



UNITED STATES MARINE CORPS
MARINE AVIATION DETACHMENT
22401 CEDAR POINT ROAD, BUILDING 102
NAVAL AIR STATION
PATUXENT RIVER, MARYLAND 20670-1188

In reply refer to
DetO 1420.1
25 Nov 2019

DETACHMENT ORDER 1420.1

From: Commanding Officer
To: Distribution List

Subj: NONCOMMISSIONED OFFICER PROMOTION PANEL

Ref: (a) MARADMIN 200/16
(b) MARADMIN 521/14
(c) MARADMIN 150/16
(d) Marine Corps Manual W/CH 1-3
(e) MCO P1400.32D
(f) MCO P1070.12K W/CH 1
(g) MCO 6100.13 W/CH 2
(h) MCO 6110.3 W/CH 1

Encl: (1) NCOPP Briefing Sheet
(2) Panel Board Procedures
(3) NCO Promotion Panel Non Recommendation Page 11 Example
(4) Results of Quarterly NCO Promotion Panel

1. Situation

a. This Order provides the authority, direction and procedures to ensure the Marine Corps promotes only the best and fully qualified to the grades of Corporal and Sergeant. The Noncommissioned Officer Promotion Panel (NCOPP) is vital to preserving the Noncommissioned Officer (NCO) ranks and leadership critical to developing our junior Marines while ensuring the future of our Staff Noncommissioned Officer (SNCO) force. Thus, it is incumbent upon Department Heads to personally invest themselves in the implementation of these panels; not only to meet the Commandant's intent, but to ensure the integrity of our valued NCO Corps for today and into the future. Per reference (a), accomplishment of the ultimate mission and success in battle depends on the manner in which Marines are developed into small unit leaders and their professional abilities. Consequently, no Marine will be promoted to Corporal or Sergeant who has not positively demonstrated the potential, motivation and maturity to satisfactorily discharge the duties of a small unit leader. Therefore, it is even more critical to ensure that a Senior Board Member's recommendation concerning a Marine's promotion to Corporal or Sergeant is a thoughtful and deliberate decision.

b. Reference (a) establishes the minimum requirement for every unit to conduct NCOPPs on a quarterly basis to ensure that the Marine Corps is promoting those who not only meet the time in grade, time in service and Professional Military Education (PME) requirements, but who have demonstrated an enduring commitment to Corps values, and an ever-increasing degree of maturity, leadership and professionalism expected of our NCOs. References (b) through (h) are guidelines outlining minimum requirements and expectations prior to being selected to the ranks of Corporal or Sergeant.

2. Mission. Marine Aviation Detachment conducts quarterly NCOPP in order to promote the best and fully qualified Marines to the ranks of Corporal and Sergeant.

3. Execution

a. Commander's Intent. Senior Board Members will ensure the Marine Corps promotes the best and fully qualified to the grades of Corporal and Sergeant. The NCOPP is not to create new standards as the Marine Corps has already established minimum criteria for promotion. Just obtaining the cutting score is no longer the only criteria to gain the authority, privilege and honor to serve in the NCO ranks within our Corps. The whole Marine concept is the intent of the NCOPP, and with this we will strengthen our NCO ranks.

b. Concept of Operations. Department Heads will conduct quarterly NCOPPs to promote the best and fully qualified Marines.

c. Tasks. Senior Board Member.

(1) Implement the contents of this order and conduct quarterly NCOPP.

(2) Ensure strict adherence of this Order is followed.

d. Coordinating Instructions

(1) NCOPPs will be held at the Headquarters element. The Senior Board Member of every panel will be the respective head of the board. If a vote is split, the ultimate decision for the recommended outcome will be decided by the Senior Board Member.

(2) At a minimum, the following personnel will be part of every NCOPP: Senior Board Member, three Staff Noncommissioned Officers (SNCOs) and one Commissioned Officer. To maintain consistency and avoid impartiality within the Detachment, Board Members will not be in the Marine's immediate chain of command.

(3) NCOPP Preparation and Briefing Procedures

(a) All Marines eligible for promotion to the grades of Corporal and Sergeant will be notified of the date, time, uniform and location of the NCOPP no later than seven days prior to the convening date.

(b) All Work section SNCOIC's and NCOIC's are responsible for briefing and preparing their Marines for the NCOPP. Seven days prior to the convening of the NCOPP all eligible Marine's training jackets will be turned into the Administrative Chief for review. The Senior Board Member will develop appropriate schedules and timelines for the NCOPP, as well as, provide panel members with a roster of all eligible Marines prior to the board. The Sergeant Major will be provided the date, time and location of every NCOPP no later than seven days prior to the convening date of each panel.

(c) Enclosure (1) is a sample briefing sheet. All Marines will be briefed by their respective SNCOIC prior to them reporting to the promotion panel.

e. Promotion Quarter/MCTFS Cutoff Dates.

<u>Promotion Qtr</u>	<u>MCTFS/CS</u>	<u>Data Cutoff CS Computed</u>	<u>Board Held NLT</u>
January - March	20 November	30 November	15 November
April - June	20 February	28 February	15 February
July -September	20 May	31 May	15 May
October- December	20 Aug	31 August	15 Aug

f. Board Procedures.

(1) After being briefed by their immediate SNCOIC, the eligible Marines will report to the Senior Member of the NCOPP. Uniform for all NCOPPs while in a garrison environment will be conducted in the Service seasonal uniform.

(2) Every member of the panel will then ask a minimum of two questions ranging from MOS proficiency, Marine Corps History, current events, customs and courtesies or leadership. The Senior Member of the board will assign board member topics and will be briefed on all questions prior to the execution of the panel to ensure relevance. Simply totaling the number of right or wrong answers to justify recommendation for promotion is not the purpose of the questions; the questions serve as a baseline to judge bearing, professionalism, competence and maturity of all eligible Marines.

(3) All eligible Marines are required to physically appear before the NCOPP. The only exception to this policy will be Marines that are physically unable to appear before the NCOPP. Prior coordination will be made with leadership. In these instances, video teleconferences and/or telephone conferences are acceptable. In any case where a Marine is on a temporary additional duty assignment or a Marine has a previously approved leave period conflicting with the NCOPP, an interview with the Commanding Officer will be conducted before departure.

(4) After each Marine, board members will maintain their recommendations to themselves until the conclusion of all Marines eligible within each grade. At the conclusion of eligible Lance Corporals to the rank of Corporal, all board members will go through the roster and make recommendations to the Senior Board Member and openly discuss their reservations and/or endorsements for promotion. The Senior Board Member will have the final recommendation on every Marine. The same will repeat after eligible Corporals conduct their NCOPP.

(5) After all recommendations have been made, a consolidated roster will be drafted and routed to the Commanding Officer via the Sergeant Major. This roster will consist of only those not recommended for promotion and why.

(6) All eligible Marines not recommended for promotion and approved by the Commanding Officer will receive a Page 11 entry stating that they appeared before the NCOPP for that specific quarter and were not recommended for promotion due to (specific reason). Marines not recommended by the quarterly NCOPP will not be eligible for promotion until the following promotion quarter. Respective Page 11 entries will cover the entire quarter. Recommendations within Marine Online shall also happen in conjunction with the required Page 11 entry.

(7) Section OIC's and SNCOIC's will develop a 90 day plan to assist in correcting any and all deficiencies discovered on all eligible Marines not recommended for promotion. This will be thoroughly discussed with each Marine and be incorporated in a counseling that will be placed within the Marines' training jacket. This will happen no later than one week following the NCOPP in which the Marine was not recommended for promotion.

(8) Marines that have been recommended for promotion by the NCOPP will not appear before the NCOPP again, unless deemed necessary by the Commanding Officer.

4. Administration and Logistics

a. Administration. The Administrative Chief will ensure dissemination and compliance within all ranks.

b. Logistics. None.

5. Command and Signal. This Order is applicable to all Marines assigned or attached to Marine Aviation Detachment and is effective the date signed.



S. R. GIRARD

NCOPP Briefing Sheet

SNCOIC/OIC:
Marine:

Promotion Eligible

Intro:

PME Complete: Yes or No (If not identify completion date assigned in formal counseling)

HT/WT_ BF% (Date will be within 7 days):

PFT:_____ Date:_____

CFT:_____ Date:_____

Rifle/Pistol:_____ Date:_____

MCMAP:_____

Last (2) Pro/Con Marks ____/____ ____/____

1. Quick background on mentor/promotion eligible Marine relationship.

State the length and frequency of contact:

2. What are SNM's strengths regarding the whole Marine concept?

3. Describe the Marine's performance on/off duty. Use the following attributes as guide to create your narrative:

Honesty	Courage	Potential to become a mentor
Trustworthiness	Loyalty	Performance of Duties
Motivation	Respect to Superiors	Attitude
Work Performance	Law-Abidingness	Ability to Accomplish the Mission
Attention to Detail	Finances	
Leadership		Ability to set the example

4. State your opinion of this Marine's ability to perform his/her duties effectively now and in the future, including his/her potential for advancement or leadership?

5. How would you best describe SNM's proficiency within his/her MOS?

6. What are the areas SNM could stand to improve?

7. State your recommendation: Promote/Do not promote.

ENCLOSURE (1)

Panel Board Procedures

1. Preparation prior to the board:

- S-1 will pull an alpha roster at the beginning of each quarter to see which personnel are expected to be eligible for promotion to Corporal/Sergeant.
- S-1 will forward the roster out to all of the leadership for the following quarter so that they can prepare the mentor and the mentee.
- S-1 will ensure that all of the leadership pulls the Marines' training jacket to be viewed by the board.
- The Senior Board Member will make sure the mentor is prepared to brief the board members based off of the NCOPP Briefing Sheet.
- The Senior Board Member will prepare the board members by briefing them on the procedures and voting process.

2. During the board:

- The board will consist of the following: At a minimum the following personnel will be part of every NCOPP: Senior Board Member, three Staff Noncommissioned Officers and one Commissioned Officer.
- In order to maintain consistency and impartiality within the Detachment, board members will not be in the Marine's immediate chain of command.
- Senior Board Members reserve the right to add a MOS written exam, PFT, CFT and/or uniform inspection as they see fit.
- The Section SNCOIC/OIC will report to the Senior Board Member of the panel and brief their Marine based on the "NCOPP Brief Sheet".
- The mentee will report to the Senior Board Member of the NCOPP for questions and answers.
- Once the board has completed its question and answer period, the Senior Board Member will dismiss the Marine and hold promotion recommendations and reservations until all Lance Corporals are complete and repeat the same for Corporals.

3. Actions after the board:

- If it has been determined that the Marine is not ready to be promoted to Corporal/Sergeant, then call the Marine back into the board and tell him/her that they will not be recommended for promotion for that quarter.
- Make sure the Marine understands his/her deficiencies and how they can improve themselves for the next quarter.
- Explain to the Marine that he/she will receive a Page 11 non-recommended for promotion for the entire quarter, as well as a 90-day plan to correct his or her deficiencies.

ENCLOSURE (2)

G

ADMINISTRATIVE REMARKS (1070)

DATE Articles UCMJ explained to me this date as required by Article 137, UCMJ. (Signature)	DATE Articles UCMJ explained to me this date as required by Article 137, UCMJ. (Signature)	DATE I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan. (Signature)
--	--	---

_____: I understand I am eligible but not recommended for promotion to Coporal/Sergeant. I appeared before the Noncommissioned Officer Quarterly Promotion Panel for XX Quarter of 2019 (October, November, December). My non recommendation was due to JJDIDTIEBUCKLE. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record.

I choose (to) _____ (not to) _____ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

NAME (last, first, middle)	EDIPI
----------------------------	-------

NAVMC 118(11) (REV. 05-2014) (EF)
PREVIOUS EDITIONS ARE OBSOLETE

11. _____

FOUO - Privacy sensitive when filled in

ENCLOSURE (3)

Adobe LiveCycle Designer 9



UNITED STATES MARINE CORPS
MARINE AVIATION DETACHMENT
22401 CEDAR POINT ROAD, BUILDING 102
NAVAL AIR STATION
PATUXENT RIVER, MARYLAND 20670-1188

1400
CO
Date

From: Senior Board Member of Noncommissioned Officer Promotion Panel
To: Commanding Officer, Marine Aviation Detachment
Subj: RESULTS OF THE QUARTERLY NONCOMMISSIONED OFFICER PROMOTION PANEL
Ref: (a) Detachment Order 1400.1

1. The following information is provided as a result of the Quarterly Noncommissioned Officer Promotion Panel for XX Quarter, CYXX.

a. Panel Members:

Rank/Name:	Billet:
	Senior Board Member
	Commissioned Officer
	Staff Noncommissioned Officer
	Staff Noncommissioned Officer
	Staff Noncommissioned Officer

b. Board Results:

(1) Lance Corporal

- (a) Total eligible for promotion:
- (b) Total in a restricted status:
- (c) Total recommended for promotion:
- (d) Total not recommended for promotion:

(2) Corporal

- (a) Total eligible for promotion:
- (b) Total in a restricted status:
- (c) Total recommended for promotion:
- (d) Total not recommended for promotion:

ENCLOSURE (4)

Subj: RESULTS OF THE QUARTERLY NONCOMMISSIONED OFFICER PROMOTION PANEL

Name	Department/Division	Reason for being Not recommended
		Recent Counseling Statements
		Lack of Confidence
		Pending Legal Action

2. Point of contact is

I. M. HARDCHARGER

ENCLOSURE (4)