

ORIGINAL



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1430.1H
ADJ
17 AUG 2009

AIR STATION ORDER 1430.1H

From: Commanding Officer
To: Distribution List

Subj: MERITORIOUS PROMOTION TO THE GRADES OF SERGEANT AND CORPORAL

Ref: (a) MCO 1400.32
(b) MCIEASTO 1400.2

Encl: (1) Sample Format for Command Recommendation
(2) Fleet Hometown News Release

1. Situation. This Order publishes procedures for the Noncommissioned Officer Meritorious Promotion Board for Marine Corps Air Station (MCAS) Beaufort for further competition and selection of the Commanding General, Marine Corps Installations East (MCIEAST) Noncommissioned Officer Meritorious Promotion Board.

2. Cancellation. ASO 1430.1G.

3. Mission

a. Per the reference, the Commanding Officer, MCAS Beaufort will solicit names to compete for meritorious promotion allocations.

b. Summary of Revision. This Order has been revised and should be thoroughly reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding Officer will recognize and forward one nominee for each rank per quarter to be considered for selection for meritorious promotion to the ranks of Sergeant and Corporal.

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

(2) Concept of Operations. Enclosure (1) provides the format that will be used for all meritorious promotion nominations submitted to the CO of MCAS Beaufort. The following additional guidance is provided.

(a) Meritorious promotion of "exceptionally well qualified" Marines will be based on outstanding performance ability to assume positions

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of greater responsibility ahead of peers. Accordingly, nominees must possess the degree of leadership appropriate for the next higher grade.

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

(c) The Commanding Officer, Headquarters and Headquarters Squadron, in their determination of qualifications for competition, will be guided by, but not limited to the following:

(d) The quarterly Meritorious Promotion periods are as follows:

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

1. Only one nominee will be forwarded for Meritorious Sergeant per board unless otherwise dictated in message traffic.

2. Allocations for Meritorious Corporal will be made based upon onboard strength of all Lance Corporals as of the first day of the promotion quarter.

b. Tasks

(1) Commanding Officer, Headquarters and Headquarters Squadron (CO, H&HS)

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

(b) CO, H&HS will screen and nominate Marines for meritorious promotion ensuring the completion and verification of the enclosures.

(c) CO, H&HS will be guided by, but not limited to the following:

1. Marines must have a certificate of completion of Professional Military Education (PME) appropriate for their grade (waiver not accepted). Lance Corporals must have completed "Fundamentals of Marine Corps Leadership" or "Leading Marines" Marine Corps Institute (MCI) course.

2. No Non-Judicial Punishment within current grade and no DUI/DWI conviction within 12 months of the date promotion is to be effected (waiver not accepted).

3. Must have a first class Physical Fitness Test (PFT) within the semi-annual period unless exempt for medical reasons.

4. Qualified with T/O weapon during the current or previous fiscal year unless granted a waiver.

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5. Possess exceptional personal appearance and military bearing.

6. Outstanding record of conduct; no prior disciplinary action or discreditable page 11 Service Record book (SRB) entries during the preceding 12 months or courts-martial conviction during the preceding 24 months (waiver not accepted).

7. Recommended for reenlistment (if applicable).

(d) Brief all candidates nominated to appear before the MCIEAST board concerning the time and date of the MCIEAST board, uniform, and general procedures.

(2) Sergeant Major, MCAS Beaufort

(a) Act as the Chairman and Point of Contact for the meritorious promotion program.

(b) Upon receipt of the nominations for meritorious promotion, screen the SRB's and accompanying documents for accuracy and compliance with the basic criteria for meritorious promotion.

(c) Forward the SRB's and accompanying documents to Sergeant Major, MCIEAST prior to the board with the appropriate endorsement from the Commanding Officer, MCAS Beaufort.

c. Coordinating Instructions

(1) Meritorious promotion packages will comply with the format provided in enclosure (1). The CO, H&HS will limit recommendation to 200 words or less and must address the criteria and qualities set forth in paragraph (3) of this Order.

(2) The promotion package will include the following items on each Marine being recommended for meritorious promotion.

(a) Original enclosure (1) signed by the commanding officer, and the completed Data Sheet.

(b) SRB

(c) Print current Basic Individual Record (BIR), Basic Training Record (BTR), Record of Service (ROS), Awards Record (AWDS), and Education Record (EDU) from the Marine Corps Total Force System (MCTFS).

(d) Enclosure (2) completed and signed by the Marine.

5. Administration and Logistics. The Sergeant Major, MCAS Beaufort has cognizance over the Meritorious Promotion Board Program.

6. Command and Signal

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- (a) Command. This Order is applicable to MCAS Beaufort, SC.
- (b) Signal. This Order is effective the date signed.



J. R. SNIDER

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SAMPLE FORMAT FOR MERITORIOUS PROMOTION BOARD PACKAGES

LETTERHEAD

1430

CO

Date

From: Commanding Officer, (Unit)
To: Senior Member, (applicable board), Marine Corps Installations East
Via: Commanding Officer, Marine Corps Air Station Beaufort

Subj: NOMINATION FOR NONCOMMISSIONED OFFICER/MARINE OF THE YEAR, IN THE CASE
OF (RANK, FIRST NAME, MI, LAST NAME, SSN/MOS)

Ref: (a) ASO 1430.1H

Encl: (1) Data Sheet
(2) MCTFS Records (BIR/BTR, ROS, AWDS, EDU)
(3) Additional Correspondence (As Required)

1. Per the reference, Devil Dog is recommended for the MCIEAST Marine or NCO of the Year. Accordingly, the enclosures are submitted as required.

2. Corporal Schmukatelli's height and weight are _____. This Marine last took the Physical Fitness Test on _____ and obtained a score of _____.

3. This paragraph is for the Commanding Officer's recommendation regarding the Marine's qualification for meritorious promotion (limit 200 words). A concise evaluation of the service member's professional ability and character should be provided.

3. The point of contact for any administrative matter is Rank, Name, DSN/commercial phone number.

I. N. CHARGE

Enclosure (1)

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Data Sheet

<u>COLUMN 1</u>	<u>COLUMN 2</u>
A. LAST NAME	NAME
B. FIRST NAME	
C. MIDDLE INITIAL	
D. SSN (LAST 4)	
E. RANK/DOR	E-?/YYMMDD
F. MCC/UNIT	
G. TIS/TIG (AS OF YYMMDD)	
H. DCTB/DJPU	
I. PRIMARY MOS	
J. ADDITIONAL MOS	
K. RIFLE SCORE/DATE	###/YYMMDD
L. PISTOL SCORE/DATE	###/YYMMDD
M. PFT SCORE/DATE	###/YYMMDD
N. MCMAP TRAINING	BELT/YYMMDD
O. PME/MCI'S COMPLETED DURING PERIOD	
P. OFF DUTY EDUCATION	
Q. PROFESSIONAL READING	
R. PRO/CON IN GRADE	4./4.?
S. AWARDS DURING PERIOD	
T. DISCIPLINARY ACTION	PG 11/12 ETC.
U. SPECIAL TOURS	DUTY ASSIGNMENT

