

CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

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CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 1: ELIGIBILITY REQUIREMENTS PRIVATE FIRST CLASS AND LANCE CORPORAL

2100. GENERAL. Marines in the grades of PFC and LCpl are required to exercise an ever-increasing degree of maturity, leadership, and professionalism. No Marine shall be promoted to PFC or LCpl who has not demonstrated these traits and the desire to assume positions of higher responsibility.

2101. PROMOTIONS TO PRIVATE FIRST CLASS AND LANCE CORPORAL IN THE ACTIVE COMPONENT

1. Private First Class. Marines who have served for 6 months on active duty in the grade of Pvt will be promoted to PFC, if the Marine's service has been satisfactory (as determined by the commanding officer). TIG will be computed from the 1st day of the month of entry on active duty. For example, a Pvt who entered active duty on 27 May 2000 will be promoted to PFC on 1 November 2000. If the Marine's service has been satisfactory, the TIG and TIS are computed as if the Pvt entered active duty on the 1st day of May. Time spent in the delayed entry program will not be used to compute TIG or TIS for promotion to PFC. Pvts who are hospitalized for periods that preclude normal completion of recruit training will be promoted to PFC while in recruit training, if recommended and not in a promotion restriction status (paragraph 1204 applies), upon attaining 6 months TIG. Although the Marine will be in a paid status as a PFC, the enlistee is not authorized to wear the PFC insignia until completion of recruit training.

a. To eliminate the requirement for commanders to manually determine the eligibility of Pvts by TIG, and to reduce the number of late promotions because of administrative oversight, the Marine Corps Total Force System (MCTFS) will automatically identify the eligible personnel. A select grade of E2 will post to the unit's Diary Feedback Report (DFR) the month prior to the promotion month for all Pvts who meet the TIG requirement. The select grade will not post if the commander reports a "NOT REC PROM" (not recommended for promotion) entry on the unit diary by the 15th of the month prior to the effective date of promotion.

(1) When a Pvt has a select grade in the MCTFS, the promotion will be effected with a date of rank and effective date of the 1st day of the selected month. This applies to those Marines who are in a transit or leave status on the 1st day of the month. In these instances, or any other circumstances when the promotion is not effected on the 1st day of the month and the Marine is recommended, the command will effect the promotion on the unit diary with the date of rank and effective date of the 1st day of the month reflected in the select grade. The certificate of appointment will reflect the same dates as input on the unit diary.

(2) Pvts who are in a promotion restriction status, per paragraph 1204, will not be promoted. However, Commanders may waive certain restrictions for deserving Pvts (see paragraph 1204).

(3) A Marine who has been administratively reduced to the grade of Pvt for incompetence will be given his or her original date of rank, but may not be promoted to PFC for a period of 3 months (paragraphs 1204.3n and 6001.2f(1) apply). After 3 months, the commander will determine when and if the Marine meets the Marine Corps standards for promotion.

(4) A Marine who has been punitively reduced (chapter 7 applies) to the grade of Pvt as a result of NJP or court-martial must serve a minimum of 6 months, inclusively, from the date of reduction before becoming eligible for regular promotion to PFC.

EXAMPLE 1: A Marine reduced to Pvt on 14 May 2000 by a general court-martial will have served 6 months TIG on 14 November 2000, but will not have served 18 months as required by paragraph 1204.3f until 14 November 2001. Therefore, the Marine will not be eligible for promotion until 1 December 2001.

EXAMPLE 2: A Marine reduced to Pvt on 14 May 2000 by a special court-martial will have served 6 months TIG on 14 November 2000, but will not have served 12 months as required by paragraph 1204.3g until 14 May 2001. Therefore, the Marine will not be eligible for promotion until 1 June 2001.

EXAMPLE 3: A Marine reduced to Pvt on 14 May 2000 by a summary court-martial will have served both the 6 months TIG and the 6 months as required by paragraph 1204.3h on 14 November 2000. Therefore, the Marine will be eligible for promotion on 1 December 2000.

b. When a Pvt is not recommended for promotion and the command did not report a "NOT REC" entry on the unit diary prior to the select grade posting to the MCTFS, the command will report a "WILL NOT PROMOTE" entry to remove the select grade for the month concerned. A select grade will continue to post to the unit's DFR each subsequent month unless a "NOT REC" entry is reported. This entry should be reported NLT the 15th of the month prior to the promotion month. Marines not recommended for promotion require a page 11 counseling entry and a monthly unit diary entry, per the current edition of MCO 1070.12. This will preclude future commands from requesting remedial promotion based on TIG.

c. Refer to Chapter 4 of this Manual for meritorious promotions to PFC.

2. Lance Corporal. A PFC who has 8 months TIG from the PFC date of rank and 9 months TIS from the AFADBD and who is otherwise qualified for promotion, as determined by the commander, may be promoted to the grade of LCpl. A partial month is computed as a whole month for both elements. For example, a PFC promoted with a date of rank of 1 June 2000 and a PFC meritoriously promoted with a date of rank of 2 June 2000 both meet the 8 months TIG requirement on 1 February 2001. A Marine who is appointed a PFC upon initial entry on active duty (contract PFC) with a date of rank of 27 June 2000 meets the 8 months TIG and 9 months TIS requirement on 1 March 2001.

a. To eliminate the requirement for commanders to manually determine the eligibility of PFCs by TIG and TIS, and to reduce the number of late promotions because of administrative oversight, the MCTFS will automatically identify the eligible personnel. A select grade of E3 will post to the unit's DFR the month prior to the promotion month for all PFCs who meet the TIG and TIS requirements. The select grade will not post if the commander

reports a "NOT REC" entry on the unit diary by the 15th of the month prior to the effective date of promotion.

(1) When a PFC has a select grade in the MCTFS, the promotion will be effected with a date of rank and effective date of the 1st day of the selected month. This applies to those Marines who are in a transit or leave status on the 1st day of the month. In these instances, or any other circumstances when the promotion is not effected on the 1st day of the month and the Marine is recommended, the command will effect the promotion on the unit diary with the date of rank and effective date of the 1st day of the month reflected in the select grade. The certificate of appointment will reflect the same dates as input on the unit diary.

(2) PFCs who are in a promotion restriction status, per paragraph 1204, will not be promoted. However, commanders may waive certain restrictions for deserving LCpls (see paragraph 1204).

(3) A Marine who has been administratively reduced to the grade of PFC for incompetence will be given his or her original date of rank, but may not be promoted to LCpl for a period of 3 months (paragraphs 1204.3n and 6001.2f(1) apply). After the 3 months, the commander will determine if the Marine meets the Marine Corps standards for promotion.

(4) A Marine who has been punitively reduced (chapter 7 applies) to the grade of PFC as a result of NJP or court-martial must serve a minimum of 8 months, inclusively, from the date of reduction before becoming eligible for regular promotion to LCpl.

EXAMPLE 1: A Marine reduced to PFC on 14 May 2000 by a general court-martial, will have served 8 months on 14 January 2001, but will not have served 18 months as required by paragraph 1204.3f until 14 November 2001. Therefore, the Marine will not be eligible for promotion until 1 December 2001.

EXAMPLE 2: A Marine reduced to PFC on 14 May 2000 by a special court-martial will have served 8 months on 14 January 2001, but will not have served 12 months as required by paragraph 1204.3g until 14 May 2001. Therefore, the Marine will not be eligible for promotion until 1 June 2001.

EXAMPLE 3: A Marine reduced to PFC on 14 May 2000 by a summary court-martial will have served 6 months as required by paragraph 1204.3h on 14 November 2000; however, he or she will not meet the 8 months TIG requirement until 14 January 2001. Therefore, the Marine will not be eligible for promotion until 1 February 2001.

b. When a PFC is not recommended for promotion and the command did not report a "NOT REC" entry on the unit diary prior to the select grade posting to the MCTFS, the command will report a "WILL NOT PROMOTE" entry to remove the select grade for the month concerned. A select grade will continue to post on the unit's DFR each subsequent month unless a "NOT REC" entry is reported. This entry should be reported NLT the 15th of the month prior to the promotion month. Marines not recommended for promotion require a page 11 counseling entry and a monthly unit diary entry, per the current edition of MCO 1070.12.

c. Refer to Chapter 4 of this Manual for meritorious promotions to LCpl.

d. Marines who have returned to active duty after a period of broken service (USMC or USMCR) in the grade of PFC, and have been reappointed to the grade of PFC, may be promoted to LCpl after a minimum period of 30 days observation. The Marine may only be promoted if, on the 1st day of the month the promotion will be effected, the Marine has attained the required TIG/TIS and, in the opinion of the commander, the Marine is capable of performing in the higher grade. If not recommended by the commander, however, the Marine may be promoted the next month that he or she is recommended. Prior service in another branch of the Armed Forces is not applicable for prior service credit.

EXAMPLE: A Marine who reenlists on 24 April 2000 and is reappointed to the grade of PFC with prior satisfactory service and given a date of rank of 16 August 1999, will have 30 days service on 24 May 2000 and could be promoted to LCpl with a date of rank and effective date of 1 June 2000 (since minimum TIG/TIS are met).

3. Promotion Waivers. If determined to be in the best interest of the command and the Marine Corps, commanders, as defined in paragraph 1200.3b, may waive an erroneous promotion to PFC and LCpl for Marines who, through no fault of their own, were promoted prior to attaining the required TIG and/or TIS.

a. Commanders may, without reference to this Headquarters, waive erroneous promotions of Marines in the grades of PFC and LCpl who were promoted while under the restrictions listed in paragraph 1204.3f through 1204.3o. However, such waivers should be the exception rather than the rule.

b. Commanders may, without reference to this Headquarters, rescind erroneous promotions of Marines in the grades of PFC and LCpl who were promoted while under the restrictions listed in paragraph 1204.3f through 1204.3o. A "DELETE AS ERRONEOUS" (delete promotion as erroneous) unit diary entry will be made for the promotion entry.

2102. PROMOTIONS TO PRIVATE FIRST CLASS AND LANCE CORPORAL IN THE SMCR AND ACTIVE RESERVE

1. Private First Class. Pvts in the SMCR/Active Reserve will be promoted to PFC 6 months after the 1st day of the month of entry on initial active duty for training (IADT), if their performance is deemed satisfactory by the commander. For example, a Pvt who entered IADT on 28 July will be promoted to PFC on 1 January, effective 1 January. Time spent in the delayed entry program will not be used to compute TIG or TIS for promotion to PFC. Pvts who are hospitalized for periods that preclude normal completion of recruit training will be promoted to PFC while in recruit training, if recommended and not in a promotion restriction status (paragraph 1204 applies), upon attaining 6 months TIG. Although the Marine will be in a paid status as a PFC, the enlistee is not authorized to wear the PFC insignia until completion of recruit training.

a. Pvts in the Category P program who perform satisfactorily during at least 18 periods of Inactive Duty Training (IDT) (i.e., 18 drills) within 6 months of enlistment will be promoted to PFC 6 months after the 1st day of the month of enlistment in the Category P program (unless the commander declares any drill periods within the 6 months as unsatisfactory per the

current edition of MCO P1001R.1_). Although the Marine will be in a paid status as a PFC, the enlistee is not authorized to wear the PFC insignia until after recruit training is completed. If the Reserve Marine does not complete all 18 IDT periods prior to IADT, the promotion incentive is void.

b. To eliminate the requirement for commanders to manually determine the eligibility of Pvts by TIG, and to reduce the number of late promotions because of administrative oversight, the Marine Corps Total Force System (MCTFS) will automatically identify the eligible personnel. A select grade of E2 will post to the unit's DFR for all Pvts who meet the TIG requirement. The select grade will not post if the commander reports a "NOT REC" entry on the unit diary by the 15th of the month prior to the effective date of promotion.

(1) When a Pvt has a select grade in the MCTFS, the promotion will be effected with a date of rank and effective date of the 1st day of the selected month. This applies to those Reserve Marines who are in a transit, on leave status or in an unscheduled IDT on the 1st day of the month. The reference to "transit or unscheduled IDT status" refers to Reserve Marines who are: (1) in transit between SMCR units; or (2) en route to/from active duty. In these instances, or any other circumstances when the promotion is not effected on the 1st day of the month and the Reserve Marine is recommended, the command will effect the promotion on the unit diary with the date of rank and effective date of the 1st day of the month reflected in the select grade.

(2) Pvts who are in a promotion restriction status, per paragraph 1204, will not be promoted. However, commanders may waive certain restrictions for deserving PFCs (see paragraph 1204).

(3) A Reserve Marine who has been administratively reduced to the grade of Pvt for incompetence or unsatisfactory participation/performance will be given his or her original date of rank, but may not be promoted to PFC for a period of 3 months (paragraphs 1204.3n and 6001.2f(1) apply). After the 3 months, the commander will determine if the Marine meets the Marine Corps standards for promotion.

(4) A Reserve Marine who has been punitively reduced (chapter 7 applies) to the grade of Pvt as a result of NJP or court-martial must serve a minimum of 6 months TIG inclusively from the date of reduction before becoming eligible for regular promotion to PFC.

EXAMPLE 1: A Reserve Marine reduced to Pvt on 14 May 2000 by a general court-martial, will have served 6 months TIG on 14 November 2000, but will not have served 18 months as required by paragraph 1204.3f until 14 November 2001. Therefore, the Marine will not be eligible for promotion until 1 December 2001.

EXAMPLE 2: A Reserve Marine reduced to Pvt on 14 May 2000 by a special court-martial will have served 6 months TIG on 14 November 2000, but will not have served 12 months as required by paragraph 1204.3g until 14 May 2001. Therefore, the Marine will not be eligible for promotion until 1 June 2001.

EXAMPLE 3: A Reserve Marine reduced to Pvt on 14 May 2000 by a summary court-martial will have served both the 6 months TIG and the 6 months

as required by paragraph 1204.3h on 14 November 2000. Therefore, the Marine will be eligible for promotion on 1 December 2000.

c. When a Reserve Pvt is not recommended for promotion and the command did not report a "NOT REC" entry on the unit diary prior to the select grade posting to the MCTFS, the command will report a "WILL NOT PROMOTE" entry to remove the select grade for the month concerned. A select grade will continue to post to the unit's DFR for each subsequent month unless a "NOT REC" entry is reported. This entry should be reported NLT the 15th of the month prior to the promotion month. Marines not recommended for promotion require a page 11 counseling entry and a monthly unit diary entry, per the current edition of MCO 1070.12. This will preclude future commands from requesting remedial promotion based on TIG.

2. Lance Corporal. A PFC in the SMCR/Active Reserve who has 8 months TIG from the PFC date of rank and 9 months TIS from the PEBD/AFADBD (for SMCR TIS is calculated from the PEBD, for AR Marines, TIS is calculated from the AFADBD) and who is qualified for promotion, as determined by the commander, may be promoted to the grade of LCpl. A partial month is computed as a whole month for both elements. For example, a Reserve Marine promoted to PFC after attaining 6 months TIG with a date of rank of 1 February 2000 and a Reserve PFC meritoriously promoted with a date of rank of 2 February 2000 both meet the 8 months TIG requirement on 1 October 2000. A Reserve Marine who is appointed a PFC (contract PFC) and assigned a date of rank of 25 February 2000, the date of entry on initial active duty, will be promoted to LCpl with date of rank of 1 October, effective 1 October.

a. To eliminate the requirement for commanders to manually determine the eligibility of PFCs by TIG and TIS, and to reduce the number of late promotions because of administrative oversight, the MCTFS will automatically identify the eligible personnel. A select grade of E3 will be posted to the unit's DFR for all PFCs who meet the TIG and TIS requirement. The select grade will not post if the commander reports a "NOT REC" entry on the unit diary by the 15th of the month prior to the effective date of promotion.

(1) When a Reserve PFC has a select grade in the MCTFS, the promotion will be effected with a date of rank and effective date of the 1st day of the selected month. This applies to those Reserve Marines who are in a transit or leave status or in an unscheduled IDT status on the 1st day of the month. The reference to "transit or unscheduled IDT status" refers to Reserve Marines who are: (1) in transit between SMCR units; or (2) en route to/from active duty. In these instances, or any other circumstances when the promotion is not effected on the 1st day of the month and the Reserve Marine is recommended, the command will effect the promotion on the unit diary with the date of rank and effective date of the 1st day of the month reflected in the select grade.

(2) Reserve PFCs who are in a promotion restriction status, per paragraph 1204, will not be promoted. However, commanders may waive certain restrictions for deserving LCpls (see paragraph 1204).

(3) A Reserve Marine who has been administratively reduced to the grade of PFC for incompetence or unsatisfactory participation/performance

will be given his or her original date of rank, but may not be promoted to LCpl for a period of 3 months (paragraphs 1204.3n and 6001.2f(1) apply). After the 3 months, the commander will determine if the Marine meets the Marine Corps standards for promotion.

(4) A Reserve Marine who has been punitively reduced (chapter 7 applies) to the grade of PFC as a result of NJP or a court-martial must serve a minimum of 8 months TIG, inclusively, from the date of reduction before becoming eligible for regular promotion to LCpl.

EXAMPLE 1: A Reserve Marine reduced to PFC on 14 May 2000 by a general court-martial, will have served 8 months TIG on 14 January 2001, but will not have served 18 months as required by paragraph 1204.3f until 14 November 2001. Therefore, the Marine will not be eligible for promotion until 1 December 2001.

EXAMPLE 2: A Reserve Marine reduced to PFC on 14 May 2000 by a special court-martial will have served 8 months TIG on 14 January 2001, but will not have served 12 months as required by paragraph 1204.3g until 14 May 2001. Therefore, the Marine will not be eligible for promotion until 1 June 2001.

EXAMPLE 3: A Reserve Marine reduced to PFC on 14 May 2000 by a summary court-martial will have served 6 months as required by paragraph 1204.3h on 14 November 2000; however, he or she will not meet the 8 months TIG requirement until 14 January 2001. Therefore, the Marine will not be eligible for promotion until 1 February 2001.

b. When a Reserve PFC is not recommended for promotion and the command did not report a "NOT REC" entry on the unit diary prior to the select grade posting to the MCTFS, the command will report a "WILL NOT PROMOTE" entry to remove the select grade for the month concerned. A select grade will continue to post to the unit's DFR for each subsequent month unless a "NOT REC" entry is reported. This entry should be reported NLT the 15th of the month prior to the promotion month. Marines not recommended for promotion require a page 11 counseling entry and a monthly unit diary entry, per the current edition of MCO 1070.12.

3. Promotion Waivers. If determined to be in the best interest of the command and the Marine Corps, commanders, as defined in paragraph 1200.3b, may waive an erroneous promotions to PFC and LCpl for Reserve Marines who, through no fault of their own, were promoted prior to attaining the required TIG and/or TIS.

a. Commanders, without reference to this Headquarters, may waive erroneous promotions of Reserve Marines in the grades of PFC and LCpl who were promoted while under the restrictions listed in paragraphs 1204.3f through 1204.3o. However, such waivers should be the exception rather than the rule.

b. Commanders, without reference to this Headquarters, may rescind erroneous promotions of Reserve Marines in the grades of PFC and LCpl who were promoted while under the restrictions listed in paragraphs 1204.3f

through 1204.3o. A "DELETE AS ERRONEOUS" unit diary entry will be made for the promotion entry.

2103. PROMOTIONS TO PRIVATE FIRST CLASS AND LANCE CORPORAL IN THE INDIVIDUAL READY RESERVE (IRR)

1. The CG, MCRSC, is delegated authority to promote members of the IRR, without reference to this Headquarters, to the grades of PFC and LCpl who have: the required TIS computed from the PEBD as of the 1st day of the month in which promotion is effected; the minimum time in current grade as established in paragraph 1202; served a minimum of 6 months in the IRR; and earned at least 27 points in the last 12 months.
2. The Reserve Marine must have demonstrated the leadership, integrity, and maturity appropriate to the grade to which being promoted.
3. Promotions for Pvts and PFCs in the IRR who are joined in the MCTFS for a period of AD/EAD/ADT/ADSW in excess of 30 days are under the jurisdiction of the CG, MCRSC. After determination has been made as to the Reserve Marine's promotion eligibility, a letter of notification will be forwarded to the command to which the Reserve Marine is attached, including a recommendation to effect the promotion to the next higher grade.
4. The CG, MCRSC, is further delegated authority to back date/remedially promote members of the IRR to the grades of PFC and LCpl with the appropriate date of rank to which entitled. The advancement must be effected on the unit diary with the date of rank and effective date of the 1st day of the month in which the Reserve Marine was qualified and recommended. The certificate of appointment will be prepared with the same dates as input on the unit diary.
5. A Reserve Marine in the IRR who has been reduced to Pvt or PFC because of unsatisfactory participation and assigned to involuntary EAD, will be given his or her original date of rank, but may not be promoted to PFC or LCpl for a period of 3 months (paragraphs 1204.3n and 6001.2f(1) apply). Prior to the Reserve Marine's transfer to the active duty unit, the CG, MCRSC, will make an entry on the administrative remarks page of the SRB concerning the Reserve Marine's recommendation for promotion. If a non-recommendation entry is made, it is incumbent upon the new commander to determine each advancement.

EXAMPLE: A PFC who is reduced to Pvt on 5 August 2000 because of unsatisfactory participation may be promoted to PFC on 1 December 2000, if recommended for promotion by the CG, MCRSC.

CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 2: PROMOTIONS TO CORPORAL AND SERGEANT

2200. GENERAL. Marines in the grades of Cpl and Sgt are required to exercise an ever-increasing degree of maturity, leadership, and professionalism. To a large extent, accomplishment of the ultimate mission -- success in battle -- depends on the manner in which Marines are developed into small unit leaders and their professional abilities. Consequently, no Marine should be promoted to Cpl or Sgt who has not positively demonstrated the potential, motivation, and maturity to satisfactorily discharge the duties of a small unit leader. Therefore, it is even more critical to ensure that a commander's recommendation concerning a Marine's promotion to Cpl or Sgt is a thoughtful, deliberate decision. Each Marine recommended must be worthy of the title "Noncommissioned Officer." Marines should be recommended for promotion to Cpl or Sgt only after demonstrating they are worthy of the next higher grade.

2201. PROMOTIONS TO CORPORAL AND SERGEANT IN THE ACTIVE COMPONENT

1. Corporal. The CMC will control the number of Marines to be promoted to Cpl through the use of the automated composite score. Promotions will be authorized on the basis of vacancies existing throughout the Marine Corps and will be effected by authorized commanders. Promotions will be effected monthly by primary MOS or intended MOS once the monthly promotion authority MARADMIN is received by the command and the "SELECT GRADE" is reflected on the unit's DFR. The command will effect the promotion on the unit diary and prepare the certificate of appointment. These promotions will be based on composite scores (CS) which are automatically computed quarterly for each eligible LCpl. The term "eligible" as it relates to promotion refers to any LCpl who meets the 8 months TIG and 12 months TIS requirement by the end of the promotion quarter. The determination of which eligible LCpls will be promoted, subject to the composite score stipulation, is the sole responsibility of the commander.

a. Since TIG/TIS is computed through the end of the promotion quarter, Marines who meet the TIG/TIS requirements during any month during a promotion quarter will have a composite score computed and will be considered eligible for promotion any month during that promotion quarter. Therefore, it is possible for a Marine to receive a select grade prior to obtaining the required 8 months TIG. If the Marine is recommended for promotion by the commander, he or she should be promoted.

EXAMPLE 1: A Marine with a LCpl date of rank of 1 June 2000 will have served 8 months TIG on 1 February 2001 and will have a composite score computed for the January, February, and March 2001 promotion quarter. If the Marine meets the required cutting score for 1 January 2001, the unit will receive a "SELECT GRADE" on the DFR.

EXAMPLE 2: A Marine with a LCpl date of rank of 1 July 2000 and a Marine meritoriously promoted to LCpl with a date of rank of 2 July 20 00 will

both have served 8 months TIG on 1 March 2001 and will have a composite score computed for the January, February, and March 2001 promotion quarter. If the Marine meets the required cutting score for January or February, the unit will receive a "SELECT GRADE" on the DFR. However, a Marine punitively reduced (chapter 7 applies) to LCpl with a date of rank of 2 July 2000 must serve 8 months TIG, inclusively, and will not meet the TIG requirement until 1 April 2001 and, therefore, will not have a composite score computed for the January, February, and March 2001 promotion quarter.

b. LCpls who are in a promotion restriction status, per paragraph 1204, will not be promoted.

(1) A Marine who has been administratively reduced to the grade of LCpl for incompetence will be given his or her original date of rank, but may not be promoted to Cpl for a period of 6 months (paragraphs 1204.3m and 6001.2f(2) apply).

EXAMPLE: A Marine administratively reduced to the grade of LCpl on 15 November 2000 and given his original LCpl date of rank of 1 January 1997 will have served 6 months as required by paragraphs 1204.3m and 6001.2f(2) on 15 May 2001. Therefore, the Marine will not be eligible for promotion to Cpl until 1 June 2001, providing he or she meets the required cutting score.

(2) A Marine LCpl who has received nonjudicial punishment may not be promoted for 3 months from the date of the nonjudicial punishment.

EXAMPLE 1: A Marine LCpl who received nonjudicial punishment on 14 October 2000 will have served 3 months as required by paragraph 1204.3j on 14 January 2001. The Marine will not be eligible for promotion to Cpl until 1 February 2001, providing he or she meets the required cutting score.

EXAMPLE 2: A Marine LCpl who received nonjudicial punishment on 14 October 2000, was awarded a reduction to PFC (which was suspended for 6 months) will have served 3 months as required by paragraph 1204.3j on 14 January 2001; however, he or she will not have served the 6 months as required by the suspension until 14 April 2001. The Marine will not be eligible for promotion until 1 May 2001, providing he or she meets the required cutting score.

c. To be eligible for promotion to corporal, IRR or SMCR Marines who transfer to the regular component (USMC), and prior service Marines (does not include Marines who reenlist under the PSEP; paragraph 2303), must do so by the cutoff date for the promotion quarter. Marines who transfer or join the USMC or USMCR after the cutoff date for the promotion quarter will not be eligible for promotion until the next promotion quarter.

2. Sergeant. The CMC will control the number of Marines to be promoted to Sgt through the use of the automated composite score system. Promotions will be authorized on the basis of vacancies existing throughout the Marine Corps and will be effected by authorized commanders. Promotions will be effected monthly by primary MOS or intended MOS once the monthly promotion authority MARADMIN is received by the command and the "SELECT GRADE" is reflected on the unit's DFR. The command will effect the promotion on the unit diary and prepare the certificate of appointment. These promotions will be based on composite scores (CS) automatically computed quarterly for each eligible Cpl. The term "eligible" as it relates to promotion refers to any Cpl who meets

the 12 month TIG and 24 month TIS requirement by the end of the promotion quarter. The determination of which eligible Cpls will be promoted, subject to the composite score stipulation, is the sole responsibility of the commander.

a. Since TIG/TIS is computed through the end of the promotion quarter, Marines who meet the TIG/TIS requirements during any month in a promotion quarter will have a composite score computed and will be considered eligible for promotion any month during that promotion quarter. It is possible for a Marine to receive a select grade prior to obtaining the required 12 months TIG. If the Marine is otherwise recommended for promotion, he or she should be promoted.

EXAMPLE 1: A Marine with a Cpl date of rank of 1 May 2000 will have served 12 months TIG on 1 May 2001 and will have a composite score computed for the April, May, and June 2001 promotion quarter. If the Marine meets the required cutting score for April, the unit will receive a "SELECT GRADE" on the DFR.

EXAMPLE 2: A Marine with a Cpl date of rank of 1 June 2000 and a Marine meritoriously promoted to Cpl with a date of rank of 2 June 2000 will both have served 12 months TIG on 1 June 2001 and will have a composite score computed for the April, May, and June 2001 promotion quarter. If the Marine meets the required cutting score for April or May, the unit will receive a "SELECT GRADE" on the DFR. However, a Marine punitively reduced (chapter 7 applies) to Cpl with a date of rank of 2 June 2000 must serve 12 months TIG, inclusively, and will not meet the TIG requirement until 1 July 2001, and therefore, will not have a composite score computed for the April, May, and June 2001 promotion quarter.

b. Cpls who are in a promotion restriction status, per paragraph 1204 will not be promoted.

(1) A Marine who has been administratively reduced to the grade of Cpl for incompetence will be given his or her original date of rank, but may not be promoted to Sgt for a period of 6 months (paragraphs 1204.3m and 6001.2f(2) apply).

EXAMPLE: A Marine administratively reduced to the grade of Cpl on 15 November 2000 and given his original Cpl date of rank of 1 January 1999 will have served 6 months as required by paragraphs 1204.3m and 6001.2f(2) on 15 May 2001. The Marine will not be eligible for promotion to Sgt until 1 June 2001, providing he or she meets the required cutting score.

(2) A Marine Cpl who has received nonjudicial punishment may not be promoted for 3 months from the date of the nonjudicial punishment.

EXAMPLE 1: A Marine Cpl who received nonjudicial punishment on 14 October 2000 will have served 3 months as required by paragraph 1204.3j on 14 January 2001. The Marine will not be eligible for promotion to Sgt until 1 February 2001, providing he or she meets the required cutting score.

EXAMPLE 2: A Marine Cpl who received nonjudicial punishment on 14 October 2000, awarded a reduction to LCpl (which was suspended for 6 months), will have served 3 months as required by paragraph 1204.3j on 14 January

2001; however, he or she will not have served the 6 months as required by the suspension until 14 April 2001. Therefore, the Marine will not be eligible for promotion until 1 May 2001, providing he or she meets the required cutting score.

c. To be eligible for promotion to sergeant, IRR or SMCR Marines who transfer to the regular component (USMC), and prior service Marines (does not include Marines who reenlist under the PSEP; paragraph 2303), must do so by the cutoff date for the promotion quarter. Marines who transfer or join the USMC or USMCR after the cutoff date for the promotion quarter will not be eligible for promotion until the next promotion quarter.

3. The below schedule indicates the cutoff date for input of data elements, the approximate date that composite scores will be computed, and the months the composite scores for each quarter are reflected on the unit's DFR for each regular promotion quarter:

<u>PROMOTION QUARTER</u>	<u>MCTFS CS DATA ELEMENTS CUTOFF</u>	<u>CS COMPUTED*</u>	<u>MONTHS CS IS ON UNIT DFR</u>
Jan, Feb, Mar	20 November	30 November	Dec, Jan, Feb
Apr, May, Jun	20 February	28 February	Mar, Apr, May
Jul, Aug, Sep	20 May	31 May	Jun, Jul, Aug
Oct, Nov, Dec	20 August	31 August	Sep, Oct, Nov

* Composite scores for each regular and reserve promotion quarter are computed approximately 5-10 days after the "MCTFS CS DATA ELEMENTS CUTOFF."

4. A Marine is not promoted until the commander issues a promotion certificate to the Marine. Many errors occur in which a Marine is not promoted by issuance of a promotion certificate because of administrative oversight by the command; i.e., failure to promote on the 1st of the month or erroneously entering "not recommended for promotion" in the MCTFS. When a Marine has a "SEL GRADE" in the MCTFS and the promotion is not effected because of an administrative error by the command, or because of a Marine's transient/leave status, the command will effect the promotion on the unit diary with a date of rank and effective date of the 1st day of the selected month. The certificate must reflect the same dates as input on the unit diary. The following situations are examples of delayed promotions:

a. If a Marine is actually promoted by a previous commander but the previous command fails to input the promotion in MCTFS, the receiving command will administratively promote the Marine in the MCTFS with a date of rank and effective date of the 1st of the month, as reflected on the promotion certificate.

b. If the 1st of the month occurs on a weekend or holiday, the date of rank and effective date for both the promotion certificate and unit diary entry should reflect the 1st of the month, and the Marine should be promoted on the next working day.

5. Intended MOS Promotions. LCpls and Cpls in formal schools, training/retraining assignments (including MOS conversions), or who have reenlisted and had a lateral move approved in conjunction with their reenlistment and are serving with a basic primary MOS (e.g., 0200) are considered for promotion in their intended MOS, provided the intended MOS was effective on

or prior to the date of the monthly promotion authority MARADMIN. Marines who are promoted under their intended MOS, and later fail to complete the qualifications for that MOS, will be administratively reduced (paragraph 6002.1 applies). A LCpl or Cpl who reenlists and makes a lateral move is no longer eligible to be promoted in his former primary MOS.

EXAMPLE 1: A Marine with a primary MOS of 0151 reenlists on 29 March 2001 and is approved for a lateral move to MOS 0241 effective 29 March 2001. The promotion authority MARADMIN for 1 April 2001 is published on 25 March 2001. The Marine meets the required cutting score for his intended MOS of 0241; however, since the date of reenlistment is after the date the MARADMIN was published, he or she is not eligible for promotion on 1 April 2001.

EXAMPLE 2: A Marine with a primary MOS of 0151 reenlists on 14 March 2001 and makes a lateral move to MOS 0241. The promotion MARADMIN for 1 April 2001 is published on 25 March 2001. The Marine meets the required cutting score for his intended MOS of 0241 and, if recommended, should be promoted on 1 April 2001. If the Marine's intended MOS is not reflected in the MCTFS, a "SELECT GRADE" will not be generated. This will require submission of a remedial promotion request (section 6 of this chapter applies).

6. Promotion Waivers. There will be no waivers of erroneous promotions to the grades of Cpl or Sgt for Marines who were promoted prior to attaining the required TIG and/or TIS, prior to attaining the required composite score, or promoted while in a promotion restriction status per paragraph 1204.3. The commander will remove the promotion entry from the MCTFS and restore the Marine's appropriate grade.

2202. PROMOTIONS TO CORPORAL AND SERGEANT IN THE SMCR AND ACTIVE RESERVE

1. Drilling Reserve Marines include:

- a. Personnel who are performing periods of IDT.
- b. Personnel from the SMCR serving on EAD/TAD in the recruiting service.
- c. Individual Mobilization Augmentee (IMA) personnel.

2. Corporal. The CMC will control the number of Reserve Marines to be promoted to Cpl through the use of the automated composite score. Promotions of SMCR Marines and AR Marines in the above categories will be authorized based on vacancies existing throughout the Marine Corps Reserve. These promotions will be based on composite scores (CS) automatically computed quarterly for each eligible Reserve LCpl. The term "eligible" as it relates to promotion refers to any LCpl who meets the 8 months TIG and 12 months TIS requirements. The reserve promotion months will be January, April, July, and October. SMCR promotions will be effected quarterly by OccFld and Active Reserve promotions will be effected quarterly by OccFld and/or PMOS, once the quarterly promotion authority MARADMIN is received by the command and the "SELECT GRADE" is reflected on the unit's DFR. The command will effect the promotion on the unit diary and prepare the certificate of appointment.

3. Sergeant. The CMC will control the number of Reserve Marines to be promoted to Sgt through the use of the automated composite score. Promotions of SMCR Marines and AR Marines in the above categories will be authorized based on vacancies existing throughout the Marine Corps Reserve. These promotions will be based on composite scores (CS) automatically computed quarterly for each eligible Reserve Cpl. The term "eligible" as it relates to promotion refers to any Cpl who meets the 12 months TIG and 24 months TIS requirements. The reserve promotion months will be January, April, July, and October. SMCR promotions will be effected quarterly by OccFld and Active Reserve promotions will be effected quarterly by OccFld and/or PMOS, once the quarterly promotion authority MARADMIN is received by the command and the "SELECT GRADE" is reflected on the unit's DFR. The command will effect the promotion on the unit diary and prepare the certificate of appointment.

4. The below schedule indicates the cutoff date for input of data elements, the approximate* date that composite scores will be computed, and the months composite scores for each quarter are reflected on the unit's DFR for each Reserve promotion quarter:

<u>PROMOTION PERIOD</u>	<u>MCTFS CS DATA ELEMENTS CUTOFF</u>	<u>CS COMPUTED*</u>	<u>MONTHS CS IS ON UNIT'S DFR</u>
January	20 November	30 November	Dec, Jan, Feb
April	20 February	28 February	Mar, Apr, May
July	20 May	31 May	Jun, Jul, Aug
October	20 August	31 August	Sep, Oct, Nov

* Composite scores for each regular and reserve promotion quarter are computed approximately 5-10 days after the "MCTFS CS DATA ELEMENTS CUTOFF."

5. A Marine is not promoted until the commander issues a promotion certificate to the Marine. Many errors occur in which a Marine is not promoted by issuance of a promotion certificate because of administrative oversight by the command; i.e., failure to promote on the 1st of the month or erroneously entering "not recommended for promotion" in the MCTFS. When a Marine has a "Sel Grade" in the MCTFS and the promotion is not effected because of an administrative error by the command, or because of a Marine's transient/leave status, the command will effect the promotion on the unit diary with a date of rank and effective date of the 1st day of the selected month. The certificate must reflect the same dates as input on the unit diary. The following situations are examples of delayed promotions:

a. If a Marine is actually promoted by a previous commander, but the previous command fails to input the promotion in MCTFS, the receiving command will administratively promote the Marine in the system with a date of rank and effective date of the 1st of the month, as reflected on the promotion certificate.

b. If the 1st of the month occurs on a weekend or holiday, the date of rank and effective date for both the promotion certificate and unit diary entry should reflect the 1st of the month, and the Marine should be promoted on the next working day.

5. Intended MOS Promotions. Reserve LCpls and Cpls in formal schools, training/retraining assignments (including MOS conversions), or who have reenlisted and had a lateral move approved in conjunction with their

reenlistment, and are serving with a basic primary MOS (e.g., 0200), are considered for promotion in their intended MOS, provided the intended MOS was effective on or prior to the date of the quarterly promotion authority MARADMIN. Marines who are promoted under their intended MOS, and later fail to complete the qualifications for that MOS, will be administratively reduced (paragraph 6002.1 applies). A LCpl or Cpl who reenlists and makes a lateral move is no longer eligible to be promoted in his or her former primary MOS.

EXAMPLE 1: A Marine with a primary MOS of 0151 reenlists on 29 March 2001 and is approved for a lateral move to MOS 0241 effective 29 March 2001. The promotion authority MARADMIN for 1 April 2001 is published on 25 March 2001. The Marine meets the required cutting score for his intended MOS of 0241; however, since the date of reenlistment is after the date the MARADMIN was published, he or she is not eligible for promotion on 1 April 2001.

EXAMPLE 2: A Marine with a primary MOS of 0151 reenlists on 14 March 2001 and makes a lateral move to MOS 0241. The promotion MARADMIN for 1 April 2001 is published on 25 March 2001. The Marine meets the required cutting score for his intended MOS of 0241, and if recommended should be promoted on 1 April 2001. If the Marine's intended MOS is not reflected in the MCTFS, a "SELECT GRADE" will not be generated. This will require submission of a remedial promotion request (section 6 of this chapter applies).

7. Promotion Waivers. There will be no waivers of erroneous promotions to the grades of Cpl or Sgt for Reserve Marines who were promoted prior to attaining the required TIG and/or TIS, prior to attaining the required composite score, or promoted while in a promotion restriction status per paragraph 1204.3. The commander will remove the promotion entry from the MCTFS and restore the Marine's appropriate grade.

8. To be eligible for promotion to corporal or sergeant, IRR Marines who transfer to the SMCR or the AR must do so by the cutoff date for the promotion month. Marines who transfer to the SMCR or the AR after the cutoff date will not be eligible for promotion until the next Reserve promotion month.

9. For promotion purposes, members of the SMCR on active duty must meet the SMCR cutting score published in the promotion authority MARADMIN. The Active Reserve cutting score published in the promotion authority MARADMIN applies only to Active Reserve Marines (component codes B1, B2, B3, or B4).

10. Reserve LCpls and Cpls who are in a promotion restriction status, per paragraph 1204, will not be promoted.

a. A Reserve Marine who has been administratively reduced to the grade of LCpl for incompetence will be given his or her original date of rank, but may not be promoted to Cpl for a period of 6 months (paragraphs 1204.3m and 6001.2f(2) apply).

EXAMPLE: A Marine administratively reduced to the grade of LCpl on 15 November 2000 and given his original LCpl date of rank of 1 January 1999 will have served 6 months as required by paragraphs 1204.3m and 6001.2f(2) on 15 May 2001. The Marine will not be eligible for promotion to Cpl until 1 June 2001, providing he or she meets the required cutting score.

b. A Reserve Marine Cpl who has received nonjudicial punishment may not be promoted for 3 months from the date of the nonjudicial punishment.

EXAMPLE 1: A Reserve Marine Cpl who received nonjudicial punishment on 14 October 2000 will have served 3 months as required by paragraph 1204.3j on 14 January 2001. The Marine will not be eligible for promotion to Sgt until 1 February 2001, providing he or she meets the required cutting score. (Note: Since this Marine is a reservist, he or she cannot be promoted until 1 April 2001 when the next cutting scores will be published.)

EXAMPLE 2: A Reserve Marine Cpl who received nonjudicial punishment on 14 October 2000, awarded a reduction to LCpl (which was suspended for 6 months), will have served 3 months as required by paragraph 1204.3j on 14 January 2001; however, he or she will not have served the 6 months as required by the suspension until 14 April 2001. Therefore, the Marine will not be eligible for promotion until 1 May 2001, providing he or she meets the required cutting score. (Note: Since this Marine is a reservist, he or she cannot be promoted until 1 July 2001 when the next cutting scores will be published.)

2203. PROMOTIONS TO CORPORAL AND SERGEANT IN THE INDIVIDUAL READY RESERVE (IRR)

1. The CG, MCRSC, is delegated authority to promote members of the IRR, as allocated by CMC (RAP), without reference to this Headquarters, to the grades of Cpl and Sgt who have: the required TIS computed from the PEBD as of the 1st day of the month in which promotion is effected; the minimum time in current grade as established in paragraph 1202; served a minimum of 6 months in the IRR; and earned at least 27 points in their last full anniversary year.
2. Composite scores have no application for promotions to Cpl and Sgt in the IRR. The promotion of LCpls and Cpls in the IRR who are joined in the MCTFS for a period of EAD/ADT/ADSW in excess of 30 days remain under the jurisdiction of the CG, MCRSC. After a determination has been made concerning the Marine's promotion eligibility, a letter of notification will be forwarded to the command to which the Reserve Marine is attached, including a recommendation to effect the promotion to the next higher grade. Failure to maintain appropriate professional and personal standards of performance as determined by the Commanding General, Marine Corps Reserve Support Command will preclude the Marine's promotion.
3. A Reserve Marine in the IRR who has been reduced to LCpl or Cpl because of unsatisfactory participation by Commanding General, Marine Corps Reserve Support Command, and assigned to involuntary EAD, will be given his or her original date of rank, but may not be promoted to Cpl or Sgt for a period of 6 months (paragraphs 1204.3n and 6001.2f(2) apply). Prior to the Reserve Marine's transfer to the active duty unit, the CG, MCRSC, will make an entry on the administrative remarks page of the SRB concerning the Reserve Marine's recommendation for promotion. If a non-recommendation entry is made, it is incumbent upon the new commander to determine each advancement.

EXAMPLE: A Cpl is reduced to LCpl on 5 August 2000 because of unsatisfactory participation and given his original LCpl date of rank of 1 March 2000. He or she will be eligible for promotion to Cpl on 1 March 2001, if recommended for promotion by the CG, MCRSC. (Note: Since this Marine is a reservist, he or she cannot be promoted until 1 April 2001 when the next cutting scores will be published.)

4. The CG, MCRSC is further delegated the authority to backdate/remedially promote members of the IRR with the appropriate date of rank and effective date of the 1st day of the month in which the Marine was eligible and recommended. The certificate of appointment will be prepared with the same dates as input on the unit diary.

CHAPTER 2

ENLISTED PROMOTIONS PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 3: SPECIAL PROMOTION PROVISIONS

2300. GENERAL. Promotions for Marines in the following programs will vary from the regular promotions contained in the other sections in this chapter. These promotions may be effected as indicated if the Marine is recommended by the commander; however, Marines in a promotion restriction status, per paragraph 1204 will not be promoted.

2301. Platoon Leaders Class (PLC). Marines enrolled in the PLC program are designated "officer candidates" while in the program. Officer candidates are not eligible for promotion under the enlisted promotion system unless the Marine is enlisted in the SMCR and accepted in the Simultaneous Membership Program. PLCs in the SMCR, who are allowed to continue to perform IDT with their SMCR units, remain eligible for promotion; however, they may not have a composite score computed in the MCTFS due to being paid as a Sgt while attending the PLC. In these instances, manual computation of the Marine's composite score will be required to determine if a remedial promotion request is necessary.

2302. Musician Enlistment Option Program (MEOP). Guaranteed promotions for MEOP Marines are outlined in paragraph 7 of MCO 1130.53N.

1. If a Marine with a MEOP guarantee enlists on any day other than the 1st of the month, his or her guaranteed promotion will be effected on the 1st of the month following the Marine's anniversary date. If the Marine enlisted on the 1st of the month, promotions will be effected on the first of the same month as the anniversary month. Upon receipt of a request from the Marine's command, the CMC (MMPR-2) will input a "SELECT GRADE" for all MEOP promotions to Cpl and Sgt. Promotions to Cpl and Sgt will not post to MCTFS without a "SELECT GRADE." The guaranteed promotions described below are dependent upon the Marine being otherwise qualified for promotion (see paragraph 1204).

a. Promotion to PFC will be awarded on the Armed Forces Active Duty Base Date (AFADBD). The PFC grade insignia will not be worn until the completion of recruit training.

b. Promotion to LCpl is awarded the first day of the month after completion of 6 months.

EXAMPLE 1: A Marine who enters active duty on 10 January 1999 as a PFC may be promoted to LCpl on 1 August 1999.

EXAMPLE 2: A Marine who enters active duty on 1 January 1999 as a PFC may be promoted to LCpl on 1 July 1999.

c. Promotion to Cpl is awarded the first day of the month after completion of 24 months time in service. If a LCpl is selected for a regular TIG/TIS promotion to Cpl based on composite score prior to completion of 24 months TIS, he or she may be promoted, if otherwise qualified.

EXAMPLE 1: A Marine who enters active duty on 10 January 1997 under the MEOP may be promoted to Cpl on 1 February 1999.

EXAMPLE 2: A Marine who enters active duty on 1 January 1997 under the MEOP may be promoted to Cpl on 1 January 1999.

d. Promotion to Sgt is awarded the first day of the month after completion of 36 months (this only applies to Marines with a baccalaureate degree or higher). If a Cpl is selected for a regular TIG/TIS promotion to Sgt based on composite score prior to completion of 36 months TIS, he or she may be promoted.

EXAMPLE 1: A Marine who enters active duty on 10 January 1997 under the MEOP may be promoted to Sgt on 1 February 2000.

EXAMPLE 2: A Marine who enters active duty on 1 January 1997 under the MEOP may be promoted to Sgt on 1 January 2000.

2. Guaranteed promotion under the MEOP may be delayed if the Band Officer (or Enlisted Bandleader in absence of a Band Officer) determines that the evaluated Marine has not made sufficient progress in his or her MOS proficiency (as outlined in the current edition of MCO P1200.7_, chapter 3). The delay must be supported by an appropriate page 11 entry as explained in MCO 1130.53N. Sufficient progress is defined as an MOS proficiency that is within .05 of the next higher grade. These proficiency scores are based on a 4.0 scale and will be rounded to the nearest 100th (i.e., 2.732=2.73, 2.737=2.74).

EXAMPLE: A LCpl scoring 2.75 or higher is qualified for promotion based on MOS proficiency. A LCpl scoring 2.74 or lower is not qualified for promotion based on MOS proficiency.

3. The MOS proficiency evaluation process listed in the above paragraph is also applicable to MEOP Marines in OccFld 5500 being considered for regular or meritorious promotion.

2303. Prior Service Enlistment Program (PSEP). The PSEP was implemented in January 1995 to give qualified prior service Marines the opportunity to reenter the first term force. The program was also designed to assist the Marine Corps Recruiting Command (MCRC) in fulfilling its annual accession requirement. Detailed instructions for the administration of the PSEP may be found in the current edition of MCO 1130.80.

1. Based on notification from the CG MCRC (RE), CMC (MMPR -2) will input select grades to Cpl in the MCTFS for those PSEP Marines who reenlisted as LCpls with a guaranteed promotion to Cpl the 1st of the month following completion of 6 months.

a. Once the "SELECT GRADE" has posted to the unit's DFR, if otherwise qualified for promotion (see paragraph 1204), the Marine may be promoted. Select grades for PSEP Marines are not posted to the MCTFS at the same time as the select grades for Marines selected based on cutting score. They may not post to the MCTFS until 2-3 days after the 1st of each month.

b. If a PSEP Marine is not recommended for promotion, the command must input a "WILL NOT PROMOTE" entry on the unit diary to remove the "SELECT GRADE" and notify CG, MCRC (RE). Once the Marine is again recommended for promotion, the command must notify CG, MCRC (RE), so the "SELECT GRADE" may be input in the MCTFS.

2. CMC (MMPR-2) may take appropriate unit diary action to correct the MCTFS when it is noted that a PSEP Marine's grade, date of rank, and/or effective date are incorrect. To avoid pay problems, Commanders of PSEP Marines should ensure the correct grade, date of rank, and effective date are resident in the MCTFS. Any questions concerning a PSEP Marine's correct grade, date of rank, and/or effective date should be directed to CG, MCRC (RE).

3. PSEP Marines who are promoted to Cpl after completion of 6 months (paragraph 2501) may count their TIG as a Cpl from their previous enlistment towards promotion to Sgt. They must be eligible for promotion to Sgt based on their current Cpl date of rank, then their Cpl TIG from their previous enlistment may be computed and manually added to their composite scores. If the Marine then meets the required cutting score for promotion to Sgt in his or her MOS, a request for remedial promotion may be submitted.

2304. Reserve Promotion Affiliation Program (RPAP). The RPAP is a retention incentive designed for members of the Marine Corps Reserve and former active duty (regular component or active reserve) Marines, in the grades of lance corporal and corporal, who join or remain affiliated with an SMCR unit in accordance with the policy contained in an annual MCBul (1400). Based on notification from the CMC (RAP), CMC (MMPR-2) will input the select grades to Cpl and Sgt in the MCTFS. Questions concerning this program should be directed to the CMC (RAP).

2305. Marine Enlisted Commissioning Education Program (MECEP). Consideration for promotion to the grades of Cpl and Sgt is noncompetitive for those LCpls and Cpls satisfactorily participating in this program as determined by the Commanding General, Marine Corps Recruiting Command. The Commanding General, Marine Corps Recruiting Command may disenroll unsatisfactory participants from the program. Promotions to Cpl and Sgt are effected once the minimum TIG/TIS established in paragraph 1202 are met. The promotion month will be subsequent to the month of class commencement at the college or university.

1. Requests must be forwarded to the CMC (MMPR-2) in the format contained in the example on the next page. If approved, the CMC (MMPR-2) will input the promotion on the unit diary with the date of rank and effective date of the 1st day of the month in which eligible. The promotion will be reflected on the unit's DFR, at which time the command will prepare the certificate with the same dates as input on the unit diary. The promotion will appear on the DFR, no written response will be provided.

2. Marines participating in the MECEP are not eligible for meritorious promotion consideration.

2306. Naval Reserve Officers' Training Corps (NROTC), and United States Naval Academy (USNA). Enlisted Marines who participate in these programs are

appointed to the grade of midshipman (officer). In these instances, the Marines are no longer carried in an enlisted status. The computation of TIG for promotion purposes is credited only while the individual is enlisted.

(letterhead)

1400
Code
(Date)

From: (Command)
To: Commandant of the Marine Corps (MMPR-2), Headquarters, U.S. Marine Corps, Harry Lee Hall, 17 Lejeune Road, Quantico, VA 22134
Subj: NONCOMPETITIVE CONSIDERATION FOR PROMOTION; CASE OF CORPORAL JOHN J. DOE 123 45 6789/1234 USMC
Ref: (a) MCO P1400.32C, par. 2305

1. Request that Corporal Doe be promoted to sergeant for the _____ promotion period per the provisions of the reference.

2. The following information is furnished:

Line A. (Current grade)
Line B. (Current DOR)
Line C. (Current primary MOS)
Line D. (Date of prep school completion)
Line E. (Date of class commencement at university)
Line F. (Promotion period for which recommended)
Line G. (Recommendation of CO/OIC)

SIGNATURE
By direction

EXAMPLE: Request For Noncompetitive Promotion Consideration

CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 4: PROMOTION PLAN

2400. GENERAL. The promotion plan below identifies the eligibility requirements for promotion to Cpl and Sgt, Regular and Reserve, for the next 5 calendar years (CY) beginning with 2001, and will replace the annual promotion plan MARADMIN. A MARADMIN will be published only if it becomes necessary to update and/or provide additional information.

1. The below columns are described as:

QTR: is the CY promotion quarter

LCPL DOR: is the date of rank required for LCpls to be eligible for promotion to Cpl during the quarter

LCPL AFADBD: is the Armed Forces Active Duty Base Date required for regular LCpls to be eligible for promotion to Cpl during the quarter

LCPL PEBD/AFADBD: is the Pay Entry Base Date (drilling reserve) and Armed Forces Active Duty Base Date (active reserve) required for reserve LCpls to be eligible for promotion during the quarter

CPL DOR: is the date of rank required for Cpls to be eligible for promotion to Sgt during the quarter

CPL AFADBD: is the Armed Forces Active Duty Base Date required for regular Cpls to be eligible for promotion to Sgt during the quarter

CPL PEBD/AFADBD: is the Pay Entry Base Date (drilling reserve) and Armed Forces Active Duty Base Date (active reserve) required for reserve Cpls to be eligible for promotion during the quarter

TIG/TIS: is the cutoff date for computing time in grade and time in service for Marines eligible for promotion in the quarter. For regular Marines, TIG/TIS are computed through the end of the promotion quarter; paragraphs 2201.1 and 2201.2 apply. For SMCR and AR Marines, TIG/TIS are computed to the last day of the month prior to the promotion month.

MCTFS CUTOFF: is the cutoff date for input of composite score data elements into the MCTFS (this cutoff applies to data elements only, the "NOT REC" for promotion entry must be input into MCTFS NLT the 15th of the month prior to the promotion month).

a. Eligibility requirements for regular promotions to Cpl and Sgt:

<u>QTR</u>	<u>LCPL DOR</u>	<u>LCPL AFADBD</u>	<u>CPL DOR</u>	<u>CPL AFADBD</u>	<u>TIG/TIS</u>	<u>MCTFS CUTOFF</u>
Jan, Feb, Mar 2001	2 Jul 00	2 Mar 00	2 Mar 00	2 Mar 99	31 Mar 01	20 Nov 00
Apr, May, Jun 2001	2 Oct 00	2 Jun 00	2 Jun 00	2 Jun 99	30 Jun 01	20 Feb 01
Jul, Aug, Sep 2001	2 Jan 01	2 Sep 00	2 Sep 00	2 Sep 99	30 Sep 01	20 May 01
Oct, Nov, Dec 2001	2 Apr 01	2 Dec 00	2 Dec 00	2 Dec 99	31 Dec 01	20 Aug 01
Jan, Feb, Mar 2002	2 Jul 01	2 Mar 01	2 Mar 01	2 Mar 00	31 Mar 02	20 Nov 01
Apr, May, Jun 2002	2 Oct 01	2 Jun 01	2 Jun 01	2 Jun 00	30 Jun 02	20 Feb 02
Jul, Aug, Sep 2002	2 Jan 02	2 Sep 01	2 Sep 01	2 Sep 00	30 Sep 02	20 May 02
Oct, Nov, Dec 2002	2 Apr 02	2 Dec 01	2 Dec 01	2 Dec 00	31 Dec 02	20 Aug 02
Jan, Feb, Mar 2003	2 Jul 02	2 Mar 02	2 Mar 02	2 Mar 01	31 Mar 03	20 Nov 02
Apr, May, Jun 2003	2 Oct 02	2 Jun 02	2 Jun 02	2 Jun 01	30 Jun 03	20 Feb 03
Jul, Aug, Sep 2003	2 Jan 03	2 Sep 02	2 Sep 02	2 Sep 01	30 Sep 03	20 May 03
Oct, Nov, Dec 2003	2 Apr 03	2 Dec 02	2 Dec 02	2 Dec 01	31 Dec 03	20 Aug 03
Jan, Feb, Mar 2004	2 Jul 03	2 Mar 03	2 Mar 03	2 Mar 02	31 Mar 04	20 Nov 03
Apr, May, Jun 2004	2 Oct 03	2 Jun 03	2 Jun 03	2 Jun 02	30 Jun 04	20 Feb 04
Jul, Aug, Sep 2004	2 Jan 04	2 Sep 03	2 Sep 03	2 Sep 02	30 Sep 04	20 May 04
Oct, Nov, Dec 2004	2 Apr 04	2 Dec 03	2 Dec 03	2 Dec 02	31 Dec 04	20 Aug 04
Jan, Feb, Mar 2005	2 Jul 04	2 Mar 04	2 Mar 04	2 Mar 03	31 Mar 05	20 Nov 04
Apr, May, Jun 2005	2 Oct 04	2 Jun 04	2 Jun 04	2 Jun 03	30 Jun 05	20 Feb 05
Jul, Aug, Sep 2005	2 Jan 05	2 Sep 04	2 Sep 04	2 Sep 03	30 Sep 05	20 May 05
Oct, Nov, Dec 2005	2 Apr 05	2 Dec 04	2 Dec 04	2 Dec 03	31 Dec 05	20 Aug 05

b. Eligibility requirements for SMCR and Active Reserve Cpl and Sgt promotions:

<u>QTR</u>	<u>LCPL DOR</u>	<u>LCPL PEBD/AFADBD</u>	<u>CPL DOR</u>	<u>CPL PEBD/AFADBD</u>	<u>TIG/TIS</u>	<u>MCTFS CUTOFF</u>
Jan 2001	2 May 00	2 Jan 00	2 Jan 00	2 Jan 99	31 Dec 00	20 Nov 00
Apr 2001	2 Aug 00	2 Apr 00	2 Apr 00	2 Apr 99	31 Mar 01	20 Feb 01
Jul 2001	2 Nov 00	2 Jul 00	2 Jul 00	2 Jul 99	30 Jun 01	20 May 01
Oct 2001	2 Feb 01	2 Oct 00	2 Oct 00	2 Oct 99	30 Sep 01	20 Aug 01
Jan 2002	2 May 01	2 Jan 01	2 Jan 01	2 Jan 00	31 Dec 01	20 Nov 01
Apr 2002	2 Aug 01	2 Apr 01	2 Apr 01	2 Apr 00	31 Mar 02	20 Feb 02
Jul 2002	2 Nov 01	2 Jul 01	2 Jul 01	2 Jul 00	30 Jun 02	20 May 02
Oct 2002	2 Feb 02	2 Oct 01	2 Oct 01	2 Oct 00	30 Sep 02	20 Aug 02
Jan 2003	2 May 02	2 Jan 02	2 Jan 02	2 Jan 01	31 Dec 02	20 Nov 02
Apr 2003	2 Aug 02	2 Apr 02	2 Apr 02	2 Apr 01	31 Mar 03	20 Feb 03
Jul 2003	2 Nov 02	2 Jul 02	2 Jul 02	2 Jul 01	30 Jun 03	20 May 03
Oct 2003	2 Feb 03	2 Oct 02	2 Oct 02	2 Oct 01	30 Sep 03	20 Aug 03
Jan 2004	2 May 03	2 Jan 03	2 Jan 03	2 Jan 02	31 Dec 03	20 Nov 03
Apr 2004	2 Aug 03	2 Apr 03	2 Apr 03	2 Apr 02	31 Mar 04	20 Feb 04
Jul 2004	2 Nov 03	2 Jul 03	2 Jul 03	2 Jul 02	30 Jun 04	20 May 04
Oct 2004	2 Feb 04	2 Oct 03	2 Oct 03	2 Oct 02	30 Sep 04	20 Aug 04
Jan 2005	2 May 04	2 Jan 04	2 Jan 04	2 Jan 03	31 Dec 04	20 Nov 04
Apr 2005	2 Aug 04	2 Apr 04	2 Apr 04	2 Apr 03	31 Mar 05	20 Feb 05
Jul 2005	2 Nov 03	2 Jul 04	2 Jul 04	2 Jul 03	30 Jun 05	20 May 05
Oct 2005	2 Feb 04	2 Oct 04	2 Oct 04	2 Oct 03	30 Sep 05	20 Aug 05

CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 5: COMPOSITE SCORES

2500. GENERAL. The CMC will control the number of Marines to be promoted to Sgt and Cpl through the use of the automated composite score system. The determination of which eligible Marines will be promoted, subject to the composite score stipulation, is the sole responsibility of the commander. The term "eligible" as it relates to promotion refers to any Marine who meets the required TIG/TIS requirements in paragraph 1202.1.

1. Composite score elements will be reported by unit diary entry for regular and reserve Marines by the cutoff date shown in the promotion plan in section 4 of this chapter. Composite score elements will also be reported for all hospitalized Marines (paragraph 1203.4 applies). A list of all unit diary entries relevant to the automatic computation of CSs is contained in MCO P1080.40.

2. The unit will be informed via the DFR of the quarterly automated composite score for each eligible Marine assigned to the unit approximately 30 days prior to the promotion month. If a composite score is not computed because of missing or invalid information, the Marine will receive a "0000" score on the DFR. The DFR will give the reason why a composite score was not computed. Composite scores generated by this system are ONLY as accurate as the information resident in the MCTFS. It is imperative that commands enter accurate and complete information in a timely manner. Units will report missing/corrected elements on the diary and manually compute the score. If the manually computed composite score meets the cutting score announced, remedial consideration should be requested.

3. Once a regular Marine's composite score (CS) is computed, that composite score is applied for each month of the promotion quarter and is reflected on the unit's DFR for three months, unless the Marine is selected and the promotion is effected. Reserve Marines are promoted the first month of each promotion quarter. Their composite scores are computed only for the first month of each promotion quarter.

EXAMPLE 1: A regular Marine with an MOS of 0411 has a composite score of 1648 computed on 31 May and reflected on the DFR in June, July, August. Cutting scores are then published for each of the three months of the promotion quarter; July, August, and September. In July, the cutting score is 1655, the Marine is not selected for promotion. In August, the cutting score is 1649 and the Marine is not selected for promotion. In September, the cutting score is 1640 and the Marine will be selected for promotion.

EXAMPLE 2: A Reserve Marine with an MOS of 0411 has a composite score of 1652 computed on 31 May and reflected on the DFR in June, July, August. Cutting scores are then published for the reserve promotion period of July. In July, the cutting score is 1642, the Marine is selected for promotion.

EXAMPLE 3: A Reserve Marine with an MOS of 0411 has a composite score of 1652 computed on 31 May and reflected on the DFR in June, July, August. Cutting scores are then published for the reserve promotion period of July. In July, the cutting score is 1660, the Marine is not selected for promotion. Approximately 31 August, the Marine will have a composite score computed for the October Reserve promotion quarter. If the Marine meets the required cutting score published in the MARADMIN, and is recommended, he or she will be selected.

4. Commanding officers will ensure that Marines whose composite scores are automatically computed by virtue of satisfying TIG/TIS eligibility requirements (paragraphs 2201.1 and 2201.2 apply) are recommended for promotion. Marines in the grades of LCpl and Cpl who are eligible for promotion by TIG/TIS, but are not recommended for promotion, must have their status entered in the MCTFS. This will prevent their composite scores from being used in the determination of cutting scores for their MOS or Occfld. The "NOT REC FOR PROM" entry should be reported on the unit diary between the 1st and 15th of the month prior to the month for which the Marine is not recommended for promotion during that quarter. In accordance with the current edition of the IRAM (MCO P1070.12) and concurrent with the unit diary entry, an appropriate page 11 entry must be made in the Marine's service record book for each month the Marine is not recommended for promotion.

5. If the "NOT REC" unit diary entry is not reported by the 15th, a "WILL NOT PROMOTE" entry will be reported on the unit diary. This entry will erase the "SEL GRADE" entry for the month concerned, but will not penalize the Marine for the following month. Again, an appropriate page 11 entry must be made in the Marine's service record book in accordance with the current edition of the IRAM (MCO P1070.12).

6. If a selected Marine is to be transferred prior to receipt of the promotion authority and the Marine is not recommended for promotion, an appropriate entry concerning the Commander's non-recommendation will be made on the administrative remarks page of the SRB.

2501. COMPUTATION (USMC/USMCR). The following format is used in the computation of composite scores for LCpl and Cpls. It is also used to manually compute the composite score prior to the submission of a remedial promotion request for any LCpl or Cpl (USMC or USMCR).

<u>Line No.</u>	<u>Rating</u>		
1. Rifle Marksmanship Score	<u> </u>	=	<u> </u> (Date of qual YYMMDD)
	SCORE		
2. PFT	<u> </u>	=	<u> </u> (Date of test YYMMDD)
	SCORE		
3. Subtotal (line 1 + 2)		=	
4. GMP Score (line 3 divided by 2)		=	<u> </u> <u>Score</u>
5. GMP Score (from line 4)	<u> </u>	x 100	=
6. Average Duty Proficiency	<u> </u>	x 100	=

- 7. Average Conduct _____ x 100 =
- 8. TIG (months) _____ x 5 =
- 9. TIS (months) _____ x 2 =
 (computed from AFADB for USMC and Active Reserve;
 and from PEBD for Drilling Reserve)
- 10. DI/Recruiter/MSG Bonus _____ x 1 =
- 11. Self-Education Bonus: (a maximum of 75 points)
 - a. MCI/Extension School _____ x 1.5 = _____
 - b. College/CLEP/Vocational _____ x 1.0 =
- 12. Command Recruiting Bonus _____ x 20 =
 (a maximum of 100 points may be earned)
- 13. Composite Score (sum of lines 5 through 12) = _____

Line 1: Rifle Marksmanship. Use the recorded score achieved on the "KD" or "B-modified" course of fire during the current qualification period per MCO 3574.2_ regardless of the grade held. Failed initial attempts at qualification/requalification will not be reported unless the commander determines that the failure was the result of a lack of effort or negligence on the part of the Marine. Commanders will ensure that deserving Marines are given the opportunity to requalify. If successful at a subsequent remedial attempt to qualify, enter the score of 190 regardless of the score actually achieved. If the individual has not yet fired for requalification during the current fiscal year prior to the cutoff date of the specific promotion quarter, use the most recent rifle qualification score. Marines who fail to qualify after subsequent remedial attempts will have an entry of "unqualified" (be assigned a "0") entered into the MCTFS, which will remain for composite score purposes until the Marine fires again in the next fiscal year (USMC) or rifle qualification period (USMCR). Beginning 1 October 1997, all active duty and Reserve Marines will have a rifle qualification score included as part of their composite score computation, whether they are required to qualify that fiscal year or not. Marines serving in billets with rifle requalification waivers will have their most recent rifle qualification score used in the computation of their composite scores.

NOTE: It is the responsibility of the command to ensure that Marines who are recently joined by reason of Permanent Change of Station Orders, reenlistees with broken service, or who have executed an inter-component transfer (USMCR to USMC) are afforded the opportunity to requalify with the service rifle as soon as possible, unless a valid rifle requalification score can be obtained from either the MCTFS record or training record for the previous fiscal year or rifle qualification period. This prevents those eligible Marines from receiving "0000" composite scores.

RIFLE CONVERSION TABLEREQUALIFICATION/
SUSTAINMENT COURSEENTRY LEVEL COURSE

EX	40	220
SS	35	210
MM	25	190

Conversion for Scores

65 = 250	52 = 234	39 = 218	26 = 192	13 = 106
64 = 248	51 = 233	38 = 216	25 = 190	12 = 99
63 = 247	50 = 232	37 = 214	24 = 183	11 = 92
62 = 246	49 = 230	36 = 212	23 = 176	10 = 85
61 = 245	48 = 229	35 = 210	22 = 169	9 = 78
60 = 244	47 = 228	34 = 208	21 = 162	8 = 71
59 = 242	46 = 227	33 = 206	20 = 155	7 = 64
58 = 241	45 = 226	32 = 204	19 = 148	6 = 57
57 = 240	44 = 224	31 = 202	18 = 141	5 = 50
56 = 239	43 = 223	30 = 200	17 = 134	4 = 43
55 = 238	42 = 222	29 = 198	16 = 127	3 = 36
54 = 236	41 = 221	28 = 196	15 = 120	2 = 29
53 = 235	40 = 220	27 = 194	14 = 113	1 = 22

CONVERSION TABLE (Rifle Marksmanship Score to Rating)

<u>Score</u>	<u>Rating</u>
240-250	5.0
235-239	4.9
230-234	4.8
225-229	4.7
220-224	4.6
215-219	4.4
210-214	4.2
205-209	3.8
200-204	3.6
195-199	3.4
190-194	3.0
000-189	0.0

Line 2: Physical Fitness Test. Enter the PFT score achieved during the current testing period. If the Marine fails the PFT, assign a "0", which will stand for composite score purposes during the current promotion quarter. Remedial PFT scores will not subsequently replace failing scores in the composite score calculations. The first regularly scheduled PFT taken after the failure will be counted in the composite score calculations, providing it is prior to the cutoff date for the promotion quarter. If the individual has not yet been administered the PFT during the current period, enter the score attained during the preceding testing period regardless of the grade held. PFT scores for Marines with a medical excusal from any or all PFT events will be computed by adding the most recent scores for each of the three events. In the case of a Marine excused from the run, for example, the most recent

score earned on the run before the excusal should be added to the points earned on the partial PFT. If the previous run time is not available, the minimum score may be assigned. A case of medical excusal where, through no fault of the Marine concerned, previous scores are not available, should be treated as if the PFT had been waived for the individual. Convert the score to a PFT rating from the conversion table below and enter the rating under the Rating column.

NOTE: It is the responsibility of the command to ensure that Marines who are recently joined by reason of Permanent Change of Station Orders, reenlistees with broken service, or who have executed an inter-component transfer (USMCR to USMC) are administered the PFT as soon as possible, unless a valid PFT score can be obtained from either the MCTFS record or training record for the previous year. This prevents those eligible Marines from receiving "0000" composite scores.

CONVERSION TABLE (PFT Score to Rating)

COMBINED (17-26)			COMBINED (27 AND OLDER)		
CLASS	SCORE	RATING	CLASS	SCORE	RATING
1st	280-300	5.0	1st	280-300	5.0
	270-279	4.9		270-279	4.9
	260-269	4.8		260-269	4.8
	250-259	4.7		250-259	4.7
	240-249	4.6		240-249	4.6
	225-239	4.5		225-239	4.5
2nd	215-224	4.4	2nd	215-224	4.4
	205-214	4.3		205-214	4.3
	195-204	4.2		200-204	4.2
	185-194	4.1		195-199	4.2
3rd	175-184	4.0	3rd	185-194	4.1
	170-174	3.9		175-184	4.0
	160-169	3.8		170-174	3.9
	150-159	3.7		160-169	3.8
	140-149	3.6		150-159	3.7
	135-139	3.5		140-149	3.6
Unqual	0-134	0	Unqual	135-139	3.5
				110-134	3.0
			Unqual	0-109	0

Line 3: Subtotal. Add figures entered on lines 1 and 2 under the "Rating" column. Enter subtotal.

Line 4: Divide the subtotal on line 3 by 2. Enter this number in the space provided on line 4. The result of this division will represent an average rating for those lines considered. The average will be rounded off to the nearest 10th (4.44 would be 4.4; 4.45 would be 4.5). Enter the results of the division under the "Rating" column on line 4.

Line 5: GMP Score. Enter on line 5 the score shown in the "Rating" column on line 4 and multiply by 100. Enter result under the "Score" column.

Line 6: Average Duty Proficiency Marks. The mark to be used is the average of all duty proficiency marks assigned since the date of last promotion, reduction, or reenlistment (after a complete break in service of 24 hours or more), whichever is most recent and prior to the cutoff date designated in either paragraph 2201.3 or 2202.4. In the absence of such marks, an anticipated or projected duty proficiency mark will be assigned by the commander for use in the composite score. A duty proficiency mark assigned solely for use in the composite score will be made per the standards for duty proficiency marking contained in MCO P1070.12 and will be determined through interview, observation, proficiency marks received in lower grades, or any combination of these methods. Marks assigned to hospitalized Marines will be determined in recognition of the limitations imposed by the Marine's medical condition. Proficiency marks received by Marines in the Marine Corps Reserve will be included when determining the average proficiency marking. The average of duty proficiency marks will be rounded off to the nearest 10th (4.44 would be 4.4; 4.45 would be 4.5). Multiply the average marks by 100 and enter the result on line 6 under the "Score" column.

Line 7: Average Conduct Marks. The mark to be used is the average of all duty conduct marks assigned since the date of last promotion, reduction, or reenlistment (after a complete break in service of 24 hours or more), whichever is most recent and prior to the cutoff date designated in either paragraph 2201.3 or 2202.4. In the absence of such marks, an anticipated or projected duty conduct mark will be assigned by the commander for use in the composite score. A duty conduct mark assigned solely for use in the composite score will be made per the standards for duty conduct marking contained in MCO P1070.12 and will be determined through interview, observation, conduct marks received in lower grades, or any combination of these methods. Marks assigned to hospitalized Marines will be determined in recognition of the limitations imposed by the Marine's medical condition. Conduct marks received by Marines in the Marine Corps Reserve will be included when determining the average conduct marking. The average of duty conduct marks will be rounded off to the nearest 10th (4.44 would be 4.4 or 4.45 would be 4.5). Multiply the average marks by 100 and enter the result on line 6 under the "Score" column.

Line 8: Time in Grade. The computation of the total months in grade includes the number of months in the present grade on the current enlistment to the designated cutoff date and the TIG in the current or higher grade from a previous enlistment (USMC or USMCR [SMCR or IRR]), if the service was satisfactorily performed. To receive credit for TIG in the IRR from a previous enlistment, Marines must have earned a minimum of 27 points during their anniversary year. TIG from prior service in another branch of the Armed Forces will not be included. TIG from which a punitive (chapter 7 applies) or an incompetency reduction (chapter 6 applies) or unsatisfactory participation or performance reduction (USMCR) has been effected, is not satisfactory service in that grade and will not be included. Marines who are punitively reduced (chapter 7 applies) to the grades of LCpl or Cpl should serve 8 or 12 months, inclusively, from the date of reduction before becoming eligible for promotion to the grades of Cpl and Sgt again. Marines must also serve the required months as indicated in paragraph 1204. In the computation of time in grade and time in service only, a fraction of a month of 16 days or more will be counted as 1 month; less than 16 days will be disregarded.

EXAMPLE 1: A Marine had prior service in the USMC; reenlisted in USMC on 14 July 1997 as a LCpl with date of rank as date of reenlistment (PSEP), paragraph 2303 applies. Promotion to Cpl will be the 1st of the month following the 6th month of active duty, 1 February 1998. SNM will be eligible to count his prior service time as a Cpl beginning with the January, February, and March 1999 promotion quarter (the first prom qtr the TIG/TIS requirements are met from his new Cpl DOR). From the previous enlistment, SNM was discharged on 18 February 1996 as a Cpl with a date of rank of 1 March 1995. To calculate the total months in grade in this case use the following procedures:

<u>CURRENT TIG</u>	<u>PREVIOUS ENLM TIG</u>
99-03-31 (TIG/TIS cutoff date)	96-02-18 (date of disch)
<u>98-02-01</u> (new Cpl DOR)	<u>95-03-01</u> (previous Cpl DOR)
01-01-30 = 14 months current TIG	00-11-17 = 12 months TIG
+1 (for inclusive date)	+1 (for inclusive date)
01-01-31	00-11-18

A total of 26 TIG months would be entered on line 8 to be multiplied by 5, resulting in 130 entered in the "Score" column.

EXAMPLE 2: A Marine has prior service in the USMC; discharged on 18 July 1996 in the grade of Cpl with a date of rank of 2 June 1995; reenlisted in USMC on 2 March 1997 and reappointed to Cpl with a date of rank of 17 January 1996. SNM is eligible for promotion consideration to Sgt for the April, May, and June 1997 promotion quarter. To calculate the total months in grade in this case, use the following procedures:

<u>CURRENT TIG</u>	<u>PREVIOUS ENLM TIG</u>
97-06-30 (TIG/TIS cutoff date)	96-07-18 (date of discharge)
<u>97-03-02</u> (date of reenlistment)	<u>95-06-02</u> (orig DOR)
03 28 = 4 months TIG cur enlm	01-01-16 = 14 months TIG fr
+1 (for inclusive date)	previous enlm
03 29	+1 (for inclusive date)
	01-01-17

A total of 18 months TIG would be entered on line 8 to be multiplied by 5, resulting in 90 entered in the "Score" column.

Line 9: Time in Service. The number to be used is the total months in service (U.S. Armed Forces (active and Reserve)) accrued from the AFADBD for members of the USMC and Active Reserve, from the PEBD for members of the USMCR (Drilling Reserve) to the designated cutoff date for the specific promotion quarter. Enter the total months in service and multiply by 2, then enter the result on line 9 under the "Score" column.

Line 10: DI/Recruiter/MSG Bonus. Bonus points will be awarded and added to the composite score of LCpls and Cpls who are in one of the following categories and will remain in effect for the periods indicated, provided the Marine completes the assignment in a satisfactory manner. On the occasion of the award, an entry will be made on the administrative remarks page of the SRB. Once bonus points are used in a composite score and the Marine is

promoted, those points may not be applied for subsequent consideration for promotion.

a. Commanding Generals, Marine Corps Recruit Depots, Parris Island and San Diego, and Marine Corps Combat Development Command, are authorized to add 100 points to the composite score of those drill instructors (DI) in the grade of Cpl who have graduated DI School and are performing satisfactorily on that duty. The 100-point award will remain valid after successful completion of a tour of duty as a DI, and for 1 year from the date of transfer, subject to continued satisfactory performance.

b. Commanders are authorized to add 100 points to the composite score of those Cpls who have graduated recruiter school and are assigned as recruiters. The 100-point award will remain valid after successful completion of a tour of duty as a recruiter, and for 1 year from the date of transfer, subject to continued satisfactory performance. Per the current edition of MCO 1130.62_, SMCR Marines serving as recruiter aides are not eligible to receive the 100 recruiter bonus points.

c. The Commanding Officer, Marine Security Guard Battalion, is authorized to add 100 points to the composite score of Marine security guards (MSG) in the grades of LCpl and Cpl who have successfully completed MSG school and who are performing satisfactorily on that duty.

d. MSG Marines whose composite score exceeds his or her MOSs cutting scores for their MOS by 100 or more points at the time of promotion to corporal can send a request to the Commanding Officer, Marine Security Guard Battalion, to have the 100 bonus points continued. The bonus points will then be used towards promotion to sergeant. The responsibility for ensuring such action is taken rests with the individual Marine. The combined effective period for the special duty bonus points will not exceed 1 year after transfer from the special duty assignment.

e. The 100-point bonus will be revoked in the case of Marines who fail to perform duty successfully or complete their assigned tour of duty. An appropriate entry of such revocation will be made on the administrative remarks page of the SRB.

f. Cpls assigned by billet as recruiters are not eligible for the Command Recruiting Program or its incentives.

Line 11: Self-Education Bonus Points. Bonus points will be awarded to Marines who have completed courses substantiated by appropriate documentation of completion (i.e., certificate.) Only bonus points completed since promotion, reduction, or reappointment upon reenlistment to the current grade will be utilized. The exception will be for those Marines who are returned to active duty from the temporary disability retired list. Their bonus points will be used, since they will continue the service for which they were previously contracted. Completion of a formal resident school (e.g., NCO leadership or MOS qualifying school) does not count for points toward the composite score because these schools are not completed through self-education efforts. Determine the number of bonus points for each course completed and enter the total on line 11a and/or 11b (a maximum of 75 points may be awarded between MCI and college courses combined). A course may only be used one time, regardless of how many times the Marine has actually taken

it. Multiply the number on each line by either 1.5 and/or 1.0 and enter the results under the "Score" column.

Following is a list of approved courses with the assigned bonus points for each:

<u>Course</u>	<u>Bonus Points</u>
MCI Course or other military service correspondence course (to include subcourses)	1.5
CLEP Test (Each Portion)	1.0
College Course (Semester or Quarter)	1.0
Vocational School Course (Semester)	1.0

Notes:

1. No points will be awarded for high school-related courses or for courses taken prior to promotion, reduction or reappointment to the current grade.
2. For command-directed enrollment in the Marine NCO or Personal Finance MCI course, the commander will credit Marines with 1.5 bonus points for successful completion of such courses.
3. U.S. Navy Ratings Courses are equivalent to completion of MCI correspondence courses. The commander will credit Marines with 1.5 bonus points for successful completion of such courses. The grade sheet will be used as documentation of completion.
4. For Marines who have been disenrolled from the Naval Reserve Officers Training Corps (NROTC) program, MCI courses completed while in the NROTC program will not be applied to the computation of the composite score. These Marines have returned to an enlisted status, and only courses completed in the current grade prior to enrollment and subsequent to disenrollment will be counted.
5. Where MCI has a program which is comprised of two or more courses, points will be awarded for each course completion for LCpls and Cpls only. Each course completion must be annotated on the education page of the service record book.
6. Enlisted Marines who participate in the BOOST program are considered for promotion under the composite score system; however, courses completed while enrolled in this program are not considered as self-education and bonus points are not applicable.
7. No points will be awarded for PADI certification or any other type of SCUBA course of instruction.
8. No points will be awarded for the Navy Alcohol and Drug Safety Action Program (NADSAP), regardless if attendance was not mandatory.
9. Contact the CMC (MMPR-2) concerning other type correspondence courses.

Line 12: Command Recruiting Bonus Points. Enter the bonus points awarded for participation in the Command Recruiting Program. For each individual referred while in the current grade, enter 20 points. Bonus points are to be awarded when the individual referred enlists (This can be in the DEP or SMCR awaiting IADT, or directly into the USMC or USMCR.). A maximum of 100 bonus points may be awarded.

Line 13: Composite Score. Add the value under the "Score" column for lines 5 through 12. The total is the Marine's composite score.

EXAMPLE OF A COMPLETED COMPOSITE SCORE WORKSHEET
FOR A LANCE CORPORAL IN THE USMC

The manual computation is for the January, February, and March 1998 promotion quarter. The Marine is a 19 year old LCpl in MOS 3051 who has S5 7 rifle score; a PFT score of 260; average PRO/CON Marks - 4.7/4.8, respectively; DOR is 970701; AFADBD is 960518; 100 Command Recruiting bonus points; 3 MCI courses and 3 college courses completed. Per ALMAR 348/97, the following information applies: DOR for LCpls is 2 July 1997 (TIG is computed to the end of the promotion quarter. A Marine who meets the TIG requirement at any time during the promotion quarter is eligible for that quarter.), AFADBD for LCpls is 2 March 1997, TIG/TIS cutoff for LCpl is 31 March 1998, MCTFS Data Elements cutoff is 15 November 1997.

<u>Line No.</u>	<u>Rating</u>			
1. Rifle Marksmanship	<u>S57</u>	=	<u>5.0</u>	<u>970825</u> (YYMMDD of qual)
	Score			
2. PFT	<u>260</u>	=	<u>4.8</u>	<u>970718</u> (YYMMDD of test)
	Score			
3. Subtotal (Line 1 + 2)		=	<u>9.8</u>	
4. GMP Score (line 3 divided by	<u>2</u>)	=	<u>4.9</u>	<u>Score</u>
5. GMP Score (from line 4)	<u>4.9</u>	x	100	= <u>490</u>
6. Average Duty Proficiency	<u>4.7</u>	x	100	= <u>470</u>
7. Average Conduct	<u>4.8</u>	x	100	= <u>480</u>
8. TIG (months)	<u>9</u>	x	5	= <u>45</u>
9. TIS (months)	<u>22</u>	x	2	= <u>44</u>
	(computed from AFADBD for USMC)			
10. DI/Recruiter/MSG Bonus	_____	x	1	= _____ (YYMMDD Compl Date)
11. Self-Education Bonus (maximum of 75 points between MCI & College):				
a. MCI/Extension School	<u>3</u>	x	1.5	= <u>4.5</u> (YYMMDD Compl Date)

- b. College/CLEP/Vocational 3 x 1.0 = 3.0 (YYMMDD
Compl Date)
12. Command Recruiting Bonus 100 = 100 (YYMMDD
Compl Date)

(maximum of 100 points, 20 points per recruit, with a completion date of the date the recruit enlists)

13. Composite Score (sum of lines 5 through 12) 1704

EXAMPLE OF A COMPLETED COMPOSITE SCORE WORKSHEET
FOR A CORPORAL IN THE USMCR

The manual computation is for the April 1998 reserve promotion quarter. The Marine is a 21 year old Cpl in MOS 3051 who has S43 rifle score; a PFT score of 260; average PRO/CON Marks - 4.7/4.8, respectively; DOR is 970101; PEBD is 960518; 100 Command Recruiting bonus points; 3 MCI courses and 3 college courses completed. Per ALMAR 053/98, the following information applies: DOR for Cpls is 2 April 1997, PEBD (Drilling Reserve SMCR on active duty) and AFADBD (Active Reserve Marines only) for Cpls is 2 April 1996, TIG/TIS cutoff is 31 March 1998, MCTFS Data Elements Cutoff is 15 February 1998.

<u>Line No.</u>		<u>Rating</u>		
1.	Rifle Marksmanship <u>S43</u> Score	= <u>4.6</u>	<u>970825</u>	(YYMMDD of qual)
2.	PFT <u>260</u> Score	= <u>4.8</u>	<u>971027</u>	(YYMMDD of test)
3.	Subtotal (Line 1 + 2)	= <u>9.4</u>		
4.	GMP Score (line 3 divided by <u>2</u>)	= <u>4.7</u>		
5.	GMP Score (from line 4)	<u>4.7</u> x 100	=	<u>470</u>
6.	Average Duty Proficiency	<u>4.7</u> x 100	=	<u>470</u>
7.	Average Conduct	<u>4.8</u> x 100	=	<u>480</u>
8.	TIG (months)	<u>15</u> x 5	=	<u>75</u>
9.	TIS (months) (computed from PEBD for SMCR, AFADBD for Active Reserve)	<u>22</u> x 2	=	<u>44</u>
10.	DI/Recruiter/MSG Bonus	_____ x 1	=	_____ (YYMMDD Compl Date)
11.	Self-Education Bonus (maximum of 75 points between MCI & College):			
a.	MCI/Extension School	<u>3</u> x 1.5	=	<u>4.5</u> (YYMMDD Compl Date)
b.	College/CLEP/Vocational	<u>3</u> x 1.0	=	<u>3.0</u> (YYMMDD Compl Date)

12. Command Recruiting Bonus 100 = 100 (YYMMDD
Compl Date)
(maximum of 100 points, 20 points per recruit, with a completion date of the
date the recruit enlists)

13. Composite Score (sum of lines 5 through 12) 1714

CHAPTER 2

ENLISTED PROMOTIONS TO PRIVATE FIRST CLASS THROUGH SERGEANT

SECTION 6: REMEDIAL CONSIDERATION FOR PROMOTION

2600. GENERAL. Remedial consideration is afforded to the grades of PFC through Sgt for administrative errors which delayed or prevented a Marine from being promoted. All requests for remedial consideration will be submitted by the command, to the CMC (MMPR-2) for approval (except as noted in paragraph 2604.5). No request for remedial promotion should be submitted directly to the Board for Correction of Naval Records (BCNR). Due diligence requires that requests for remedial consideration must be submitted within 1 year from the date of error or injustice. The CMC (MMPR-2) may, in the interest of fairness and under unusual circumstances, grant remedial consideration for requests which fall outside the 1 year limit. Requests submitted by a Marine directly to the CMC (MMPR-2) will be returned without action. The Marine Corps is authorized, within 13 months of the date the promotion should have been effected, to backdate the date of rank and effective date for pay and allowances due the Marine. Remedial requests approved by the CMC (MMPR-2) later than 13 months after the date the promotion should have been effected will require the Marine to subsequently petition the BCNR for pay and allowances. Upon approval of such requests by the CMC (MMPR-2), administrative instructions will be issued for the correct procedure to petition the BCNR.

2601. PFC (USMC/USMCR)

1. Commanders of Pvts who meet the TIG requirement, but did not receive a select grade in the MCTFS for the appropriate month, may input the promotion on the unit diary without reference to the CMC (MMPR-2). Pvts who are in a promotion restriction status, per paragraph 1204, will not be promoted. If the Pvt was punitively reduced (chapter 7 applies), ensure the appropriate TIG has been served per paragraph 2101.1a(4)(USMC) or paragraph 2102.1b(4)(USMCR). The date of rank and effective date will be the 1st of the month, unless the Marine received a meritorious promotion. If the promotion entry does not post to the MCTFS, a message requesting promotion to PFC for the appropriate month may be sent to the CMC (MMPR-2).

2. Commanders of PFCs who have been promoted late with an erroneous date of rank and effective date will submit a request for remedial promotion to the CMC (MMPR-2). The request may be submitted by letter or message and will contain the incorrect date of rank the Marine was given and what the correct date of rank should be. No written response will be provided. The date of rank correction will post to the command's DFR with the following instructions:

a. For date of rank corrections less than 13 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 11116 to DISBO for pay adjustment."

b. For date of rank corrections older than 13 months, an advisory contained with the diary entry will instruct the command to "submit a CTC

[certified true copy] this advisory w/compl DDFORM 149 to the BCNR for backpay."

3. If any BCNR action is required based on the above actions, the command will be notified by the CMC (MMPR-2). No request should be submitted directly to the BCNR by the Marine or the Marine's command. Any request submitted directly to the BCNR will be returned with instructions for the command to submit a request to the CMC (MMPR-2).

2602. LCPL (USMC/USMCR)

1. Commanders of PFCs who meet the TIG/TIS requirement, but did not receive a select grade in the MCTFS for the appropriate month, may input the promotion on the unit diary without reference to the CMC (MMPR-2). LCpls who are in a promotion restriction status, per paragraph 1204, will not be promoted. If the PFC was punitively reduced (chapter 7 applies) ensure the appropriate TIG has been served per paragraph 2101.2a(4)(USMC) or paragraph 2102.2a(4)(USMCR). The date of rank and effective date will be the 1st of the month, unless the Marine received a meritorious promotion. If the promotion entry does not post to the MCTFS, then a message requesting promotion to LCpl for the appropriate month may be sent to the CMC (MMPR-2).

2. Commanders of LCpls who have been promoted late with an erroneous date of rank and effective date will submit a request for remedial promotion to the CMC (MMPR-2). The request may be submitted by letter or message and will contain the incorrect date of rank the Marine was given and what the correct date of rank should be. No written response will be provided. The date of rank correction will post to the command's DFR with the following instructions:

a. For date of rank corrections less than 13 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 11116 to DISBO for pay adjustment."

b. For date of rank corrections older than 13 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] this advisory w/compl DDFORM 149 to the BCNR for backpay."

3. Commanders of LCpls who have been promoted late with an erroneous date of rank and effective date to the grade of PFC and LCpl will submit a request for remedial promotion to the CMC (MMPR-2). The request may be submitted by letter or message and will contain the incorrect date of rank the Marine was given and what the correct date of rank should be for both grades. Since the CMC (MMPR-2) does not have authority to correct a Marine's date of rank in the MCTFS for a previous grade, a letter will be sent to the Marine's command. The letter will give authority to correct the Marine's SRB and will contain instructions for submission of the DD Form 149 to the BCNR for backpay in the grade of PFC. The LCpl date of rank will be corrected in the MCTFS and the date of rank correction will post to the command's DFR with the following instructions:

a. For date of rank corrections less than 13 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 11116 to DISBO for pay adjustment."

b. For date of rank corrections older than 13 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] this advisory w/compl DDFORM 149 to the BCNR for backpay."

4. If any BCNR action is required based on any of the above actions, the command will be notified by the CMC (MMPR-2). No request should be submitted directly to the BCNR by the Marine or the Marine's command. Any request submitted directly to the BCNR will be returned with instructions for the command to submit a request to the CMC (MMPR-2).

2603. CPL AND SGT (USMC/USMCR)

1. When a command fails to report all essential data elements in the MCTFS prior to the cutoff date, an incorrect composite score or a "0000" composite score will be computed. The command must then determine which element(s) were not input or input late and not reflected in the Marine's composite score. Once the appropriate data elements have posted to the MCTFS with the correct effective date, the command may request remedial promotion.

a. Two Type Transaction Codes (TTC) have been created that will be used to request a recomputation of a composite score and remedial consideration for promotion to Corporal and Sergeant via the unit diary. If a Marine's composite score for the current promotion quarter is incorrect due to the late entry of a data element (i.e., rifle, MCI), once the missing data element has posted to the MCTFS with the correct effective date, the unit may request a recomputation of the composite score. Once the recomputation has posted to the MCTFS, the unit may request remedial consideration for promotion if the recomputed composite score exceeds the required cutting score for the current month. See software release notice 2-99 and/or the current changes to MCO P1080.40_ for detailed instructions.

(1) TTC 287-002. This transaction may only be used to recompute data for the current promotion quarter and will calculate data elements that were entered late and not included in the Marine's composite score (a rifle score, PFT score, special duty points, recruiting bonus points, off duty education bonus points, including MCI and college). Once composite scores for the next promotion quarter have posted to the MCTFS, this TTC may only be used to recompute composite scores for that promotion quarter.

(2) TTC 287-003. This transaction will allow a unit to request a remedial consideration for promotion for the current promotion month only and will generate a select grade if the Marine's recomputed composite score exceeds the cutting score for the current promotion month.

b. If the manual computation of the Marine's composite score meets the required cutting score for a promotion quarter other than the current quarter, a request must be submitted to the CMC (MMPR-2). Requests for remedial promotion due to incorrect PMOS, IMOS, erroneous "NOT REC" or "WILL NOT PROMOTE" entries may be submitted without the composite score worksheet, provided the Marine's composite score in the MCTFS is correct. All other remedial requests must be submitted in the appropriate format contained at the end of this section. No written response will be provided. If approved, the CMC (MMPR-2) will input the promotion on the unit diary with a date of rank and effective date of the 1st day of the month for which the Marine was

qualified. The promotion will be reflected on the unit's DFR, at which time the command will prepare the certificate and promote the Marine.

c. Commanders of Cpls and Sgts who have been promoted late with an erroneous date of rank and effective date will submit a request for remedial promotion to the CMC (MMPR-2). The same procedures as stated in the above paragraph will apply. No written response will be provided unless the date of rank correction is in a previous grade. The date of rank correction will post to the command's DFR with the following instructions:

(1) For date of rank corrections less than 13 months old, an advisory contained with the diary entry will instruct the command to "submit a NAVMC 1116 to DISBO for pay adjustment."

(2) For date of rank corrections older than 13 months, an advisory contained with the diary entry will instruct the command to "submit a CTC [certified true copy] this advisory w/compl DDFORM 149 to the BCNR for backpay."

d. Only Commanders of SMCR or Active Reserve Marines may submit remedial promotion requests to the CMC (MMPR-2). ALL remedial promotion requests for IRR Marines and IRR Marines on active duty must be submitted to the CG, MCRSC.

2604. PROCESSING OF REMEDIAL PROMOTION REQUESTS

1. General. Each remedial promotion request is logged in a data base and is worked in the order it is received. Much time is spent on the phone, calling commands due to errors or missing information on their requests and/or answering calls checking on the status of a request. Commands can help reduce the processing time of remedial promotion requests by reducing the number of phone calls made to the CMC (MMPR-2) and by auditing requests prior to their submission. Commands with internet access may check the status of their remedial promotion requests by logging on the Enlisted Promotion Section web page and entering the unit RUC and MCC. This will bring up all the remedial promotion requests that have been received from that RUC and MCC. There are 2 categories: received and completed. Completed will have a unit diary number and a date, but commands must check whether the diary is an approval or disapproval history statement.

2. A large number of remedial promotion requests are submitted with incomplete and/or incorrect information. This causes delay in the processing of the Marine's promotion. Commands must ensure that missing data elements are posted to the MCTFS with the correct effective date, prior to submission of a remedial promotion request. Each remedial promotion request should be audited for the following most common errors:

a. Incorrect social security number.

b. Lack of completion dates (YYMMDD) for all data elements and unit diary input dates for correction of erroneous or missing data elements.

c. Missing data elements not posted to the MCTFS (prior to submission of the request, all data elements should be posted to the MCTFS with the correct effective date).

d. Inconsistent promotion months listed throughout the request (e.g., subject line has February 1999; line A has March 1999).

e. Incorrect addition.

f. Using incorrect data elements and/or data elements completed after the cutoff date.

g. Incorrect computation of TIG/TIS (ensure the appropriate cutoff date as published in the MARADMIN and/or listed in section 4 of this chapter is used).

3. If a remedial promotion request is disapproved or more information is needed to process the request, an advisory notice will be run on the unit diary and posted to the unit's DFR. This advisory notice will explain the reason for the disapproval and/or will identify the information needed to process the request. The missing information may be faxed to the CMC (MMPR-2) at DSN 278-9882 or commercial (703) 784-9882.

4. By submission of a request for remedial consideration for promotion, the commander attests to the qualifications of the Marine for the period for which the request is made. Poor performance, disciplinary action, or entry into a promotion restriction status subsequent to the date the Marine meets the cutting score can be cited as a basis for not promoting the Marine. A command is not required to submit a request for remedial consideration under those circumstances or can request cancellation of a previously submitted (and approved) request if the promotion has not yet been effected (ceremony held, warrant delivered).

5. Requests for remedial consideration for promotion under the special incentive programs contained in the current edition of MCO 1130.53N should be addressed to the CG, Marine Corps Recruiting Command, 3280 Russell Road, Quantico, VA 22134-5103. If approved by the CG MCRC, the request will be forwarded to the CMC (MMPR-2) for action.

REMEDIAL REQUESTS FOR USMC AND USMCR LCPLS AND CPLS

FROM:

TO: CMC WASHINGTON DC//MMPR-2//

INFO: (APPROPRIATE CHAIN OF COMMAND)

MSGID/GENADMIN/ //

SUBJ/REQUEST FOR REMEDIAL CONSIDERATION FOR PROMOTION TO CPL OR SGT FOR THE
/JANUARY 1999 PROMOTION PERIOD//

REF/A/GENADMIN/CMC WASH DC/260234ZSEP9_//

AMPN/THE REF ANNOUNCED CUTTING SCORES FOR THE JANUARY 1999 PROMOTION PERIOD//

RMKS/1. REQUEST REMEDIAL CONSIDERATION BE APPROVED FOR THE LISTED MARINE WHO
IS ELIGIBLE AND RECOMMENDED FOR PROMOTION BY THE COMMANDING OFFICER.

LINE A. PROMOTION PERIOD/PRESENT GRADE

LINE B. LAST NAME, INITIALS; SSN/PMOS OR IMOS

LINE C. DOR; AFADBD

LINE D. COMPOSITE SCORE RECEIVED ON DIARY FEEDBACK REPORT (FOR PROMOTION
PERIOD REQUESTED IN LINE A)

LINE E. MANUALLY COMPUTED COMPOSITE SCORE

LINE F. DETAILED REASON FOR SUBMISSION OF REMEDIAL REQUEST

LINE G. TOTAL EDUCATION BONUS POINTS

LINE H. SUMMARY OF EDUCATION COURSES TAKEN IN FOLLOWING FORMAT:
COURSE; DATE COMPLETED; DATE ORIGINALLY ENTERED IN THE MCTFS

LINE I. COMPLETED MANUAL WORKSHEET

LINE NO.		RATING	
1	RIFLE MARKSMANSHIP _____	=	_____ SCORE DATE OF QUAL YYMMDD
2	PFT _____	=	_____ SCORE DATE OF TEST YYM MDD
3	SUBTOTAL (LINE 1 + 2)	=	_____
4	GMP SCORE (LINE 3 DIVIDED BY 2)	=	_____
5	GMP SCORE (FROM LINE 4)		_____ x 100 =
6	AVERAGE DUTY PROFICIENCY		_____ x 100 = _____
7	AVERAGE CONDUCT		_____ x 100 = _____

- 8 TIG (MONTHS) _____ x 5 = _____
- 9 TIS (MONTHS) _____ x 2 = _____
 (COMPUTE FROM AFADBD FOR USMC & AR, PEBD FOR SMCR)
- 10 DI/RECRUITER/MSG BONUS (COMPL. DATE) _____ x 1 = _____
- 11 SELF-EDUCATION BONUS (MAY NOT EXCEED 75 PTS)
 - A. MCI/EXTENSION SCHOOL _____ x 1.5 = _____
 - B. COLLEGE/CLEP/VOCATIONAL _____ x 1.0 = _____
- 12 COMMAND RECRUITING BONUS _____ x 1 = _____
- 13 COMPOSITE SCORE (SUM OF LINES 5 THROUGH 12) = _____

LINE J. REMARKS

LINE K. POC AND UNIT DSN AND COMMERCIAL PHONE NUMBER

- NOTES:
1. LINE H must include all courses completed in the current grade and applied to the computation in LINE I.
 2. LINE I must be completed for amplification of LINE F.
 3. When the reason for remedial action is based on the absence of or erroneous training data, LINE J must identify: the erroneous data contained in the MCTFS, the missing data, completion date(s), date(s) entered in the MCTFS with the unit diary number.