

ENLISTED PROMOTIONAL PROCESSES

Student Outline

PURPOSE: To familiarize the student with the Marine Corps Promotion Manual (P1400.29), and procedures regarding Enlisted promotion and reduction.

STUDENT REFERENCE: Marine Corps Promotion Manual (MARCORPROMAN)

STUDENT OBJECTIVES: Upon completion of this class, using only the applicable Marine Corps Orders as a reference, the student, when asked, will:

1. When given a list of items, select those which are basic requirements for promotion.
2. From a list of definitions, select those which best define the terms "rank" and "grade".
3. When given a problem from this period, find a reference for it, and from 4 alternatives select the best solution, within 5 minutes. Problems will be from these areas:
 - a. Promotion to each grade--to include normal and meritorious requirements, waivers of requirements, restrictions, and waivers of restrictions.
 - b. Authority to promote to each grade--to include all echelons of command involved.
 - c. Required vacancies for promotion to each grade--i.e. none, unit T/O's, Marine Corps wide.
 - d. Testing and scoring for each grade--to include obtaining of the GMST; purpose and computation of Composite Score; provisions for waiving tests; grades for which a test is given, and type of test.
 - e. Probational appointment--to include length of time involved.
 - f. Reduction--to include punitives and non-punitive.
 - g. Promotion Boards--to include composition, working of, and responsibilities.

OUTLINE:

1. Basic Requirements for Promotion.
 - a. Minimum time in grade.
 - b. Testing.
 - c. Selection.
 - d. Appointment.

2. Promotion Restrictions.

a. The enlisted promotion system prohibits promotion of more than one pay grade at a time unless specifically directed by the CMC.

b. Marines will not be promoted while in any of the following categories:

- (1) In a retired status.
- (2) On the inactive list of the Marine Corps Reserve.
- (3) They have been convicted by:
 - (a) GCM in the past 12 months.
 - (b) SPCM in the past 6 months.
 - (c) SCM in the past 3 months.
- (4) Awaiting or during Courts-Martial.
- (5) Awaiting results of board for Admin Separation.
- (6) In a probationary status.

(7) An interested party in a fact finding, or formal pretrial investigation, which might result in a recommendation for a trial by court-martial.

3. Procedures for Promotion to Various Ranks.

a. To Private First Class (Pfc) (E-2).

(1) Time in Grade. — Complete the minimum service in grade requirement as established by the CMC.

(2) Testing. — Pass an appropriate locally prepared examination.

(3) Selection. — Be otherwise qualified as determined by his commander.

(4) Appointment.

b. To Lance Corporal (LCpl) (E-3).

(1) Time in Grade. — Complete the minimum service in grade requirement as established by CMC.

(2) Testing. — Pass an appropriate locally prepared examination.

(3) Selection. — Be otherwise qualified as determined by his commander.

(4) Appointment.

c. To Corporal (Cpl) (E-4) and Sergeant (Sgt) (E-5).

(1) Time in Grade. — Complete the minimum service in grade requirement as established by the CMC.

(2) Testing. — Pass an appropriate General Military Subjects Test (GMST).

(3) Selection. — Have a composite score equal to or above the minimum established for his occupational field.

(a) Composite Scores. — CMC will control the number of Marines to be promoted to sergeant and corporal through the use of composite scores.

1 A composite score is a mathematical evaluation of certain elements used as a measuring factor for Marine Corps-wide comparison of Marines of a given grade and occupational field, i.e.,:

ELEMENT	SCORE		MULTIPLE
Proficiency	(Average)	x	18.0
Conduct	(Average)	x	8.0
Months in grade		x	0.5
Months in service		x	0.2

Be otherwise qualified as determined by his commander.

(4) Appointment.

d. To Staff Sergeant (SSgt) (E-6) and Gunnery Sergeant (GySgt) (E-7).

(1) Time in Grade. — Complete the minimum service in grade requirement as established by the CMC.

(2) Testing. — Pass an appropriate General Military Subjects Test (GMST).

(3) Selection. — Be recommended for advancement by an appropriate Headquarters noncommissioned officer selection board as approved by the CMC.

(4) Appointment. — Prior to receiving appointment to GySgt an agreement must be signed indicating he will remain on active duty for two years.

e. To First Sergeant or Master Sergeant (1stSgt-MSgt) (E-8) and Sergeant Major or Master Gunnery Sergeant (SgtMaj-MGySgt) (E-9).

(1) Time in Grade. — Complete the minimum service in grade requirement as established by the CMC.

(a) To be eligible for promotion to 1stSgt/MSgt a Marine must complete 8 years military service for pay purposes.

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(b) To be eligible for promotion to SgtMaj/MGySgt a Marine must complete 10 years military service for pay purposes.

(2) Testing. — No test required.

(3) Selection. — Be recommended for advancement by an appropriate Headquarters noncommissioned officer selection board as approved by the CMC.

(4) Appointment. — Agree to remain on active duty for 2 years from the date of appointment.

4. Meritorious Promotion. Gunnery Sergeant is the higher rank to which a Marine can be promoted meritoriously.

5. Reduction.

a. Punitive.

b. Non-punitive.