



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

WgO 1400.2B  
SGTMAJ  
**APR 16 2011**

WING ORDER 1400.2B

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: MERITORIOUS PROMOTIONS

Ref: (a) MARFORCOMO 1400.1G  
(b) MARADMIN 648/09  
(c) MCO P1400.32D  
(d) ALMAR 022/07

Encl: (1) Sample Nomination Letter  
(2) Record Book Data Sheet  
(3) Meritorious Promotion Grading Sheet

1. Situation To publish instructions for the nominations of meritorious promotions within 2d Marine Aircraft Wing (2d MAW). Meritorious promotion authority for Private First Class (PFC), Lance Corporal (LCpl), Corporal (Cpl) and Sergeant (Sgt) is delegated to the Commanding General (CG), 2d MAW. The Commanding Officer (CO), Marine Wing Headquarters Squadron 2 (MWHS-2) and each Group within 2d MAW will select exceptionally well-qualified Marines who have demonstrated outstanding leadership and performance to compete at the Wing Board.

2. Cancellation. WgO 1400.2A.

3. Mission. The 2d MAW Meritorious Promotion Board will convene to select the Meritorious PFC, LCpl, Cpl and Sgt allocation retained at Wing level. The allocations for meritorious promotion to PFC, LCpl, Cpl and Sgt for each Group and MWHS-2 will be announced via separate correspondence.

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

#### 4. Execution

##### a. Commander's Intent and Concept of Operations.

Meritorious promotions are designed to recognize outstanding leadership. Marines recommended for meritorious promotion must have demonstrated outstanding leadership to a degree rarely attained by Marines of equal grade.

##### (1) Staff Non Commissioned Officer (SNCO) Meritorious Promotion Board

(a) Reference (a) provides policy and guidance to the CG, 2d MAW to nominate one exceptional Staff Sergeant (SSgt) and two Sgt's for meritorious promotion to the next higher grade.

(b) The 2d MAW SNCO Meritorious Promotion Board will convene annually and it will consist of the following members: 2d MAW Sergeant Major (SgtMaj) (Senior Member of the Board), 2d MAW Group SgtsMaj and MWHS-2 SgtMaj. Each Group and MWHS-2 will have a Master Sergeant (MSgt) or Master Gunnery Sergeant (MGySgt) as Board Members.

(c) Once nominations are made by the 2d MAW SNCO Meritorious Promotion Board, and with the concurrence of the CG, 2d MAW, the nominations will be forwarded to the CG, II Marine Expeditionary Force (II MEF), as the 2d MAW SNCO Meritorious Promotion nominees.

(d) If selected by the II MEF Meritorious Promotion Board, and concurred with by the CG, II MEF, the nominations will be forwarded via naval message to the Commandant of the Marine Corps via Marine Corps Forces Command (MARFORCOM) for final approval.

##### (e) Eligibility

1. 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.

2. A nominee must have served a minimum of six years time in service for promotion to Gunnery Sergeant (GySgt)

(not waiverable).

3. A nominee must have served a minimum of four years time in service for promotion to SSgt (not waiverable).

4. Time in grade is not applicable for meritorious promotions.

5. Per reference (b), Professional Military Education (PME) requirements for all SNCO selection boards and meritorious promotions are in effect. Commanders will consider PME as one of the many factors in a Marine's record to determine the best qualified for meritorious promotion.

6. Marines already selected for advancement through normal promotion board selections, but not yet promoted, are not eligible for meritorious promotion consideration.

7. Recommendations for meritorious promotion should not be made solely as a reward for "faithful service" of where a personal award recommendation would be more appropriate.

8. All training will be current. Non Resident PME will be complete.

(2) Meritorious Promotion to PFC, LCpl, Cpl and Sgt

(a) Reference (c) established policy that authorizes CGs to award meritorious promotions to active duty Marines in the grade of Private (Pvt) through Sgt in numbers that do not exceed quarterly allocations. Reference (c) also provides policy and instructions for effecting special promotions, computing the quota allocations.

(b) Eligibility

1. Demonstrated superior performance-military record.

2. Ability to satisfactorily discharge the responsibilities of the next higher grade.

3. Minimum requirements for time in grade can be waived.

4. Time in service requirement must be met.

(c) Unit Recommendation Guidelines. COs should use the following guidelines for evaluating a Marine's qualification for consideration:

1. Sustained exemplary performance of duty clearly meriting promotion over other qualified Marines.

2. Demonstrated leadership abilities and potential to assume increased responsibility.

3. Exemplary physical fitness and personal appearance.

b. Tasks

(1) AC/S, G-1

(a) Compute and provide Wing SgtMaj with distribution break-out of quotas.

(b) Release Naval Message announcing allocations to the Groups and MWHS-2 by the first working day of each quarter (Apr, Jul, Oct, Jan).

5. Administration and Logistics

a. Required Documentation

(1) GySgt/SSgt Meritorious Promotion Board. All nominations will be prepared in accordance with reference (a).

(2) PFC, LCpl, Cpl and Sgt Promotion Board (if needed)

(a) Squadron Commander's recommendation letter with endorsement from Group CO.

(b) Record Book Data Sheet (enclosure (2)).

(c) Marine Corps Total Force System (MCTFS) screens: TBIR/TBTR, TEDU and AWDS.

(3) Results of quotas assigned to each Group on MWHS-2 require a record book data sheet (enclosure (2)) be submitted with the names of those to be promoted to the Wing SgtMaj.

6. Command and Signal

a. Command. This Order is applicable to all units assigned or attached to 2d MAW.

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



R. W. REGAN  
Chief of Staff

DISTRIBUTION: A

SAMPLE NOMINATION LETTER

(Unit Letterhead)

1650  
CO  
Date

From: Commanding Officer, Squadron  
To: Commanding General, 2d Marine Aircraft Wing (Attn:  
Wing SgtMaj)  
Via: Commanding Officer, Marine Aircraft Group \_\_  
Subj: RECOMMENDATION FOR MERITORIOUS PROMOTION BOARD ICO  
PFC/LCPL/CPL/SGT IM A. MARINE 0000/XXXX USMC  
Ref: (a) WgO 1650.22B  
Encl: (1) Individual Data Sheet  
(2) MCTFS 3270 Screens (BIR,BTR,EDU,ROS,AWDS)  
(3) PG 11/UPB  
(4) Letters of recommendation from Chain of Command  
(Section/Division leadership)  
1. Per the reference, PFC/LCpl/Cpl/Sgt is eligible and  
recommended for Meritorious Promotion. Enclosures (1) through  
(3) are submitted as required.  
2. [Commanding Officer's recommendation.]  
3. Point of contact is \_\_\_\_\_.

SIGNATURE

Enclosure (1)

RECORD BOOK DATA SHEET

DATA SHEET FOR: MERT PROM \_\_\_\_\_ DATE: \_\_\_\_\_

RANK	LAST NAME	FIRST MI	SSN/MOS	UNIT
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BILLET DESC: \_\_\_\_\_

MARITAL STATUS: \_\_\_ AFABBD: \_\_\_\_\_ TIS (MO) : \_\_\_ DOR: \_\_\_\_\_ TIG (MO) : \_\_\_

DCTB: \_\_\_\_\_ RTD: \_\_\_\_\_ EAS: \_\_\_\_\_

AVG PRO/CON: IN SVC \_\_\_/\_\_\_ IN GRD \_\_\_/\_\_\_ PRESENT \_\_\_/\_\_\_

\*PFT SCORE/CL/PTS/DT: \_\_\_/\_\_\_/\_\_\_/\_\_\_

\*CFT SCORE/CL/PTS/DT: \_\_\_/\_\_\_/\_\_\_/\_\_\_

\*BST SCORE/PTS/DT: \_\_\_/\_\_\_/\_\_\_

\*MCMAP BELT/DATE: \_\_\_/\_\_\_

\*RIFLE QUAL/REQUAL SCORE/PTS/DT: \_\_\_/\_\_\_/\_\_\_ EXP AWD BAR # \_\_\_

PISTOL QUAL/REQUAL SCORE/PTS/DT: \_\_\_/\_\_\_/\_\_\_ EXP AWD BAR # \_\_\_

CIV EDUCATION: \_\_\_ GED \_\_\_ COLLEGE \_\_\_ ASSOC \_\_\_ BACHLORS \_\_\_

CIV COLLEGE COURSES: \_\_\_\_\_

FORMAL SCHOOL/DTE: \_\_\_\_\_

MCI/PME NON-RESIDENT: \_\_\_\_\_

PERSONAL DECORATIONS/DTS: \_\_\_\_\_

OTHER RECOGNITIONS (NCOQ,MOQ): \_\_\_\_\_

DEROGATORY COMMENTS (PG 11, 12, 13): \_\_\_\_\_

MERITORIOUS PROMOTION GRADING SHEET

UNIT	MWHS-2	MAG-14	MAG-26	MWSG-27	MACG-28	MAG-29	MAG-31
NAME							
RANK							
BILLET DESCRIPTION							
DOR							
PEBD							
DCTB							
DEROGATORY PG 11/12							
CFT							
PFT							
RIFLE							
PISTOL							
MCMAP							
NON-RES PME							
CPL'S CRSE							
PRO/CONS							
OFF-DUTY EDUCATION							
MCI'S COMPL IN GRADE							
TOTAL MCIs COMPLETED							
PERSONAL AWARDS							
MM/LOA/CERCOM							
APPEARANCE/PRESENTATION/POISE/COMPOSURE							
QUESTIONS: RIGHT/WRONG							
TOTAL							