



APPENDIX D

Promotions in the Marine Corps Reserve



Promotions in the Marine Corps Reserve

A. General Discussion. The selection process in the United States Marine Corps Reserve continues to be highly competitive. The Promotion Board selects candidates based on the Official Military Personnel File (OMPF) that is before them. Therefore, it is imperative that your record be complete, current and accurate. The following enclosures are included in this Appendix to assist you in this endeavor:

- Encl: (1) Sample Briefing Summary Sheet
(2) Sample Professional and Personal Summary
(3) Important Telephone Numbers
(4) Instructions for the Official Promotion Photograph
(5) Reserve Qualification Summary
(6) Professional Military Education (PME)
(7) Audit and Correction of the Master Brief Sheet (MBS)
(8) Audit and Correction of the Official Military Personnel File (OMPF)
(9) Fitness Report Audit Program

As dates of promotion boards and promotion zones are identified, you will be notified of your eligibility and provided additional details from either the Commandant of the Marine Corps and/or the Marine Corps Reserve Support Command.

B. General Guidance. First, it is **strongly recommended** that you submit a “promotion package” to the Board. It should include an official photograph taken within 12 months of the convening date of the board. Your package should also include a current Reserve Qualification Summary. Detailed instructions for the photograph and Reserve Qualification Summary are covered in this Appendix. These items should be sent to CMC (MMPR-2) (for enlisted) **or** (MMPR-1) (for officers), Headquarters U.S. Marine Corps, Harry Lee Hall, 17 Lejeune Road, Quantico, VA 22134-5103, not later than one month prior to the board convening.

Second, it is **advisable** that your promotion package include a concise, factual cover letter to the board explaining any gaps in fitness reports and providing updated information (within the past six months) that can help your case. Copies of recent awards or citations should be attached to the letter. Also, it is recommended that you

submit a brief summary of your Reserve career in a format such as the provided fictional example. These packages have proven to be very helpful to boards in assessing a Marine's current record and future potential.

Third, it is **your responsibility** to make sure that your record is complete and accurate. If you need them, copies of your Official Military Personnel File and your Master Brief Sheet may be obtained by submitting a written request to (see Section VII for additional methods):

CMC (MMSB-34)
HQMC, 2008 Elliot Road
Quantico, VA 22134-5030
FAX: (703) 784-5792

Please bear in mind that the process of supplementing or correcting records can take weeks or even longer. You should not delay, therefore, in commencing to remedy any deficiencies or omissions in your record. If you have any questions or need assistance, please contact us at MCRSC, 15303 Andrews Road, Kansas City, MO 64147-1207, or our telephone number is 1-800-255-5082, extension 3209.

A "gouge sheet" outlining general promotion board information, for enlisted and officers, is listed at the end of this Appendix. All Marines are encouraged to review this sheet to ensure they have taken the necessary steps to provide an accurate package to the board.

Sample Briefing Summary Sheet Used By A Promotion Board

Briefing Summary

Briefer: _____

Name: _____ MOS _____ FICHE/FRAME _____

1. General Information:
 - A. Photo: (Y) (N)
 - B. Ht/Wt: _____/_____ (if required, body fat _____%)
 - C. Letter To Board: (Y) (N)
 - D. Most Recent Rifle/Pistol: _____
2. Education (Course/Degree & Year):
To 1stSGT Only: Career Crs (Y) (N)
Advance Crs (Y) (N)
 - A. Civilian -
 - B. Military -
3. Special Duty Assignments (Successful Tours):
 - A. Recruiting -
 - B. Drill Instructor -
 - C. MAR SEC Guard -
 - D. MAR SEC Force -
4. Commendatory Material:
5. Adverse Material:
weight control, NJP, court martial, refusing orders, requesting transfer to the FMCR.
6. Combat Experience:
7. Remarks (“word picture” from Section C comments + Breakout): **Breakout** consists of all the FITREP block 15 ratings. Breakout is determined by adding rankings of the Marine throughout his FITREP career. Breakout totals peers ranked above, below and equal to Marine.
8. Reviewing Officer Comments:

9. # of Observed Reports In Grade: _____

10. # of Reporting Seniors: _____

11. Additional Notes/Remarks: _____

Competitive considerations: Trends, Value and Distribution, Section C and RevO comments, PME, MOS credibility, Command, FITREP Occasion i.e. DC, TR, CG vs 1st in grade or welcome aboard, combat and reporting senior.

12. Recommendation: Select (W/ 5 4 3 2 1 + -) Nonselect

1 = a water walker; 2 = with enthusiasm; 3 = with confidence;

4 = with reservation; 5 = not recommended

Professional and Personal Summary

(Fictional Example)

JOHN B. JONES	345-98-1274
COLONEL, USMC	12 November 1996
867 Robert Circle	9906 (0302)
Rancho Palos Verdes, California 92063	70"/171 lbs.

Current Assignments

1. Since May 1994, Commanding Officer, Reserve Support Unit, IMA Detachment, Camp Pendleton, CA. Instrumental in developing enhancements to Reserve IMA support of the Active Component.
2. Member Adjunct Faculty, Naval War College, 1994-Present. Responsible for amphibious operations instruction to approximately 200 regular officers of all branches and other nations who attend the Naval War College each year.
3. Member, Board of Trustees, ROA. Member, Editorial Board *Marine Corps Gazette* (1990 - 1994).

IMA, 1994-96

Special Staff Officer for CG MARFORPAC on IMA utilization August 1994 - August 1996. Under Major General Thomas Smith's guidance, provided analytical support to MARFORPAC initiative, formulating IMA utilization in future roles and missions. Advisor to CG for presentations to the Commandant.

Education

1975	J.D. with honors, University of Indiana
1969	B.A., Harvard University

Personal Awards

Legion of Merit; Purple Heart; Navy Commendation Medal with Combat "V"; Combat Action Ribbon; Meritorious Unit Commendation; Organized Marine Corps Reserve Medal with four stars; National Defense Medal; Armed Forces Reserve Medal; Expert rifle/pistol.

Military Schools

1992	Landing Force Staff Planning (MEB) (Coronado)
1991	Reserve Components National Security (Pensacola)
1985-86	Command and Staff I and II (Quantico)

1983 Law of War (Newport)
 1979-80 AWS I and II (Quantico)
 1976 International Law (U.S. Army JAG School)
 1971 Embarkation for Amphibious Ops (Okinawa)
 1968-69 TBS (Finished 20th out of class of 232)
 1966-67 PLC

Reserve Retirement Credits

1966-56	1971-349	1976-80	1981-75	1986-84	1991-91
1967-56	1972-80	1977-99	1982-67	1987-76	1992-92
1968-119	1973-125	1978-69	1983-88	1988-74	1993-117
1969-365	1974-64	1979-86	1984-85	1989-77	1994-100
1970-365	1975-86	1980-75	1985-95	1990-90	1995-100

Marine Corps Duty

1994-Present: Commanding Officer, RSU IMA Det Camp Pendleton, CA; member Adjunct Faculty, Naval War College. Also served as Special Staff Officer for CG MARFORPAC on USMCR IMA Roles and Missions.

1991-94: Commanding Officer, 25th Marines; awarded Legion of Merit. July 1993: served as Special Operations Officer, Reserve Affairs, HQMC.

1982-91: PP and O Det., Washington, D.C. (Taught week-long courses to active duty Marines 3-4 times per year.)

1980-82: S-3A, 3/24. Included CAX ATD, Twenty-Nine Palms; cold weather survival ATD in California.

1978-80: Commanding Officer, Co. "B", 3/24; commended for company's performance in cold weather exercise ATD at Ft. Wainwright, Alaska.

1974-78: 3rd CAG, Los Angeles, CA. Completed tour as S-3, 1978; U.S. Army JAG School, Charlottesville (1975); Civil Affairs augmentee in series of Solid Shield Exercises; commended for augmentation in Exercise Cold Bear; augmentee in Exercise Display Boldness.

1971-74: Platoon Commander/XO of MP Co., Indiana while attending law school. Extended active duty, Camp Pendleton, Summer 1973 (TWAES).

1968-71: Commissioned June 1968; Active Duty: included RVN. Russian Language School, 1969.

1965-67: PLC, Commissioned June 1968.

Selected Military Publications For Period 1991-95

1. "The Marine Rifleman," *The Los Angeles Times* (July 5, 1995);
2. "Reservists in Korea," *Navy Times* (May 24, 1994);
3. "Special Operations. A Perspective," *Marine Corps Gazette* (May 1994);
4. "The Future of the Marine Corps Reserve," (approx. 75 pages), distributed by CG, MARFORRES, October 1993;
6. "Recruiting for the Future," *Marine Corps Gazette* (May 1993);
7. "End Terrorism," *New York Times* (January 28, 1992);
8. Book Review of *Lost Opportunities* by Lewis B. Doctor, Jr., *Marine Corps Gazette* (September 1991);
9. "Moral Imperatives of the Gulf War," *California Law Journal* (April 7, 1991).

Off-Duty Activities And Associations

1990-Present Member, Board of Trustees, ROA
 Member, Editorial Board *Marine Corps Gazette*

Life Member, MCROA
Life Member, U.S. Naval Institute
Life Member, ROA

Civilian Occupation

1978-Present Private law practice, Litigation partner in 55-lawyer firm of Smith, Howard and Jones in Anaheim, California.

1974-78 Trial Attorney, San Diego, California

Other: Contributor to numerous law and business journals; regular columnist on legal matters for *Professional Briefings*; author, book on corporate law (2d Ed. 1993).

Married, two school-age children; active in community events and sports with children.

Important Contact Information

Manpower Reserve Affairs

Home website: www.manpower.usmc.mil

- **RESERVE AFFAIRS PERSONNEL PLANS AND POLICY (RAP)**
Personnel Policy Section: (703) 784-9139/40
- **RESERVE AFFAIRS MANPOWER (RAM)**
AR Officer RAM-1: (703) 784-9105/06
AR Enlisted RAM-2: (703) 784-0530/31
- **CAREER MANAGEMENT TEAM (CMT)**
Headquarters United States Marine Corps
Manpower and Reserve Affairs
(Code: RA - CMT)
3280 Russell Road, Quantico, VA 22134-5103

Reserve Counselors (AR/SMCR/IMA/IRR):

Commercial: (703) 784-9130/31/32

Fax: (703) 784-9807

Toll Free: 1-800-415-9275

Email: cmt@manpower.usmc.mil

- **MANPOWER MANAGEMENT PROMOTION (MMPR)**

Enlisted Promotions:

Commandant of the Marine Corps

Headquarters, U. S. Marine Corps

Harry Lee Hall (MMPR-2)

17 Lejeune Road, Quantico, VA 22134-5104

Commercial: (703) 784-9716/7/8/9

Fax: (703) 784-9882

Email: EnlistedPromotionsSection@manpower.usmc.mil

Officer Promotions:

Commandant of the Marine Corps

Headquarters, U. S. Marine Corps

Harry Lee Hall (MMPR-1)

17 Lejeune Road, Quantico, VA 22134-5104

Commercial: (703) 784-9705/06/07

Fax: (703) 784-9883

Personnel Management Support Branch (MMSB)

Commandant of the Marine Corps (MMSB)
Headquarters, U.S. Marine Corps
2008 Elliot Road, Quantico, VA 22134-5030
Commercial: (703) 784-5695
Customer Service: (703) 784-5640
Website: www.mmsb.usmc.mil

- **PERFORMANCE EVALUATION SECTION (MMSB-30)**
Section Head: 3995
Admin Chief: 3995

- **RESERVE MATTERS UNIT (MMSB-34) (MBS/FITREP)**
Section Head: 3991
Admin Chief: 3970
Research SNCO: 3437
Clerk: 3970

- **RECORDS MANAGEMENT SECTION (MMSB-20) (OMPF)**
Section Head: 5671
Operations Officer: 3951
Board Support: 3738
Retirements: 2618/2611
Promotions: 3738

Promotion Board Correspondence

President, FY-XX USMCR (RANK) Selection Board
Headquarters, U.S. Marine Corps
Harry Lee Hall
17 Lejeune Road, Quantico, VA 22134-5103

NOTE: Do NOT send correspondence for promotion boards to MCRSC. Send promotion board correspondence to the promotion board listed above.

If you have questions on promotions call 1-800-255-5082

Promotions: Extension 3292

Career Planner: Extension 3355

or write to:

Marine Corps Reserve Support Command
(ATTN: MMA)
15303 Andrews Road, Kansas City, MO 64147-1207

Instructions for Official Promotion Photograph

1. The promotion photograph should use a plain, light-colored background such as a light-colored wall. Do not use curtains or carpets as a background, as they do not provide enough contrast with the detail of the Marine and the uniform. A Polaroid photograph taken at home will suffice if you do not have access to a military photographic facility. Color or black and white photography is acceptable. Arrange the lighting to avoid background shadows and to produce a light gray to white background in the finished print.
2. The summer service 'C' uniform (short sleeves) with ribbons is the uniform for the promotion photograph. If you do not have the summer service 'C' uniform, civilian attire (short sleeve shirt with dress trousers or equivalent) will suffice.
3. Stand at a 45-degree angle to the photographer with your left shoulder turned inward towards the camera. Stand at ATTENTION.
4. For digital photographs, the photo will be taken at 3/4 view, and the image must be color corrected and cropped at 4 inches by 5 inches, 200 DPI, with a maximum file size of 70 kilobytes. The image file will be named with the Marine's SSN, with a file extension of ".jpg", saved as a JPEG file using a 5 for image quality, and baseline (standard) format option. (ex: 123456789.jpg)
5. A hand-lettered title board (2-inch high letters) will be made, containing your last name, first and middle initials, any name suffix (i.e. Jr., II, etc.), grade, primary military occupational specialty (PMOS), complete SSN, height in inches and weight in pounds (separated by a slash), body composition percentage if it exceeds height/weight standards, date the photograph was taken in year, month, day sequence, an abbreviated billet description, and unit.
6. The title board will be placed at or near your feet so that it will be legible in the photograph. The board should not hide your feet in the photograph. The identifying data must be clearly readable in the finished print. The information can be printed on paper or cardboard as long as it is readable in the photograph. Examples are:

LEATHERNECK, J P
MSGT 0193
123 45 6789
67 155
990420

LEATHERNECK, J P II
MAJ 0302
345 66 7743
69 180
990420

7. Marines may confirm receipt of the digital photo by contacting MMSB-20 by phone, or on the web (see contact info above). Photographs will be rejected if the technical requirements above are not met. For this reason, Marines are encouraged to have their photos taken at the following sites, which have established accounts with MMSB and are successfully sending digital photographs. Some of these units are non-USMC and may be a fee-for-service, so contact the photographic lab first.

ARMY WAR COLLEGE, CARLISLE, PA
BARSTOW, CA
CAMP DAVID/FORT DIETRICK, MD
CNRF, FT WORTH, TX
FORT KNOX, KY
HQMC, NAVY ANNEX, WASHINGTON, DC
MARFORPAC, CAMP SMITH, HI
MARFORRES, NEW ORLEANS, LA
MCAGCC, 29 PALMS, CA
MCAS, BEAUFORT, SC
MCAS, CHERRY POINT, NC
MCAS, IWAKUNI, JAPAN
MCAS, MIRAMAR, SAN DIEGO, CA

MCAS, YUMA, AZ
MCB, HAWAII, KANEHOE BAY
MCB, CAMP LEJEUNE, NC
MCB, CAMP PENDLETON, CA
MCB, CAMP BUTLER, JAPAN
MCB, QUANTICO, VA
MCRD, PARRIS ISLAND, SC
MCRD, SAN DIEGO, CA
NAS, MERIDIAN, MS
NAS, LEMOORE, CA
NAS, PENSACOLA, FL
TRAVIS AFB, CA
1ST MCD, GARDEN CITY, NY
6ASG, STUTTGART, GERMANY

Note: Units not supported by the photographic labs listed above can submit digital photos to the following address: **photo@manpower.usmc.mil**. If unable to obtain digital photographs, Marines can send a hardcopy photograph directly to the applicable selection board.

8. The promotion photograph will be securely mounted (scotch tape is suggested) on 8-1/2 inch by 11 inch white bond paper. The following information will be typed or printed below the photograph: your Reporting Unit Code (RUC; for SMCR only), DSN or commercial telephone number, component designation: i.e., USMCR or USMCR on the active duty program (AR). Examples are:

01767
(504) 678-3115
USMCR

(for an IRR Marine)
(318) 542-6546
USMCR

Audit and Correction of the Master Brief Sheet (MBS)

Note: The Procedure and Research Unit (MMSB-31) and the Accountability Unit (MMSB-33) within the Performance Evaluation Section (MMSB-30) at CMC are responsible for Reserve Component Marines on initial active duty. **The Reserve Matters Unit (MMSB-34) is responsible for all other Reserve members.**

1. The MBS is a summary of fitness reports and extracted information from the Marine Corps Total Force System (MCTFS) used by selection boards and personnel management agencies at HQMC. The MBS is divided into the following two sections:
 - a. **Header Data.** The administrative data at the top of the form is information extracted from MCTFS.
 - b. **Fitness Report Listing.** A synopsis of Sections A and B of all fitness reports recorded in the automated fitness report system.
2. **Auditing the MBS.**
 - a. **Auditing the Header Data.** As with the Reserve Basic Individual Record (BIR) and the Reserve Basic Training Record (BTR), an audit of MBS header data consists of comparing the information listed in each block against that of its source document.
 - b. **Auditing the Fitness Report Listing.** Audit the MBS for continuity by scanning the fitness report “Begin Date/End Date” listing for the written notation, “POSSIBLE DATE GAP IN EXCESS OF 45 DAYS - SEE CASE.” Because of processing time required to enter a report into the Automated Fitness Report System (AFRS), reports submitted to HQMC within the past 60 days may not appear on the MBS. SMCR Marines should contact their unit Admin Section to check AFRS for listed Fitness Reports. IRR and IMA/MTU Marines can call MCRSC at 1-800-255-5082 for help in retrieving information from AFRS.
 - c. **To warrant correction, the date gap must meet the following criteria:**
 - (1) The date gap between reports must be in excess of 45 days. NOTE: the annotation “POSSIBLE DATE GAP IN EXCESS OF 45 DAYS - SEE CASE”

may appear if a pre-1985 supplemental report or a reserve training (RT) report covers a period of time not covered by a regular report. If a date gap is covered by a simultaneous report or an RT report, no corrective action is required.

(2) Members of the IRR and Standby Reserve have periods of non-affiliation **not** covered by a fitness report and, therefore the gap will **not** be filled. When a Marine transfers from active duty status or from the SMCR to the IRR, an **EN** occasion code is required to alleviate any potential date gaps.

(3) Reserve Training Reports (RT) neither create nor fill date gaps. Gaps following End of Service (EN) reports are normally caused by Individual Ready Reserve (IRR) or off-contract time. Any gap that is verifiable IRR time can be corrected by sending HQMC (MMSB-34) a certified true copy of page 3 from the SRB or OQR. Identify the report preceding the date gap (usually a **TR** transfer report) and the occasion code can be administratively changed to **EN**, thereby removing the gap.

(4) Date gaps caused by remedial promotion consideration will not be administratively filled by HQMC. Reserve Marines may contact Reserve Career Counselors at HQMC for information at 1-877-415-9275 for enlisted and officers.

3. Correcting the MBS.

a. **Correcting MBS Header Data.** This section is composed of information from several sources and sponsoring agencies. The Performance Evaluation Section (MMSB-30) is not a sponsor of any field in this section of the MBS and therefore cannot correct any header data information. Reserve Marines may again contact the Reserve Counselors listed above for assistance and information.

b. **Correcting Date Gaps Caused by Missing Fitness Reports.** To correct date gaps resulting from missing fitness reports, Commanding Officers will take the following action:

(1) Exhaust all means of locating the RS, including working through the HQMC Worldwide Locator, commercial 703-784-3942, or via the member's previous command, or by contacting MCRSC at 1-800-255-5082, or by contacting

other Marines serving with the reporting senior during the reporting period.

- (2) Complete Section A of a fitness report form; have the MRO verify Section A and sign Item 22 with the current date. This only applies to reports ending prior to 1 June 1992, the implementation of the show and sign policy. All other reports will have to be acknowledged by the MRO once the RS evaluation is complete.
- (3) Write the RS requesting the fitness report form.
- (4) Forward the returned fitness report to the CMC (MMSB-34) guided by the following:
 - (a) Reviewing Officer action will be accomplished at HQMC for reports more than a year old and not adverse.
 - (b) If the report is adverse, it must be reviewed per the provisions of Chapter 5 of MCO P1610.7. When the MRO and the reporting officials are no longer co-located, forward the report to HQMC with name and SSN of the RO.
 - (c) Copies of original reports are acceptable only if **over** one year old and all pages are certified true by one of the Reporting Officials shown in Block 11 or 25 of the report. Facsimile copies of reports are not acceptable for placement in the official records.
 - (d) Reports **less** than one year old must reflect both Reporting Official's actions as having been completed; i.e. items 23 and 25, and RS and REVO certification on page 2.
- (5) If a response has not been received from the RS within 30 days, forward a copy of correspondence soliciting the fitness report (enclose three original NAVMC 10835's with Section A completed and handling as directed in Paragraph 3.b[2] above) to the CMC (MMSB-34) for further action.
- (6) If all efforts to locate a RS have failed, forward three original FITREPS (NAVMC 10835's) with Section A completed for the missing period with a cover letter to the CMC (MMSB-34). Ensure any known information that may

help locate the RS or REVO is included in the letter.

- c. **Correcting Date Gaps Not Caused by Missing Fitness Reports.** The majority of these date gaps are errors in the “period covered” dates of fitness reports that follow transfer reports. To correct date gaps **in excess of 45 days**, take one of the following two actions:
- (1) To correct date gaps that include periods of proceed, delay and travel, forward a certified true copy of page 3 of the Marine’s SRB/OQR under a cover letter to the CMC (MMSB-34). Briefly explain the circumstances contributing to the error, and request a correction to the performance record.
 - (2) To correct date gaps not including a period of proceed, delay or travel, forward a letter **via the RS** to the CMC (MMSB-34), explaining the circumstances and requesting the reporting period be changed per Paragraph 7009 of MCO P1610.7. If the RS cannot be located, forward a letter explaining the circumstances to the CMC (MMSB-34). Include documentation to support the requested correction and information that will assist in locating the RS or REVO.
 - (3) If a fitness report appears on the OMPF and not the MBS, correspond with CMC (MMSB-34); identify the period, the frame number on the P-fiche or P/C fiche, and request the report be placed on the MBS.
- d. The MBS is a machine-generated form. Sometimes an error will be produced by the machine; e.g., the CADOQF block showing an asterisk on an outstanding report. When the MBS does not accurately reflect the information on the report (as it appears on the OMPF) requests for correction must be sent to the CMC or (MMSB-34) explaining the error and including a copy of the MRO’s MBS.
- e. **Other Corrections.** Errors identified on the MBS not specifically covered by these instructions may be the subject to correspondence, **via the RS**, to the CMC (MMSB-34). The requested change must be significant, fully justified, and endorsed as valid or invalid by the RS.

Audit and Correction of the Official Military Personnel File

1. You are responsible for auditing your Official Military Personnel File (OMPF) and Master Brief Sheet (MBS). No one else will do this for you prior to the promotion board. Incorrect or incomplete data in the OMPF or in the MBS can be a deciding factor in your promotion. Make sure the promotion board's information about you is correct, current and complete.

NOTE: Marines who are anticipating entry into a promotion eligibility zone or who plan on applying for selection programs such as enlisted Marine to Warrant Officer, should request a copy of their OMPF 12 months prior to the convening of the selection board or at least once every two years and review it for accuracy and completeness.

NOTE: Marines may request a copy of their OMPF by submitting a written request to:

**Commandant of the Marine Corps (MMSB-10)
Headquarters, U.S. Marine Corps
2008 Elliot Road
Quantico, VA 22134-5030
FAX: (703) 784-5792**

2. **OMPF.** MCO 1610.7, Performance Evaluation System. The OMPF is the microfiche record of material considered essential to the documentation of a Marine's career. The controlling authority for adding material to the OMPF is the Personnel Management Support Branch (MMSB). The OMPF has three primary sections. They are Performance, Commendatory/Derogatory, and Service Computation. A description of each section is listed below:

a. **Performance Section.** Located on the P-fiche; labeled PO1, PO2, etc. Includes all fitness reports submitted on a Marine and documents attached to these reports.

b. **Commendatory/Derogatory Section.** Located on the C-fiche; labeled C01, C02, etc. Includes commendatory and derogatory information, such as meritorious mast, medals/awards, courts-martial, and any other material reflecting favorable or unfavorable performance.

- c. **Service Computation Section.** Located on the S-fiche; labeled S01, S02, etc. Includes enlistment/reenlistment records and other documents validating periods of active duty in computing time in service for benefits, programs or retirement. It includes all authorized documents and correspondence received at HQMC considered pertinent to a Marine's career. This section also contains forms documenting entitlement to allowances of pay or benefits (not directly related to time in service) such as BAQ and dependency applications.
3. **Auditing the Performance Section.** A comprehensive audit should be conducted by comparing fitness reports in the OMPF with those on the Master Brief Sheet (MBS). Audit the MBS, then systematically match each fitness report on the MBS to that in the OMPF. The following areas are important during the audit:
- a. Fitness reports are not always photographed in chronological order. If a fitness report does not appear in sequence, search the entire OMPF before initiating procedures to recover a missing fitness report.
 - b. A date gap must be in excess of 45 days **and** the reporting period ending date must be less than five years old or during current contract, to warrant correction for enlisted personnel. All date gaps in excess of 45 days on officers must be corrected.
 - c. Because of the processing time required to enter a report into AFRS, reports submitted to HQMC within 60 days may not appear on the OMPF. SMCR Marines should contact their unit Admin Section to check AFRS for listed Fitness Reports. IRR and IMA/MTU Marines can call MCRSC at 1-800-255-5082 for help in retrieving information from AFRS.
4. **Audit and Correction of Other OMPF Sections.** Audit and correct the Commendatory/Derogatory and Service Computation Sections per instructions found in MCO P1070.14 (Contents of OMPF) and MCO P1070.12 (IRAM) by corresponding to the CMC (MMSB-10). If correction involves a SSN, notify CMC (MMSB-31A) by separate correspondence so AFRS records can be transferred to the new SSN.

5. **Correcting the Performance Section.** Take corrective action per the following instructions:

- a. If a fitness report is missing from both the MBS and the P section of the OMPF, and the date gap meets the criteria listed in Paragraphs 2b and 2c above, follow the procedures to retrieve missing fitness reports listed in the attached “Instructions for Audit and Correction of the Master Brief Sheet (MBS).”
- b. If a fitness report is missing from the MBS but appears on the OMPF, correspond with CMC (MMSB-34); identify the period, the frame number on the P-fiche or P/C-fiche, and request the report be placed on the MBS.
- c. If a fitness report is on the MBS but is missing from the P section of the OMPF, correspond with CMC (MMSB-34); identify the missing period, and request a fitness report “reconstruction.” Include a completed Section A for the subject report.
- d. Copies of fitness reports will be accepted, provided **all** the following conditions are met:
 - (1) Report is over one year old
 - (2) Report includes back page
 - (3) Report is certified true by either the RS or REVO on both sides of the report (identified in Blocks 11 or 25 of the report)
 - (4) Report is not adverse

Note: Facsimile copies of reports are not acceptable for placement in the official records.
- e. Reviewing Officer action will be accomplished at HQ CMC for reports more than one year old and **not** adverse.
- f. Adverse reports **MUST** meet the administrative requirements provided by Chapter 5 of MCO P1610.7.

- g. For date gaps over five years old, or **less** than 45 days, individual responsibility is paramount in filling these gaps. Gaps over five years old will not be pursued through this headquarters.
- h. For periods of inactivity—including time spent in the IRR or while separated—no report is required. If the preceding report is an EN, current system changes will not recognize the gap in future listings or Master Brief Sheets (MBSs). If the preceding report is not an **EN**, send a **certified true copy** of the Marine's page 3 of the SRB/OQR requesting an administrative change (to **EN**) to the preceding report.
- i. To correct date gaps not caused by missing fitness reports, forward a letter **via the RS** to CMC (MMSB-34) explaining the circumstances and the requested change. Include documentation to support the requested correction.
- j. Participation covered by a series of RT reports totaling in excess of 45 days and falling between two regular reports, will be reflected on the MBS as a gap. As long as the time is actually covered by fitness reports, these gaps **will not be filled—no action is required.**

6. Common FITREP and MBS errors.

- a. Dates overlapping
- b. Qualification information missing
- c. Occasion code or SSN incorrect
- d. REVO certification or comments missing
- e. Names missing on page 2
- f. Duplicate submissions
- g. Incorrect certifying officer for copies
- h. Section B marks/blocks missing
- i. Adverse reports not having all actions completed

Fitness Report Audit Program

1. The Fitness Report Audit Program (FRAP). This program places individual performance records in the hands of Marines on a periodic basis to apprise them of the completeness and accuracy of their own records and to inform them of the action required for correcting their record or recovering missing reports when applicable.
2. Audit and Correction. The process is initiated by the Marine, supported by reporting officials, and administered by the command, with HQMC making the consequent corrections and proper entries in the record.
3. Within the Performance Evaluation Section (MMSB-30), the Procedures and Research Unit (MMSB-31) and the Accountability Unit (MMSB-33) are responsible for Active Component Marines and Reserve Component Marines on initial active duty. **The Reserve Matters Unit (MMSB-34) is responsible for all other Reserve Component members.**
4. Allow 120 days (four months) from time of request to expected completed action.
5. Fitness report submission requirements are covered in MCO P1610.7 Performance Evaluation System.
6. Performance Records. Each Marine, Sergeant and above, has two performance related records maintained at HQMC utilized for selection, retention, assignment and personnel management decisions. These records are the Master Brief Sheet (MBS) and the Official Military Personnel File (OMPF).
7. Record Availability. FRAP automatically provides records to Marines on a recurring basis.
 - a. MBS Mail out and Audit. Master Brief Sheets are mailed to Reserve personnel when members are in the zone for their respective promotion grade. They are also mailed upon request by the Reservist. The MBS will be mailed to the Home of Record of Marines not on active duty. Accurate and current information in the Marine Corps Total Force System (MCTFS) is essential for timely receipt of the MBS. **MBSs may be obtained for reservists from CMC (MMSB-34).**

- b. OMPF Mailout and Audit. **There are no automatic mail outs for Reserve Component Officers. They may order their OMPFs directly from CMC (MMSB-10) when needed.** Marines should order their OMPF at least once every two years and review it for accuracy. If a Marine is applying for programs such as Warrant Officer, AR, etc., the OMPF should be ordered at least 12 months in advance of the application to allow for any needed corrections.
 - c. Reserve members administered by the CG MCRSC will be assisted in fitness report auditing by this organization. Members of Mobilization Training Units (MTUs) and Individual Mobilization Augmentees (IMAs) will be assisted by their operational sponsors. CMC will intervene when requested.
8. The layout of a request for a reservist's Master Brief Sheet is as below:

From: Your Rank, Name, SSN, and Address
To: Commandant of the Marine Corps, (MMSB-34), Headquarters,
U. S. Marine Corps, 2008 Elliot Road, Quantico, VA 22134-5030
Subj: REQUEST FOR MASTER BRIEF SHEET(MBS)

1. Please send me my Master Brief Sheet (MBS) at the above address.

(signature)
I. M. Leatherneck

9. A sample request for a Reservist's Official Military Personnel File is provided:

From: Your Rank, Name, SSN, and Address
To: Commandant of the Marine Corps, (MMSB-10), Headquarters,
U. S. Marine Corps, 2008 Elliot Road, Quantico, VA 22134-5030
Subj: REQUEST FOR OFFICIAL MILITARY PERSONNEL FILE (OMPF)

1. Please send me a current copy of my OMPF at the above address.

(signature)
I. M. Leatherneck

10. Reservists requesting a MBS and OMPF at the same time **may request both from MMSB-34.**

Additional Enlisted Career Counseling Service Information

The mission of the enlisted career counseling service at Headquarters Marine Corps is to provide performance evaluation and career counseling to enlisted Marines. In addition to giving an insight toward promotion and retention, a career counseling session is highly recommended before making a major career decision, such as a lateral move or applying for a commissioning program. Counselors focus on four major areas: performance evaluation, recommendations on how to improve competitiveness, advice on career progressions, and an administrative screening of the Official Military Personnel File (OMPF) and Master Brief Sheet (MBS).

While the Career Counselors provide an evaluation of performance, they cannot provide specific reasons for failure of selection to the next higher grade. Requesting a career counseling session after failing selection is not the optimal time to receive advice or recommendations to increase one's competitiveness. A Marine should contact the enlisted Career Counselors two years before entering the "in zone" for selection to the next higher grade.

A Marine can estimate the two years by examining the previously released selection MARADMIN for his/her next higher grade. A Marine in the "below zone" is projected to be in the "in zone" the following year. Therefore, a Marine whose date of rank is one year from the "below zone" junior date of rank is approximately two years from being "in zone."

The enlisted career counseling service is available from 0730-1630, EST, Monday through Friday, excluding Federal holidays. After duty hours, Marines may leave requests for counseling on the Counseling Unit's telephone answering machine. Marines leaving a message need to give the following information: Name, rank, social security number, PMOS, unit, and unit telephone number. Marines outside the United States should also leave their home or barracks telephone number. Upon request for a counseling session, an appointment date will be established 14 working days from the request date. On the appointment date, the Marine should call for the counseling session. Marines who miss their scheduled counseling may call any time within 30 days of the original appointment date to receive the counseling session.

Reserve Marines may contact Career Counselors at 1-877-415-9275, option #5. Additional information can be obtained at the Marine Reserves website

(www.mfr.usmc.mil). Correspondence to the Career Counselors should be addressed to: Commandant of the Marine Corps (CMT), Headquarters, U.S. Marine Corps, 3280 Russell Road, Quantico, VA 22135-5103.

Officer/Enlisted Promotion Board Checklist/Gouge Sheet

Selection Boards are conducted annually during the same timeframe each year. Waiting until the convening MARADMIN is published to determine your eligibility is too late to begin preparing for a selection board.

Each selection board finds incomplete/inaccurate records on Marines eligible for selection to the next higher grade. (i.e.: missing fitness reports, unreadable information, erroneous information, etc.). **Ensure the accuracy of your official records—this should be a continuous process.**

Complete your required Professional Military Education. The PME certificate must be dated prior to the convening date of the selection board.

Those Marines who have not completed their **required PME** are considered **less than fully qualified** for promotion.

The minimum PME requirements are exactly that, THE MINIMUM! You should always strive to better yourself and not stop at the requirements.

This includes attending the Resident Course for your grade; it all adds to competitiveness by showing professional growth. Remember, your record represents you.

Enlisted PME minimum requirements are listed below. Officer minimum PME requirements can be found on the Manpower and Reserve Affairs website.

Staff Sergeant to Gunnery Sergeant

The SNCO Distance Education Program (MCI 7100)

This is the minimum requirement to be eligible for selection.

Sergeant to Staff Sergeant

The Marine NCO (MCI 03.3k)

The NCO Non-resident Program (MCI 7000)

The Sergeants Non-resident Program (MCI 8000)

The Sergeants Distance Education Program (MCI 8010)

Any of the four MCIs listed will satisfy the minimum requirements to be eligible for selection.

Gunnery Sergeant to First Sergeant

The SNCO Career Distance Education Program (MCI 7100)

The SNCO Career Course, Resident

The SNCO Advanced Distance Education Program (MCI 7200)

The SNCO Advanced Course, Resident

The Warfighting Distance Education Program (MCI 7400)

Either the MCI 7100 or the Career Course Resident and all the rest of the listed are needed to satisfy the minimum requirements to be eligible for selection.

Gunnery Sergeant to Master Sergeant

The SNCO Advanced Distance Education Program (MCI 7200)

The Warfighting Skills Distance Education Program (MCI 7400)

The SNCO Advanced Course Non-resident (MCI 7200) and the Warfighting Skills Non-resident Course (MCI 7400) are required to be eligible for selection.

PME/Service School Equivalency Codes

Sergeants Course Resident (Code L87)

SNCO Career Course Resident (Code L86)

SNCO Advanced Course Resident (Code L77)

POC for Reserve PME is CMC (RAM) (703) 784-9125 or DSN: 278-9125.

Pre-Board setup: The boards generally begin retrieving the eligible population, based on the data contained in MCTFS, approximately 60 days (USMC) and 90 days (USMCR) prior to the convening date of the selection board. If your MCTFS data is incorrect and will not/cannot be corrected 60 days/90 days prior to the convening date of the selection board, you should submit the correct information to the board as update material.

Know the information: It's important to carefully review **all** of the following:

Promotion Manual [MCO P1400.31B (Officers), MCO P1400.32C (Enlisted)]:

Review as appropriate to ensure you are up-to-date on the latest procedures and regulations concerning Promotions.

Promotion Board Schedules: Although the convening dates for boards are usually constant from year to year, there are no guarantees. Don't miss your board because you assumed it was going to be held the same time as last year.

Convening Message: This message formally announces the convening of the board, along with the allocations and zones. It is released approximately 30 days prior to the board. This message will contain specific guidance about the board, so it's important to read it all.

Career Management Team: Contact the appropriate counseling section for an evaluation. The CMT provides counseling to Reserve officer and enlisted personnel in the Active Reserve (AR), Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentees (IMA) and the Individual Ready Reserve.

Review your OMPF and MBS within 12 months of the board: Review your OMPF and MBS early enough that you have time to correct any problems that you discover. In some cases, the RS or RO from years ago need to be located to get a copy of a missing fitness report.

OMPF and MBS: Realize that these are two separate documents and are not linked. It is possible for a fitness report to be listed on the MBS but not be in the OMPF, and vice versa. Carefully review both for accuracy.

What to look for in the OMPF: Are **all** fitness reports present and readable? If not, contact MMSB to correct the OMPF and send a "**certified true copy**" directly to MMSB for resubmission to OMPF, and directly to the board as a precaution. Back pages of the old fitness reports that reflect rankings are important—make sure you can read them.

Are your awards and schools documented in your file (check!)? A copy of your award, school certificate, MCI, etc. should be in your OMPF. Review your OMPF for

accuracy, completeness and readability. MCO P1070.12J (Individual Records Administration Manual) and MCO P1610.7E (Performance Evaluation System) will assist you in determining the documents that should be filed in your OMPF and instructions on corrective action.

- Only the New-Style MBS header information is being updated. Old MBS's were archived and will not necessarily reflect your correct current information.
- Is the header information correct? (Name, DOR, etc.)
- Does the Special Information Block correctly reflect your current billet? Board members like to see where you are right now (not just HQSVCBN but the S-3, etc.). If missing, your S-1 can correct it or you can communicate it to the board.
- Is the Civilian Education correct? Does the matching diploma appear in the OMPF? Corrections to the MBS are made via unit diary—see your S-1.
- Are the Awards correct? Do the awards and their citations appear in the OMPF? Corrections to the MBS are made via unit diary—see your S-1.
- Do you hold a joint or acquisition additional MOS? (9957/8/9) Is it listed on your MBS?
- For Prior Enlisted Officers, are all your fitness reports as an Officer correctly listed (although any fitness reports you might have received while enlisted are still in your OMPF, they are omitted from the MBS)? Are the dates, occasions, and markings correctly listed?

What to look for in the MBS: Is the header information correct? (Name, DOR, etc.)

Are the Awards correct? Do the awards and their citations appear in the OMPF? Corrections to the MBS are made via unit diary—see your Admin Section.

Ensure your physical fitness score, rifle range score, pistol score, primary military occupational specialty or intended military occupational specialty, professional military education, civilian education, personal awards, armed forces active duty base date (AFADBD), pay entry base date (PEBD), date of rank (DOR), and Career Retirement Credit Report (CRCR) are correct.

Communicate with the board: You may communicate with the Officer or Enlisted Promotion Selection Board in various ways: **by e-mail, carrier mail, fax, or telephone** (see Section VIII).

Communicate with the board via letter on anything you think is important. If it is not on your MBS or in your OMPF, then the board **DOES NOT HAVE VISIBILITY TO IT!** The MCI you finished last week, you are in the Exceptional Member Family Program, just PCS'd, etc. will not be visible to the board. This is the best way to communicate information that you feel is important directly to the board.

If you are asking other individuals (a third party) to prepare a letter of recommendation for the board, **you** must endorse the letter or forward the letter(s) under a separate cover letter. This process **PROTECTS YOU**, the eligible Marine, from having information submitted to the board without your knowledge.

Any correspondence received without your signature will not be presented to the board for consideration.

These letters must be received not later than 2359 on the convening date of the selection board.

Send a photo: Submit a **SQUARED AWAY** photograph to the selection board regardless of zone. Instructions for the photograph are contained in MCO P1070.12J (Individual Records Administration Manual) and MARADMIN 463/01 AND 483/02. If you are unable for some reason to send a photo, communicate to the board as to why not.

Digital photos must be sent to MMSB at least two weeks prior to the convening date of the board, but not more than 12 months prior, to allow for processing. (Digital photos are valid for **12 months**) (MARADMIN 463/01 and 483/02).

Hard copy photos should be sent to the President of the Board and must be taken within six **months** of the convening date.

If your service "C" uniform is not available due to deployment, submit a photograph in the most appropriate uniform available.

Certification of Photographs: Remember, you are required to have your photograph certified by your CO/XO/SgtMaj/1stSgt if you exceed the height/weight standards. Include your body composition percentage.

Review CMT Website before calling: The Career Management Team Section goes to great lengths to keep its website as current as possible. Check the **Frequently Asked Questions** Section to see if the answer to your question is already available. Spread the word about the site, and send recommendations for improvements.

Things to Remember: You compete by military occupational specialty [USMC/USMCR(AR)] and by occupational field [USMCR (SMCR/IRR)].

Your entire record is reviewed and considered by the selection board.

Above Zone Marines receive full consideration along with the Promotion Zone Marines.

There is no minimum/maximum allowable number that may be selected from the Above Zone.

An accelerated fitness report for sergeants and staff sergeants place a Marine in the Below Zone population, if the Marine is not already in one of the three eligibility zones.

The Promotion Zone population may be either extended or reduced during a selection board. Review the select MARADMIN for the zone and allocation changes that occurred during the selection board.

The Below Zone is normally an estimate of the promotion zone for next year's selection board. Although the Below Zone records are reviewed by the selection board, a **maximum of 5% of the allocation** may be selected from the Below Zone at the president's discretion.