious promotion is effected.

b. To Lance Corporal. Meritorious promotions to Lance Corporal will be made quarterly per paragraph 4104 of the reference. Regimental and separate battalion commanders may promote 3% (.03) of the on-board strength of Privates First Class as of the first day of each fiscal quarter (October, January, April and July). These quarterly meritorious promotions to Lance Corporal will be effected on the 2nd day of December, March, June and September.

c. To Corporal. Meritorious promotions to Corporal will be made quarterly per paragraph 4103 of the reference. On the first working day of each fiscal quarter, this headquarters (AC/S, G-1) will total the on-board strength of Lance Corporals to provide a base figure for computing quarterly meritorious promotions.

DivO 1400.5L
16 JUN 1999

The allocations for meritorious promotion to Corporal are based on 1%(.01) of the on-board strength of Lance Corporals. After formulation are completed and approved, each organization will be notified of their respective allocations for meritorious promotion to the grade of Corporal.

d. To Sergeant. Meritorious promotion to Sergeant will be made quarterly per paragraph 4103 of the reference. The formulation of totals and notification of allocations will be as explained in paragraph 4.c. above, with the exception of allocations for meritorious promotion to Sergeant are base on $\frac{1}{4}$ of 1%(.0025) of the on-board strength of Corporals.

5. Submission Procedure. The full name, social security number, Military Occupational Specialty (MOS), next of kin (NOK) and NOK address will be provided to the AC/S, G-1, for those nominees recommended for meritorious promotion to Corporal and Sergeant not later than 10 days prior to the effective month of promotion. Certificates of appointment will be prepared and forwarded to the respective organizations with the effective dates of promotion to Corporal on the 2nd day of December, March, June, and September and to Sergeant on the 2nd day November, February, May and August.

6. Action

a. Assistant Chief of Staff, G-1

(1) Issue quarterly allocations for meritorious promotion Corporal and Sergeant to regiments and separate battalions.

(2) Prepare certificates of appointment to Corporal and Sergeant, and congratulatory letters to the next of kin for the Commanding General's signature.

b. Regimental and Separate Battalion Commanders

(1) Prepare promotion certificates to Private First Class and Lance Corporal per paragraph 4506 of the reference.

(2) Convene a meritorious promotion selection board to consider Lance Corporals for meritorious promotion to Corporal and Corporals for meritorious promotion to Sergeant. Ensure the nominees are current in their Professional Military Education (PME), rifle qualification and Physical Fitness Test (PFT), and meet the high standard described in paragraph 3 of this Order.

DivO 1400.5L
16 JUN 1999

c. Division Sergeant Major

(1) Advise the Commanding General on any special requests as they pertain to recommendations for meritorious promotion.

(2) Assist the Assistant Chief of Staff, G-1 in the tally, formulation, and distribution of meritorious promotion allocations.


T. R. KELLY
Chief of Staff

DISTRIBUTION: A/D