

CHAPTER 5

EFFECTING PROMOTIONS

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CHAPTER 5

EFFECTING PROMOTIONS

SECTION 1: EFFECTING PROMOTIONS

5100. GENERAL. Even though a select grade is posted in MCTFS or the Marine's name is listed on the monthly SNCO promotion MARADMIN, the Marine is not considered promoted until the warrant is delivered by a commissioned officer during an appropriate ceremony. The commissioned officer may be any officer the Marine chooses, including retired officers. However, prior to conducting the ceremony, the Marine's commander must comply with paragraph 1200.4.

1. Method of Effecting SNCO Promotions. SNCO promotions are effected monthly to fill vacancies that occur on a Marine Corps-wide basis. The vacancies are filled by promoting selectees in order of seniority. Certificates of appointment are prepared locally and countersigned by the commander. The CMC (MMPR-2) publishes monthly MARADMINs authorizing the promotion of SNCOs and providing the projections for promotions for the following month.
2. An appointment to a higher enlisted grade issued by the CMC is effective for purposes of pay and allowances from the date indicated in the monthly MARADMIN authorizing the promotion, unless subsequently withdrawn per paragraph 5200.
3. Commanders will effect promotions to the grades of Sgt and below.
4. An appointment to a higher enlisted grade issued by the commander, as authorized per the provisions of paragraph 3600 (remedial promotion), will be effected on the date specified in the naval message authorizing the promotion. The promotion will be reported on the unit diary by the CMC (MMPR-2).
5. The certificate of appointment will be delivered to the Marine concerned upon receipt of the monthly promotion MARADMIN, but not prior to the first day of the month the promotion is to be effected.

5101. APPOINTMENTS. All appointments to the next higher grade will be permanent appointments. Permanent appointments can be terminated only by the promotion, reduction, or discharge of the individual concerned.

5102. DATE OF RANK. Upon advancement to a higher enlisted grade, and as directed by the CMC, enlisted Marines will be assigned a DOR. The sole purpose of a DOR is to establish relative seniority within a particular grade. Unless otherwise directed by the CMC, the DOR assigned upon promotion to the next higher grade through the normal promotion system will be the 1st day of the month in which the promotion is effected. The DOR assigned upon promotion to the next higher grade through the meritorious promotion system will be the 2d day of the month in which the promotion is effected.

5103. PREPARATION OF CERTIFICATES OF APPOINTMENT

1. A certificate of appointment will be prepared for each Marine promoted to any grade above the grade of Pvt on a date subsequent to enlistment or reenlistment.

a. Certificates of appointment will not be prepared for Marines who are appointed to a grade above Pvt at the time of enlistment or reenlistment. The enlistment contract or application for enlistment will serve as the appointing certificate.

b. Certificates of appointment will not be prepared for Marines enlisted in the Platoon Leaders Class, Officer Candidate Course, or Aviation Officer Candidate Course.

2. Commanders will prepare an original certificate of appointment for delivery to the individual Marine concerned (script font or computer font may be used).

3. Certificates of appointment will be prepared as shown in the examples in figures 5-1 through 5-11:

a. Certificates of appointment prepared for regular promotions (USMC and USMCR) will reflect the 1st day of the month as the DOR and effective date of promotion, unless specifically directed otherwise by the CMC.

b. Certificates of appointment prepared for meritorious promotions will reflect the 2d day of the month for the advanced grade as the DOR and the effective date of promotion, unless specifically directed otherwise by this Manual or the CMC.

c. Certificates of appointment will not be prepared showing an effective date as a date prior to the DOR.

4. Certificates of appointment prepared for reserve component personnel will have the words "RESERVE OF THE" typed directly above and centered over "UNITED STATES MARINE CORPS." (e.g., see figure 5-6, 5-8 and 5-11.)

5. DSSC servmarts and commanders who are not supplied by a local servmart are directed to requisition warrants from MCLB, Albany, through normal supply channels. Ordering information for the warrants:

Form title: SNCO Promotion Warrants  
 Form No: DD216MC (1 Aug 99), SN: 0000-00-007-1660  
 U/L: 25 per package

6. Place a gold notarial seal, stamped with the Marine Corps seal, in the bottom left-hand corner of the SNCO promotion warrant. Place the seal over the SNCO promotion warrant ordering information and center it between the edge, the bottom, and the commanding officer signature block. Figure 5-10 on page 5-18 reflects the position of the seal on the warrant. Ordering information for the seals:

Form title: Seal, notarial, paper, gold color, 2 5/16" diameter  
 Form No: NSN 7520 00 995 7481  
 U/L: 30 per box

CHAPTER 5

SECTION 2: UNDELIVERED SNCO APPOINTMENTS

5200. UNDELIVERED SNCO APPOINTMENTS

1. When the commanding officer determines that a Marine who has been selected for promotion by a HQMC SNCO selection board is unqualified for promotion, he will immediately notify the CMC (MMPR-2), by naval message, that he intends to recommend delay or revocation of the Marine's certificate of appointment.

2. Once the initial notification (naval message) is received by this Headquarters, the commanding officer is not authorized to promote the Marine without specific written authority from the CMC (MM).

3. Within 30 days of submitting the advance notification of intent to withhold or delete the Marine's selection, a full, detailed report of the circumstances will be forwarded by the commanding officer, via the chain of command, to the CMC (MMPR-2). The report will contain the commanding officer's specific recommendation for delivering, delaying or revoking the appointment.

a. The recommendation must be signed by the commanding officer, officer-in-charge, or officer acting in the respective capacity. "By direction" signatures are not authorized.

b. The Marine's statement. The Marine will be afforded the opportunity to review the commanding officer's recommendation, to include all information used by the commander to substantiate the recommendation. The Marine MUST, at a minimum, submit a signed copy of one of the following statements (whichever one best fits the circumstances). The Marine may also provide additional comments in subsequent paragraphs or have someone prepare a statement on his or her behalf. Any third party statements must be endorsed by the Marine, acknowledging that the statement is submitted with his or her knowledge. The following formatted sentences will be used as the opening paragraph in the Marine's statement, and should fit most of the cases. In unusual cases, the opening paragraphs may be modified to fit the circumstances.

(1) Where the commanding officer recommends delivering the Marine's appointment:

"I have been informed that my recent (conduct/substandard performance/NJP/DWI/assignment to weight control/military appearance program, etc.) will be reported to the Commandant of the Marine Corps (CMC). I have reviewed my commanding officer's letter to the CMC with the recommendation that my appointment to (grade) be delivered. I understand that the CMC may act to deliver, delay, or revoke my appointment. I do/do not desire to make a statement."

(2) Where the commanding officer recommends delaying the Marine's appointment:

"I have been informed that my appointment to (grade) is under consideration for delay by the Commandant of the Marine Corps (CMC). I have reviewed my commanding officer's letter to the CMC with the recommendation that my appointment to (grade) be delayed for \_\_\_\_\_ months. I understand that the CMC may act to deliver, delay, or revoke my appointment, or to delay my appointment for a period longer than recommended. I do/do not desire to make a statement."

(3) Where the commanding officer recommends revoking the Marine's appointment:

"I have been informed that my appointment to (grade) is under consideration for revocation by the Commandant of the Marine Corps (CMC). I have reviewed my commanding officer's letter to the CMC with the recommendation that my promotion be revoked. I understand that the CMC may act to deliver, delay, or revoke my appointment. I do/do not desire to make a statement."

c. If a promotion has been delayed by the CMC, and the commanding officer desires to recommend the Marine for promotion, the commanding officer will submit a request for delivery of the Marine's appointment, via the chain of command. The Marine will be given the opportunity to make a statement. The opening sentences of the Marine's statement should read:

"I have been informed that my commanding officer is requesting my appointment to (grade) be delivered by the CMC. I have reviewed my commanding officer's recommendation that I be promoted. However, I understand that the CMC may act to deliver, delay, or revoke my appointment. I do/do not desire to make a statement."

d. If an appointment has been delayed by the CMC, and the commanding officer desires to recommend the Marine's appointment be revoked, the commanding officer will submit a request for revocation, via the chain of command. The Marine will be given the opportunity to make a statement. The opening sentences of the Marine's statement should read:

"I have been informed that my commanding officer is requesting my appointment be revoked by the CMC. I have reviewed my commanding officer's recommendation that my appointment to (grade) be revoked. I understand that the CMC may act to deliver, delay, or revoke my appointment. I do/do not desire to make a statement."

e. If a Marine refuses to sign a statement acknowledging the commanding officer's recommendation, the commanding officer will attest in the basic correspondence or addendum memorandum that the Marine was counseled concerning the contents of the recommendation and refused to sign.

g. If the Marine is unavailable for signature, forward a copy of the recommendation and documentation substantiating the recommendation to the Marine for review via certified mail. Advise the Marine that the recommendation will be forwarded without a statement if a response is not received within 10 days of the date of notification by certified mail. If a response is not received, the commanding officer will append a memorandum to this effect to the recommendation upon submission via the chain of command (include a photocopy of the certified mail receipt and correspondence to Marine).

4. The recommendation MUST be submitted via the chain of command. Endorsements from commanders in the chain of command MUST include a specific recommendation, not simply be "forwarded" or "forwarded recommending approval." Endorsements must be signed by the commanding general, chief of staff, commander or commanding officer, officer-in-charge, or officer acting in the respective capacity. "By direction" signatures are not authorized.
5. If a commander in the endorsing chain of command forwards a recommendation that is less favorable (e.g., revoke instead of delay) or includes additional adverse information not previously cited, then the Marine must be afforded an opportunity to review the endorsement. In such cases, the Marine must be provided an opportunity to provide an additional statement attesting that he or she has reviewed the endorsement and/or additional adverse information and been provided an opportunity to make additional comments. If subsequent commanders in the chain of command forward a recommendation that is more favorable to the Marine, then there is no requirement to return the package to the Marine for another statement.
6. Upon receipt of the detailed report, the CMC may:
  - a. Direct the command to immediately deliver the appointment.
  - b. Delay the appointment. The period of delay will vary, but normally will not exceed 6 months. However, once the six month delay has expired, the commander may request further delay.
  - c. Revoke the appointment and remove the Marine's name from the appropriate selection list.
7. Commanders may appeal a promotion decision of the CMC (MM). A request for reconsideration should be based on the belief that the CMC may not have been aware of all of the circumstances surrounding the case, and that an injustice has occurred. Substantial, detailed documentation must accompany a request for reconsideration. Submit requests for reconsideration, along with the Marine's statement, to the CMC (MMPR-2), via the chain of command. Following a review of the request, a final determination will be made by the CMC. Only one request for reconsideration may be submitted to the CMC. Any subsequent request for relief or reconsideration following a final determination by the CMC must be submitted to the BCNR for adjudication.
8. If a Marine whose appointment has been delayed by the CMC is subsequently transferred or discharged during the delay period, the commanding officer must notify the CMC (MMPR-2) and make an entry on the administrative remarks page of the SRB regarding the Marine's qualifications for promotion. Similarly, if a Marine whose appointment is pending revocation by the CMC is subsequently transferred or discharged before the recommendation is adjudicated, the commanding officer must notify the CMC (MMPR-2) and make an entry on the administrative remarks page of the SRB regarding the Marine's qualifications for promotion. This precludes the receiving commander from unknowingly effecting the promotion of a Marine whose appointment has been delayed and precludes the BCNR from erroneously correcting a Marine's record after separation.
9. Where an appointment is under consideration for delay or revocation by the CMC, or has been delayed, and the commanding officer submits an additional recommendation containing additional unfavorable information, the

Marine MUST be afforded the opportunity to submit a written comment on the additional information. The commander's action to forward the added information should be accomplished within 10 days of its receipt by the commander.

10. After a period of delay, the CMC may direct delivery of the appointment with a new DOR and effective date at the time the commander certifies the Marine is qualified for promotion. The only instance when the Marine is issued a certificate of appointment with the originally assigned DOR and effective date is in the case of delay where the Marine is subsequently exonerated of all wrongdoing.

11. A Marine whose name is removed from a promotion list will be considered to have been passed over by that selection board. The Marine will continue to be eligible for consideration for promotion by subsequently convened selection boards. However, Marines who refuse their appointments are not eligible for consideration by subsequent selection boards.

12. Marines whose appointments are in a delay status are not eligible for remedial consideration for any selection board(s) they would have been eligible for if the appointment had not been in a delay status.

13. Marines whose appointments are revoked are not eligible for remedial consideration for the selection board from which their appointments are revoked.



*To all who shall see these presents, greeting:*

*Know Ye, that reposing special trust and confidence in the fidelity and abilities of* JOHN J. DOE 123 45 6789 *, I do appoint this Marine a* SERGEANT (MERITORIOUSLY) *in the*

# United States Marine Corps

*to rank as such from the* SECOND *day of* FEBRUARY *, two thousand*

*This appointee will therefore fully and intelligently discharge the duties of the grade to which appointed he being and performing all manner of things therein contained. And I do hereby charge and require all personnel of lesser grade to render obedience to the orders of him. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.*

*Given under my hand at* Headquarters, 1st Marine Division, FME *this* SECOND *day of* FEBRUARY *, in the year of our Lord two thousand*

AUTHORITY MCO P1400.32C par. 4102

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 2 February 2000

This appointment is effective for pay and allowances on 2 February 2000

JOHN SMITH  
Major General, USMC  
Commanding

Figure 5-1.-NCO Meritorious Promotion.



*To all who shall see these presents, greeting:*

*Know Ye, that reposing special trust and confidence in the fidelity and abilities of* JOHN J. DOE 123 45 6789 *, I do appoint this Marine a* LANCE CORPORAL *in the*

## United States Marine Corps

*to rank as such from the* FIRST *day of* JANUARY *, two thousand*

*This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.*

*Given under my hand at* Headquarters Battalion, 1st Marine Division *this* FIRST *day of* JANUARY *, in the year of our Lord two thousand*

AUTHORITY MCO P1400.32C par. 2100.2

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 January 2000

JOHN SMITH

This appointment is effective for pay and allowances on 1 January 2000

Colonel, USMC  
Commanding

Figure 5-3.-Regular Promotion to LCpl.



To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE 123 45 6789, I do appoint this Marine a CORPORAL in the

# United States Marine Corps

to rank as such from the FIRST day of DECEMBER, two thousand

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed, and performing all manner of things therein prescribed. And I do hereby charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superior, acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters Battalion, 2d Marine Division this FIRST day of DECEMBER, in the year of our Lord two thousand

AUTHORITY MCBul 1430 of 25 November 2000

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 December 2000

This appointment is effective for pay and allowances on 1 December 2000

JOHN SMITH

Colonel, USMC  
Commanding

Figure 5-2.-Sgt and Cpl Regular Promotion.



*To all who shall see these presents, greeting:*

*Know Ye, that reposing special trust and confidence in the fidelity and abilities of* JOHN J. DOE 123 45 6789 *, I do appoint this Marine a* PRIVATE FIRST CLASS *in the*

## United States Marine Corps

*to rank as such from the* FIRST *day of* FEBRUARY *, two thousand*

*This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.*

*Given under my hand at* Headquarters Battalion, 1st Marine Division *this* FIRST *day of* FEBRUARY *, in the year of our Lord two thousand*

AUTHORITY MCO P1400.32C par. 2100.1

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 February 2000

JOHN SMITH

This appointment is effective for pay and allowances on 1 February 2000

Colonel, USMC  
Commanding

Figure 5-4.-Regular Promotion to PFC.

# United States Marine Corps



To all who shall see these presents, greeting:  
 Know Ye, that reposing special trust and confidence in the fidelity and abilities  
 of **JOHN J. DOE 123 45 6789**, I do  
 appoint this Marine a **STAFF SERGEANT (MERITORIOUSLY)** in the

## United States Marine Corps

to rank as such from the **SECOND** day of **JANUARY**, two  
 thousand

*This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.*

Given under my hand at **Headquarters United States Marine Corps**  
 this **SECOND** day of **JANUARY**, in the year of our Lord  
 two thousand

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*J. L. Jones*  
 COMMANDANT OF THE MARINE CORPS



(1428)

Figure 5-5.--SSgt and GySgt Meritorious Promotion.



*To all who shall see these presents, greeting:*

*Know Ye, that reposing special trust and confidence in the fidelity and abilities of* JOHN J. DOE 123 45 6789 *, I do*  
*appoint this Marine a* CORPORAL *in the*  
*RESERVE OF THE*

# United States Marine Corps

*to rank as such from the* FIRST *day of* OCTOBER *, two*  
*thousand*

*This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed, and performing all manner of things therein explained. I do hereby charge and require all personnel of lesser grade to render obedience to his or her orders. And this appointee is to observe and follow such orders and instructions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.*

*Given under my hand at* Headquarters, 1st Battalion, 24th Marines  
*this* FIRST *day of* OCTOBER *, in the year of our Lord*  
*two thousand*

AUTHORITY MCBul 1430 of 25 September 2000

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 October 2000

JOHN SMITH

This appointment is effective for pay and allowances on 1 October 2000

Lieutenant Colonel, USMCR  
Commanding

Figure 5-6.--Sgt and Cpl Drilling Reserve and Active Reserve Promotion.



To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of **JOHN J. DOE 123 45 6789**, I do appoint this Marine a **SERGEANT** in the

# United States Marine Corps

to rank as such from the **FIRST** day of **APRIL**, two thousand

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things therein pertaining. And I do hereby charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superior, acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters, 1st Marine Division, FMF this **FIRST** day of **APRIL**, in the year of our Lord two thousand

AUTHORITY CMC 250541Z MAR 00

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 April 2000

This appointment is effective for pay and allowances on 1 April 2000

JOHN SMITH

Major General, USMC  
Commanding

Figure 5-7.-Sgt and Cpl Regular Remedial Promotion.



To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of JOHN J. DOE 123 45 6789, I do appoint this Marine a SERGEANT RESERVE OF THE

# United States Marine Corps

to rank as such from the FIRST day of JULY, two thousand

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed, and performing all manner of things therein to be required. And I do hereby charge and require all personnel of lesser grade to render obedience to all lawful orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors, acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters, 1st Battalion, 24th Marines this FIRST day of JULY, in the year of our Lord two thousand

AUTHORITY CMC 220541Z JUN 00

/s/

DATE PROMOTION IS EFFECTIVE FOR PAY AND ALLOWANCES 1 July 2000

JOHN SMITH

This appointment is effective for pay and allowances on 1 July 2000

Lieutenant Colonel, USMCR  
Commanding

DD FORM 1 AUG 98 216 MC

SN 0109-LF-985-0800

Figure 5-8.-Sgt and Cpl Drilling Reserve and Active Reserve Remedial Promotion.

# United States Marine Corps



To all who shall see these presents, greeting:  
Know Ye, that reposing special trust and confidence in the fidelity and abilities  
of JOHN J. DOE 123 45 6789, I do  
appoint this Marine a GUNNERY SERGEANT in the

## United States Marine Corps

to rank as such from the FIRST day of MARCH, two thousand

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at Headquarters United States Marine Corps  
this FIRST day of MARCH, in the year of our Lord  
two thousand

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*J. L. Jones*  
COMMANDANT OF THE MARINE CORPS



(1420)

Figure 5-9.--SNCO Remedial Promotion.

# United States Marine Corps



To all who shall see these presents, greeting:  
 Know Ye, that reposing special trust and confidence in the fidelity and abilities  
 of **JOHN J. DOE 123 45 6789**, I do  
 appoint this Marine a **GUNNERY SERGEANT** in the

## United States Marine Corps

to rank as such from the **FIRST** day of **MAY**, two  
 thousand

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America.

Given under my hand at **Headquarters United States Marine Corps**  
 this **FIRST** day of **MAY**, in the year of our Lord  
 two thousand

1 Δ

*J. L. Jones*  
 COMMANDANT OF THE MARINE CORPS



(1420)

Figure 5-10.-Regular SNCO Promotion.



*To all who shall see these presents, greeting:  
Know Ye, that reposing special trust and confidence in the fidelity and abilities  
of* JOHN J. DOE 123 45 6789 *, I do  
appoint this Marine a* STAFF SERGEANT *in the*  
RESERVE OF THE

### United States Marine Corps

*to rank as such from the* FIRST *day of* JANUARY *, two  
thousand*

*This appointee will therefore carefully and diligently discharge the duties of the grade  
to which appointed by doing and performing all manner of things thereunto pertaining.  
And I do strictly charge and require all personnel of lesser grade to render obedience to  
appropriate orders. And this appointee is to observe and follow such orders and directions  
as may be given from time to time by Superiors acting according to the rules and articles  
governing the discipline of the Armed Forces of the United States of America.*

*Given under my hand at* Headquarters United States Marine Corps  
*this* FIRST *day of* JANUARY *, in the year of our Lord*  
*two thousand*

1st \_\_\_\_\_

*J. L. Jones*  
COMMANDANT OF THE MARINE CORPS



(1420)

Figure 5-11.-SNCO Drilling Reserve and Active Reserve Promotion.