**DEPARTMENT OF THE NAVY** UNIT LETTER HEAD

**** **IN REPLY REFER TO:**

1400

UNIT CODE

DD MM YY

FIRST ENDORSEMENT on CO, UNIT’S ltr 1400 MMPB-11 of 23 Jan 24

From: Commanding General, Unit

To: Commandant of the Marine Corps (MM)

Subj: DELIVERY OF PROMOTION IN THE CASE OF STAFF SERGEANT (NAME)

EDIPI/PMOS USMC

Ref: (a) CO, MMPB-11’S ltr 1400 CO of 1 Jan 24

(b) MCO P1400.32D w/ch 2 (ENLPROMMAN)

Encl: (x) Enclosure(s)

1. I concur with the request by the Commanding Officer (CO), (Unit) to deliver SSgt (NAME)’s promotion to gunnery sergeant.

3. On 21 November 2024, the CO, Unit convened an administrative separation board for SSgt (Name) due to an allegation of (misconduct). This resulted in his promotion to gunnery sergeant being delayed. On 22 November 2024, the administrative separation board adjourned and found no basis for the allegation and recommended SSgt (Name) be retained. On 12 December 2024, I concurred with the board’s decision. See enclosure (1).

2. The point of contact regarding this matter is Rank Name at (703) 784-3622 or via email at [Enlistedpromotions@usmc.mil](mailto:Enlistedpromotions@usmc.mil).

A. B. USMC

**DEPARTMENT OF THE NAVY** UNIT LETTER HEAD

**** **IN REPLY REFER TO:**

1400

MMPB-11

23 Jan 24

From: Commanding Officer, Headquarters Battalion

To: Commandant of the Marine Corps (MM)

Via: (1) Commanding General, Unit

(2) Commanding Officer, Higher Headquarters if applicable

Subj: DELIVERY OF PROMOTION IN THE CASE OF STAFF SERGEANT (NAME)

EDIPI/PMOS USMC

Ref: (a) MCO P1400.32D w/ch 2 (ENLPROMMAN)

(b) Reference(s)

Encl: (1) DIR, MM’s ltr 1450/2 MMPB-11 of 9 Dec 24

(2) Entire ADSEP endorsement letters with Facts and Findings

(3) Staff Sergeant (NAME)’s acknowledgement/statement

1. It is recommended that Staff Sergeant (SSgt) (Name)’s promotion to gunnery sergeant be delivered due to retention and unsubstantiated alleged misconduct.

2. On 18 January 2024, the Commandant of the Marine Corps, Manpower Management Division delayed SSgt (Name)s promotion due to a pending administrative separation board. See enclosure (1).

3. On 21 November 2024, I notified the Marine of separation proceedings for alleged (misconduct). This resulted in his promotion to gunnery sergeant being delayed. On 22 November 2024, the administrative separation board adjourned and found no basis for the allegation and recommended SSgt (Name) be retained. On 12 December 2024, the CG directed the Marine be retained and the facts and findings resulted in unsubstantiated retention. See enclosure (2).

2. The point of contact regarding this matter is Rank Name at (703) 784-3622 or via email at [Enlistedpromotions@usmc.mil](mailto:Enlistedpromotions@usmc.mil).

A. B. USMC

**DEPARTMENT OF THE NAVY** UNIT LETTER HEAD

**** **IN REPLY REFER TO:**

1400

IMM

24 Jan 24

From: Staff Sergeant (NAME) EDIPI/PMOS USMC

To: Commandant of the Marine Corps (MM)

Via: (1) Commanding Officer, Unit

(2) Commanding General, Unit

Subj: DELIVERY OF PROMOTION IN THE CASE OF STAFF SERGEANT (NAME)

EDIPI/PMOS USMC

Ref: (a) CO, UNIT’s ltr 1400 MMPB-11 of 23 Jan 24

1. I have been informed that my appointment to (rank) is under consideration for delay/revocation/delivery by the CMC.  I have reviewed my commander’s letter to the CMC with the recommendation that my promotion be delayed/revoked/delivered.  I understand that the CMC may act to deliver, delay, or revoke my appointment.  I do/do not desire to make a statement.

2. Additional Statement if the Marine chooses to make one.

3. The point of contact regarding this matter is Rank Name at (703) 784-3622 or via email at [Enlistedpromotions@usmc.mil](mailto:Enlistedpromotions@usmc.mil).

I. M. MARINE