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CHAPTER 6

PROMOTION AND REDUCTION

PART A: GENERAL

6000 AUTHORITY

1. The basic authority for the promotion of Marine Corps officers is contained in the statutes of the United States as codified in Title 10, U.S.C. The Secretary of the Navy is specifically charged with implementing the provisions of law for the promotion of all officers of the naval service. In fulfillment of this statutory responsibility and as head of the Department of the Navy, the Secretary establishes the qualifications officers must possess prior to promotion and the procedures to be followed throughout the promotion process. Marine Corps officers shall be selected and promoted only as directed by the Secretary of the Navy.

6001 DEFINITIONS

1. Active List of the Marine Corps -- The list of officers of the Regular Marine Corps, other than retired officers, holding permanent appointments in grades above chief warrant officer, W-4.

2. Active Status -- The status of a Reserve officer who is not on the inactive status list or in the retired Reserve.

3. Running Mate -- A male officer of the Regular Marine Corps not restricted in performance of duty whose name appears in the Combined Lineal List, as modified by competent authority, is the running mate of all Reserve officers who are senior to him on that list and junior to the next senior officer of the Regular Marine Corps not restricted in performance of duty and whose name appears on that list. A woman officer of the Regular Marine Corps whose name appears in the women's Combined Lineal List is the running mate of all women Reserve officers who are senior to her on that list and junior to the next senior woman officer of the Regular Marine Corps whose name appears on that list.

4. Unrestricted Officer -- Used to identify all officers of the Marine Corps except those designated for limited duty, and all officers of the Marine Corps Reserve except those in a limited assignment category.

5. Warrant Officer -- Unless otherwise qualified, means an officer who holds a commission or warrant in a permanent or temporary warrant officer grade in the Marine Corps or the Marine Corps Reserve.

6002 REGULAR COMMISSIONED OFFICERS (MALE)

1. The President may suspend any provisions of law relating to promotion of male officers in the grades of captain and first lieutenant whenever he determines that the needs of the service so require. Further, during a war or national emergency, the President may suspend any of the provisions of law relating to promotion of male officers for a period not beyond 30 June of the fiscal year following that in which the war or national emergency ends.

2. Promotions to the grades of captain through major general, inclusive, are made only upon approved recommendation of a selection board. While the terminable provisions of law are in effect, all such recommendations by selection boards will be for temporary promotion. From among those so recommended in approved reports of selection boards, certain officers may be permanently promoted, as provided in subparagraph 6150.6.

3. Second lieutenants may be temporarily promoted to the grade of first lieutenant upon completion of such period of service as the Secretary of the Navy may prescribe. Each officer on the active list of the Marine Corps who holds a permanent appointment in the grade of second lieutenant may be permanently promoted to the grade of

first lieutenant on the third anniversary of his date of rank as second lieutenant.

6003 REGULAR COMMISSIONED OFFICERS (WOMEN)

1. The basic authority for promotion of women officers of the Regular Marine Corps is contained in Title 10, U. S. Code.
2. A woman officer of the Regular Marine Corps holding a permanent appointment in the grade of second lieutenant may be permanently promoted to the grade of first lieutenant on the third anniversary of her date of rank as second lieutenant.
3. Promotion to grades of captain and above are made only upon recommendation of a selection board.

6004 REGULAR WARRANT OFFICERS

1. Permanent promotion of warrant officers shall be governed by the provisions of Chapter 33, Title 10, U. S. Code, and by regulations prescribed by the Secretary of the Navy. Temporary promotion of warrant officers shall be governed by regulations contained in this chapter which have been prescribed by the Secretary of the Navy pursuant to provisions of Title 10, U. S. Code, Section 5787c.

6005 RESERVE COMMISSIONED OFFICERS

1. The authority for promotion of officers above the grade of chief warrant

officer, W-4 of the Marine Corps Reserve parallels the promotion of officers of the Regular Marine Corps.

2. The regulations contained herein for the promotion of officers of the Marine Corps Reserve are approved by the Secretary of the Navy and are established for effecting the temporary or permanent promotion of:
 - a. Officers of the grade of first lieutenant and above of the Marine Corps Reserve, except those on active duty with the Regular Establishment, who are otherwise eligible for consideration for promotion and eligible for promotion; and
 - b. Second lieutenants of the Marine Corps Reserve.

6006 RESERVE WARRANT OFFICERS

1. The permanent promotion of warrant officers of the Marine Corps Reserve shall be effected pursuant to the regulations approved by the Secretary of the Navy in accordance with the provisions of Title 10, U. S. Code, Section 598.

6007 ENLISTED PERSONNEL

1. The promotion of enlisted Marines, Regular and Reserve, will be in accordance with part F of this chapter.
2. The reduction of enlisted Marines, Regular and Reserve, will be in accordance with part G of this chapter.

PART B: SELECTION BOARDS

6050 GENERAL

1. Selection boards to recommend officers for promotion are convened by the Secretary of the Navy at least once annually.

2. No officer may be a member of two successive selection boards convened for consideration of officers for promotion to the same grade.

3. An officer in any grade who becomes eligible for consideration for promotion shall, regardless of failure or failures of selection for such promotion, remain so eligible while he is on the active list of the Marine Corps or maintains an active status with the Marine Corps Reserve.

4. A Regular officer eligible for consideration by a selection board either for promotion or for continuation on the active list and an officer of the Marine Corps Reserve on active duty with the Regular Establishment who is eligible for consideration by Regular officer selection boards has the right to forward through official channels at any time not later than 10 days after the convening of the appropriate board, a communication inviting attention to any matter of record in the Department of the Navy concerning himself which he deems important in the consideration of his case. Such communication shall not criticize any officer or contain any reflection upon the character, conduct or motive of any officer.

5. A Reserve officer who is eligible for consideration for promotion by a Marine Corps Reserve selection board has the right to send a communication through official channels inviting attention to any matter of record in the Armed Forces concerning himself that he considers important in his case. The communication may not criticize any officer or reflect upon the character, conduct or motive of any officer. The communication must arrive by the time the board convenes.

6051 MALE COMMISSIONED OFFICERS ON ACTIVE DUTY WITH THE REGULAR ESTABLISHMENT

1. Composition of Selection Boards. Membership shall consist of nine officers of the Regular Marine Corps on the active list or the retired list, not restricted in the performance of duty, except as provided in subparagraph a, below. The composition of the boards to recommend officers for promotion to each of the various grades of captain through major general shall be as indicated below:

| <u>For Promotion to</u> <u>Grade of:</u> | <u>Grade of Board Members</u> |
|---|----------------------------------|
| Major General | Permanent major general or above |
| Brigadier General Colonel | Brigadier General or above |
| Lieutenant Colonel | |
| Major Captain | Colonels |
| | |

a. When officers of the Marine Corps Reserve on active duty with the Regular Establishment are eligible for consideration by a selection board, the membership of such boards shall include an appropriate number of reserve officers.

2. Promotion Zones

a. The promotion zone in any grade for male unrestricted officers is established by the Secretary of the Navy as of the date of the convening of a selection board to consider officers of that grade for recommendation for promotion to the next higher grade. The promotion zone is comprised of that number of the most senior such officers of the grade under consideration, who are eligible for selection for promotion to the next higher grade and have not previously failed of such selection, and who must be either selected for promotion or be considered as having failed of selection for promotion. The number is determined

by the Secretary of the Navy and is based upon a consideration of the estimated number of vacancies which will occur in the next higher grade for each of the ensuing 5 years, the number of such officers who will be eligible for selection, and the terms of service which they will have completed.

b. The promotion zone in any grade for officers designated for limited duty is comprised of that number of officers of such designation in the grade, determined in the same manner as prescribed for unrestricted officers. However, the number of officers in the limited duty promotion zone is not limited or controlled by the number of officers in the unrestricted officers' promotion zone or by the precedence of the junior officer in that promotion zone.

c. Within the number of officers not restricted in the performance of

duty that may be recommended for promotion to a grade below brigadier general, the Secretary of the Navy shall allocate a portion thereof for officers on the active list of the Marine Corps who were formerly designated for supply duty. The portion allocated shall afford at least the same opportunity for promotion to such officers as is afforded other officers not restricted in the performance of duty. This provision applies only for the first time that a former supply duty officer is in a promotion zone as an officer not restricted in the performance of duty.

3. Information Furnished Selection Boards. The Secretary of the Navy shall furnish the appropriate selection board convened to recommend officers for promotion with:

a. The number of officers which the board may recommend for promotion to the next higher grade.

b. The names of all officers eligible for consideration for promotion to each grade to which the board will recommend officers for promotion and, where appropriate, the names of all officers in the respective promotion zones in the grade under consideration.

c. The records of all officers whose names are furnished to the board.

4. Duties of Selection Boards. The duties of a selection board are set forth in the precept for each board. The precept instructs the board that:

a. From among those officers who are eligible for consideration it may recommend for promotion not to exceed a specified number for each specified category.

b. From among eligible officers holding permanent appointments in the grades of second lieutenant and above, in the Regular Marine Corps, whose precedence is below the junior officer in the appropriate promotion zone in a grade below that of colonel, the board may recommend as best fitted for promotion, a number not exceeding 5 per centum of the total number of officers that the board is authorized to recommend for promotion to the grade concerned, or, if such 5 per centum shall not equal the whole number one, a number not exceeding one.

c. Administrative staff duty, duty in aviation, supply duty, or duty in any technical specialty performed by an officer of the Marine Corps shall be given weight by the selection board in determining his fitness for promotion equal to that given to line duty equally well performed.

d. In determining fitness for promotion the same weight will be given to service in the office of the Secretary of Defense or with Joint, Combined, and Allied staffs and the evaluation reports from that office or those staffs as to service in the Department of the Navy staff and to evaluation reports of departmental officers.

e. The total number of officers holding permanent appointments in the Regular Marine Corps, plus the number of officers not holding permanent appointments in the Regular Marine Corps which may be recommended for promotion in each grade, shall not exceed the number furnished the board concerned by the Secretary of the Navy as provided in subparagraph 3a, above.

f. From among those officers eligible for consideration, it shall report the name of each officer with less than 20 years of service whose record, in the opinion of the board, indicates his unsatisfactory performance of duty in his present grade, and, in the opinion of the board, indicates that he would not satisfactorily perform the duties of a higher grade.

g. It shall (if so directed in its precept), constitute itself a naval examining board and recommend for promotion those selected officers who in the opinion of the board are professionally qualified to perform all the duties of the next higher grade to which they might reasonably be expected to be assigned.

5. Reports of Selection Boards. The report of the board shall be in writing and shall certify, as appropriate, that:

a. The board has carefully considered the case of every officer whose name was furnished to the board.

b. The officers holding permanent appointments above the grade of chief warrant officer, W-4, in the Regular Marine Corps are selected as the best fitted for promotion.

c. Officers who do not hold permanent appointments above the grade of chief warrant officer, W-4 in the Regular Marine Corps are selected as qualified for continued active duty in the next higher grade.

d. Officers designated for limited duty are selected as best fitted to assume the duties of the next higher grade, based upon their comparative

fitness, within such category, for the duties prescribed for them by law.

e. The officers recommended for promotion are professionally qualified to perform all the duties of the next higher grade to which they might reasonably be expected to be assigned. (This is applicable only if the board is empowered to act as a Naval Examining Board.)

f. Those officers reported in accordance with subparagraph 4f, above, have records which indicate their unsatisfactory performance of duty in their present grade and in its opinion indicate that they would not satisfactorily perform the duties of a higher grade, the board shall so certify in its report.

6. The report of a selection board convened to recommend officers above the grade of chief warrant officer, W-4, for promotion shall be submitted to the President for his approval or disapproval. If any officer recommended for promotion is not acceptable to the President, the board shall be informed of the name of such officer. The board shall then recommend another officer for promotion, except if any woman officer who is recommended for promotion to the grade of captain in the Marine Corps or Marine Corps Reserve is not acceptable to the President, the Board shall be informed, the name of that officer shall be removed from the report of the board, and no additional recommendation may be made.

7. Failure of Selection. In each grade the junior officer in a promotion zone and all officers of his category having precedence over him who are eligible for consideration shall, if not selected for promotion, be considered as having failed of selection or promotion. No officer junior to the last officer in a promotion zone is ever considered as having failed of selection.

a. The status of having once failed of selection or promotion shall not be considered as prejudicial to an officer with respect to his qualifications, his fitness for naval service, or his eligibility for selection for promotion by the next succeeding selection board.

6052 REGULAR COMMISSIONED OFFICERS (WOMEN)

1. Selection board to recommend women officers for promotion will be convened at least once each year if there are vacancies in the grade concerned and women officers in the next lower grade are eligible for consideration for promotion to the grade concerned. Selection boards for the recommendation of women officers of the Regular Marine Corps for promotion shall consist of not less than six nor more than nine officers of the Regular Marine Corps. The Secretary of the Navy shall determine the composition of such boards.

2. A woman officer who is eligible for consideration for promotion by a selection board and is not selected for promotion is not considered as having failed of selection for promotion.

3. The provisions of the paragraphs of this chapter governing selection boards for promotion of Regular male officers are generally applicable to women officers except where specifically provided otherwise.

6053 REGULAR WARRANT OFFICERS

1. The Secretary of the Navy shall in each calendar year convene at least one selection board for consideration of warrant officers of the Regular Marine Corps for promotion to the next higher grade.

2. The Secretary of the Navy shall furnish the selection board a list of warrant officers eligible to be considered for promotion to the next

higher warrant officer grade. A warrant officer who has been considered but not selected for promotion shall continue to be eligible for promotion until he is retired, separated, or selected for promotion.

3. The numbers of warrant officers to be selected for promotion shall be prescribed by the Secretary of the Navy.

4. Matters relating to functions and duties of selection boards and qualification of warrant officers preliminary to promotion are contained in paragraph 6200.

6054 MARINE CORPS RESERVE OFFICERS

1. Marine Corps Reserve Commissioned Officers

a. Marine Corps Reserve selection boards will be convened by the Secretary of the Navy from time to time as may be required in order to parallel active duty selection boards. Each such board shall be composed of not less than five members. All members of any selection board shall be senior in permanent grade and temporary grade to any officer being considered by that board. A majority of the membership of such boards shall, to the extent practicable, be Reserve officers.

b. The duties of the selection boards are set forth in the precept that convenes a particular board.

c. Each Marine Corps Reserve selection board shall submit a report in writing, signed by all acting members thereof, and shall certify:

(1) That the board has carefully considered the case of every officer whose name was furnished to the board by the Secretary of the Navy,

(2) That in the opinion of at least a majority of the members the officers of the Marine Corps Reserve except women officers of the Marine Corps Reserve in the grade of first lieu-

tenant, recommended for promotion are selected as best fitted to assume the duties of the next higher grade. Women officers of the Marine Corps Reserve in the grade of first lieutenant recommended for promotion are selected as qualified for promotion, and

(3) Provided the precept has been so worded as to establish the selection board as a Naval Examining Board, the board shall render its opinion of the moral and professional qualification of each individual recommended for promotion.

2. Marine Corps Reserve Warrant Officers. Selection boards to consider Reserve warrant officers for permanent promotion to the next higher grade will be convened as prescribed by the Secretary of the Navy. Subparagraph 6201.2 sets forth the appropriate regulations prescribed by the Secretary of the Navy.

6055 RETENTION BOARDS (CONTINUATION)

1. Each year the Secretary of the Navy may convene a board to recommend major generals for retention on the active list. He shall convene such a board in any year in which three or more such officers would be subject to involuntary retirement by reason of having completed 5 years' service in grade and 35 years' total commissioned service. The board shall be composed of not less than three officers of the Regular Marine Corps or the Regular Navy on the active or retired lists.

2. The Secretary of the Navy may, whenever the needs of the service require, convene selection boards, or direct boards convened under 10 U.S. Code, Chapter 543, to recommend for continuation on the active list officers of the Regular Marine Corps described in subparagraph 3, below, and shall convene or direct such boards to recommend for continuation on the active list officers of the Regular Marine Corps described in subparagraphs 5 and 6, below. Except as otherwise

provided in subparagraph 4, below, the provisions of 10 U.S. Code, Chapter 543 (other than Section 5703(e)), concerning boards to recommend colonels or lieutenant colonels for promotion, apply to each board convened under this subparagraph.

3. Each officer of the Regular Marine Corps who has served on active duty for more than 5 years, who is not on a promotion list, and who will complete at least 5 years of service in the grade of colonel in the Marine Corps by 30 June of the fiscal year in which a board is convened under subparagraph 2, above, is eligible for consideration for continuation on the active list by that board. An officer who has once been recommended for continuation while serving in the grade of colonel by such a board may not be considered by a subsequent board convened under subparagraph 2, above, and is not subject to the provisions of subparagraph 5, below. For purposes of this subparagraph, an officer is considered as serving in the grade of colonel in the Marine Corps from the date of rank assigned him upon appointment to that grade, under 10 U.S. Code, Chapter 539 or 545.

4. When the Secretary convenes a board under subparagraph 2, above, to consider any category of officers described in subparagraph 3, above, or 5, below, shall establish a continuation zone for that category. The continuation zone for each category shall include such number of officers as the Secretary determines to be necessary to best meet the needs of the service. The senior officer in a continuation zone, for each category of officers, shall be designated by the Secretary. When the Secretary convenes a board to consider for continuation a category of officers for which a continuation board has been previously convened, the senior officer for that category shall be the officer next junior to the most junior officer of that category considered for continuation by the preceding board. The junior officer in each continuation zone shall be designated by the Secretary.

In each category, all officers junior to the senior officer and senior to the junior officer in a continuation zone shall be in the continuation zone for that category. Only officers who are in a continuation zone may be considered for continuation by a selection board.

5. Each officer not restricted in the performance of duty serving in the grade of colonel on the active list of the Regular Marine Corps who is not on a promotion list, who has not been previously recommended for continuation in the approved report of a board, and who has at least twice failed of selection to the grade of brigadier general in the Marine Corps is eligible for consideration for continuation on the active list by a board convened under subparagraph 2, above.

6. Each officer on the active list of the Regular Marine Corps serving in the grade of lieutenant colonel (except an officer designated for limited duty, or a woman officer appointed under 10 U.S. Code, Section 5590) who is not on a promotion list, who has not been previously recommended for continuation in the approved report of a board, and who has at least twice failed of selection for promotion to the grade of colonel in the Marine Corps is eligible for consideration for continuation on the active list by a board convened under subparagraph 2, above.

7. The Secretary shall furnish the appropriate selection board convened under subparagraph 2, above, with the names of the officers who shall be considered by the board and, based on the needs of the service, the number of these officers by categories that may be recommended for continuation on the active list. Of the officers considered for continuation by each selection board, the board shall recommend those officers whom the board considers best qualified for continuation on the active list. Each board shall certify in its written report that in the opinion of at least two-thirds of the acting members of the board the

officers recommended are selected as best qualified for continued service on the active list. Of the officers considered but not recommended for continuation on the active list the board shall further report the names of any officers whose performance of duty would not warrant retention on the active list under any circumstances. Each board shall certify in its written report that in the opinion of two-thirds of the acting members of the board, based on the information available to the board, the performance of duty of each such officer whose name is so reported would not warrant retention on the active list under any circumstances.

8. The Secretary of the Navy shall furnish the appropriate selection board, convened to recommend officers for retention/continuation on the active list, with:

a. The names and records of all officers eligible for consideration for retention/continuation on the active list in the grade under consideration.

b. The number of officers that the board may recommend for retention/continuation on the active list.

9. The report of a selection board convened to recommend major generals for retention on the active list shall be submitted to the Secretary of the Navy for his approval or disapproval.

10. The report of a selection board convened pursuant to subparagraph 2, above, to recommend officers for continuation on the active list shall be submitted to the President for his approval or disapproval and shall become final upon his approval.

6056 THE NAVAL EXAMINING BOARD (MARINE CORPS)

1. The Naval Examining Board (Marine Corps), composed of such officers as may be designated by the Secretary of the Navy, is convened at Headquarters U. S. Marine Corps.

2. The mission of the Naval Examining Board (Marine Corps) is to:

a. Examine candidates for promotion.

b. Examine candidates for entrance to the Marine Corps, as officers.

c. Establish the annual precedence list of all newly appointed officers under such regulations as the Secretary of the Navy may direct.

d. Conduct such other examinations as may be directed by the Secretary of the Navy or the Commandant of the Marine Corps from time to time.

6057 ENLISTED BOARDS

1. Headquarters selection and review boards and enlisted screening boards will be convened in accordance with part F of this chapter.

PART C: ELIGIBILITY REQUIREMENTS

6100 MALE OFFICERS ON ACTIVE DUTY WITH REGULAR ESTABLISHMENT

1. Male officers of the Marine Corps and the Marine Corps Reserve on active duty with the Regular Establishment are eligible for consideration for promotion by a selection board in the fiscal year in which they will have completed the period of service in grade as follows:

| a. | Grade: | Service in Grade (years): |
|----|---------------------|---------------------------|
| | Brigadier generals | 3 |
| | Colonels | 3 |
| | Lieutenant colonels | 5 |
| | Majors and captains | 4 |
| | First lieutenants | 2 |

b. Of the officers in any grade designated for limited duty who would otherwise be eligible for consideration for promotion, by reason of having completed the periods of service stated above, only the junior officer in the promotion zone of officers designated for limited duty and all limited duty officers senior to him in the grade concerned shall be eligible for such consideration.

6101 REGULAR COMMISSIONED OFFICERS (WOMEN)

1. Women majors and captains of the Regular Marine Corps shall become eligible for consideration by a selection board for promotion to the next higher grades in the fiscal year in which they will have completed 4 years service in their grades, computed from dates of rank. Women first lieutenants shall become eligible for selection after they have completed such period of service in grade as the Secretary of the Navy may prescribe. Women officers shall retain such eligibility until recommended for promotion in the approved report of a board on selection or until separated from the active list. There are no promotion zones for women officers.

6102 REGULAR WARRANT OFFICERS

1. Warrant officers become eligible for consideration for promotion to the next higher grade in the year in which they will have completed service in grade as follows:

Warrant officer, W-1, three years
Chief warrant officer, W-2, six years
Chief warrant officer, W-3, six years

2. A warrant officer who is reappointed to the active list from the temporary disability retired list shall be credited with such years of service toward eligibility for consideration for promotion as the Secretary of the Navy may prescribe.

6103 MARINE CORPS RESERVE OFFICERS

1. A male Reserve officer of any grade higher than second lieutenant shall be in a promotion zone when his running mate or any male Reserve officer junior to that Reserve officer is in, or above, a promotion zone, and shall then become eligible for consideration by a selection board for promotion to the next higher grade. However, an officer in the grade of colonel is eligible for consideration for promotion when his running mate is eligible for consideration for promotion. These provisions relating to eligibility for consideration by a selection board for promotion, shall not apply to any such officer whose name was furnished by the Secretary of the Navy to the immediately preceding selection board appointed to recommend officers on active duty in the Marine Corps for promotion to the grade next higher.

2. Women Reserve officers of any grade higher than second lieutenant shall be eligible for consideration for promotion when her running mate, or any woman Reserve officer junior to that Reserve officer is eligible for consideration for promotion to the next higher grade. However, these provisions relating to eligibility for con-

sideration by a selection board for promotion shall not apply to any such officer whose name was furnished by the Secretary of the Navy to the immediately preceding selection board appointed to recommend officers on active duty in the Marine Corps for promotion to the next higher grade.

3. Warrant officer eligibility requirements are set forth in subparagraph 6202.2b.

4. The Secretary of the Navy may withhold from consideration by a selection board the name of any Reserve officer who is otherwise eligible for consideration for promotion but who has failed to meet the requirements for eligibility prescribed by the Secretary. Paragraph 6202 sets forth the requirements for eligibility for consideration for promotion prescribed by the Secretary of the Navy.

6104 REPORT OF RESERVE OFFICERS NOT ELIGIBLE FOR CONSIDERATION FOR PROMOTION

1. The Commanding General, Marine Air Reserve Training Command; appropriate District Directors; and the Commanding Officer, Marine Corps Reserve Data Services Center will:

a. Determine, on an anniversary year basis:

(1) Those company grade officers who have been released from initial tours of active duty or extended active duty within 3 years or less, and who have failed to accrue a minimum of 16 reserve retirement credits during their last anniversary year. The first year in which the officer has any inactive duty time is the first year he falls under the 16 point criteria.

Example: Officer's anniversary date is 30 June, officer released to inactive duty 25 June 1959.

1 Jul 58 - 30 Jun 59 1st Year
 1 Jul 59 - 30 Jun 60 2d Year
 1 Jul 60 - 30 Jun 61 3d Year
 1 Jul 61 - 30 Jun 62 1st year point requirement goes to 27

(2) Those officers, excepting the category listed in (1) above, who fail to accrue a minimum of 27 reserve retirement points.

Personnel Accounting Instructions to reflect these determinations are contained in the Personnel Accounting Technical Manual (Reserve Establishment), paragraph 4230.

b. Inform those officers and warrant officers who fail to accrue the minimum number of points upon completion of an anniversary year that:

(1) As a result of their unsatisfactory participation, provided they are otherwise eligible for consideration for promotion to the next higher grade, their names will be withheld from such consideration.

(2) Upon resumption of satisfactory participation, after their names have once been withheld from such consideration, their eligibility will be restored if they are allowed to remain in an active status and accrue the minimum point requirement.

c. Provide, on request, a listing of officers who fail to accrue the minimum point requirement.

PART C: ELIGIBILITY REQUIREMENTS

6100 MALE OFFICERS ON ACTIVE DUTY WITH REGULAR ESTABLISHMENT

1. Male officers of the Marine Corps and the Marine Corps Reserve on active duty with the Regular Establishment are eligible for consideration for promotion by a selection board in the fiscal year in which they will have completed the period of service in grade as follows:

| a. | Grade: | Service in Grade (years): |
|----|---------------------|------------------------------|
| | Brigadier generals | 3 |
| | Colonels | 3 |
| | Lieutenant colonels | 5 |
| | Majors and captains | 4 |
| | First lieutenants | 2 |

b. Of the officers in any grade designated for limited duty who would otherwise be eligible for consideration for promotion, by reason of having completed the periods of service stated above, only the junior officer in the promotion zone of officers designated for limited duty and all limited duty officers senior to him in the grade concerned shall be eligible for such consideration.

6101 REGULAR COMMISSIONED OFFICERS (WOMEN)

1. Women majors and captains of the Regular Marine Corps shall become eligible for consideration by a selection board for promotion to the next higher grades in the fiscal year in which they will have completed 4 years service in their grades, computed from dates of rank. Women first lieutenants shall become eligible for selection after they have completed such period of service in grade as the Secretary of the Navy may prescribe. Women officers shall retain such eligibility until recommended for promotion in the approved report of a board on selection or until separated from the active list. There are no promotion zones for women officers.

6102 REGULAR WARRANT OFFICERS

1. Warrant officers become eligible for consideration for promotion to the next higher grade in the year in which they will have completed service in grade as follows:

Warrant officer, W-1, three years
Chief warrant officer, W-2, six years
Chief warrant officer, W-3, six years

2. A warrant officer who is reappointed to the active list from the temporary disability retired list shall be credited with such years of service toward eligibility for consideration for promotion as the Secretary of the Navy may prescribe.

6103 MARINE CORPS RESERVE OFFICERS

1. A male Reserve officer of any grade higher than second lieutenant shall be in a promotion zone when his running mate or any male Reserve officer junior to that Reserve officer is in, or above, a promotion zone, and shall then become eligible for consideration by a selection board for promotion to the next higher grade. However, these provisions relating to eligibility for consideration by a selection board for promotion, shall not apply to any such officer whose name was furnished by the Secretary of the Navy to the immediately preceding selection board appointed to recommend officers on active duty in the Marine Corps for promotion to the grade next higher.

2. Women Reserve officers of any grade higher than second lieutenant shall be eligible for consideration for promotion when her running mate, or any woman Reserve officer junior to that Reserve officer is eligible for consideration for promotion to the next higher grade. However, these provisions relating to eligibility for consideration by a selection board for promotion shall not apply to any such officer whose name was furnished by the Secretary of the Navy to the

immediately preceding selection board appointed to recommend officers on active duty in the Marine Corps for promotion to the next higher grade.

3. Warrant officer eligibility requirements are set forth in subparagraph 6202.2b.

4. The Secretary of the Navy may withhold from consideration by a selection board the name of any Reserve officer who is otherwise eligible for consideration for promotion but who has failed to meet the requirements for eligibility prescribed by the Secretary. Paragraph 6202 sets forth the requirements for eligibility for consideration for promotion prescribed by the Secretary of the Navy.

6104 REPORT OF RESERVE OFFICERS NOT ELIGIBLE FOR CONSIDERATION FOR PROMOTION

Modified by MC Sub 1401 of 27 Sep 66
 1. The Commanding General, Marine Air Reserve Training Command and appropriate District Directors ~~will~~ *and the Commanding Officer, Marine Corps Reserve Data Service Center will;*

a. Determine, on an anniversary year basis:

(1) Those company grade officers who have been released from initial tours of active duty or extended active duty within 3 years or less, and who have failed to accrue a minimum of 16 reserve retirement credits during their last anniversary year. The first year in which the officer has any inactive duty time is the first year he falls under the 16 point criteria.

Example: Officer's anniversary date is 30 June, officer released to inactive duty 25 June 1959.

1 Jul 58 - 30 Jun 59 1st Year
 1 Jul 59 - 30 Jun 60 2d Year
 1 Jul 60 - 30 Jun 61 3d Year
 1 Jul 61 - 30 Jun 62 1st year point requirement goes to 27

(2) Those officers, excepting the category listed in (1) above, who fail to accrue a minimum of 27 reserve retirement points.

Personnel Accounting Instructions to reflect these determinations are contained in the Personnel Accounting Technical Manual (Reserve Establishment), paragraph 4230.

b. Inform those officers and warrant officers who fail to accrue the minimum number of points upon completion of an anniversary year that:

(1) As a result of their unsatisfactory participation, provided they are otherwise eligible for consideration for promotion to the next higher grade, their names will be withheld from such consideration.

(2) Upon resumption of satisfactory participation, after their names have once been withheld from such consideration, their eligibility will be restored if they are allowed to remain in an active status and accrue the minimum point requirement.

c. Provide, on request, a listing of officers who fail to accrue the minimum point requirement.

PART D: EFFECTING PROMOTIONS OF OFFICERS

6150 REGULAR COMMISSIONED OFFICERS (MALE)

1. Officers recommended for promotion in the report of a selection board are considered as selected for promotion upon approval of the report by the President. Their names shall be placed upon a promotion list in the grade for which selected in the order of their precedence at the time of approval of such report following the names of any officers selected for promotion to the same grade in an earlier approved report.
2. Promotions shall be made from among officers whose names are on a promotion list in the order in which their names appear thereon. Officers become eligible for promotion as vacancies occur in the appropriate grade among officers of the same category.
3. Upon temporary promotion to a higher grade, an officer shall be assigned such date of rank and registered number as will assure him precedence in accordance with the order in which his name appears on the promotion list for that grade. He shall be entitled to the pay and allowances of the higher grade from the date of the occurrence of the vacancy which he is promoted to fill.
4. The date of rank of an officer temporarily appointed in the grade of major general shall be the date of rank held by such officer in the grade of brigadier general under permanent or tem-

porary appointment, provided that such date of rank shall not be earlier than that of the junior officer in the grade of major general. Upon promotion to the grade of major general an officer is entitled to the pay and allowances of the higher grade from the date of the occurrence of the vacancy which he is promoted to fill.

5. Officers holding permanent appointments in grades of second lieutenant and above in the Regular Marine Corps who have been temporarily promoted to a higher grade or who are on the promotion list for any grade may be permanently promoted to that grade to fill vacancies in that permanent grade. However, no such officer may be permanently promoted to the grade of colonel prior to the fiscal year in which he and all such officers senior to him on the lineal list will have completed 18 years total commissioned service.

6151 REGULAR COMMISSIONED OFFICERS (WOMEN)

1. Women officers of the Regular Marine Corps recommended for promotion in the approved report of a selection board shall be regarded as having been selected for promotion and their names shall be placed upon a promotion list for the grade for which recommended in the order of their seniority at the time of approval of such report following the names of women officers recommended in an earlier approved report. Promotions to fill vacancies in any grade shall be made from among

women officers whose names appear on the promotion list for the grade concerned and in the order of placement on the said promotion list.

2. Upon promotion to the grade of major or lieutenant colonel, a woman officer of the Regular Marine Corps shall be entitled to the pay and allowances of such grade from the date of the occurrence of the vacancy to which she is promoted to fill.

3. Women officers recommended for promotion to the grade of captain in the approved report of a board on selection shall become eligible for promotion to that grade on 1 July following the date of approval of the report of the board and upon promotion. They shall be entitled to the pay and allowances of the higher grade from the date of their eligibility for promotion.

4. Upon promotion to a higher grade a woman officer shall be assigned such date of rank and precedence number as will assure her precedence in accordance with the order in which her name appeared on the promotion list for that grade.

5. The President may remove the name of any woman officer from the promotion list. A woman officer whose name is so removed from the promotion list, or one whose appointment is rejected by the Senate, shall continue to be eligible for consideration for recommendation for promotion.

6. From among the women officers serving in the grade of major or above, one officer may be detailed to duty in the office of the Commandant of the Marine Corps to assist the Commandant in the administration of women affairs, and the incumbent shall be known as the Director of Women Marines. She shall have the grade of colonel while so serving, and shall be entitled to the pay and allowances as are now or may be hereafter prescribed by law for a colonel of the Regular Marine Corps. Her permanent regular

status as a commissioned officer in the Marine Corps shall not be disturbed by reason of such detail.

7. The normal tour of duty for the Director of Women Marines shall be not more than 4 years. A woman officer shall not, under normal circumstances, immediately succeed herself in the assignment.

6152 REGULAR WARRANT OFFICERS

1. Title 10, U.S. Code provides that promotion of warrant officers shall be in accordance with such regulations as the Secretary of the Navy may prescribe. Regulations prescribed by the Secretary of the Navy for promotion of warrant officers are contained in subparagraph 6201.2.

6153 RESERVE COMMISSIONED OFFICERS (MALE OR WOMEN)

1. To be eligible for promotion an officer must remain in an active status from the date of eligibility for consideration until the promotion is effected. Any Reserve officer selected for promotion by a selection board who, at the time he otherwise would be promoted is not eligible therefore because he/she has been removed from an active status, shall not, if returned to an active status, be placed on a promotion list for promotion until subsequently selected for promotion by a selection board and shall not be deemed to have been considered for promotion by the selection board which last considered him prior to the time he is returned to an active status.

2. An officer who becomes ineligible for consideration for promotion or who is selected for promotion but becomes ineligible for promotion by reason of being transferred to the inactive status list will be assigned a new running mate in the grade in which serving and will take relative precedence with that running mate.

3. Reserve officers (male) shall have, on promotion, the same date of rank which has been, or in due course will be, given the officer who is to be his running mate in the grade to which promoted, or if considered for promotion by reason of being senior to a Reserve officer on active duty in the promotion zone, the same date of rank as that Reserve officer. Reserve officers (women) shall have, on promotion, the same date of rank which has been, or in due course will be, given the officer who is to be her running mate in the grade to which promoted.

4. If the promotion of the running mate of a Reserve officer is on a temporary basis, the promotion of the Reserve officer shall be on a temporary basis. If subsequently the running mate is reverted to a lower grade (for reasons other than disciplinary), the Reserve officer so temporarily promoted on or after 1 July 1955 shall likewise revert to the same lower grade in the same manner as his/her running mate and take corresponding precedence. If the running mate is permanently appointed in the grade in which he is serving on a temporary basis, the Reserve officer likewise shall be permanently appointed to the grade in which he is serving on a temporary basis.

6154 RESERVE WARRANT OFFICERS

1. Sections of law provide that the Secretary of the Navy shall prescribe regulations on effecting the promotion of Reserve warrant officers. Subparagraph 6202.2 contains the appropriate regulations prescribed by the Secretary of the Navy.

6155 SPECIAL PROVISIONS

1. The President may remove the name of any officer from a promotion list. An officer whose name is so removed from a promotion list, or one whose appointment is rejected by the Senate, shall continue to be eligible for consideration for promotion. If recom-

mended for promotion in the approved report of the next ensuing selection board, his name shall be placed on the promotion list without prejudice. If promoted, such officer shall take the same precedence and date of rank that he would have had had his name not been so removed. If such officer is not recommended for promotion in the approved report of the next ensuing selection board, or if the President shall again remove his name from the promotion list, or if the Senate shall again reject his appointment, he shall be held for all purposes to have twice failed of selection for promotion.

2. In computing length of service in grade under any of the foregoing paragraphs, each officer shall be credited with service in grade from the date of his eligibility for promotion to that grade. (See subpar. 6150.3.)

3. Whenever the Secretary of the Navy determines there is an inadequate number of officers to meet the needs of the service in the grade of major general or brigadier general in the Marine Corps who are specially qualified for a type of duty required of officers in the grade concerned, he may direct that, of the total number of officers which a selection board may recommend for promotion to such a grade, a specified number shall be officers who are specially qualified for the required type of duty.

4. An officer whose precedence is below the junior officer in the promotion zone of the same grade and who may be promoted solely by operation of subparagraph 3, above, shall when one or more officers junior to the junior officers in such promotion zone are promoted pursuant to the report of the next selection board convened after the board which selected him, have his rank adjusted in the grade for which selected according to his relative precedence with such other officers in the grade from which promoted, unless at the time of his selection there was another officer junior to him

selected under provisions other than those of subparagraph 3, above. When all the officers concerned shall have been promoted to the grade for which selected, the President shall assign the first mentioned officer such later date of rank in his grade that will ensure the order of precedence above prescribed. Such officer thereafter shall take rank for all purposes from such later date.

5. The President is authorized to designate officers of the active list of the Marine Corps for appropriate higher commands or for the performance of duty of great importance and responsibility. Officers so designated may, by, and with the advice and consent of the Senate, be appointed to the grade of lieutenant general. Such an appointment is effective while the officer is so serving. The number of officers serving in the grade of lieutenant general may not exceed two except in time of war or national emergency, and may not, at any time, exceed 10 percent of the number of officers not restricted in the performance of duty prescribed for grades above colonel.

6. Whenever a Marine officer is assigned as Chief of Staff to the President, he shall be appointed by the President, by and with the advice and consent of the Senate, to the grade of general. Such an appointment is effective while the officer is so serving.

7. The designation of any officer as prescribed in subparagraphs 5 and 6,

above, does not create a vacancy in any grade of the Marine Corps nor increase the total number of officers allowed by law.

8. In time of war or national emergency the designations provided in subparagraphs 5 and 6, above, shall be made from officers not below the grade of colonel, and at all other times from among officers above the grade of colonel. Each officer so designated shall receive the pay and allowances now or hereafter prescribed by law for the grade in which serving from the date of reporting for the duty designated and until detached therefrom, at which time he shall resume his regular grade and lineal position on the active list of the Marine Corps.

9. Officers serving in the grade of lieutenant general shall, while so serving, have such precedence among themselves in that grade as may be determined by the Secretary of the Navy.

10. A Commander may delay delivery of an officer's promotion for any cause. In such cases the circumstances will be reported immediately to the Commandant of the Marine Corps by letter to include the commander's recommendation regarding eventual disposition. A statement of the officer concerned should be forwarded with the commander's report. Information concerning withholding officer promotions and procedure for such action is contained in paragraph 1420, Marine Corps Manual.

PART E: SECRETARY OF THE NAVY REGULATIONS GOVERNING OFFICER PROMOTIONS

6200 GENERAL

1. Certain sections of law provide that officer promotions shall be governed by such regulations as the Secretary of the Navy may prescribe. The following regulations have been prescribed by the Secretary of the Navy for the administration of appropriate sections of law relating to officer promotions.

6201 REGULAR COMMISSIONED AND WARRANT OFFICERS

1. Commissioned Officers on Active Duty with the Regular Establishment

a. Qualifications for promotion

(1) No officer in the grade of second lieutenant in the regular Marine Corps shall be permanently promoted to the grade of first lieutenant until he is found by a board of examining officers convened by the Secretary of the Navy to be mentally, morally and professionally qualified to perform all the duties to which he might reasonably be expected to be assigned in the grade of first lieutenant.

(2) No officer shall be promoted to the grade of captain, major, lieutenant colonel, or colonel, until he is found by a board of examining officers convened by the Secretary of the Navy to be professionally qualified to perform all the duties of the grade concerned to which he might reasonably be expected to be assigned, or until he is found by a selection board empowered by the Secretary of the Navy to act as an examining board to be professionally qualified to perform all the duties of the grade concerned to which he might reasonably be expected to be assigned.

(3) The case of an officer who has been selected for promotion but who has not been found professionally qualified for promotion shall be referred to a board of examining officers convened by the Secretary of the Navy, together with the officer's official rec-

ords, for a determination as to whether he is or is not professionally qualified for promotion. In any case in which an officer's official records do not demonstrate to the satisfaction of the board that he is qualified for promotion as prescribed in subparagraphs (1) and (2), above, the officer concerned shall have the right to a full and fair hearing before the board, if he shall demand it. The proceedings of the board in such case shall be conducted and the record prepared in accordance with applicable provisions of JAG Manual, Chapter XIV. The record of proceedings of the board in any case in which the board finds that an officer is not qualified for promotion shall be forwarded to the Secretary of the Navy via the Judge Advocate General of the Navy, for his approval, disapproval, or orders in the case. No determination that an officer is not qualified for promotion as prescribed in subparagraphs (1) and (2), above, shall be considered final until after hearing pursuant to this paragraph, or waiver thereof by the officer concerned and the Secretary of the Navy approves a finding that the officer concerned is not so qualified.

(4) The provisions of the foregoing paragraphs relating to professional qualification for promotion are not applicable to officers eligible for promotion pursuant to the provisions of 10, U. S. Code, Section 5787.

b. Physical qualifications for promotion

(1) No officer of the Regular Marine Corps or of the Marine Corps Reserve on active duty may be promoted to a grade above WO, W-1 in the Marine Corps until, as reflected by his most recent physical examination, it has been determined that he is physically qualified for promotion.

(2) Subject to any further review of the records in the Navy Department which may be indicated, an officer will be considered physically qualified

Reviewed by [Signature]
[Signature]

provided he is not in one of the following statuses:

(a) Undergoing hospitalization.

(b) On sick leave.

(c) Assigned a physical limited duty status as a result of action on the report of a board of medical survey.

(d) Awaiting appearance before a physical evaluation board.

(e) Awaiting final action on the recommended findings of a physical evaluation board, a board of medical survey, or a medical board.

(3) The foregoing may not exclude from promotion an officer who if otherwise eligible is determined to be not physically qualified for promotion when it is determined by the Chief of the Bureau of Medicine and Surgery that the officer's physical disqualification was by reason of wounds received in the line of duty and that such wounds do not incapacitate the officer for the performance of useful service in the higher grade.

(4) Officers having been found physically qualified for temporary promotion to a grade pursuant to these regulations and who are serving in that grade, shall not again be physically examined for permanent appointment in that grade.

(5) Commanding officers shall report by message to the Commandant of the Marine Corps (Code DH) the name of:

(a) Any officer on a promotion list who is in, or enters into, any of the statuses listed in subparagraph 6201.1b(2), or

(b) Any second lieutenant who is within 30 days of meeting the service

in grade requirement for promotion to first lieutenant who is in, or enters into, any of the statuses listed in subparagraph 6201.1b(2).

(6) The standard which constitutes physical qualification for promotion of an officer is his physical fitness to perform all of the duties of the grade for which he is eligible to a degree that would reasonably fulfill the purpose of his employment on active duty in his category. "Category" as used here means an officer's classification as an officer not restricted in the performance of duty or an officer designated for limited duty. "Limited duty" as used here means limited duty in the technical fields as distinguished from limited duty for physical reasons.

2. Warrant Officers

a. General. In accordance with the provisions of Title 10, U.S. Code, the regulations prescribed herein shall govern the permanent and temporary promotion of warrant officers.

b. Selection Boards

(1) The board to consider warrant officers for promotion shall consist of not less than five officers, which number shall be a quorum, of the Regular Marine Corps and of the permanent grade of lieutenant colonel or higher. When the second of two consecutive selection boards is to consider any of the warrant officers who were considered by the first board, no officer who served on the first board shall be eligible for membership on the second board.

(2) The selection board will consider the records of warrant officers sufficiently in advance of the warrant officer's date of eligibility for promotion so that normal administrative processing subsequent to selection may be completed prior to the date the warrant officer is eligible for promotion.

c. Information furnished Selection Boards

(1) The maximum number of permanent Regular warrant officers and temporary Regular warrant officers which the board may recommend for promotion to the grade of chief warrant officer, W-3 and chief warrant officer, W-4 as appropriate.

(2) The names of all warrant officers who are not on a promotion list who will become eligible for consideration for promotion during the next ensuing year.

(3) The records of all warrant officers whose names have been furnished the board.

d. Duties of Selection Boards

(1) From the list of warrant officers, W-1 which the Secretary of the Navy has submitted to it, the selection board shall select those warrant officers, W-1 whom the selection board considers fully qualified for promotion to the grades of chief warrant officer, W-2.

(2) From among the chief warrant officers, W-2 and chief warrant officers, W-3 whose names the Secretary of the Navy has submitted to it, the selection board shall select for promotion to chief warrant officer, W-3 and chief warrant officer, W-4 respectively, those officers whom it considers best qualified for promotion, in numbers not exceeding the number prescribed by the Secretary of the Navy.

(3) From among the warrant officers whose names the Secretary of the Navy has submitted to it, the selection board shall report the names of warrant officers whose records and reports in the opinion of the board, establish their unfitness or unsatisfactory performance of duty in their warrant officer grade.

e. Reports of Selection Boards. Selection board reports shall be submitted in writing to the Secretary of

the Navy, via the Commandant of the Marine Corps. The names of permanent and temporary warrant officers who are selected for promotion shall be arranged in the report of the board in the order of their seniority, within each warrant officer grade. The report shall be signed by all members and they shall certify:

(1) That the board has carefully considered the records and reports of each warrant officer whose name was submitted to it by the Secretary of the Navy; and

(2) That in the opinion of at least two-thirds of the members, when the board is comprised of more than five members, or a majority of the members when the board is comprised of five members, the warrant officers, W-1 selected for promotion are fully qualified for promotion to the grade of chief warrant officer, W-2; and/or,

(3) That in the opinion of at least two-thirds of the members, when the board is comprised of more than five members, or a majority of the members when the board is comprised of five members, the chief warrant officers, W-2 and/or chief warrant officers, W-3 recommended for promotion are the chief warrant officers, W-2 and the chief warrant officers, W-3 who are best qualified to perform the duties of a chief warrant officer, W-3, and/or chief warrant officer, W-4, respectively.

(4) That in the opinion of at least two-thirds of the members, when the board is comprised of more than five members, or a majority of the members when the board is comprised of five members, the warrant officers reported in accordance with provisions of subparagraph d(3), above, have reports and records which establish their unfitness or unsatisfactory performance of duty in their present grade.

f. Approval of Selection Board results

(1) The Secretary of the Navy may approve the report of the selection

board as submitted or may remove names of one or more officers recommended for promotion. If the Secretary of the Navy removes the name of any officer he may return the report to the board for further consideration and recommendation. The board may recommend additional officers for promotion in numbers equal to the number of names removed by the Secretary and shall resubmit the report to the Secretary.

g. Qualification for promotion

(1) No warrant officer shall be promoted to the grades of chief warrant officer, W-2, W-3 or W-4, until he is found by a selection board or other board of officers convened by the Secretary of the Navy to be morally and professionally qualified for promotion.

(2) A warrant officer who has been selected for promotion but who has not been found morally or professionally qualified shall be referred to a board of examining officers convened by the Secretary of the Navy for a determination as to whether he is or is not morally or professionally qualified for promotion. In any case in which an officer's official records do not demonstrate to the satisfaction of the board that he is morally or professionally qualified for promotion the officer concerned shall have the right to a full and fair hearing before the board, if he shall demand it. The proceedings of the board in such cases shall be conducted and the record prepared in accordance with applicable provisions of JAG Manual, Chapter XIV. The record of proceedings of the board in any case in which the board finds that a warrant officer is not morally or professionally qualified for promotion shall be forwarded to the Secretary of the Navy via the Judge Advocate General of the Navy, for his approval, disapproval, or orders in the case. No determination that a warrant officer is not morally or professionally qualified for promotion shall be considered final until, after hearing pursuant to this paragraph or waiver thereof by the

officer concerned, the Secretary of the Navy approves a finding that the warrant officer concerned is not so qualified.

(3) A warrant officer who is found not professionally qualified for promotion in the approved report of a naval examining board shall be suspended from promotion and he shall be reexamined 6 months after the date upon which he was first examined. If he is found qualified upon reexamination he shall be promoted with the same date of rank, and pay and allowances he would have if he had been found qualified when first examined.

(4) A warrant officer who, in the approved report of a naval examining board, is found not morally qualified or who, upon reexamination, is found not professionally qualified for promotion shall not be promoted to the higher grade and his case shall be governed by the provisions of law which apply to officers who twice fail of selection for promotion.

◆ (5) The regulations governing physical qualifications contained in paragraph 6201.1b are applicable to warrant officers, provided that the standard constituting physical qualification for promotion of permanent regular warrant officers is the same as that prescribed for retention on active duty (10 USC 557 (a)).

h. Effective date of promotion

(1) A warrant officer who has been selected for promotion to the next higher warrant officer grade by the first selection board which considered him for promotion to that grade and who has qualified for promotion in accordance with subparagraph 6201.2g shall be appointed to that higher warrant officer grade for which selected. The date of his appointment thereto shall be the day after the date he completes the following service in grade:

- (a) Warrant officer, W-1, 3 years,
- (b) Chief warrant officer, W-2, 6 years, and

(c) Chief warrant officer, W-3, six years.

(2) A warrant officer of the regular service who has previously failed of selection for promotion to the next higher warrant officer grade, but who has been selected for promotion and has qualified for promotion in accordance with subparagraph 6201.2g shall be appointed to the next higher warrant officer grade. The date of his appointment thereto shall be one of the following dates whichever is earlier:

(a) That date which is 1 year after the date upon which such appointment would have been effective had he been selected for promotion by the last selection board which failed to select him, or

(b) The earliest date on which any warrant officer who not so failed of selection and whose name follows his on the promotion list submitted to the Secretary of the Navy under subparagraph 6201.2e, above, is promoted to such higher grade.

(3) If prior to his appointment to the next higher grade, the promotion of a warrant officer is disapproved by the Secretary of the Navy, the President, or the Senate, his name shall be removed from the list of officers who were selected for promotion by that board. A warrant officer whose name is thus twice removed from the promotion list for promotion to the same grade, shall be treated as if he had twice failed of selection for promotion.

(4) A warrant officer whose name is removed from a promotion list in accordance with subparagraph 6201.2, but, who is selected for promotion by the next selection board which considers his record and is qualified in accordance with subparagraph 6201.2g shall have his name restored to the promotion list from which it was first removed. The date of his appointment to the next higher warrant officer grade shall be the date of appointment he

would have had his name not been removed from the promotion list to which his name is restored.

6202 RESERVE COMMISSIONED AND WARRANT OFFICERS

1. Commissioned Officers

a. Eligibility for consideration for promotion

(1) Marine Corps Reserve commissioned officers (male) in an active status on inactive duty and those on active duty with the Reserve Establishment in connection with Reserve programs who are in established promotion zones or are otherwise eligible for consideration for promotion, and those Reserve women officers who are eligible for consideration shall be required to fulfill the following requirements in order to establish eligibility for consideration for promotion by a particular selection board:

(a) Must be in an active status on the date the selection board convenes to consider Reserve officers for promotion to the grade concerned and must have been in an active status the 2 fiscal years immediately preceding the fiscal year in which the selection board is convened.

(b) During the anniversary year immediately preceding the date on which the selection board is convened must attain a minimum number of 27 reserve retirement credit points except those company grade officers released from their initial tours of active duty or extended active duty within 3 or less years, in which case the minimum point requirement is 16 (see par. 6104). The name of any officer who fails to attain the minimum number of retirement credit points, will be withheld from consideration for promotion. Each time a male officer's name is so withheld from consideration for promotion under this provision, he has failed of selection once.

(2) A Reserve officer in the grade of second lieutenant shall be

eligible for temporary promotion to the rank of first lieutenant upon attaining the same service in grade as is required for the temporary promotion of Regular second lieutenants and shall be temporarily promoted if found physically qualified. A second lieutenant to be eligible for temporary promotion must be in an active status at the time he/she completes the period of service required for promotion and must remain in an active status until such promotion is effected. A second lieutenant whose temporary promotion is not effected by reason of being on the inactive status list will, if subsequently removed from the inactive status list, be promoted. The date of rank to which he was originally entitled shall be advanced by the length of time he remained on the inactive status list computed from the date of eligibility for promotion and he/she shall lose precedence accordingly.

(3) A Reserve officer in the grade of second lieutenant shall be eligible for permanent promotion to the grade of first lieutenant upon completion of 3 years service in grade in an active status computed from date of rank of second lieutenant and shall be promoted if found morally, professionally and physically qualified. The date of rank assigned on permanent promotion to the grade of first lieutenant will be based on the date the officer completes 3 years in an active status.

b. Qualifications for promotion

(1) When a Reserve officer on inactive duty has been selected for promotion, he will be examined to determine his physical, moral and professional fitness. The physical qualifications for promotion of Reserve officers on active duty will be determined by the provisions of subparagraph 6201.1b.

(2) Moral and professional examinations for promotion may be conducted by the selection board simultaneously with its other functions, provided the precept has established

the selection board as a naval examining board.

◆ c. Physical examination for promotion

(1) When required, the physical examination for promotion of officers not on active duty may be conducted by any medical officer of the Department of Defense on active duty or inactive duty, by any medical officer of other U.S. Government agencies, or by a civilian physician. Any officer who has undergone an annual physical examination in accordance with the Manual of the Medical Department, article 15-76(1) will not require an additional promotion physical examination during the ensuing 12-month period provided the medical examiner certifies by an entry on the SF 600 that there has been no significant change in the officer's condition since date of annual physical examination.

(a) The standard which constitutes physical qualification for promotion of officers not on active duty is that for retention in the Marine Corps Reserve.

(b) A promotion physical or an annual physical which is taken concurrently as a promotion physical on SF 88 shall be forwarded to Bureau of Medicine and Surgery via the Commandant of the Marine Corps (Code DHA).

2. Warrant Officers

a. Selection Boards

(1) Selection boards shall be convened by the Secretary of the Navy from time to time, as may be required, for consideration of permanent warrant officers of each grade except chief warrant officer, W-4 of the Marine Corps Reserve for permanent promotion to the next higher grade. Each board will be composed of not less than five officers of the grade of major or above, and a majority of the membership of such boards shall be Reserve

officers. When the second of two consecutive boards is to consider any individuals who were considered by the first board, no officer who served on the first board shall be eligible for membership on the second board.

(2) The Secretary of the Navy shall furnish the selection board with:

(a) The maximum number of warrant officers which the board may recommend for promotion to the grade of chief warrant officer, W-3 and chief warrant officer, W-4, as appropriate. Such numbers shall not exceed mobilization requirements.

(b) The names and grade of all warrant officers eligible for consideration for promotion whose names are not on a promotion list.

(c) The records of all warrant officers whose names have been furnished the board.

(3) The duties of selection boards are:

(a) From the list of Reserve warrant officers, W-1 which the Secretary of the Navy has submitted to it, the selection board shall select those warrant officers, W-1, whom the selection board considers fully qualified for promotion to the grade of chief warrant officer, W-2.

(b) From among the chief warrant officers, W-2 and chief warrant officers, W-3 whose names the Secretary of the Navy has submitted to it, the selection board shall select for promotion to chief warrant officer, W-3 and chief warrant officer, W-4, respectively, those officers whom it considers best qualified for promotion, in numbers not exceeding the number prescribed by the Secretary of the Navy.

(c) Selection boards may be constituted by their precept as Naval Examining Boards, and when so constituted, shall examine each officer on his record.

(4) The reports of the selection boards shall be submitted in writing to the Secretary of the Navy via the Commandant of the Marine Corps. The

names of Reserve warrant officers who are selected for promotion shall be arranged in the report of the board in order of their seniority, within each warrant officer grade. Provided the precept has been so worded as to establish the selection board as a Naval Examining Board, the board shall render its opinion of the moral, and professional qualification of each individual recommended for promotion in the report of the selection board. The report shall be signed by all members and they shall certify:

(a) That the board has carefully considered the records and reports of each Reserve warrant officer whose name was submitted to it by the Secretary of the Navy; and

(b) That in the opinion of at least a majority of the members, the warrant officers, W-1 selected for promotion are fully qualified for promotion to the grade of chief warrant officer, W-2; and/or,

(c) That in the opinion of at least a majority of the members, the chief warrant officers, W-2 and/or chief warrant officers, W-3 recommended for promotion are best qualified to perform the duties of chief warrant officer, W-3, and/or chief warrant officer, W-4, respectively.

(5) The Secretary of the Navy may approve the report of the selection board as submitted or may remove the names of one or more warrant officers recommended for promotion. If the Secretary of the Navy removes the name of any warrant officer, he may return the report to the board for further consideration and recommendation. The board may recommend additional warrant officers for promotion in numbers equal to the number of names removed by the Secretary and shall resubmit the report to the Secretary.

b. Eligibility for consideration for promotion

(1) The eligibility requirements for consideration for promotion of

(d) A Reserve warrant officer whose name is removed from a promotion list by the Secretary of the Navy but who is selected for promotion by the next selection board that considers his record and is found otherwise qualified, shall have his name restored to the promotion list from which it was first removed. The date of appointment to the next higher warrant grade shall be the date of appointment he would have had had his name not been so removed.

(e) The term "failure of selection for promotion" as used in these regulations, unless otherwise qualified, means the failure to select a warrant officer, whose name is being considered by the board, for promotion, or the removal of the name of the officer concerned from the recommended list in accordance with subparagraph 2a(5), above, or the failure of the officer to meet the examination to determine his moral and professional fitness.

PART F: ENLISTED PROMOTIONS

6250 GENERAL

1. Authority

a. Enlisted Marines shall be selected and promoted as directed by the Commandant of the Marine Corps in detailed implementing instructions published by separate directives.

b. In accordance with the Marine Corps Manual, 1961, subparagraph 1430.2c, the Commandant of the Marine Corps may delegate the authority to the following Marine and Navy commanders to promote enlisted Marines to the grades of private first class through sergeant.

(1) Commanders having authority to convene special courts-martial in accordance with the Uniform Code of Military Justice, article 23 (10 USC 823), as may be restricted by competent superior commanders.

(2) Commanders of Marine detachments ashore.

(3) Commanders of units of the Marine Corps Organized Reserve having custody of the service records of personnel under their command.

(4) Commanders senior in the administrative chain of command to those specified above.

2. Responsibility

a. Commanders occupy a position of paramount importance in the enlisted promotion system. It is incumbent on the commander to satisfy himself that a Marine is fully qualified for promotion.

b. Promotions effected by the Commandant of the Marine Corps require the certification of the individual Marine's commander. A certificate of appointment will not be delivered if the individual concerned failed during the period between his selection and actual promotion to maintain the high standards expected of Marines serving in the higher grade. Undelivered cer-

tificates will be returned to the Commandant of the Marine Corps in accordance with subparagraph 6255.2b.

c. The decision to promote enlisted Marines to the grades of private first class through sergeant rests solely with the Marine's commander. A Marine shall not be promoted if he is not capable of performing satisfactorily in the higher grade even though all other requirements have been met.

3. Promotion System

a. Promotions to staff noncommissioned officer grades will be effected by the Commandant of the Marine Corps on the basis of recommendations of Headquarters selection and review boards to be convened in accordance with subparagraph 6251.1. Promotions will normally be made in fall and spring increments to fill vacancies existing in the overall Marine Corps structure.

b. Promotion to grades below that of staff noncommissioned officer will be effected by commanders having authority to do so. Existing vacancies in unit tables of organization/manning levels must exist prior to effecting promotion to the grades of lance corporal and corporal. Promotion to grade of sergeant will be authorized on the basis of vacancies existing throughout the Marine Corps and will be effected by commanders on the basis of composite scores to be computed for each eligible Marine at such time as the Commandant of the Marine Corps shall direct. Promotion to the grade of private first class will be effected on the basis of satisfactory performance of duty of the individual private over a prescribed period of time.

c. The enlisted promotion system provides a procedure whereby enlisted Marines within each grade, and generally within each occupational field, compete among themselves for promotion to the next higher grade. The basic aim of the system is to fill vacancies in the enlisted structure through the advancement of Marines

deemed to be fully qualified to perform the duties and to assume the responsibilities of the next higher grade.

d. Enlisted reservists on active duty will compete for promotion with enlisted personnel of the Regular Establishment; enlisted reservists not on active duty will compete for promotion with enlisted personnel of the Reserve component.

◆ e. Unless otherwise authorized by the Commandant of the Marine Corps, promotions will be effected on the first or sixteenth day of the month.

4. Promotion Restrictions

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

b. Promotions to a higher grade will not be antedated for the purpose of increasing pay and allowances.

c. Marines will not be promoted:

(1) During the period from the date of orders to appear before a physical evaluation board to the date of their return to active duty.

(2) While in any of the following categories:

(a) In or awaiting transfer to a retired status.

(b) On the inactive status list of the Marine Corps Reserve.

(c) A student in any of the officer candidate programs.

(d) Convicted by a general court-martial within 12 months of the date promotion is to be effected.

(e) Convicted by a special court-martial within 6 months of the date promotion is to be effected.

(f) Convicted by a summary court-martial within 3 months of the date promotion is to be effected.

◆ (g) In a probationary status as the result of sentence by court-martial or as a result of nonjudicial

punishment under the authority of the Uniform Code of Military Justice, article 15.

(h) Awaiting, or during, trial by court-martial.

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

(j) Awaiting results of an administrative board which might result in administrative separation or reduction.

d. Commanders may waive, in part or in whole, the promotion restrictions imposed by subparagraphs c(2)(d), (e), (f), and (g), above, in the cases of exceptionally well qualified Marines in the grade of private who are otherwise eligible.

6251 PROMOTION BOARDS

1. Headquarters Noncommissioned Officer Selection and Review Boards

a. The Commandant of the Marine Corps will periodically convene selection and review boards for the purpose of examining the qualifications of Marines in the grades of sergeant, staff sergeant, gunnery sergeant and first sergeant/master sergeant, and recommending those best qualified for promotion to the next higher grade. In the course of its evaluations, these boards consider, among other things, the following factors: service, achievement, leadership, experience, growth potential, motivation, military proficiency, physical condition, and moral character.

b. Selection and review boards will, when so directed, report to the Commandant of the Marine Corps the names of those Marines in the grades of sergeant, staff sergeant and gunnery sergeant found to be performing below the standards of proficiency, leadership and character expected of their grade and will recommend action to be taken to correct these deficiencies. Action approved by the Commandant of the Marine Corps as a result of the board's

recommendations will be administrative in nature and will not come under the purview of the Uniform Code of Military Justice, article 15 (10 USC 815).

c. The membership of Selection and Review Boards will be constituted as follows:

(1) For selection to the grades of first sergeant/master sergeant and sergeant major/master gunnery sergeant, Marine Corps officers of company grade or above.

(2) For selection to the grades of staff sergeant and gunnery sergeant, when practicable, not more than one warrant officer, one sergeant major, one master gunnery sergeant and the remaining membership will be Marine Corps officers of the grade of captain or above.

(3) Membership will include Marine Corps Reserve representation in numbers substantially equal to the proportion of Reserve personnel under consideration and boards considering women Marines will have women Marine representation.

2. Local Enlisted Screening Boards

a. The Commandant of the Marine Corps may direct the use of local enlisted screening boards by commanders having promotion authority. Screening boards are utilized to determine mental, moral and professional qualifications of eligible enlisted Marines. In addition to making recommendations for promotion, local screening boards may be utilized to conduct the administration of promotion tests and compute composite scores when directed. The recommendations of local screening boards are not binding upon the commander.

b. Enlisted screening boards will consist of at least one Marine officer; normally membership of such boards will consist of at least two officers. Enlisted Marines in the grade of sergeant major/master gunnery sergeant may be utilized as members provided they do not constitute more than one-third of the total membership.

(1) Commanding officers will utilize Marine Corps Reserve members on the board when enlisted reservists are being considered, provided such membership is available within the organization convening the board. Marine Corps Reserve membership on the board will be substantially equal to the proportion of the enlisted reservists being considered, except when reservists only are being considered. Under these latter conditions, a majority of the membership will be reservists.

(2) When practicable, boards considering women Marines will have women Marine representation.

(3) The commander of a Marine Air Reserve Training Detachment or the Inspector-Instructor of a ground unit, as appropriate, will act as a member of an enlisted screening board of an Organized Reserve Unit or assign an officer member of his staff, who is attached to the Regular Establishment, to act in his stead. However, if the commander, the Inspector-Instructor, or the officer representative is senior to the senior Reserve member of the board, he will sit on the board in an advisory capacity only. The commander, Inspector-Instructor, or officer representative will not act as sole member of the unit's screening board.

6252 PROMOTION ELIGIBILITY AND QUALIFICATIONS

1. General

a. The Commandant of the Marine Corps shall prescribe such promotion qualifications and eligibility requirements as he considers necessary to maintain the enlisted structure of the Marine Corps at the high standard of proficiency necessary to ensure continued combat readiness.

b. Qualification for promotion is defined as the manifestation of those personal and professional attributes necessary to perform the leadership functions and duties and to assume the responsibilities of the next higher grade at an acceptable level.

c. Eligibility requirements for promotion are those legal and administrative prerequisites established to ensure a satisfactory level of performance of an individual in the next higher grade.

2. Qualifications for Promotion

a. Individual qualifications for promotion to staff noncommissioned officer grades will be determined by the Commandant of the Marine Corps through the use of Headquarters noncommissioned officer selection and review boards convened in accordance with subparagraph 6251.1.

b. Individual qualifications for promotion to grades below that of staff noncommissioned officer will be determined by the individual commander and, when directed, by local screening boards convened in accordance with subparagraph 6251.2.

c. Qualifications for promotion on the part of enlisted Marines of both the Regular and Reserve Establishments encompass, but are not limited to such factors as seniority, leadership, performance of duty, personal integrity, maturity, growth potential, professional and technical knowledge, and motivation.

3. Eligibility Requirements. Subject to the restrictions imposed by subparagraph 6250.4c, above, to be eligible for promotion enlisted Marines of the Regular Establishment and of Class II, Marine Corps Reserve, must:

a. For promotion to sergeant major/master gunnery sergeant and first sergeant/master sergeant:

(1) Complete the following periods of enlisted service as required by law as of a control date to be prescribed by the Commandant of the Marine Corps:

(a) For appointment to sergeant major/master gunnery sergeant: 10 years enlisted service for pay purposes.

(b) For appointment to first sergeant/master sergeant: 8 years enlisted service for pay purposes.

(2) Complete the minimum service in grade requirement established by the Commandant of the Marine Corps.

(3) Be recommended for advancement by an appropriate Headquarters noncommissioned officer selection board as approved by the Commandant of the Marine Corps.

▶ (4) Provided active duty totals 17 years and 6 months or more, agree to serve for a period of 2 years from date of appointment.

b. For promotion to gunnery sergeant and staff sergeant:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

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

(3) Be recommended for advancement by an appropriate Headquarters noncommissioned officer selection board as approved by the Commandant of the Marine Corps.

▶ (4) In the case of gunnery sergeants who have completed 17 years and 6 months or more of active duty, agree to serve for a period of 2 years from date of appointment.

c. For promotion to sergeant:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

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

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

(4) Be otherwise qualified as determined by his commander.

d. For promotion to corporal and lance corporal:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

(2) Pass an appropriate locally prepared examination.

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

(NOTE: An appropriate vacancy in the unit table of organization/manning level must exist prior to promotion.)

e. For promotion to private first class:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

(2) Pass an appropriate locally prepared examination.

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

(4) Class II, Marine Corps Reserve.

d. For promotion to corporal and lance corporal:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

(2) Pass an appropriate locally prepared examination.

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

(NOTE: An appropriate vacancy in the unit table of organization/manning level must exist prior to promotion.)

e. For promotion to private first class:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

(2) Pass an appropriate locally prepared examination.

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

(4) Class II, Marine Corps Reserve.

(a) Have completed 3 consecutive months in the unit and satisfactorily participated in 90 percent of the drills.

(b) "H" and "K" reservists must have completed the initial period of active duty for training.

f. Minimum service in grade will be computed from the seniority date of rank in the current grade except that, service in the current or higher grade satisfactorily performed in the previous enlistment will be included for the first promotion awarded the individual in his current enlistment.

4. Class III, Volunteer Reserve

a. Promotion of Class III, Volunteer Reserves, to grades of private first class through gunnery sergeant may be authorized by Commandant of the Marine Corps upon the specific recommendation of the Commanding General, Marine Air Reserve Training

Command, or the Director, Marine Corps District. Volunteer reservists shall not be recommended for more than one promotion in one calendar year.

6253 PREPROMOTION EXAMINATIONS

1. General. Military proficiency to the degree required of the next higher grade is essential for promotion in both the Regular Establishment and the Reserve component. The acquisition of such military proficiency will be confirmed through examination as herein prescribed. Prepromotion examinations will not be administered to gunnery sergeants and above.

2. General Military Subjects Tests. Standardized General Military Subjects Tests (GMST) will be administered to eligible staff sergeants, sergeants, and corporals. The GMST will be of the multiple choice, objective type. There will be a separate GMST for each pay grade. Separate tests will be prepared for women Marines.

3. Testing Periods. GMST periods will be administered in accordance with the following schedule:

a. FOR THE REGULAR ESTABLISHMENT

(1) ALPHA Test Period: Test conducted at 0830 on the first Friday in August each year. (This test period to be identified in all correspondence and records as GMST-ALPHA followed by the last two digits of the fiscal year.)

(2) BRAVO Test Period: Test conducted at 0830 on the first Friday in December each year. (This test period to be identified in all correspondence and records as GMST-BRAVO followed by the last two digits of the fiscal year.)

(3) CHARLIE Test Period: Test conducted at 0830 on the first Friday in April each year. (This test period to be identified in all correspondence and records as GMST-CHARLIE followed by the last two digits of the fiscal year.)

(4) Late testing may be conducted only by specific authority of the Commandant of the Marine Corps.

b. FOR THE MARINE CORPS RESERVE

(1) Class II, Marine Corps Reserve

(a) Testing will be conducted on the first Saturday or Sunday immediately following a BRAVO or CHARLIE test period. There will be no ALPHA test period for reservists.

(b) No late testing will be authorized.

(2) Class III, Marine Corps Reserve

(a) Members of Class III, Volunteer Marine Corps Reserve, will not be administered prepromotion examinations unless serving on extended active duty with the Regular Establishment when the provisions of subparagraph 6250.3d apply.

4. Requisitioning of Test Materials. Requisitions for GMSTs will be submitted to the Director, Marine Corps Institute, Box 1775, Marine Barracks, Washington, D.C. 20013, on Administrative Action (NAVMC 10274-ADM), in triplicate, indicating the number of tests required, grade, type (Regular or Reserve, male or female), the identifying code letter of the testing period and the unit reporting code number.

a. Tests will be requisitioned by the commander of the organization in which tests will be administered. Requisitions will not be consolidated by higher echelons.

b. Requisitions will be submitted not more than 45 days or less than 30 days in advance of the designated testing period.

5. Security, Handling, Administration, Reporting and Processing. The specific instructions for the security, handling, administration, reporting, and processing of tests will be furnished to each testing organization by the Director, Marine Corps Institute.

a. Commanders are responsible to the Commandant of the Marine Corps for the strict compliance with these instructions within their organizations.

b. The Director, Marine Corps Institute, will report any apparent maladministrative procedure or suspected compromise to the Commandant of the Marine Corps (Code DHB).

6. Waiver of Tests. Waiver of the requirement to pass a General Military Subjects Test in order to be eligible to receive consideration for promotion to the grades of sergeant, staff sergeant and gunnery sergeant will be granted only under the circumstances stipulated in this paragraph. A waiver granted will be effective only for the next succeeding appropriate promotion or testing period, whichever occurs first, unless otherwise stipulated by the Commandant of the Marine Corps. If a Marine is not promoted or selected for promotion during the effective period of a GMST waiver, he must be retested during the next testing period or again be granted a waiver.

a. Commander's certification. When a Marine's failure to pass the standardized General Military Subjects Test is obviously not a true reflection of his professional proficiency and ability and the commander feels that such action will be of benefit to the Marine Corps, he may request the Commandant of the Marine Corps (Code DHB) to grant the Marine a test waiver for the next higher grade. The commander will include, in detail, the reasons upon which he bases his request.

b. Combat or tactical deployment. If conditions of training, combat, or other tactical deployment preclude the proper administration of the General Military Subjects Test during a testing period, the commanding general of a fleet marine force may direct that the test be waived, for personnel within the effected elements of his command for that testing period only. The commanding general of a fleet marine force will forward to the Commandant of the Marine Corps (Code DHB), via airmail, the names, grades,

service numbers, and primary military occupational specialties of the sergeants and staff sergeants to whom such waivers are extended.

c. Hospitalization. Marines hospitalized as a result of disease or injury shall have tests waived provided they are otherwise eligible for testing. Names, grades, service numbers, and military occupational specialties of the Marines in the grades of sergeant and staff sergeant granted hospitalization waivers will be forwarded to the Commandant of the Marine Corps (Code DHB).

d. Commandant of the Marine Corps Waiver. When the Commandant of the Marine Corps determines such action to be to the best interest of the Marine Corps, he will waive the standardized General Military Subjects Test for a specific period in the case of one or more grades.

7. Service Record Book Entries. Entries concerning General Military Subjects Tests will be made on page 5 of the service record book in accordance with paragraph 15109.

8. Testing of Lance Corporals, Privates First Class and Privates

a. Locally prepared written and practical examinations based on general military subjects, primary military occupational specialization and duty assignment, will be administered to lance corporals and privates first class. The preparation, administration, and scoring of these examinations is the responsibility of the individual commander.

b. Proficiency of privates in general military subjects will be determined by the successful completion of an examination based on instructions and training received by the Marine. The preparation, administration, and scoring of the examination will be the responsibility of the individual commander.

6254 COMPOSITE SCORES

1. General. The Commandant of the Marine Corps will control the number of Marines to be promoted to sergeant through the use of composite scores. The determination of the individual Marines who will be promoted, subject to the composite score stipulation, is the sole responsibility of the commander.

a. 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.

b. Composite scores will be computed for eligible corporals of the Regular Establishment and of Class II of the Reserve component only when such computation is directed by the Commandant of the Marine Corps.

c. To be eligible to have his composite score computed, a corporal must have passed the GMST at the sergeant level, or have received a GMST-waiver which is still in effect, and not be restricted from promotion in accordance with subparagraph 6250.4.

2. Computation. When directed, composite scores will be computed in accordance with the following:

| <u>ELEMENT</u> | <u>MULTIPLY BY</u> | <u>EQUALS COMPOSITE SCORE SUBTOTAL</u> |
|---|--------------------|---|
| Average of Duty and General Military Subjects Proficiency Marks | 18.00 | Carry out to tenths (do not round off sub-totals) |
| Average Conduct Mark | 8.0 | |
| Total Months in Grade | 0.5 | |
| Total Months in Service | 0.2 | |
| | | <u>TOTAL EQUALS COMPOSITE SCORE</u> |

Round off Composite Score Total to nearest whole number. Five-tenths (.5), or higher, will be counted as a whole number (1.0); four-tenths (.4), or lower, will be dropped.

a. **AVERAGE OF DUTY AND GENERAL MILITARY SUBJECTS PROFICIENCY MARKS:** The mark to be used is the average of all duty and general military subjects proficiency marks assigned prior to the cut-off date designated in the Commandant's directive but on or after the date of last promotion, reduction, or enlistment (whichever is latest). In the absence of such marks a mark will be assigned by the commander for use in the composite score, however, this mark will not be entered in the service record book. Proficiency marks assigned solely for use in composite scores will be made in accordance with the standards of proficiency marking as set forth in paragraph 15106, and will be determined through interview, observation, proficiency marks received in lower grades, or any combination of these methods. (Proficiency marks assigned reservists prior to being placed on extended active duty will not be used in computing a composite score for a reservist subsequent to being assigned to extended active duty. Instead a proficiency mark will be assigned for use in the composite score in the manner described above.) In arriving at the average proficiency mark the computation will be carried out to the second decimal point, but will be rounded off to the nearest tenth (e.g., an average of 4.65 will be expressed as 4.7; an average of 3.62 will be expressed as 3.6).

b. **AVERAGE OF CONDUCT MARKS:** The mark to be used is the average of all conduct marks assigned prior to the designated cut-off date,

but on or after the date of last promotion, reduction, or last enlistment (whichever is latest). In the absence of such marks, a mark will be assigned by the commander for use in the composite score, however, this mark will not be entered in the service record book. A conduct mark assigned for use solely in the composite score will be made in accordance with the standards for conduct marking and will be based on service record book entries in previous grades, interview, observation, or any combination of these. (Conduct marks received by reservists in the Organized Reserve will be included when determining the average conduct marking.) The average mark will be computed to the nearest tenth as set forth in the preceding subparagraph.

c. **MONTHS IN GRADE:** Total months in grade is the computation of the number of months in the present grade from the date of rank to the designated cut-off date. Months in present or higher grade satisfactorily acquired in a previous enlistment in the Regular Marine Corps, or while serving on extended active duty in the Marine Corps Reserve, will be included for only the first promotion subsequent to reenlistment. Service in grade from which a punitive or an incompetent reduction has been effected is not satisfactory service in that grade and will not be included.

d. **MONTHS IN SERVICE:** Number to be used is the total months in service (Marine Corps and Marine Corps Reserve; active and inactive) which the Marine will have accrued on the designated cut-off date. (When computing months in grade and months in service, a fraction of a month of 15 days or more will be computed as 1 month; less than 15 days will be disregarded.)

EXAMPLE: CORPORAL JOHN DOE 975601/0311: DATE RANK-15 FEB
1961: CUT-OFF DATE: 30 Sep 1962

General Military Subjects Proficiency: 3.9, 4.0, 4.5, 4.5, and 4.5
Duty Proficiency: 4.0, 4.5, 4.5, 3.9, and 4.5
COMBINED AVERAGE MARK: 4.3
Conduct: 4.0, 4.2, 4.4, and 5.0: AVERAGE: 4.4
Total Time in Grade: 19 month, 15 days EXPRESSED AS: 20 Months
Total Time in Service: 33 months, 14 days EXPRESSED AS: 33 Months

| ELEMENT | SCORE | MULTIPLE | COMPOSITE |
|--------------------------------|-------|----------|----------------------|
| | | | SCORE |
| PROFICIENCY (combined average) | 4.3 | 18.0 | 77.4 |
| CONDUCT (average) | 4.4 | 8.0 | 35.2 |
| MONTHS IN GRADE | 20 | 0.5 | 10.0 |
| MONTHS IN SERVICE | 33 | 0.2 | 6.6 |
| | | | TOTAL: 129.2 |
| | | | COMPOSITE SCORE: 129 |

3. Reporting. Composite scores will be reported to Headquarters, U.S. Marine Corps (Code DHB) by the date stipulated by the Commandant of the

Marine Corps. This report will show the numbers of composite scores within each occupational field.

From: Commanding Officer _____ (Reporting Unit Code Number _____)
To: Commandant of the Marine Corps (Code DHB)
Subj: Composite Scores; Report of
Ref: (a) _____ (CMC directive)

1. The composite scores required by reference (a) for the ALPHA-63 period are as follows:

| OCCUPATIONAL FIELD | COMPOSITE SCORES | NUMBER ACHIEVING (i.e., number of corporals having that score) |
|--------------------|------------------|---|
| 01 | 206 | 1 |
| | 199 | 4 |
| | 193 | 1 |
| 02 | 198 | 3 |
| | 167 | 1 |
| 03 | 210 | 4 |
| | 129 | 6 |

4. Service Record Entry. Composite scores will be entered in the service record book at the time of computing in accordance with paragraph 15110.

during the period in which they have been delegated promotion authority for that particular grade.

6255 EFFECTING PROMOTIONS

1. General

a. Commanders will effect promotions to a higher enlisted grade only

b. An appointment to a higher enlisted grade issued by the Commandant of the Marine Corps is effective for all purposes, including pay and allowances, on the date the certificate of appointment is signed by him, unless

subsequently withdrawn in accordance with subparagraph 2b, below.

►c. An appointment to a higher enlisted grade issued by the commander, in accordance with specific instructions of the Commandant of the Marine Corps, will be dated and be effective for all purposes, including pay and allowances from:

(1) the date specified in the directive authorizing the issuance of the promotion, or the date the authorizing directive was issued, whichever is later.

(2) when no date is specified in the authorizing directive, the date the issuing authority affixes his signature to the certificate of appointment is the effective date of promotion.

►d. An appointment to a higher enlisted grade will be on DD Form 216-MC (Certificate of Appointment). The original of the completed certificate of appointment will be delivered to the Marine concerned.

2. Appointments Issued by the Commandant of the Marine Corps

a. The commander will attest to the delivery of an appointment issued by the Commandant of the Marine Corps in writing. This attestation will certify as to the Marine's continued merit for promotion.

(1) Delivery of these appointments will be made in a manner befitting the dignity and prestige of selection and appointment by the Commandant of the Marine Corps and of the grade to which promoted.

b. If, in the considered opinion of the commander, the appointment is no longer merited, he will return the appointment to the Commandant of the Marine Corps (Code DHB) with a detailed report of the circumstances in order that a final determination may be made.

3. Appointment Issued by the Commander

a. A duplicate of each certificate of appointment issued by the commander will be forwarded to the Commandant of the Marine Corps (Code DHB).

►b. Proper completion of the certificate of appointment is shown in figures 6-1 and 6-2.

4. Types of Appointments

a. Permanent appointments. All appointments to the next higher grade except as specifically excepted in subparagraph b, and subparagraph 5, below, will be permanent appointments. Permanent appointments can be terminated only by the promotion, reduction or discharge of the individual concerned.

b. Temporary appointments. Temporary appointments will be issued only upon authority of the Commandant of the Marine Corps. Temporary appointments can be terminated in the same manner as permanent appointments, and, in addition, they may be terminated upon completion of the duty for which the appointment was effected.

5. Probationary Periods.

a. When directed by the Commandant of the Marine Corps, promotion to a higher grade may be probational and subject to revocation for failure of the individual Marine to demonstrate full qualification while serving in the new grade.

b. Probational appointments may be terminated by the commander authorized to effect such promotion upon recommendation of a local promotion (screening) board. Final action in each case will be taken by the commander.

c. Permanent confirmation of probational appointments will be made (if individual is qualified) at the end of 6 months, upon discharge, death, or

transfer outside the jurisdiction of the commander who effected the appointment, whichever occurs first.

6. Date of Rank. Upon advancement to a higher enlisted grade, and as directed by the Commandant of the Marine Corps, enlisted Marines will be assigned a date of rank. The sole purpose of a date of rank is to establish relative seniority within a particular grade.

a. Unless otherwise directed by the Commandant of the Marine Corps, the date of rank assigned on promotion to the next higher enlisted grade will be the first day of the month in which the promotion is effected.

b. Precedence of enlisted Marines having the same date of rank shall be determined by the Commandant for all enlisted Marines appointed by him.

(1) A lineal precedence roster for Marines in the grades of sergeant major/master gunnery sergeant and first sergeant/master sergeant will be maintained and promulgated.

(2) The order of precedence for Marines below the grade of first sergeant/master sergeant will be indicated on the certificate of appointment issued by the Commandant.

c. Order of precedence for Marines in the grade of sergeant and below will not be indicated on the certificate of appointment. Commanders may, should they so desire, establish and maintain within their own organizations precedence rosters for Marines in the grade of sergeant and below.

6256 SPECIAL PROMOTION PROVISIONS

1. Meritorious Promotion. Meritorious promotion to a higher enlisted grade is an accelerated promotion. It is not a means of effecting the promotion of a well qualified Marine who could not be promoted through the normal promotion channel.

a. The Commandant of the Marine Corps may recommend enlisted Marines who demonstrate exceptional performance of duty in combat for appointment to commissioned grade.

b. The Commandant of the Marine Corps may promote deserving enlisted Marines for meritorious reasons.

(1) Meritorious promotions will not be made to the grades of sergeant major, master gunnery sergeant, first sergeant, and master sergeant.

(2) Commanders may recommend by letter to the Commandant of the Marine Corps (Code DHB) those enlisted Marines whose actions and performance warrant consideration for accelerated advancement to the next higher grade. Recommendations for meritorious promotion must be based on an exceptional, noteworthy, and commendatory performance of duty to a degree which merits consideration for accelerated promotion over other qualified Marines.

(3) The Commandant of the Marine Corps may, under certain conditions, delegate authority to promote Marines, in specific grades, for meritorious reasons.

2. Temporary Appointments for Women Marines. Any woman Marine master gunnery sergeant who is assigned to an authorized sergeant major billet and any woman Marine master sergeant who is assigned to an authorized first sergeant billet may be temporarily appointed to the billet grade by the Commandant of the Marine Corps subject to such administrative procedures and instructions as may be promulgated.

3. Promotion of POW's or Those Declared as Missing. Enlisted Marines who are held prisoners by enemy forces, or who are carried in a missing status, will, when returned to United States control, receive promotional consideration for the period during which they were not under United States control.

4. Posthumous Promotion. When the promotion of an enlisted Marine has officially been promulgated by the Commandant of the Marine Corps, or by the commander, and such Marine shall have been unable to receive the appointment solely by reason of death in the line of duty, a posthumous promotion shall be issued as of the date of such promulgation. The Marine's name shall then be carried in the records as having served in the grade to which he would have been promoted to the date of death. No beneficiary shall be entitled to receive any bonus, gratuity, pay or allowances, by virtue of any posthumous advancement.

5. Remedial Promotion

a. Commanders of enlisted Marines who are restored to active duty, as the result of a Physical Evaluation Board, shall notify the Commandant of the Marine Corps (Code DHB) in order that appropriate remedial promotion consideration may be afforded.

b. Commanders of Marines who are denied promotional opportunities, as a result of administrative error or as authorized by subparagraphs 6250.4c(2)(h), (i), or (j), and who are acquitted or absolved of all responsibility, shall report the circumstances to the Commandant of the Marine Corps (Code DHB) in order that appropriate remedial promotional consideration may be afforded.

c. No retroactive pay or allowances will be included when remedial consideration is resolved in favor of the individual other than through individual petition to the Board for Correction of Naval Records in accordance with the provisions of 10 USC 1552.

6. Promotion of Members of U.S. Marine Band. Promotion of enlisted members of the United States Marine Band will be effected by the Commandant of the Marine Corps as vacancies therein occur.



To all who shall see these presents, greeting:
Know Ye, that reposing special trust and confidence in the fidelity and abilities
of *John J. Doe* 1234567/0369 *, I do*
appoint him a Sergeant *in the*

United States Marine Corps

to rank as such from the first *day of* July *, nineteen*
hundred and sixty one

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

Given under my hand at Marine Barracks, Headquarters, U.S. Marine Corps
this first *day of* July *in the year of our Lord* nineteen
hundred and sixty one

AUTHORITY MCO 1430.25

/s/

DATE OF PROMOTION 1 July 1961

John Smith, Colonel, USMC
Commanding

DD FORM 216MC
1 SEP 54

Figure 6-1



To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities
of John J. Doe 1234567/0369 *, I do*
appoint him a Sergeant *in the*

United States Marine Corps

to rank as such from the first *day of* September *, nineteen*
hundred and sixty five

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

Given under my hand at Marine Barracks, Headquarters, U.S. Marine Corps
this sixteenth *day of* September *, in the year of our Lord nineteen*
hundred and sixty five (Pursuant provisions par 6255.1c(1) MarCorPersMan)

AUTHORITY MCBul 1430 of 2 Sep 1965

/s/

John Smith, Colonel, USMC
Commanding

DATE OF PROMOTION 16 September 1965

DD FORM 216MC
 1 SEP 54

Figure 6-2

PART G: REDUCTION OF REGULAR AND RESERVE ENLISTED PERSONNEL

6300 NONPUNITIVE REDUCTIONS

1. The Commandant of the Marine Corps may reduce enlisted Marines to any grade, when necessary to reduce the total number of personnel in grade, and for incompetence in accordance with procedures prescribed by him.

6301 PUNITIVE REDUCTIONS

1. Enlisted personnel of any grade above private may be reduced as punishment pursuant to the sentence of a court-martial or by the Commandant of the Marine Corps.

2. Reductions will be effected between pay grades only.

3. Commanders as defined in subparagraph 6250.1b, may reduce enlisted personnel as nonjudicial punishment if the grade from which reduced is within the promotion authority of an equivalent or lower command.

4. Statutory and additional regulatory provisions governing reductions of personnel are contained in the Manual for Courts-Martial, United States, 1951, and the JAG Manual, chapter XIV.

5. All service in grade privileges previously acquired in grade to which reduced are lost when a reduction is effected as punishment.

6. A reduction in grade as nonjudicial punishment or as a result of court-martial shall be recorded in the service record as prescribed in chapter 15. The commander must notify the disbursing officer of any punishment or reduction as it becomes effective and affects the pay of an individual. Corresponding entries and notification are required when subsequent action on review disapproves or otherwise modifies the reduction.

6302 REDUCTION FOR INCOMPETENCE

1. Action to reduce an enlisted person for incompetence will be initiated when, in the opinion of the commander, a Marine has demonstrated that he is not qualified to perform properly the duties of his present grade.

2. Commanders are authorized to reduce Marines in the grade of private first class for incompetence by written order and without convening a review board.

3. A reduction for incompetence shall not be regarded as a punishment. Upon reduction for incompetence, a Marine will be given the same date of rank he previously held in the grade to which reduced.

a. Commanders will convene a review board in the cases of Marines in the grade of lance corporal and above, for the purpose of furnishing the officer, authorized to take final action, with all pertinent facts of the case, in order that proper administrative action may be taken.

(1) Review boards will consist of not less than three officers. If the Marine, whose qualifications are being examined is a reservist, the membership of the board shall include a majority of Reserve officers to the extent practicable. If a woman marine is being examined, the membership will, if practicable, include a woman Marine officer. If convened to determine the competence of a member of a Marine Detachment Afloat, a Marine officer will be included as a member of the board.

(2) No reference will be made to any provisions of the JAG Manual, chapter XIV, in the precept convening a review board.

(3) The findings and recommendations of the review board will be forwarded to the officer authorized to take final action, with any statement the individual may care to make, together with the recommendation of the commander.

(4) All commanding generals are authorized to take final action within their respective commands on reduction of Marines for incompetence. Commanders not under the jurisdiction of a commanding general will forward the report of the findings and recommendations of the review board, together with

their recommendation, to the Commandant of Marine Corps (Code DHB), for final action.

(5) In the event it is determined that the Marine is competent to perform duties commensurate with his grade, but incompetent to perform the duties of his assigned Military Occupational Specialty, he will be afforded the opportunity to establish competence in another Military Occupational Specialty in either the same or another occupational field without reduction in grade.

(6) A professional deficiency, demonstrating a lack of the desired characteristics and traits of leadership, should not be confused with a deficiency in technical proficiency.

(7) When examining the qualifications of Marines, review boards will be primarily concerned with current demonstrated performance of duty.

(8) Marines shall not be reduced more than one grade as the result of any one review board.

(9) When final action has been taken by a commanding general, the report of the findings and recommendation of the review board, together with the commander's recommendation, and a report of the commanding general's action will be forwarded to the Commandant of the Marine Corps (Code DHB) to be made a part of the individual's official record.

6303 EFFECTIVE DATE OF REDUCTION

1. Reduction effected as a result of a court-martial is effective from and including the date the sentence is ordered executed.

2. Unless suspended when imposed reduction effected as a result of non-judicial punishment is effective from and including the date imposed.

3. Reduction effected for incompetency is effective from and including the date of approval by the commander authorized to take final action.

4. A vacated suspended reduction is effective on the date vacated.

5. Marines whose sentence of reduction is remitted, set aside, or mitigated to a lesser punishment, will be reassigned the same date of rank held before the reduction was imposed.

6. If an executed reduction is subsequently suspended or mitigated under the Uniform Code of Military Justice, article 15(d) or (e), the date of rank is the date of the suspension or mitigation unless the authority authorized to take final action directs otherwise in especially deserving cases.

6304 REDUCTION ORDER

1. Marines reduced in grade shall be informed in writing of such reduction. Court-martial orders, unit special orders, or individual letters are proper vehicles of notification. A copy of the notification will be forwarded to the Commandant of the Marine Corps (Code DHB) for each Marine reduced.

2. Marines whose reduction is suspended, remitted, mitigated to a lesser punishment, or set aside will be informed in writing of their restoration in grade and assigned date of rank. A copy of the notification will be forwarded to the Commandant of the Marine Corps (Code DHB) for each Marine reduced.