
UNITED STATES MARINE CORPS
THE BASIC SCHOOL
MARINE CORPS TRAINING COMMAND
CAMP BARRETT, VIRGINIA 22134-5019

**ENLISTED PROMOTION
SYSTEM
B3K0465XQ
STUDENT HANDOUT**

Enlisted Promotion System

Introduction As you develop your understanding of the authority you possess as a leader of Marines, you must keep in mind that your authority must be tempered by the knowledge of the responsibility inherent in leadership. One of the areas of leadership where this will be evident on a regular basis is the responsibility to ensure that the right Marines are selected for promotion. Each time you recommend a Marine for promotion that Marine will be acting as one of your subordinate leaders. You are in fact investing that Marine with some of your authority.

In This Lesson This lesson covers the following topics:

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Learning Objectives

Terminal Learning Objectives

TBS-LDR-1003 Given an evaluation, identify factors affecting career development without omitting key components.

Enabling Learning Objectives

TBS-LDR-1003b Given an evaluation, identify types of occupational fields without omission.

TBS-LDR-1003c Give an evaluation, define the term military occupational specialty (MOS) without omission.

TBS-LDR-1003d Without the aid of references, describe the three types of promotions, without omission.

TBS-LDR-1003e Without the aid of reference, define a composite score, without omission.

TBS-LDR-1003f Without the aid of reference, describe eligibility requirements for promotion, without omission.

Enlisted Promotion System (Continued)

Learning Objectives (Continued)

TBS-LDR-1003g Without the aid of reference, describe the platoon commander's role in the promotion process, without omission.

TBS-LDR-1003h Without the aid of reference, identify the process for determining proficiency/conduct marks, without omission.

TBS-LDR-1003i Without the aid of reference, identify the factors in determining an assignment, without omission.

TBS-LDR-1003K Given a scenario and MCO P1070.12K (IRAM), reference the IRAM to ensure compliance with the MCO

Military Occupational Field

Military Occupational Specialty The United States Marine Corps's Military Occupational Specialty (MOS) is a system of categorizing career fields. All enlisted and officer Marines are assigned a four digit code denoting their occupational field and specialty. Occupational Fields (OccFlds) are identified in the first two digits and represent a grouping of related MOSs. Job codes are identified in the last two digits and represent a specific job within that OccFld. An MOS can be awarded as a Primary MOS (PMOS), an Additional MOS (AMOS), a Skill Designator or Category II MOS (which denote special skills assignments or simply to account for structure when required). The chart below contains all of the first two digits of the different MOS groups.

MOS Chart	
01 Personnel & Administration	35 Motor Transport
02 Intelligence	41 Morale Welfare and Recreation
03 Infantry	43 Public Affairs
04 Logistics	44 Legal Services
05 Marine Air-Ground Task Force (MAGTF) Plans	46 Combat Camera (COMCAM)
06 Communications	48 Recruiting and Retention Specialist
08 Artillery	55 Music
09 Training	57 Chemical, Biological, Radiological, and Nuclear (CBRN) Defense
11 Utilities	58 Military Police and Corrections
13 Engineer, Construction, Facilities, & Equipment	59 Electronics Maintenance
18 Tank and Assault Amphibious Vehicle	60/61/62 Aircraft Maintenance
21 Ground Ordnance Maintenance	63/64 Avionics
23 Ammunition and Explosive Ordnance Disposal	65 Aviation Ordnance
26 Signals Intelligence/Ground Electronic Warfare	66 Aviation Logistics
27 Linguist	68 Meteorological and Oceanographic (METOC)

Military Occupational Field (Continued)

28 Data/Communications Maintenance	70 Airfield Services
30 Supply Administration and Operations	72 Air Control/Air Support/Anti-air Warfare/Air Traffic Control
31 Distribution Management	73 Navigation Officer/Enlisted Flight Crews
33 Food Service	75 Pilots/Naval Flight Officers
34 Financial Management	

USMC Promotion Policy

Objectives of the Promotion Process

- To maintain the actual strength in each grade and military occupational specialty (MOS) and occupational field (OccFld) at the maximum readiness for commitment to combat.
- To ensure all eligible Marines receive full and equitable opportunity to compete for promotion.
- To ensure only the best and fully qualified Marines are promoted

Designation of Authority

The Commandant of the Marine Corps (CMC) has delegated several authorities:

- To promote to the ranks of private first class through sergeant to those commanders
 - Major and above
 - With special court-martial authority
 - Generally, battalion commanders and squadron commanders
- To commanders of specific units, such as Fleet Anti-Terrorism Security Teams (FAST) and Marine security guard companies and detachments at formal schools and administrative detachments special promotion authority (to field grade officers only).

Commander's Responsibilities

Commanders occupy a position of paramount importance in the enlisted promotion system. The commander must ensure

- Strict compliance with the policies and regulations contained in the reference.
- That all enlisted Marines who are to be promoted to the next higher grade meet the Marine Corps' standards of professionalism, personal performance, and leadership.
- That a Marine is not promoted unless the individual can be expected to assume the responsibilities and perform the duties of that grade in a creditable and satisfactory manner.

USMC Promotion Policy (Continued)

Commander's Responsibilities (Continued)

- That fully qualified and deserving Marines are expeditiously promoted on the date directed by the CMC.

The decision to promote to the grades of PFC through Sgt rests solely with those commanders with promotion authority. A Marine will not be promoted if, in the opinion of the commander, the Marine is not capable of performing satisfactorily in the higher grade, even though all other requirements have been met.

Staff noncommissioned officer (SNCO) promotions effected by the CMC, require the certification of the commander. By this certification, the commander attests that the Marine's advancement is in the best interest of the Marine Corps.

Promotion System

The promotion system provides a process whereby Marines within each grade and MOS and OccFld compete among themselves for promotion to the next grade. The basic goal of the system is to advance the best-qualified Marines to higher grades so MOS/OccFld vacancies in the enlisted structure will be continuously occupied by Marines who are fully qualified to perform the duties and to assume the responsibilities of the next higher grade. Details are announced in a Marine Corps Bulletin in the 1400 series.

Minimum Time In Grade (TIG)/Time In Service (TIS) Requirements

USMC and USMCR Promotion to	Regular Promotion		Meritorious Promotion	
	TIG	TIS	TIG	TIS
Sergeant Major (Sgt Maj)	3 years	10 years		

Minimum Time In Grade (TIG)/Time In Service (TIS) Requirements (Continued)

USMC and USMCR Promotion to	Regular Promotion		Meritorious Promotion	
	TIG	TIS		TIG
Master Gunnery Sergeant (MGySgt)	3 years	10 years		
First Sergeant (1stSgt)	4 years	8 years		
Master Sergeant (MSgt)	4 years	8 years	N/A	8 years
Gunnery Sergeant (GySgt)	3 years	6 years	N/A	6 years
Staff Sergeant (SSgt)	27 months	4 years	N/A	4 years
Sergeant (Sgt)	12 months	24 months	N/A	18 months
Corporal (Cpl)	8 months	12 months	N/A	6 months
Lance Corporal (LCpl)	8 months	9 months	N/A	None

Promotion System (Continued)

TIG Requirements TIG requirements are Marine Corps developed measures of promotion eligibility. The TIG requirements may be reduced 6 months for SNCOs, if the needs of the Marine Corps dictate and as directed by the CMC.

The TIS requirements are based upon completed years of service as determined by the

- Armed Forces Active Duty Base Date (AFADBD) in the
 - Regular component.
 - Active Reserve category of the reserve component.
- Pay Entry Base Date (PEBD) in the two categories of the reserve component.

TIS Requirements The TIS requirements for meritorious promotion to GySgt and below are Department of Defense (DOD) limitations on promotion eligibility below which no member of the armed forces may be promoted to the corresponding grade. Service performed as a temporary officer is credited for this purpose.

The promotions of members of the Marine Band to the grades of GySgt and below have no TIS restrictions.

The minimum TIS requirements for promotion in the regular and reserve components of the Marine Corps to

- SgtMaj or MGySgt – 10 years
- 1stSgt or MSgt - 8 years

are established by public law and may not be waived.

Additional Promotion Policies

The enlisted promotion system has no medical prerequisites for promotion. Marines who are otherwise qualified do not lose their eligibility for promotion consideration or their selection for promotion due to hospitalization or temporary limited duty as a result of wounds, injuries, pregnancy, or disease (to include mental disorders).

No Provisions

There are no provisions

- To issue a temporary, honorary, or probationary enlisted appointment
- That allow commanders to waive composite scores

PFC through Sgt

- For promotion to the ranks of PFC through Sgt, there are no CMC-directed Professional Military Education requirements.
- LCpls and above who are denied further service beyond their current expiration of active service are not eligible for promotion consideration.

Treatment/Rehabilitation

Marines who have successfully completed

- Treatment for alcohol abuse or alcoholism will be promoted if otherwise determined qualified by the commander.
- A formal, in-patient, rehabilitation program for pathological weight disorders, and who are in compliance with the Marine Corps weight standards, will be promoted if they are otherwise determined to be qualified for promotion by the commander.

Sgt and above refuses promotion

A Sgt and above who refuses to accept a promotion to the next higher grade will

- Not be considered for selection by future SNCO selection boards.
- Be considered passed over (failed of selection) for this selection board and all future selection boards.

Ineligible for promotion

Ineligible for promotion consideration are Marines who are

- Confined by civil and/or foreign authorities.
- On appellate leave.
- In an unauthorized absence and/or deserter status.
- Entering such status while the selection board is in session.
- If the Marine is subsequently exonerated of any wrongdoing stated above, appropriate remedial consideration may be granted.

Additional Promotion Policies (Continued)

Restrictions

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

Promotions will not be backdated to increase pay and allowances.

Marines will not be promoted

- In a retired status.
- On the inactive status list of the Marine Corps Reserve.
- On the date
 - Transferred to a retired status.
 - The Marine accepts an appointment to warrant officer.
 - The Marine accepts a commission.

The table below lists restrictions to promotions regarding courts-martial actions.

Marines will not be promoted within....	Of the date convicted by....	Exceptions
18 months	General court-martial	Commanders may partially waive to 12 months for exceptionally well-qualified Marines in grades PFC to Pvt
12 months	Special court-martial	Commanders may partially waive to 6 months for exceptionally well-qualified Marines in grades PFC to Pvt
6 months	Summary court-martial	

Note: Marines will not be promoted when in a probationary status as a result of sentence by a court-martial.

Nonjudicial Punishment (NJP) Situations

For nonjudicial punishment (NJP) situations, Marines will not be promoted

- Within 3 months of a date awarded NJP.
When in a probationary status as a result of NJP under the authority of the Uniform Code of Military Justice (UCMJ), Article 15, where any portion of the punishment is suspended. Commanders may partially waive this restriction to 3 months after the date of conviction for exceptionally well-qualified Marines grades PFC to Pvt.

Additional Promotion Policies (Continued)

Competency Review Board (CRB)

As a result of a competency review board (CRB), Marines will not be promoted within

- 12 months of an administrative reduction to Sgt or higher grade.
- 6 months of a punitive or administrative reduction to LCpl or Cpl.
- 3 months of a punitive or administrative reduction to Pvt or PFC.

While in a suspended administrative reduction. Commanders may partially waive this restriction to 3 months after the CRB for exceptionally well-qualified Marines grades PFC to Pvt.

Other Restrictions

Other restrictions or cases where Marines will not be provided are listed below.

- Within 18 months of the date confirmed distribution, use, or possession of illegal drugs took place. For purposes of this paragraph, the 18-month period begins On the date positive confirmation is received from the DOD-certified testing laboratory in the case of urinalysis detection.
- From the date of the illegal drug incident or other means of identification resulting in a conviction or finding of guilt.

Note: This promotion restriction takes precedence over the restrictions listed in the table above on conviction by special court-martial, summary court-martial, or NJP. No waivers of the promotion restrictions resulting from illegal drug use/possession will be granted.

- Within 12 months of conviction by military (to include a military magistrate) or civil authorities of driving under the influence (DUI) or driving while intoxicated. Commanders may partially waive this restriction to 6 months after the date of conviction in the cases of exceptionally well-qualified Marines in the grades of PFC to Pvt.

Within 6 months of conviction by civil authorities (foreign or domestic) or action that is tantamount to a finding of guilt (i.e., a plea of no contest) for an offense that is considered a misdemeanor (other than traffic violations) in the civil jurisdiction.

Additional Promotion Policies (Continued)

Other Restrictions (Continued)

- Within 18 months of conviction by civil authorities (foreign or domestic) or action taken that is tantamount to a finding of guilt (i.e. a plea of nolo contendere) for an offense that is considered a felony in the civil jurisdiction. Commanders may partially waive this restriction to 12 months after the date of conviction in
- Marines who are
 - Confined by civil and/or foreign authorities
 - On appellate leave
 - In an unauthorized absence and/or deserter statuswill not be promoted. If a Marine who is under consideration by an SNCO selection board enters into one of the above categories while the board is in session, the Marine will be administratively deleted from the list of eligibles. If the Marine is subsequently exonerated of any wrong doing, appropriate remedial consideration may be granted.
- Marines pending administrative separation for
 - Misconduct.
 - Unsatisfactory participation in the reserve component.
 - Unsatisfactory performance.
 - Alcohol rehabilitation failure.
 - Weight control failure, etc.,are not eligible for selection consideration or promotion. The loss of promotion eligibility begins the date the commander signs the administrative separation package for forwarding to the general court-martial convening authority for final disposition.

Note: This includes medical separations determined to be not in the line of duty or due to a member's own misconduct.

- While
 - Serving under a suspended administrative charge.
 - Assigned to the weight control or military appearance program.
 - Awaiting a pending court-martial or nonjudicial punishment.
 - Pending adjudication of charges by a civil court, either foreign or domestic.Pending administrative action by a CRB.
 - Awaiting administrative reduction or separation (excluding non-culpable physical disability).
- After
 - Failure of the Marine Corps Physical Fitness Test (PFT). This restriction remains in effect until the Marine passes the PFT.

Additional Promotion Policies (Continued)

Other Restrictions (Continued)

- Refusing to
 - Execute permanent change of stations (PCS) or unit deployment program (UDP) orders (RE-30).
 - Extend or reenlist to obligate sufficient additional service to carry out PCS or UDP orders (RE-30).
- Applying for early separation under an existing or future early separation program. This restriction does not apply to Marines who request early release to attend school when not recommended for reenlistment (Reenlistment Code (RE) RE-4/4B).
- When assigned a RE-3C/3P for substandard performance. The RE-3C reenlistment code assigned in conjunction with a humanitarian transfer is not a promotion restriction.

The CMC reserves the authority to make final determination for promotion to the SNCO grades. Any Marine who is selected by an SNCO selection board and subsequently enters a promotion restriction status will be reported to CMC (MMMPR-2) per instructions contained in paragraph 5200 of the reference.

Regular Promotion

The number one requirement for promotion is the commander's recommendation.

A Marine may meet minimum time in grade and time in service requirements, other promotion provisions, and have no promotion restrictions; however, that Marine will not be promoted unless, in the opinion of the commander, that Marine is fully qualified for promotion.

Marines in the grades of PFC and LCpl are required to exercise an ever-increasing degree of

- Maturity
- Leadership
- 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.

Following are promotion requirements.

Private First Class

Marines will be promoted to PFC if

- They have served for 6 months on active duty in the grade of Pvt. TIG is computed from the 1st day of the month of entry on active duty.
- Their service has been satisfactory (as determined by the commanding officer)

Regular Promotion (Continued)

Lance Corporal

Marines will be promoted to LCPL if they have

- 8 months TIG from the PFC date of rank
- 9 months TIS from the AFADBD

Are otherwise qualified for promotion, as determined by the commander.

Marine Corps Total Force Systems (MCTFS)

The MCTFS, Marine Corps Total Force System (MCTFS), will automatically identify the eligible personnel to

- Eliminate the requirement for commanders to manually determine the eligibility of Pvts and PFCs by TIG and TIS.
- Reduce the number of late promotions because of administrative oversight.

A select grade of E2 or E3 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.
- PFCs who meet TIG and TIS requirements.

The select grade will not post if the commander reports a "NOT REC" (not recommended for promotion) entry on the unit diary by the 15th of the month prior to the effective date of promotion as well as a Page 11 entry made in the SRB.

Corporal and Sergeant

Marines in the grades of Cpl and Sgt are also required to exercise an ever-increasing degree of

- Maturity.
- Leadership.
- 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
- maturity

to satisfactorily discharge the duties of a small unit leader. Therefore, a commander's recommendation concerning a Marine's promotion to Cpl or Sgt is more critical; it must be a thoughtful, deliberate decision.

Regular Promotion (Continued)

Corporal and Sergeant (Continued)

Each Marine recommended must be worthy of the title "Noncommissioned Officer (NCO)." Marines should be recommended for promotion to Cpl or Sgt only after demonstrating they are worthy of the next higher grade.

Promotion to 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. Promotions will be effected

- By authorized commanders
- Monthly
- By primary MOS or intended MOS once command receives the monthly promotion authority, Marine Admin (MARADMIN) message, and unit's DFR reflects "SELECT GRADE."

The command will affect 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.

Note: 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.

Promotion to Corporal (Continued)

Marines who are eligible but not recommended for promotion will have a

- "NOT REC" entry on the unit diary by the 15th of the month prior to the effective date of promotion.
- Page 11 entry made in the SRB.

Promotion to 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.

- Promotions will be effected
- By authorized commanders
- Monthly
- By primary MOS or intended MOS once the command receives the monthly promotion authority "MARADMIN" and the unit's DFR reflects "SELECT GRADE."

Regular Promotion (Continued)

Promotion to Sergeant (Continued)

- The command will affect the promotion on the unit diary and prepare the certificate of appointment. These promotions will be based on composite score automatically computed quarterly for each eligible Cpl.

Note: 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.

Marines who are eligible but not recommended for promotion will have a

- “NOT REC” entry on the unit diary by the 15th of the month prior to the effective date of promotion.
- Page 11 entry made in the SRB.

Marines who are eligible for promotion but not recommended by their commander will have a

- “NOT REC” entry on the unit diary by the 15th of the month prior to the effective date of promotion.
- Page 11 entry made in the SRB.

Note: These requirements are critical to the proper computation of the cutting score.

The schedule below 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.

Promotion Quarters	MCTFS CS Data Elements	CS Cutoff	Months CS is Computed on Unit DFR
Jan, Feb, Mar	20 November	30 November	Dec, Jan, Feb
Apr, May, Jun	20 February	21 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 promotion quarter are computed approximately 5-10 days after the “MCTFS CS DATA ELEMENTS CUTOFF.”

Composite Score

- A mathematical calculation of certain data elements reported on the unit diary.
- Used as a measuring factor for Marine Corps wide comparison of Marines within a given grade and MOS/OccFld (computed quarterly).

Regular Promotion (Continued)

Composite score elements will be reported by unit diary entry for regular and reserve Marines by the cutoff date shown in the promotion plan (paragraph 22). 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. *Commands must 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, request remedial consideration.

Once a regular Marine's composite score 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 affected.

Commanding officers will ensure that Marines whose composite scores are automatically computed by virtue of satisfying TIG/TIS eligibility requirements 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 to prevent their composite scores from being used to determine cutting scores for their MOS or OccFld. The "NOT REC" 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), 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.

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 SRB in accordance with the current edition of the IRAM (MCO P1070.12).

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.

Cutting Score The CMC announces a score for each MOS / OccFld, to which individual composite scores are compared to control the number of promotions to the grades of Cpl and Sgt.

- How Established. After receiving composite scores on all Marines eligible for promotion through unit diary entries, the CMC decides the lowest composite score acceptable for promotion based on the number of vacancies by MOS throughout the Marine Corps that would yield the desired number or less of the new rank.

Regular Promotion (Continued)

For example, say there are 800 vacancies for 03 (Infantry) Sgts. Composite scores are compiled by CMC as follows:

Composite Score	Number with Score	Cumulative Total
1461	20	20
1460	40	60
1459	50	110
1458	180	290
1457	230	520
1456	280	800
1455	290	1090
1454	305	1395
1453	330	1725
1452 and below	335	2080

The cutting score would be 1456 which yields 800 infantry (03) Cpls for promotion to Sgt. A lower score would yield too many.

- How Used. Once the CMC establishes cutting scores (one for each occupational field), they are published monthly to the Marine Corps via ALMARS (All Marine messages); then, commanders with promotion authority are authorized to promote those they still feel are qualified.

If a “NOT REC” entry is made into the MCTFS by the 15th of the month prior to the promotion month, then that Marine’s composite score will not be used to determine the cutting score. This is a critical requirement for commanding officers, which ensures only those fully qualified and recommended are considered for promotion.

Remedial Promotion

Remedial consideration is afforded to the grades of PFC through Sgt for administrative errors that delayed or prevented a Marine from being promoted. The command submits all requests for remedial consideration to the CMC (MMPR-2) for approval. 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 that fall outside the 1-year limit.

- Pvt through LCpl. Commanders of Pvts and 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).

Remedial Promotion (Continued)

- Cpl and Sgt. 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 were 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. 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.

Remedial promotion requests should be kept to a minimum. They indicate inadequate administrative procedures, supervision, and leadership. Leaders must ensure the timely, accurate reporting of all MCTFS data on their Marines and practice sound promotion desktop procedures.

Promotion Boards

The two types of promotion boards are the

- Headquarters Marine Corps SNCO Selection Board.
- Local enlisted screening boards.

The purpose of these boards is to evaluate the qualifications of those Marines eligible for promotion.

Commanders having promotional authority may convene local enlisted screening boards to determine qualifications of eligible enlisted Marines for promotion to the grades up to sergeant. Local enlisted screening boards are normally associated with a unit's meritorious promotion programs.

HQMC will convene selection boards each calendar year to examine the qualifications of Marines for SNCO ranks. Marine Corps Bulletin 5420 provides guidance concerning the composition and schedule of regularly convened selection boards. The board membership will consist of both officers and senior SNCOs, and voting and non-voting members (recorders). The CMC will review and approve board membership prior to assignment.

SNCO Promotions. The CMC will convene selection boards each calendar year to examine the qualifications of Marines in the grades of Sgt, SSgt, GySgt, MSgt, and 1stSgt for the purpose of recommending those "best and fully qualified" for promotion to the next higher grade. The eligible Marine's entire military career is viewed and a determination of the "best and fully qualified" is based on the "whole Marine" concept. In the course of their evaluations, selection boards consider

- Demonstrated performance/achievement.
- Leadership.
- Professional and technical knowledge.
- Experience (type and level).

Promotion Boards (Continued)

- Growth potential.
- Motivation.
- Military proficiency.
- Physical fitness.
- Personal appearance.
- Conduct.
- Moral character.
- Maturity.

As an officer, you write fitness reports on sergeants and above; they are your promotion recommendations. Chapter 3 of MCO P1400.32D provides detailed guidance concerning SNCO promotion provisions. The accelerated promotion program is designed to provide selection opportunity to Sgts and SSgts who do not meet the DOR or AFADBD cutoff required for consideration in the below zone. Marines recommended for accelerated promotion will be considered in the below zone with the Marines in their MOS / OccFld who met the established TIG and TIS cutoff for promotion consideration. Accelerated promotion is a form of meritorious promotion and is established to advance deserving Marines based on exceptional, noteworthy, and commendatory performance of duty over a sustained period. The performance should be of the degree that clearly merits promotion over other qualified, senior Marines being considered in the promotion zone and above zone by the selection board.

Authority to frock enlisted Marines to SNCO ranks is delegated to Marine commanding generals.

Meritorious Promotion

Meritorious promotions are intended to promote Marines whose performance is superior to that of their peers, or to promote Marines for specific actions/superior achievement. The CMC will promote, by means other than the regular promotion system, exceptionally well-qualified Marines in recognition of outstanding leadership and performance, per the provisions outlined below.

- The CMC, under certain specific circumstances, may delegate authority to effect meritorious promotions to specific grades, in addition to the authority already delegated in the reference. Normally, the CMC will not delegate the authority to effect meritorious or accelerated promotions to the grades of SSgt and above.
- Meritorious promotions are not authorized above the grade of MSgt. Meritorious promotions to MSgt are limited to the Drill Instructor and Recruiter of the Year Programs. Meritorious promotion to 1stSgt is not authorized.
- Minimum TIG requirements are waived in the case of meritorious promotions. However, compliance with minimum TIS requirements is mandatory.
- Determination of eligibility for meritorious promotion will be based on the performance of the Marine as reported in the commander's recommendation and on the Marine's military record.

Meritorious Promotion (Continued)

- Meritorious promotions will not be used as rewards or when a personal commendation/award is appropriate. A meritorious promotion must be based on the Marine's demonstrated capability to discharge the responsibilities and duties of the higher grade in a satisfactory manner.

Combat Meritorious Promotion Program Commanding generals may award combat meritorious promotions to PFC through Sgt in numbers that do not exceed the quarterly meritorious promotion allocations established by the reference. In the cases of Sgts and SSgts, commanding generals will submit, by naval correspondence, recommendations for combat meritorious promotion based on meritorious action and performance in combat or performance under combat conditions to the CMC (MMPR-2).

Noncombat Meritorious Promotion Program Commanders may submit recommendations for non-combat meritorious promotion based on a single meritorious act to the CMC (MMPR -2) by naval letter. Examples of single meritorious acts are for the individual winner of one of the following national or higher level marksmanship matches:

- The National Trophy Individual Rifle Match
- The National Services Rifle Championship
- The National Pistol Championship
- The winner of similar individual matches in the
 - Olympic Games
 - Pan American Games
 - International Shooting Union Matches
 - Lesser-type matches will not be recommended for meritorious promotion

Additionally, the invention of a weapon or other device or the development of a new technique which is of Marine Corps-wide significance and which produces a substantial savings in time and money on a continuing basis qualify as single meritorious acts.

Criteria for Meritorious Recommendations

Commanders, in their determination of qualifications for meritorious promotions, will be guided by, but not limited to, the following

- Marines must have completed the required PME for the grade to which being recommended.
- The Marine's performance of duty, in comparison with all known Marines of the same grade without regard to MOS / OccFld, must be to a significant degree superior to that of their peers in order to merit promotion over other qualified Marines in that grade, regardless of TIG.
- The level and type of duty performed within the individual's MOS / OccFld, as well as outside the MOS / OccFld, must be clearly superior to that of his or her peers.

Reduction

Just as we promote those Marines who serve well and will be able to contribute to the Marine Corps by their promotion to the next higher grade, Marines who are not living up to what is expected of them in the grade in which they are serving may merit a reduction, either punitive or administrative, depending on the circumstances.

The two types of reduction are:

- Punitive
- Non-Punitive

Punitive

Enlisted Marines above the grade of private may be reduced as punishment due to a court-martial or non-judicial punishment. Chapter 7 of the reference provides detailed guidance concerning punitive reductions.

Commanders with non-judicial punishment authority may reduce Marines from the same grades to which they are authorized to promote. That is to say, the battalion commander may reduce a sergeant or below at office hours. The company commander may not reduce a Marine at office hours because he does not have the authority to promote.

A punitive reduction results in loss of time in grade. That is to say, if a Marine is reduced from corporal to lance corporal, his new date of rank as a lance corporal would be the date of reduction.

Non-Punitive

The Commandant may reduce enlisted Marines to any grade necessary in order to reduce the total number of Marines by grade. This non-punitive reduction may occur, for example, during a period of massive strength reductions such as at the end of World War II. Chapter 6 of the reference provides detailed guidance concerning punitive reductions.

Reduction for Incompetence

A Marine may also be reduced for any action(s) or omission(s) in technical or professional performance that indicates the Marine is not capable of satisfactory performance in the grade and MOS currently held.

Competency Review Board (CRB)

A CRB is a formal administrative body convened to consider the suitability and ability of a Marine to continue to serve in the grade currently held. In the case of Marines of the grade of PFC and LCpl, the CRB may consist of only the Marine's commanding officer. The Marine officer is authorized to administratively reduce a Marine who a CRB determined to be incompetent.

Reduction (Continued)

Reduction Authority

The reduction authority for

- SSgts and above is Marine officers exercising general court-martial convening authority.
- Sgts and below is the commander, as defined in the reference.

The reduction authority and the convening authority may be the same individual. Chapter 6 of the reference provides detailed guidance concerning non-punitive reductions.

Promotion Ceremony

Commanders, as defined by the reference, are responsible for conducting or ensuring appropriate promotion ceremonies are conducted for their enlisted Marines.

Commanders may delegate responsibility for conducting the promotion ceremony to any

- Commissioned officer of the U. S. Armed Forces (to include reserve officers and retired officers).
- Government civilian employees in grades of GS-11 and above.
- Senior enlisted personnel, under unusual circumstances.
- Delegation of responsibility for the conduct of the ceremony does not absolve commanders of their responsibility.

Promotion Plan

The promotion plan below identifies the eligibility requirements for regular promotion to Cpl and Sgt for the next 5 calendar years (CY) beginning with 2009, 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. The columns below are described as:

- QTR - the CY promotion quarter.
- LCPL DOR - the date of rank required for LCpls to be eligible for promotion to Cpl during the quarter.
- LCPL AFADBD - the Armed Forces Active Duty Base Date required for regular LCpls to be eligible for promotion to Cpl during the quarter.
- CPL DOR - the date of rank required for Cpls to be eligible for promotion to Sgt during the quarter.
- CPL AFADBD - the Armed Forces Active Duty Base Date required for regular Cpls to be eligible for promotion to Sgt during the quarter.
- TIG/TIS - 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.

Promotion Plan (Continued)

- MCTFS CUTOFF - the cutoff date for input of composite score data elements into the MCTFS. Cutoff applies to data elements only; the "NOT REC" for promotion entry must be input into MCTFS no later than the 15th of the month prior to the promotion month.

Eligibility requirements for regular promotions to Cpl and Sgt are in the table below.

QTR	LCPL DOR	LCPL AFADBD	CPL DOR	CPL AFADBD	TIG/TIS	MCTFS CUTOFF
Jan, Feb Mar 2009	2 Jul 08	2 Mar 08	2 Mar 08	2 Mar 07	31 Mar 09	20 Nov 08
Apr, May, Jun 2009	2 Oct 08	2 Jun 08	2 Jun 08	2 Jun 07	30 Jun 09	20 Feb 09
Jul, Aug, Sep 2009	2 Jan 09	2 Sep 08	2 Sep 08	2 Sep 07	30 Sep 09	20 May 09
Oct, Nov, Dec 2009	2 Apr 09	2 Dec 08	2 Dec 08	2 Dec 07	31 Dec 09	20 Apr 09
Jan, Feb Mar 2010	2 Jul 09	2 Mar 09	2 Mar 09	2 Mar 08	31 Mar 10	20 Nov 09
Apr, May Jun 2010	2 Oct 09	2 Jun 09	2 Jun 09	2 Jun 08	30 Jun 10	20 Feb 10
Jul, Aug, Sep 2010	2 Jan 10	2 Sep 09	2 Sep 09	2 Sep 08	30 Sep 10	20 May 10
Oct, Nov, Dec 2010	2 Apr 10	2 Dec 09	2 Dec 09	2 Dec 08	31 Dec 10	20 Aug 10
Jan, Feb, Mar 2011	2 Jul 10	2 Mar 10	2 Mar 10	2 Mar 09	31 Mar 11	20 Nov 10
Apr, May, Jun 2011	2 Oct 10	2 Jun 10	2 Jun 10	2 Jun 09	30 Jun 11	20 Feb 11
Jul, Aug, Sep 2011	2 Jan 11	2 Sep 10	2 Sep 10	2 Sep 09	30 Sep 11	20 May 11
Oct, Nov, Dec 2011	2 Apr 11	2 Dec 10	2 Dec 10	2 Dec 09	31 Dec 11	20 Aug 11
Jan, Feb, Mar 2012	2 Jul 11	2 Mar 11	2 Mar 11	2 Mar 10	31 Mar 12	20 Nov 11
Apr, May, Jun 2012	2 Oct 11	2 Jun 11	2 Jun 11	2 Jun 10	30 Jun 12	20 Feb 12
Jul, Aug, Sep 2012	2 Jan 12	2 Sep 11	2 Sep 11	2 Sep 10	30 Sep 12	20 May 12
Oct, Nov, Dec 2012	2 Apr 12	2 Dec 11	2 Dec 11	2 Dec 10	31 Dec 12	20 Aug 12
Jan, Feb, Mar 2013	2 Jul 12	2 Mar 12	2 Mar 12	2 Mar 11	31 Mar 13	20 Nov 12
Apr, May, Jun 2013	2 Oct 12	2 Jun 12	2 Jun 12	2 Jun 11	30 Jun 13	20 Feb 13
Jul, Aug, Sep 2013	2 Jan 13	2 Sep 12	2 Sep 12	2 Sep 11	30 Sep 13	20 May 13
Oct, Nov, Dec 2013	2 Apr 13	2 Dec 12	2 Dec 12	2 Dec 11	31 Dec 13	20 Aug 13

Composite Score Worksheet

Line 1: Rifle Marksmanship. Use the recorded score achieved on the "KD" or "B-modified" course of fire during the current qualification period regardless of the grade held.

- Failed initial attempts at qualification/requalification will not be reported unless the CO determines that the failure was the result of a lack of effort or negligence on the part of the Marine. If successful at 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, then 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 CS purposes until the Marine fires again in the following fiscal year.
- Marines serving in billets with rifle requalification waivers will have their most recent rifle qualification score used in the computation of their composite score.

RIFLE CONVERSION TABLE		
Category	Sustainment Course	Entry 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

Composite Score Worksheet (Continued)

Conversion Table (Rifle Marksmanship Score to Rating)	
Score	Rating
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 composite score calculations.
- 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. Convert this score to a PFT rating from the conversion table below and enter the rating under the Rating column.

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
2d	225-239	4.5	2d	225-239	4.5
	215-224	4.4		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
3d	175-184	4.0	3d	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
UnQual	135-139	3.5	UnQual	140-149	3.6
	0-134	0		135-139	3.5
				110-134	3.0
			0-109	0	

Composite Score Worksheet (Continued)

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. Round off the average to the nearest 10th (4.44 would be 4.4 or 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 the last

- Promotion
- Reduction
- Reenlistment (after a complete break in service of 24 hours or more)

whichever is most recent and prior to the cutoff date. In the absence of such marks, the commander will assign an anticipated or projected duty mark for use in the composite score. Round off the average of duty proficiency marks 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 7: Average Conduct Marks. The mark to be used is the average of all conduct marks assigned since the date of last

- Promotion
- Reduction
- Reenlistment (after a complete break in service of 24 hours or more)

whichever is most recent and prior to the cutoff date. In the absence of such marks, the commander will assign an anticipated or projected mark for use in the composite score. 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 7 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 of the TIG. Multiply the number of months by 5, and enter in the "Score" column.

Line 9: Time in Service. The computation of the total months in service accrued from the

- AFADBD for members of the USMC and Active Reserve
- 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.

Composite Score Worksheet (Continued)

Line 10: DI/Recruiter/MSG Bonus. Bonus points will be awarded and added to the composite score of Marines who are in one of the following categories provided that the Marine completes the assignment in a satisfactory manner.

- Commanding generals, Marine Corps Recruit depots and Marine Corps Combat Development Command, are authorized to add 100 points to the composite score of those drill instructors (DIs) in the grade of Cpl who have graduated DI school and are performing satisfactorily on that duty.
- Commanding officers are authorized to add 100 points to the composite score of those Cpls who have graduated recruiter school and are assigned as recruiters.
- Commanding Officer Marine Security Guard (MSG) Battalion is authorized to add 100 points to the composite score of MSGs in the grades of LCpl and Cpl who have successfully completed MSG school and who are performing satisfactorily on that duty.

Cpls assigned by billet as recruiters are not eligible for the Command Recruiting Program or its incentives. Once bonus points are used in a composite score and a Marine is promoted, those points may not be applied for subsequent consideration for promotion.

Line 11: Self-Education Bonus. 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. Determine the number of bonus points for each course completed and enter the total on line 11a and/or 11b (a maximum of 100 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 10 and enter the results under the "Score" column.

Course	Bonus Points
MCI Course or other Military Service Correspondence	1.5
CLEP Test (Each portion)	1.0
College Course (Semester or Quarter)	1.0
Vocational School Course (Semester)	1.0

Line 12: Command Recruiting Bonus Points. Enter 20 bonus points for each individual referred while in the current grade. Bonus points are to be awarded when the individual referred enlists. A maximum of 100 bonus points may be awarded.

Line 13: Composite Score: Add values under the "Score" column for lines 5-12. Total is a Marine's Composite Score.

Composite Score Worksheet (Continued)

Sample Composite Score Worksheet

Line No.				Rating	
Line 1.	Rifle Marksmanship Score	_____	=	_____	(Date of qual YYMMDD)
Line 2.	PFT	_____	=	_____	(Date of test)
Line 3.	Subtotal (line 1 + line 2)	_____	=	_____	
Line 4.	GMP Score (line 3 divided by 2)	_____	=	_____	(Score)
Line 5.	GMP Score (from line 4)	_____	x 100 =	_____	
Line 6.	Average Duty Proficiency	_____	x 100 =	_____	
Line 7.	Average Conduct	_____	x 100 =	_____	
Line 8.	TIG (months)	_____	x 5 =	_____	
Line 9.	TIS (months)	_____	x 2 =	_____	(computed from AFADBD for active)
Line10.	DI/Recruitment/MSG Bonus	_____	x 1 =	_____	
Line 11	Self-Education Bonus		=	_____	(maximum of 100 points)
	a. MCI/Extension School	_____	x 1.5 =	_____	
	b. College/CLEP/	_____	x 1 =	_____	
Line12.	Command Recruiting	_____	x 20 =	_____	(maximum of 100 points)
Line13.	Composite Score (sum of lines 5 through 12)		=	_____	

Summary

As a leader of Marines, you are responsible for ensuring that your Marines, who are found to be qualified in accordance with Marine Corps policy, are promoted in a timely manner. By so doing, you are not only ensuring that your Marines are rewarded fairly for their efforts but also that the future enlisted leadership of our Corps meets the same high standards as in the past.

References

Reference Number or Author	Reference Title
MCO P1070.12K	Marine Corps Individual Records Administrative Manual (IRAM)
MCO P1400.32D	Marine Corps Promotion Manual, Vol 2, Enlisted Promotions
MCO P1610.7F	Performance Evaluation System (PES)

Glossary of Terms and Acronyms

Term or Acronym	Definition or Identification
AFADBD	<p>Armed Forces Active Duty Base Date Used to determine TIS and seniority among Marines in the regular component of the Marine Corps and Active Reserves from the reserve component who</p> <ul style="list-style-type: none"> • Are in the same grade. • Have the same date of rank for promotional eligibility. <p>Also used to calculate TIS in the computation of composite scores for LCpls and Cpls in the regular component of the Marine Corps and Active Reserves from the reserve component.</p>
AZ, Above Zone	<p>Sgts or SNCOs in an MOS/OccFld who</p> <ul style="list-style-type: none"> • Are eligible for promotion consideration. • Have been previously considered in the promotion zone, but not selected. • Will continue to be considered for promotion as long as they remain in the Marine Corps. • Until they have been selected for promotion to the next higher grade.
BZ, Below Zone	<p>Marines who</p> <ul style="list-style-type: none"> • Possess the minimum TIG to be eligible for promotion to the next higher grade • Not in the promotion zone • Number of Marines in the below zone is normally an estimate of the promotion zone for the following year's SNCO selection board.
CMC	Commandant of the Marine Corps
CRB	Competency review board
CS, Composite Score	<ul style="list-style-type: none"> • Mathematical calculation of certain data elements reported on the unit diary • Used as a measuring factor for Marine Corps wide comparison of Marines within a given grade and MOS • or OccFld • Computed quarterly
Cutting Score	Score the CMC announces for each MOS or OccFld to which individual composite scores are compared to control the number of promotions to the grades of Cpl and Sgt.
DFR	Diary Feedback Report
DI	Drill Instructor
DOD	Department of Defense
DOR, Date of Rank	<p>Date the CMC assigns to a Marine upon</p> <ul style="list-style-type: none"> • Advancement to the next grade • Accession into the Marine Corps <p>Used to determine</p> <ul style="list-style-type: none"> • Seniority in grade • Eligibility for promotion to the next higher grade
Failed of Selection	Not selected for promotion to the next higher grade
FAST	Fleet Anti-Terrorism Security Teams

Glossary of Terms and Acronyms (Continued)

Term or Acronym	Definition or Identification
IMA	Individual Mobilization Augmentee. Reserve component Marine who is a member of the SMCR and pre-assigned to a mobilization billet on a regular component table of organization requiring continuous training during peacetime.
IRR	Individual Ready Reserve. Reserve component Marines who are not in the SMCR or Active Reserve. Consists of Marines who <ul style="list-style-type: none"> • have completed their active duty or SMCR obligation and have time remaining on their MSO. • have completed their MSO and serve in the IRR by choice. • Are in the Delayed Entry Program. IRR Marines are assigned to the Commanding General, Marine Corps Reserve Support Command, Kansas City, Missouri
In Zone (IZ)	Sgts or SNCOs who <ul style="list-style-type: none"> • Have not previously failed selection for the grade to which competing • Satisfy the MOS/OccFld; DOR; and AFADBD/PEBD (if applicable) requirements established for this zone. Referred to as promotion zone.
MARADMIN	Marine Admin
MCTFS	Marine Corps Total Force System
Minimum TIG	<ul style="list-style-type: none"> • Requirement that ensures Marines have acquired a minimum amount of experience in grade prior to being considered for advancement to the next higher grade. • Possessing the minimum TIG does not mean that the individual will automatically be promoted. Marines in the grades of Pvt through Sgt must be otherwise qualified, and SNCOs must meet at least the below zone cutoff to normally be considered for promotion.
Minimum TIS	Minimum time a Marine must be in the service in order to be eligible for promotion to a particular grade
MOS	Military occupational specialty
MSO	Military Service Obligation
NCO	Noncommissioned Officer
NJP	Nonjudicial punishment
OccFld	Occupational field
Once Passed	Sgts or SNCOs <ul style="list-style-type: none"> • Considered for promotion in the promotion zone • Not selected (failed selection)
PCS	Permanent change of stations

Glossary of Terms and Acronyms (Continued)

Term or Acronym	Definition or Identification
PEBD	Pay Entry Base Date. <ul style="list-style-type: none"> • An established date at the beginning of a Marine's career • Adjusted for time lost/broken time • Determines certain pay entitlements and when a Marine is entitled to increased basic pay • For members of the reserve component (Selected Marine Corps Reserve (SMCR) and Individual Ready Reserve (IRR)), used to determine TIS for promotion eligibility among Marines within the same grade, OccFld and DOR For LCpls and Cpls in the Marine Corps Reserve, used to calculate TIS when computing their composite scores
PFT	Physical Fitness Test
RE	Reenlistment Code
Selection Boards	CMC will convene boards consisting of board members who must be at least one grade senior to the Marines being considered for promotion <ul style="list-style-type: none"> • Commissioned officers (CWO through Col) • Senior enlisted members (SgtMaj through MSgt) Select those Marines best and fully qualified for promotion to all SNCO grades. Will be convened annually at Headquarters, U.S. Marine Corps.
Seniority Number	<ul style="list-style-type: none"> • Number assigned to a SNCO selected for promotion. • Illustrates the Marine's relative standing or seniority in comparison to other Marines selected to the same pay grade by a specific board. • Based on the precedence criteria established in the reference.
Service Limit	<ul style="list-style-type: none"> • Maximum amount of time a Marine may remain in the Marine Corps for a given grade. • Established by Enlisted Career Force Controls
SMCR	Selected Marine Corps Reserve. Reserve component Marine who: <ul style="list-style-type: none"> • Performs training and/or duty consisting of a minimum of 28 drills and 2 weeks annual training per year. • Are assigned to: <ul style="list-style-type: none"> – A specific command within Marine Forces Reserve. – An IMA Detachment.
SNCO	Staff Noncommissioned officer
TIG	Time in grade
TIS	Time in service
Twice Passed	Sgts or SNCOs, considered twice for promotion, once in the: <ul style="list-style-type: none"> • Promotion zone • Above zone • Not selected (failed selection)

