



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

BnO 1420.1L
B 07-1

JAN 31 2020

BATTALION ORDER 1420.1L

From: Commanding Officer, Headquarters and Service Battalion
To: Distribution List

Subj: MERITORIOUS PROMOTION BOARDS

Ref: (a) MCO P1400.32D
(b) MCO 1414.1C
(c) MCO P5060.20

Encl: (1) Meritorious Promotion Events - Sergeant
(2) Meritorious Promotion Events - Corporal/Lance Corporal
(3) Nomination Letter Template
(4) Personal Biography Template
(5) Service Alpha Inspection Male
(6) Service Alpha Inspection Female
(7) Drill Card
(8) Country Brief Template
(9) Sample Package

1. Situation. To publish procedures and establish eligibility criteria for meritorious promotions to Private First Class through Sergeant for Headquarters and Service Battalion (HQSVC Bn), per the references.

2. Cancellation. BnO 1420.1K.

3. Mission. To establish HQSVC Bn Promotion Board procedures and criteria.

4. Execution

a. Concept of Operations

(1) Meritorious promotion to the next higher grade is to be used to promote highly qualified Marines based on exceptional and professional performance of duty over a sustained period, demonstrating superior leadership potential, and technical competence exceeding that of contemporaries. The performance should be of the degree that clearly merits promotion over other qualified Marines. Meritorious promotion is not to be used as a substitute to promote Marines who are not advanced through the regular promotion system, nor should it be used to reward an individual for commendatory performance of a limited duration. Short-term commendatory performance is to be recognized by other means.

(2) In accordance with reference (a), the Commanding Officer is authorized to promote any Private, permanent personnel (non-student), to Private First Class in recognition of outstanding leadership and performance. There will be no selection board for meritorious promotion to Private First Class. Company Commanders will submit written nominations to the Commanding Officer on any Private within the battalion to be considered for meritorious promotion to the rank of Private First Class.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

31 Jan 20

(3) Meritorious promotion authority to Lance Corporal, Corporal, and Sergeant is retained by the Commander, Marine Corps Base Quantico (MCBQ). However, the Commanding Officer of HQSVC Bn will still recommend nominees to the Commander, MCBQ, to be meritoriously promoted to Lance Corporal, Corporal, and Sergeant.

b. Tasks

(1) HQSVC Bn S-1

(a) Receive, review, and consolidate nominee submission packages for the selection board.

(b) Print and compile all board event score sheets and prepare the meritorious promotion data sheet and senior member of the board score tally sheet.

(c) Screen all nomination packages for completeness and administrative accuracy.

(d) Prepare Commanding Officer's endorsement letter to be forwarded to Commander, MCBQ.

(2) HQSVC Bn S-3. Provide a Command Physical Training Representative to monitor the Physical Fitness Test.

(3) HQSVC Bn S-4. Ensure battalion armory is prepared to issue 15 M16A4 service rifles with parade slings utilizing equipment custody receipts/weapons cards for use during the close order drill event.

(4) Company Commander

(a) Provide nominees for the subject promotion boards, if applicable, and all appropriate administrative requirements in accordance with this order.

(b) Nomination package will include:

1. Basic Individual Record
2. Basic Training Record
3. Education Record
4. Record of Service
5. Awards
6. Page 11/12
7. Promotion Style Photo
8. Record of Emergency Data
9. Biography

(c) Screen and review all submission packages ensuring all prerequisites are met and all administrative requirements are in accordance

31 Jan 20

with this order. Packages will be submitted to the HQSVC Bn S-1 by close of business one week prior to the convening of the subject board.

(d) Conduct local screening boards to the degree necessary to ensure only the most qualified Marines are considered for meritorious promotion.

(e) Provide an evaluator for board events, as necessary.

(f) In the absence of the Company First Sergeant, provide a board member (E-7 or above).

(g) Provide three Marines, Lance Corporal and below, to form a platoon size unit in support of the close order drill evaluation for the Meritorious Sergeant board when required. The uniform will be the Marine Corps combat utility uniform with the M16A4 service rifle and a parade sling.

c. Coordinating Instructions

(1) The months in which quarterly meritorious promotions are effective:

(a) Sergeant: November, February, May, August

(b) Corporal: December, March, June, September

(c) Lance Corporal: December, March, June, September

(d) Private First Class: Monthly

(2) Board events to be followed for meritorious promotion to Sergeant are contained in enclosure (1).

(3) Board events to be followed for meritorious promotion to Corporal and Lance Corporal are contained in enclosure (2).

(4) Enclosures (3) and (4) will be submitted by the Company Commander for all nominees.

(5) Enclosures (5) and (6) will be utilized to conduct the uniform inspection of personnel.

(6) Enclosure (7) will be utilized for the conduct of close order drill.

(7) Enclosure (8) will be utilized for the country brief sequence.

(8) For promotion to:

4.3/4.3. (a) Lance Corporal - most recent pro/con marks must be at least

4.4/4.4. (b) Corporal - must have an in-grade pro/con average of at least

4.5/4.5. (c) Sergeant - must have an in-grade pro/con average of at least

31 Jan 20

(9) Nominees must not have any derogatory page 11 entries during the 12 months prior to the convening of the board to which they are participating.

(10) Nominees must not have any conviction for drug abuse or alcohol related incident during their current enlistment/reenlistment contract.

(11) Nominees must not have a Non-Judicial Punishment during the 12 months prior to the convening of the board in which they are participating, or court-martial during their current enlistment/reenlistment contract.

(12) Corporals recommended for Meritorious Promotion to Sergeant are required to have completed resident Corporal's Course and the Sergeants Distant Education Program 8010 Marine Corps Institute (MCI) Course or equivalent to be eligible for consideration.

(13) Lance Corporals recommended for Meritorious Promotion to Corporal are required to have completed Lance Corporals Leadership and Ethics Seminar and the Leading Marines 0037 MCI Course or equivalent to be eligible for consideration.

(14) A Marine that fails any event of the Meritorious Promotion board will automatically be disqualified and will be considered ineligible for meritorious promotion.

(15) Only one nominee per company except Tenant Activities Company, they may nominate two Marines.

(16) The provisions of this order pertain to all enlisted Marines being considered for meritorious promotion as a result of sustained superior performance.

(17) Alternative means of selection will be considered for boards in which a nominated Marine is in a light/limited duty status.

5. Administration and Logistics. None

6. Command and Signal. This Order is effective the date it is signed.



E. J. DANIELSON

Distribution List: A

MERITORIOUS PROMOTION EVENTS - SERGEANT

1. Meritorious Sergeant. Corporals competing for meritorious Sergeant will be evaluated in the following areas:

a. Physical Fitness. On the day prior to the promotion board, nominees will conduct a physical fitness test. The test will be conducted at a time designated by the Sergeant Major near the battalion's pull-ups bars, and administered by the designated command physical training representative. The uniform of this event is green on green physical training gear.

b. Country Brief. On the day of the meritorious promotion board, a country brief will be given. The time and location for this event will be during the board's question and answer period. The uniform for this event is the seasonal service uniform, ribbons and trousers.

c. Personnel Inspection

(1) On the day of the promotion board, a uniform inspection will be conducted at a time and location to be determined by the Sergeant Major.

(2) The uniform for the inspection will be the Service "A" uniform, ribbons and badges, slacks, and barracks cover.

(3) The evaluator for this inspection will be assigned by the Sergeant Major. The inspection will be conducted utilizing enclosures (5) and (6).

d. Close Order Drill/Sword Evaluation.

(1) On the day prior to the meritorious promotion board, the close order drill evaluation will be conducted at a time and location to be determined by the Sergeant Major.

(2) The uniform for this event will be the utility uniform with Non-Commissioned Officer sword, sword belt, and black frog. All platoon members will march with the service rifle.

(3) The unit leaders will be evaluated on their ability to have the unit execute stationary as well as marching movements in accordance with reference (c) and enclosure (7). Appearance, bearing and command presence will also be evaluated.

(4) The location for the drill evaluation will be adjacent to the Bruce Hall dining facility. In the event of inclement weather, the location for the drill evaluation will be determined by the Sergeant Major.

(5) Headquarters Company, Service Company, Training and Education Company, Tenant Activities Company, will each provide three Marines to form a platoon size unit in support of the close order drill evaluation.

Their uniform will be the utility uniform with M16A4 service rifle, and a parade sling.

e. Eligibility Criteria. There are no minimum time in grade standards but the Marine must meet the minimum time in service standard of 18 months to be eligible, as outlined in references (b) and (c). All nominees must have completed resident Corporal's Course to be eligible for consideration.

f. Selection Board. The question and answer evaluation will be conducted on the day of the meritorious promotion board. The question and answer evaluation will be conducted in the battalion conference room at a time to be determined by the Sergeant Major. Guidance of the specific conduct of the board will be provided by the senior enlisted representative. The uniform for the subject board will be seasonal service uniform. Nominees are required to present a five minute country brief during the selection board; country to be determined by the senior enlisted representative the day before the board.

2. Results. Event results will be submitted to HQSVC Bn S-1 and the HQSVC Bn Sergeant Major immediately after each event to include an appropriate roster and score sheet. The Sergeant Major will announce the results the day of the board.

MERITORIOUS PROMOTION EVENTS - CORPORAL/LANCE CORPORAL

1. Meritorious Corporal and Lance Corporal. Lance Corporals and Private First Class competing for meritorious promotion to Corporal and Lance Corporal will be evaluated in the following areas:

a. Physical Fitness. On the day prior to the promotion board, nominees will conduct a Physical Fitness Test. The test will be conducted at a time designated by the Sergeant Major near the battalion's pull-up bars, and administered by the designated Command Physical Training Representative. The uniform for this event green on green physical training gear.

b. Country Brief. On the day of the meritorious promotion board, a country brief will be given. The time and location for this event will be during the boards question and answer period. The uniform for this event is the seasonal service uniform, ribbons, and trousers.

c. Personnel Inspection

(1) On the day of the promotion board, a uniform inspection will be conducted at a time and location to be determined by the Sergeant Major.

(2) The uniform for the inspection will be the Service "A" uniform, ribbons, slacks, and barracks cover.

(3) The evaluator for this inspection will be assigned by the Sergeant Major. The inspection will be conducted utilizing enclosures (5) and (6).

d. Eligibility Criteria. There are no minimum time in grade standards but the Marine must meet the minimum time in service standard outlined in references (b) and (c). All nominees for meritorious Corporal must have completed Lance Corporal Leadership and Ethics Seminar and the Leading Marines 0037 MCI Course or equivalent to be eligible for consideration.

e. Selection Board. The question and answer evaluation will be conducted on the day of the meritorious promotion board. The question and answer evaluation will be conducted in the battalion conference room at a time to be determined by the Sergeant Major. Guidance of the specific conduct of the board will be provided by the senior enlisted representative. The uniform for the subject board will be the seasonal service uniform. Nominees are required to present a five minute country brief during the selection board; country to be determined by the senior enlisted representative the day before the board.

2. Results. Event results will be submitted to HQSVC Bn S-1 and the HQSVC Bn Sergeant Major immediately after each event to include an appropriated roster and score sheet. The Sergeant Major will announce the results the day of the board.



UNITED STATES MARINE CORPS
HEADQUARTERS COMPANY
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY TO:
1414
B 07-1
6 Sep 19

From: Officer In-Charge, Section
To: Commanding Officer, Headquarters and Service Battalion
Via: Commanding Officer, Headquarters Company
Subj: RECOMMENDATION FOR MERITORIOUS PROMOTION TO CORPORAL/SERGEANT
IN CASE OF LANCE CORPORAL ALWAYS B. MOTO 123456789/3432 USMC
Ref: (a) MCBO 1414.1C
Encl: (1) Basic Individual Record
(2) Basic Training Record
(3) Education Page
(4) Record of Service
(5) Awards
(6) Page 11
(7) Photo
(8) Record of Emergency Data
(9) Biography

1. Per the reference, the following information on subject named Marine is provided for your consideration:

- a. Time in Grade: 1 YR / 11 MOS.
- b. Time in Service: 1 YR / 11 MOS.
- c. Average Proficiency/Conduct Marks in grade: 4.6/4.5.
- d. Most Recent Proficiency/Conduct Marks: 4.6/4.5.
- e. PFT Classification: 1ST Score: 281 Date: 20150515.
- f. CFT Classification: 1ST Score: 300 Date: 20151029.
- g. Marksmanship: Score: 306 EX/SS/MM Date: 20150529.
- h. MCMAP Belt: BLACK Date: 20140702.
- i. MCI courses completed in grade: 8.
- j. Off-Duty (Non-MCI) Courses completed in grade: 0.

Enclosure (3)

Subj: RECOMMENDATION FOR MERITORIOUS PROMOTION TO CORPORAL/SERGEANT
IN CASE OF LANCE CORPORAL ALWAYS B. MOTO 123456789/3432 USMC

k. Number of personal awards in service:

NMCCM 0 NMCAM 0 CAR 0 Other 0

Cert of Comm 0 Merit Mast 0 LOA/COA 0.

l. Number of NJP's Career: 0 In grade: 0.

2. Lance Corporal Moto is enthusiastically recommended for meritorious promotion to Corporal for his outstanding military attributes demonstrated through .

3. Complimenting his sense of mission accomplishment, Lance Corporal Moto's ability to lead by example truly sets him apart from his peers. When not engaged in his individual tasks, Lance Corporal Moto can be found helping his peers or directly assisting his Non-Commissioned Officer's on hot-ticket items. His unique ability to simultaneously balance a hefty workload while further developing himself and his peers is a leadership trait rarely found in junior Marines.

4. Lance Corporal Moto carries himself with pride and maintains high professional and physical standards. He continues to embody the professionalism, personal initiative and devotion to duty usually found in Marines with twice the experience. His sense of teamwork is directly linked to the DTS section's impeccable reputation, making him a much valued asset to the Finance Office. As such, with the utmost respect and pride, Lance Corporal Moto is enthusiastically recommended for Marine of the Quarter.

5. The point of contact for future correspondence regarding this subject is Master Sergeant John Rambo at commercial 703-784-5555.

I. M. MARINE

MERITORIOUS PROMOTION
BIOGRAPHICAL INFORMATION SHEET

1. Name: Last, First, MI; MOS (English description of MOS)
2. Date and place of birth: DD MMM YYYY, City State
3. Graduated from: Name, date, and location of high school/college graduated from.
4. Civilian Education: Any college-level courses or degrees. If currently enrolled in off-duty education (not MCI), provide the name of the educational institution and degree being pursued.
5. Military background:
 - a. Date enlisted:
 - b. Attended recruit training at MCRD, _____.
 - c. Formal military schools:
 - d. Attended Corporal's Course or completion of the Corporal's Course Distance Education Program on Marine Net (and when), and state if Honor Graduate, special billet held or any awards received.
 - e. Awards:
 - f. Prior commands dates and billet descriptions:
 - g. Date current tour began and billet description:
6. Marine Corps Professional Reading List Program: Books read in grade and service.
7. Community Relations/Volunteerism:

SERVICE A UNIFORM INSPECTION SHEET

COVER

☐ FIT
☐ SOILED
☐ WRINKLED
☐ SERVICEABLE
☐ MARKED

HYGIENE

☐ HAIR
☐ SHAVE
☐ COSMETICS
☐ CLEANLINESS

AWARDS

☐ SERVICEABLE
☐ MOUNTING
☐ PRECEDENCE
☐ PLACEMENT
☐ BADGES
☐ BREAST INSIGNIA

SHIRT

☐ FIT
☐ SOILED
☐ WRINKLED
☐ SERVICEABLE
☐ MARKED

TIE/TAB

☐ FIT
☐ SOILED
☐ WRINKLED
☐ SERVICEABLE
☐ MARKED
☐ TIE CLASP

COAT

☐ FIT
☐ SOILED
☐ WRINKLED
☐ SERVICEABLE
☐ MARKED
☐ INSIGNIA
☐ RANK
☐ BELT

TROUSERS/SKIRT

☐ FIT
☐ SOILED
☐ WRINKLED
☐ SERVICEABLE
☐ MARKED
☐ BELT

SHOES

☐ FIT
☐ SOILED
☐ SERVICEABLE
☐ SOCKS/HOSE

AWC

☐ FIT
☐ SOILED
☐ SERVICEABLE
☐ MARKED

MISC

☐ DOG TAGS
☐ ID CARDS

KNOWLEDGE

☐ SAT/UNSAT



RANK/NAME

UNIT/DATE

REMARKS: _____

SERVICE A UNIFORM INSPECTION SHEET

COVER

☐ FIT
☐ SOILED
☐ WRINKLED
☐ SERVICEABLE
☐ MARKED

HYGIENE

☐ HAIR
☐ SHAVE
☐ COSMETICS
☐ CLEANLINESS

AWARDS

☐ SERVICEABLE
☐ MOUNTING
☐ PRECEDENCE
☐ PLACEMENT
☐ BADGES
☐ BREAST INSIGNIA

SHIRT

☐ FIT
☐ SOILED
☐ WRINKLED
☐ SERVICEABLE
☐ MARKED

TIE/TAB

☐ FIT
☐ SOILED
☐ WRINKLED
☐ SERVICEABLE
☐ MARKED
☐ TIE CLASP

COAT

☐ FIT
☐ SOILED
☐ WRINKLED
☐ SERVICEABLE
☐ MARKED
☐ INSIGNIA
☐ RANK
☐ BELT

TROUSERS/SKIRT

☐ FIT
☐ SOILED
☐ WRINKLED
☐ SERVICEABLE
☐ MARKED
☐ BELT

SHOES

☐ FIT
☐ SOILED
☐ SERVICEABLE
☐ SOCKS/HOSE

AWC

☐ FIT
☐ SOILED
☐ SERVICEABLE
☐ MARKED

MISC

☐ DOG TAGS
☐ ID CARDS

KNOWLEDGE

☐ SAT/UNSAT



RANK/NAME

UNIT/DATE

REMARKS: _____

DRILL CARD

INITIAL DRILL CARD # 1 2019/DEC/6TH	
1.	FORM THE PLATOON
2.	PORT ARMS
3.	RIGHT SHOULDER ARMS
4.	LEFT SHOULDER ARMS
5.	PRESENT ARMS (FROM LEFT SHOULDER)
6.	ORDER ARMS
7.	REST
8.	LEFT FACE/RIGHT FACE
9.	ABOUT FACE
10.	CLOSE INTERVAL (COLUMN HALTED)
11.	COLUMN RIGHT (HALTED)
12.	EXTEND INTERVAL (MARCHING)
13.	COLUMN LEFT
14.	LEFT OBLIQUE/MARK TIME
15.	COLUMN LEFT
16.	MARCH TO THE REAR (MARCHING)
17.	COLUMN LEFT
18.	EYES RIGHT
19.	FALL OUT

INITIAL DRILL CARD # 1 2019/DEC/6TH	
1.	FORM THE PLATOON
2.	PORT ARMS
3.	RIGHT SHOULDER ARMS
4.	LEFT SHOULDER ARMS
5.	PRESENT ARMS (FROM LEFT SHOULDER)
6.	ORDER ARMS
7.	REST
8.	LEFT FACE/RIGHT FACE
9.	ABOUT FACE
10.	CLOSE INTERVAL (COLUMN HALTED)
11.	COLUMN RIGHT (HALTED)
12.	EXTEND INTERVAL (MARCHING)
13.	COLUMN LEFT
14.	LEFT OBLIQUE/MARK TIME
15.	COLUMN LEFT
16.	MARCH TO THE REAR (MARCHING)
17.	COLUMN LEFT
18.	EYES RIGHT
19.	FALL OUT

INITIAL DRILL CARD # 1 2019/DEC/6TH	
1.	FORM THE PLATOON
2.	PORT ARMS
3.	RIGHT SHOULDER ARMS
4.	LEFT SHOULDER ARMS
5.	PRESENT ARMS (FROM LEFT SHOULDER)
6.	ORDER ARMS
7.	REST
8.	LEFT FACE/RIGHT FACE
9.	ABOUT FACE
10.	CLOSE INTERVAL (COLUMN HALTED)
11.	COLUMN RIGHT (HALTED)
12.	EXTEND INTERVAL (MARCHING)
13.	COLUMN LEFT
14.	LEFT OBLIQUE/MARK TIME
15.	COLUMN LEFT
16.	MARCH TO THE REAR (MARCHING)
17.	COLUMN LEFT
18.	EYES RIGHT
19.	FALL OUT

INITIAL DRILL CARD # 1 2019/DEC/6TH	
1.	FORM THE PLATOON
2.	PORT ARMS
3.	RIGHT SHOULDER ARMS
4.	LEFT SHOULDER ARMS
5.	PRESENT ARMS (FROM LEFT SHOULDER)
6.	ORDER ARMS
7.	REST
8.	LEFT FACE/RIGHT FACE
9.	ABOUT FACE
10.	CLOSE INTERVAL (COLUMN HALTED)
11.	COLUMN RIGHT (HALTED)
12.	EXTEND INTERVAL (MARCHING)
13.	COLUMN LEFT
14.	LEFT OBLIQUE/MARK TIME
15.	COLUMN LEFT
16.	MARCH TO THE REAR (MARCHING)
17.	COLUMN LEFT
18.	EYES RIGHT
19.	FALL OUT

COUNTRY BRIEF TEMPLATE

1. Format. The basic format for the presentation of an informational brief is as follows:

a. Introduction

(1) Greeting. Recognize senior member(s) of the audience. Following up "ladies and/or gentlemen" in recognition of others present. Finally, identify yourself.

(2) Purpose. Explain purpose and scope.

(3) Procedure. Explain conduct of the brief, lection, demonstration, display, tour, etc.

(4) There is no need, nor time, for attention gainer.

b. Body

(1) Organization. The body should follow an organization providing the best arrangement, presentation, and support of main ideas. Sequence may be chronological, such as what happened, what is happening, and is expected to happen; or it may be presented as a cause-and-effect, as in an after action report.

(2) Plan for effective, smoothly executed transitions.

(3) Be prepared for questions at any time.

c. Conclusion

(1) Summarize main ideas. Keep in mind that this is the last thing your audience will hear and so it will be one of the more prominent memories. It is here that you should restate any significant facts.

(2) Closing Statement. "This concludes my brief." Or, if briefing a senior, "Sir/Ma'am, pending your questions, this concludes my brief."