DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

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From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PROMOTION MANUAL, VOLUME 1, OFFICER PROMOTIONS (SHORT TITLE: MARCORPROMMAN, VOL 1, OFFPROM)

Encl: (1) LOCATOR SHEET

Ref: (a) Title 10, U.S. Code
(b) CJCSINST 1330.02C Review of Promotion Selection Board Results by the Chairman of the Joint Chiefs of Staff Feb 24 2006
(c) CJCSINST 1331.01C Manpower and Personnel Actions Involving General and Flag Officers Jul 22 2005
(d) DODINST 1320.11 Special Selection Boards Sep 27 2005
(e) DODINST 1320.12 Commissioned Officer Promotion Program Sep 27 2005
(f) DODINST 1320.13 Commissioned Officer Promotion Reports and Procedures Jun 21 1996
(g) DODINST 1320.14 Commissioned Officer Promotion Program Procedures Sep 24 1996
(h) SECNAVINST 1420.1B; Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps Mar 28 2006
(i) SECNAVINST 1401.3A Selection Board Membership Dec 20 2005
(j) SECNAVINST 1412.6L Promotion of Officers to the Grade of Lieutenant (Junior Grade in the Navy and to the Grade of First Lieutenant in the Marine Corps Dec 29 2005
(k) SECNAVINST 1412.9B Marine Corps Limited Duty Officer and Warrant Officer Programs, Promotions, and Continuation Procedures Feb 7 2006
(l) SECNAVINST 1420.2 Frocking of Commissioned Officers

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(m) SECNAVINST 1920.7B Continuation on Active Duty of Regular Commissioned Officers and Reserve Officers on the Reserve Active Status List (RASL) in the Navy and Marine Corps Jan 30 2006
(n) SECNAV M-5210.1 Navy Records Management Program Dec 2005
(o) MCO 1120.9; Designation of Officers of the Regular Marine Corps and Marine Corps Reserve as Marine Corps Judge Advocates
(p) MCO P1610.7E; Performance Evaluation System Dec 3 1998
(q) MCO P1070.12K; Individual Records Administration Manual Jul 14 2000
(r) MCO P1900.16F; Marine Corps Separation and Retirement Manual

1. Purpose. To promulgate the basic instructions relating to the administration of officer promotions in the United States Marine Corps.

2. Cancellation. MCO P1400.31B.

3. Background

a. Officers are selected for promotion for their potential to carry out the duties and responsibilities of the next higher grade based upon past performance as indicated in their official military personnel file. Promotions should not be considered a reward for past performance, but as incentive to excel in the next higher grade.

b. This Manual is designed to provide detailed information on all aspects of the officer promotion system. The information contained herein is applicable to Regular and Reserve officers. In the event this Manual contradicts higher authority guidance, the latter supersedes this Manual.

4. Summary of Revision. This is a complete revision of the previous Manual, and should be reviewed in its entirety. Symbols to denote deleted, revised, or added chapters/paragraphs are not reflected. This volume contains the most recent amendments to the Defense Officer Personnel Management Act (DOPMA), the Reserve Officer Personnel Management Act (ROPMA), the Warrant Officer Management Act (WOPMA), and reference (a).

5. Recommendations. Recommendations for changes to this Manual are invited and should be submitted via the appropriate chain of command to:

Commandant of the Marine Corps (MMPR-1)
Headquarters, U.S. Marine Corps
Harry Lee Hall
17 Lejeune Rd
Quantico, VA 22134-5104

6. Applicability. This Manual is applicable to the Marine Corps Total Force.

7. Certification. Reviewed and approved this date.

H. P. OSMAN
By direction

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CHAPTER 1

GENERAL INFORMATION

1000. SCOPE. This Manual is applicable to all Marine Corps officers, to include: Regular and Reserve, unless otherwise specified. This Manual is not designed to restate the information contained in other references, but to provide amplification or clarification of the Marine Corps' promotion process. Further, except where noted, this Manual is not directive in nature. Officer promotions are governed by Federal statute, Department of Defense and Secretary of the Navy regulations.

1001. AUTHORITY. The authority for convening promotion selection boards and effecting promotions for commissioned officers is Title 10, U.S. Code. Additional guidance is published in Department of Defense Instructions (DODINST), Chairman of the Joint Chiefs of Staff Instructions (CJCSINST), Secretary of the Navy Instructions (SECNAVINST), and Marine Corps Orders (MCO).

1002. GRADE. Grade is a step or degree, in a graduated scale of office or military rank, which is established and designated as a grade by law or regulation. Marine Corps officer grades in order of seniority are:

GRADE	PAY GRADE
General	O-10
Lieutenant General	O-9
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1003. ACTIVE COMMISSIONED SERVICE. Service on active duty as a commissioned officer or commissioned warrant officer.

1004. ACTIVE DUTY. Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or the Secretary of the Navy.

1005. ACTIVE STATUS. A Reserve or Regular commissioned officer or Reserve warrant officer who is on active duty, a member of the Ready Reserve, or on the active status list of the Standby Reserve.

1006. ACTIVE-DUTY LIST (ADL). The ADL is a single list of all officers, other than officers described in section 641 of Title 10, U.S. Code (below), who are on active duty in the Marine Corps. Unrestricted officers shall be carried on the Active-Duty List in order of seniority by rank and grade. Similarly, Warrant Officers (WO) and Chief Warrant Officers (CWOs) under section 574 of Title 10, U.S. Code are carried on their own Active-Duty List in order of seniority by grade and rank. The Secretary of the Navy (SECNAV) maintains the ADL. Those officers excluded by section 641 of Title 10, U.S. Code include the following:

1. Reserve officers on active duty for training.

2. Reserve officers on active duty under section 10211 of Title 10, U.S. Code at the seat of government, and at a headquarters responsible for Reserve affairs, to participate in preparing and administering the policies and regulations affecting the Marine Corps Reserve components.

3. Reserve officers serving as members of the Reserve Forces Policy Board under section 10301 of Title 10, U.S. Code.

4. Reserve officers on active duty under sections 10303 or 10304 of Title 10, U.S. Code as members of the Navy or Marine Corps Reserve Policy Boards.

5. Reserve officers ordered to active duty under section 12301(d) of Title 10, U.S. Code in connection with organizing, administering, recruiting, instructing, or training the Reserve components.

6. Reserve officers with cumulative periods of active duty performed that do not exceed 1095 days in the previous 1460 days. In determining this period of active service, the following periods of active service performed by a member shall not be included: (1) while ordered to active duty under section 12301(a), 12302, or 12304 of Title 10 U.S. Code, and (2) while on active duty for training.

7. Reserve officers on operational support not to exceed the maximum authorized annually by Congress.

8. Warrant officers.

9. Retired officers on active duty.

10. Students at the Uniformed Services University of the Health Sciences.

11. Notwithstanding subparagraph f (above), Reserve officers who receive orders to active duty that specify a period greater than three years and are not placed in the AR competitive category for promotion, will be placed on the ADL.

1007. DUE COURSE OFFICER. SECNAVINST 1401.3A states a due course officer is an officer who has neither failed of selection for promotion nor selected from the below zone. Additionally, for this order, a due course officer has never been awarded any constructive service credit.

1008. RANK, SENIORITY, OR PLACEMENT OF OFFICERS ON THE ADL. According to SECNAVINST 1420.1B, an Officer's grade and date of rank determine their position on the active duty list ADL of Marine Corps. Officers are carried on the ADL in order of seniority in the grades in which they are serving. Dates of rank determine seniority among officers of the same grade. An officer whose date of rank is earlier than the date of rank of another officer of the same rank is senior to that officer. The relative seniority of officers is indicated by assignment of an eight-digit active duty precedence number. An officer whose precedence number is lower than that of another officer of the same grade and date of rank is senior to that officer. Officers whose position on the ADL results from service under a temporary appointment (such as temporary limited duty officers (LDOs)) or in a grade held by reason of assignment to a position are, at the completion of the appointment or assignment, reassigned to

the grade and position on the active duty list that they would have held had they not received that appointment or assignment.

1. Date of Rank. An officer's date of rank is the date the appointment to their grade is made, except when otherwise required by Title 10, U.S. Code as indicated below.

(a) The date of rank of officers appointed as second lieutenants in the Marine Corps in May or June of any year is the same as the date of the graduation of the class of midshipmen of the United States Naval Academy in that year.

(b) The date of rank of a Reserve commissioned officer who has not been in continuous active duty since original appointment as a Reserve officer (above grade chief warrant officer (W-5)) may be adjusted to a later date which appropriately reflects the qualifications and level of experience attained and maintained in the competitive category in which placed on the ADL. This adjustment is made in 1-month increments up to a maximum of 3 years, and is made on the date of placement on the ADL. Date of rank adjustment for this purpose is not to be made for a break in active service of 6 months or less. An officer with an adjusted date of rank will be placed on the appropriate list after the most junior officer with the same grade and date of rank.

(c) The date of rank of Regular officers who, at the time of their original appointments, were Reserve officers are the same as that which they held immediately before appointment as Regular officers if they were on the ADL as Reserve officers at the time of the Regular appointment, or that which the officers would have held had the officers been serving on the ADL as Reserve officers at the time of the regular appointment.

2. Precedence Number. Precedence numbers for Marine Corps officers consist of a five-digit whole number and a three-digit suffix. Suffixes allow additional placement of officers on the ADL in proper precedence order between whole numbers. Precedence numbers are based upon grade, date of rank, and the following policies:

(a) Original Appointments. Officers receiving original appointments to grades with the same grade and date of rank are assigned precedence as follows:

(1) Officers commissioned as second lieutenants in the Marine Corps and placed on the ADL will not be assigned a precedence number until completion of at least 1 year of active commissioned service or completion of The Basic School, whichever is later. Until assigned a precedence number, service academy graduates are initially placed on the active duty list in order of their class standing at their Service academies. All other officers are ranked alphabetically by last name behind service academy graduates.

(2) Precedence numbers are assigned to all second lieutenants, including graduates of a Service academy, according to the order of their overall class average (expressed to the nearest thousandth of a percent) at The Basic School. In the event of a tie, officers are ranked among themselves according to their class average in leadership at The Basic School.

(3) Second lieutenants for whom no Basic School class average can be computed are ranked among themselves below all other officers having the same date of rank based upon seniority in order of the following criteria:

(a) Date of appointment.

(b) Regular officers take precedence over Reserve officers.

(c) Date of birth. When two or more officers have the same date of birth, they are ranked alphabetically by last name.

(4) Officers appointed as LDOs on the same day in the Marine Corps are rank-ordered based on their seniority as a warrant officer or enlisted member immediately prior to the effective date of appointment. This standing is used to assign a precedence number.

(5) Officers who are appointed in a grade above second lieutenant whose precedence cannot otherwise be determined will be assigned precedence based upon the following:

(a) Total active commissioned service (other than as a commissioned warrant officer).

(b) Date of appointment.

(c) Regular officers take precedence over Reserve officers.

(d) Date of birth. When two or more officers have the same date of birth, they are ranked alphabetically by last name.

(6) Reserve officers who return to active duty will be placed on the active-duty list in the precedence position that is next junior to the Reserve officer's running mate on the ADL, unless the Reserve officer's date of rank is adjusted under paragraph 1008 a(3).

(b) Promotion. Section 624 of Title 10 U.S. Code requires officers to be promoted to the next higher grade in the order in which their names appear on the promotion list for their grade and competitive category. They are assigned new precedence numbers in the higher grade based on their promotion dates of rank and their precedence positions in the previous grade.

1009. LINEAL PRECEDENCE. Sections 574, 620, and 14002 of Title 10, U.S. Code require the Secretary of the Navy to maintain a list of all officers serving in the Marine Corps on active duty (ADL)) or in the Reserve component (RASL)). The Promotion Branch (CMC (MMPR)) is responsible for maintaining the lineal precedence lists and publishes a combined ADL/RASL list each July in MCBul 1400, Officer Lineal Precedence ("The Blue Book"). Specific information on lineal precedence can be found in paragraphs 5 and 6 of the most recent MCBul 1400.

1010. ORIGINAL APPOINTMENT. Appointment as a regular commissioned officer in the grade of second lieutenant through captain is made by the Secretary of Defense, as delegated by the President. Appointment as a regular commissioned officer in the grade of major through colonel is made by the President, with the advice and consent of the Senate. Appointment as a Reserve commissioned officer in the grade of second lieutenant through lieutenant colonel in the Marine Corps Reserves is made by the Secretary of Defense, as delegated by the President. Appointment as a reserve commissioned officer in the grade of colonel is made by the President, with the advice and consent of the Senate.

1011. READY RESERVE. Constituted by the Selected Marine Corps Reserve (SMCR) and Individual Ready Reserve (IRR).

1012. REGULAR OFFICER. An officer of the Regular Marine Corps on the ADL serving under a permanent appointment in a grade above Chief Warrant Officer, W5 (CWO-5).

1013. RESERVE OFFICER. An officer in the Marine Corps Reserve on the RASL under section 14002, of Title 10 U.S Code, serving above CWO-5.

1014. RESERVE ACTIVE-STATUS LIST (RASL).

1. The RASL is a precedence list comprised of Reserve officers, in an active status as defined by section 14002 of Title 10, U.S. Code, in the Selected Marine Corps Reserve, the Active Reserve, the Individual Ready Reserve, and the active-status list of the Standby Reserve. Reserve Warrant Officers (WO) and Chief Warrant Officers (CWOs), appointed under section 12241 of Title 10, U.S. Code are carried on their own Reserve active-status list in order of seniority by grade and rank. The RASL contains the names of all Reserve officers who are in an active status other than those on the ADL.

2. The relative precedence among Reserve officers in each competitive category will be based on grade and date of rank. Those officers having the same grade and date of rank shall be placed on the precedence list applying the criteria in paragraph 1008 of this order for precedence of officers on the ADL.

3. The Reserve officer precedence listings for each competitive category will be updated at least annually, in order to establish promotion zones for each category as directed by section 14305 Title 10, U.S. Code.

1015. RUNNING MATE. Section 14306 of Title 10, U.S. Code and SECNAVINST 1420.1B establish the "Running Mate" system. Each officer on the Reserve Active-Status List shall have a running mate who is an unrestricted officer on the ADL. This system is used to ensure that Reserve officers are promoted in concert with their active-duty running mate. The running mate system is not applicable to Reserve CWOs because they are promoted by MOS vacancy.

1016. RUNNING MATE ASSIGNMENTS. While in the grade of first

lieutenant or in a higher grade, each officer on the RASL shall have an assigned running mate of the same grade from the Marine Corps active-duty list.

1. A reserve officer shall have assigned as a running mate the next junior officer on the ADL in the same competitive category having the same grade and date of rank. If there is not a junior officer in the same competitive category on the ADL in that grade that has the same date of rank as the Reserve officer, then the officer assigned as the Reserve officer's running mate is the most senior officer on the ADL in the same competitive category with the next later date of rank serving in the same grade; if there is no such officer, then the most junior officer in the same competitive category on the ADL with the next earlier date of rank will be assigned. Relative seniority between a Marine Corps Reserve officer and an officer on the ADL with the same grade and date of rank shall be determined by applying the criteria in this order.

2. To ensure consistency of promotion timing between the ADL and RASL, the zones for RASL colonel and below promotion boards shall be established with a running mate system as prescribed in section 14306 Title 10, U.S. Code and promotions will be effected per section 14308(d) Title 10, U.S. Code. Per SECNAVIST 1420.1B the running mate system may be applied for flag/general officer promotion boards. Flag/general officer promotion plans shall state whether the running mate system will be applied. If the running mate system is not applied, the plan shall so state and promotion zones shall be consistent with ADL promotion zones to the fullest extent practicable, as if the running mate system was applied. Officers considered and selected for promotion for which the running mate system is not applied shall have their promotions effected per section 14308(b)(2) Title 10, U.S. Code.

3. If the running mate of a Reserve officer is separated or released from the ADL, changes competitive categories, or loses seniority, the Reserve officer shall be assigned a new running mate. The running mate to be assigned is the officer on the ADL in the same competitive category and grade who was next junior to the former running mate, or if there is none, the eligible officer on the ADL in the same competitive category and grade who was next senior to the former running mate.

4. When a Reserve officer is promoted after selection, such

officer shall have a running mate in the higher grade. The officer on the ADL to be assigned as the running mate of the Reserve officer is the same officer who was the running mate of the Reserve officer before the Reserve officer was promoted, if that running mate was selected for promotion by a selection board convened under section 611, Title 10, U.S. Code immediately preceding the board which selected the Reserve officer. Otherwise, the officer to be assigned as the new running mate is the officer on the ADL in the same competitive category and among those so selected, who was next junior to the former running mate in the grade for which promoted, or the next senior if none junior were so selected.

5. If the running mate of a Reserve officer is promoted to a higher grade and the Reserve officer is not so promoted, the Reserve officer shall be assigned a new running mate in the grade in which that officer remains. The officer to be so assigned is the officer on the ADL in the same grade and same competitive category as the Reserve officer who was next junior to the former running mate and who was not selected for promotion, or if there is none, the eligible officer on the ADL in the same grade and same competitive category who was next senior to the former running mate and who was not selected for promotion.

6. If a Reserve officer is appointed or redesignated in a different competitive category than that in which presently serving, the Reserve officer shall be assigned a new running mate in the competitive category and grade to which appointed or redesignated as provided in subparagraph 1016 a.

7. When a Marine Corps Reserve officer is assigned to a competitive category which has no corresponding ADL officers of the same grade being considered for promotion during a fiscal year promotion cycle, during that cycle the officer shall be assigned, for purposes of promotion eligibility, and for determination of date of rank in the new grade (if selected), a running mate in the unrestricted line on the ADL, following the guidelines in subparagraphs 1016 a, b, or c. Thereafter the normal running mate rules for the Marine Corps Reserve officer's competitive category will again apply.

1017. PROMOTION PLANNING

1. Promotion Plans. A five-year Officer Promotion Plan

(updated annually) for each competitive category by grade is prepared by the Manpower Plans and Policy Division (CMC (MPP)) and approved by the Secretary of the Navy at least 30 days prior to the convening date of a selection board. The plan serves as a planning tool for the development of each selection board. The plans contain selection opportunities, zone sizes, numbers authorized to select, and any skill guidance for each grade and competitive category. SECNAVINST 1420.1B provides specific guidance on the requirements associated with promotion plans.

2. Factors. Planning factors that are taken into consideration in developing the promotion plan are:

(a) The number of requirements needed to meet the projected vacancies by grade.

(b) The estimated number of officers needed to fill vacancies during the period in which it is anticipated that the officers selected for promotion will be promoted and the number of officers authorized by the Secretary of the Navy to serve in the grade and competitive category under consideration.

(c) The impact of zone size and promotion opportunity on time-in-service promotion flow points to the next higher grade.

(d) Critically short MOSs requiring skill guidance in the precept.

(e) The forecasted attrition data based on an estimated loss projection by grade, to meet a specified target determined two fiscal years out.

3. Promotion Opportunity. The promotion opportunity is usually a percentage based on the In-Zone population. The following equations are used to determine selection opportunity:

Below general officer:

$$\text{Promotion Opportunity} = \frac{\text{\# of officers authorized to be selected}}{\text{\# of officers in the In-Zone}}$$

General Officer:

$$\text{Promotion Opportunity} = \frac{\text{\# of officers authorized to be selected}}{\text{\# of officers in the In and Above-Zone}}$$

1018. AUTHORIZED TO SELECT

1. Each selection board is authorized to select to the next higher grade a specific number of officers. The unrestricted portion of the promotion plan forecasts vacancies for a promotion year. Officer accessions, attrition, requirements, congressional and secretarial authorizations, and budgetary constraints all impact this variable. For general officer, Limited Duty Officer (LDO), CWO, and Active Reserve (AR) CWO boards, the number authorized to select is a fixed number that is specified in the precept. Any Above and Below-Zone selections count against the number authorized to select. For all other active and Reserve boards the number to select will fluctuate or "float" if the eligible population changes until the day the board convenes to keep the selection opportunity constant.

2. Under no circumstance is the board authorized to exceed the "authorized to select" numbers identified within the precept. The total number authorized to select may be selected from the Above, In, or Below-Zone populations. Sections 575, 616, and 14307 of Title 10, U.S. Code limits the number of Below-Zone officers that can be selected to 10 percent of the authorized number to select, unless otherwise specified in the precept. If the number determined under this computation is less than one, then the board may select one officer from the Below-Zone.

1019. COMPETITIVE CATEGORIES. Competitive categories are established under SECNAVINST 1400.1B to provide for separate promotion consideration and career development for groups of officers possessing related skills and experience necessary to meet the mission objectives of the Department of the Navy. The Commandant of the Marine Corps has divided the officer Corps into five major categories: Unrestricted, Restricted (LDOs), WO/CWOs, AR, and Specialist Officers. Officers are considered for promotion within their own competitive category on either the Active-Duty List or the Reserve Active-Status List, as applicable. For purposes of assigning a running mate, a Reserve

officer is considered to be in the same competitive category as that officer on the ADL.

1. Unrestricted Officers. An Unrestricted Officer is an individual in the Marine Corps in the grade of second lieutenant or above, who is not designated as an LDO. All Unrestricted Officers compete among all other Unrestricted Officers of the same grade for promotion to captain through major general via selection boards. Second lieutenants are promoted to first lieutenant based on time-in-grade requirements found in section 619 of Title 10, U.S. Code and as determined by the Secretary of the Navy under SECNAVINST 1412.6L.

2. Restricted Officer (LDO). All Limited Duty Officers (LDOs) secure appointments as a regular officer in the Marine Corps for the performance of duty in the technical field in which they are proficient. These officers are technically oriented, perform duties that are limited to specific occupational fields, and do not have the normal career pattern of unrestricted officers. Per SECNAVINST 1412.9B, LDOs compete within their military occupational specialty (MOS) among other LDOs of the same grade for promotions to major and lieutenant colonel via selection boards. There are no LDOs in the Marine Corps Reserve.

3. Warrant Officers/Chief Warrant Officers. WOs are promoted to CWO2 based on time-in-grade requirements found in section 573 of Title 10, U.S. Code and as determined by the Secretary of the Navy under SECNAVINST 1412.9B. CWOs compete within their MOS among other CWOs of the same grade for promotion to CWO3 through CWO5 via selection boards. CWOs in the Reserve component compete within their grade, but not within their MOS.

4. Active Reserve (AR) Officers. Resident on the Reserve Active-Status List, AR officers compete with fellow officers of the same grade in the AR population within a separate category for promotion to captain through colonel. AR warrant officers compete within their same grade and MOS for promotion to CWO3 through CWO5.

5. Specialist Officers. The paramount prerequisite of this category is that the individual possesses unusual talent that would not be available within the Regular Marine Corps in the event of national mobilization. Specialist Officers are appointed to meet mobilization needs and are not required to

meet an active duty obligation except in the event of a national emergency.

1020. ZONES

1. The promotion zone is defined as a promotion eligibility category consisting of officers from the most senior to the most junior officer eligible for consideration before a selection board in the same grade and competitive category. Section 623 of Title 10, U.S. Code and SECNAVINST 1420.1B require that before the convening of selection boards to consider officers for promotion to any grade above first lieutenant, the Secretary of the Navy shall establish a promotion zone for officers serving in each grade and competitive category to be considered by the selection board.

2. Company and Field Grade Officers. For promotion to the grades of CWO3 through CWO5 and captain through colonel, three primary promotion zones may exist: Above-Zone, In-Zone, and Below-Zone.

(a) Above-Zone (Above the Promotion Zone). Above-Zone officers have been previously considered in the In-Zone population, and failed selection for promotion by a regularly scheduled board. These officers will incur additional failures of selection if not selected by subsequent selection boards.

(b) In-Zone (Promotion Zone). In-Zone officers have neither failed of selection for promotion nor been removed from a promotion list. In-Zone officers comprise the primary eligible population for consideration by the selection board. If not selected, the officer will incur a failure of selection. It is common to have officers whose lineal precedence falls within the Above-Zone population, but who are In-Zone officers (Above-Zone, not previously considered). These officers will be given the same consideration as any other In-Zone case. This zone is determined utilizing the authorized number of officers to select and the selection opportunity.

(c) Below-Zone (Below the Promotion Zone). Below-Zone officers are junior to the junior officer in the promotion zone (In-Zone). Below-Zone officers are eligible for consideration, but if not selected, they will not incur a failure of selection. Not all boards are authorized to consider Below-Zone officers.

Additionally, the Below-Zone population is generally a rough estimate of the following year's In-Zone population.

3. General Officers. For promotion to the grades of brigadier and major general, the three primary promotion zones outlined above exist: Above-Zone, In-Zone, and Below-Zone.

1021. CONSTRUCTIVE SERVICE CREDIT

1. If the Secretary of Defense determines that the number of designated active duty Marine Corps judge advocates below the grade of major are less than the numbers needed for the Marine Corps, the Secretary of Defense may authorize the Secretary of the Navy to credit any person receiving both an original appointment and a judge advocate designation, with a period of service credit.

2. Constructive service credit is credit, other than prior commissioned service credit, which is granted for law school attendance. It provides grade and date of rank comparability for an officer who begins Marine Corps commissioned service after obtaining a baccalaureate degree.

3. The Judge Advocate Support Branch of the Staff Judge Advocate to the Commandant's office will coordinate with CMC (MMPR), in accordance with MCO 1120.9, when determining whether any constructive service credit is warranted.

CHAPTER 2

PRE-BOARD ACTIONS

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CHAPTER 2

PRE-BOARD ACTIONS

2000. PROMOTION BOARD SCHEDULE. Officer promotion boards are based on a fiscal year schedule. In the second quarter of each fiscal year, the CMC (MMPR) will publish the board schedule, via MARADMIN, for the succeeding fiscal year. In addition to the board convening dates, this message will contain information on reviewing and updating an officer's Official Military Personnel File (OMPF), instructions on submitting photographs, and other administrative instructions that are applicable to all promotion boards.

2001. NOTICE OF CONVENING. Sections 614 and 14105 of Title 10, U.S. Code require that, at least 30 days prior to the date the board is convened, the CMC (MMPR) must provide general written notice to eligible officers. This shall be accomplished through a standard naval message (MARADMIN), and at a minimum will include:

1. The convening date of the board.

2. The name and date of rank of the senior officer and junior officer in the in-zone population as of the date of the notice.

3. In addition, the following information will normally be provided:

a. The name and date of the junior eligible officer in the below-zone as of the date of the notice.

b. Submission of update material and photographs to the board (see paragraphs 3001 and 3002).

c. Submission of Reserve Qualification Summaries (RQS) to Reserve selection boards (see paragraph 3004).

d. Auditing and correcting Official Military Personnel Files (OMPF), see MCO P1610.7E and MCO P1070.12.

e. Implementation of any unique regulation such as the 90-day rule or continuation in an active status. (see paragraphs 2006 and 2007, respectively).

2002. BOARD COMPOSITION

1. General. Detailed instructions on board composition are established in sections 573, 612, and 14102 of Title 10, U.S. Code and SECNAVINST 1401.3A. It is essential that the composition of the board reflect the spectrum of diversity, military occupational specialties, and composition of the Officer Corps.

2. Responsibilities for Membership

a. Officer Assignments, Plans and Programs, CMC (MMOA-3)

(1) Publish annually MCBul 5420, Membership Requirements for Selection Boards, announcing the membership requirements to the Marine Corps.

(2) Coordinate with major subordinate commands to ensure only highly qualified officers are nominated to serve as board members.

(3) Provide funding and orders to all board members.

(4) Provide board membership to the CMC (MMPR) 80 days prior to the convening date of a selection board.

b. Nominating Unit

(1) It is essential that commanding officers nominate only highly qualified officers, selected for their performance, maturity, judgment, and integrity.

(2) Once nominated, officers will only be replaced upon approval of the CMC (MM) due to the requirement to seek approval of any precept changes from the Secretary of the Navy.

(3) Nominations of officers to serve on selection boards are sensitive in nature; therefore, knowledge of their appointment should be limited to only those individuals who have a need to know. Upon adjournment of the selection board, public dissemination is authorized.

2003. PRECEPT

1. General. The precept is the legal document that orders a selection board to convene. It is in the form of a letter from the Secretary of the Navy to the president of the board. The precept provides instructions governing the proceedings of the board and appoints the president, members, and recorders to the selection board. The contents of the precept are derived from a variety of references, but always reflect information the Secretary of the Navy deems important for selection of officers to the next higher grade.

2. The CMC (MMPR) is responsible for the publication of the precept, based on the promotion plan. The precept will not be released until the board adjourns, so as to protect the membership from improper influence per DODINST 1320.14.

2004. ELIGIBILITY FOR CONSIDERATION

1. Active Duty Officers. In order to be eligible for consideration by an active duty selection board, commissioned officers must:

a. Be on the active-duty list (see paragraph 1006);

b. Have completed the minimum time-in-grade requirements; and

c. Be identified in the Promotion Plan for an opportunity for selection based on grade strength limitations (see paragraph 1017).

2. Reserve Officers. In order to be eligible for consideration by a Reserve selection board, commissioned officers must:

a. Be on the Reserve active-status list (see paragraph 1014);

b. Have completed the minimum time-in-grade requirements;

c. Have continuously performed service on either the RASL or the ADL (or a combination of both lists) for a period of one year (see paragraph 2006); and

d. Be identified in the Promotion Plan for an opportunity

for selection based on grade strength limitations (see paragraph 1017).

3. Both active duty and Reserve officers above the grade of captain who have twice failed of selection to the next higher grade remain eligible for promotion so long as the officers are on the active-duty list or Reserve active-status list at the time the board convenes and do not have an established separation or retirement date that is within 90 days after the date the board convenes (See paragraph 2006).

2005. DEFERRED ELIGIBILITY

1. Deferment of eligibility is intended for officers ordered to active duty, who would have been in zone or above zone, an opportunity to obtain active duty experience, qualifications, and significant evaluation before being considered by a promotion board. Deferment is only applicable to active-duty list boards convened under chapter 36 of Title 10, U.S. Code.

2. Per SECNAVINST 1420.1B the Commandant of the Marine Corps may, at the officer's request, defer an officer's eligibility. To be eligible for deferment, the officer must be a first time eligible in-zone or above-zone officer, and request such action prior to the board convening. The period of deferment can not exceed one year from the date the officer enters on active duty and is subject to placement on the active-duty list.

3. The officer's written request for deferment shall be forwarded to:

COMMANDANT OF THE MARINE CORPS (MMPR-1)
HEADQUARTERS, UNITED STATES MARINE CORPS
HARRY LEE HALL
17 LEJEUNE ROAD
QUANTICO, VA 22134-5104

4. All requests for deferment should arrive 10 days prior to, and in no event later than, the convening date of the selection board.

2006. EXCLUSIONS FROM ELIGIBILITY

1. 90-Day Rule. Sections 577, 619, and 14301 of Title 10, U.S. Code provide the service Secretary the option to preclude from

consideration by a selection board those officers with "an established separation date that is within 90 days after the date the selection board is convened." The selection board's plan and precept must clearly state that this provision will be implemented. For those boards where it is implemented, officers with an approved separation or retirement date that is within 90 days after the date the selection board is convened will be deleted from the eligible population. Modifications to separation or retirement dates established after a board convenes will not change an officer's promotion eligibility.

2. 1-Year Rule. Per section 14301 of Title 10, U.S. Code, Reserve officers are only eligible for consideration if: the officer is on the Reserve active-status list, and during the one year period ending on the date of the convening of the selection board the officer has continuously performed service on either the Reserve Active-Status List or Active-Duty List (or a combination of both lists). This provision is applicable to Reserve CWOs per SECNAVINST 1412.9B.

2007. CONTINUATION

1. ADL officers in the permanent grades of CWO2 through CWO4, or captain and above who are subject to involuntary retirement or discharge for years of service or failures of selection for promotion may be continued on the active-duty list per policies and procedures established by sections 580 and 637 of Title 10, U.S. Code.

2. The Secretary of the Navy will convene continuation boards whenever the needs of the Marine Corps so require, based upon the recommendations of the Commandant of the Marine Corps.

a. Regularly scheduled selection boards may be directed by the Secretary of the Navy to reconvene as continuation boards.

b. The report of a continuation board shall be forwarded to the Secretary of the Navy for approval.

c. The CMC (MMPR) executes the continuation board based on the promotion plan and with the eligible population provided by Separations and Retirement Branch (CMC (MMSR)). CMC (MMPR) provides administrative oversight of the nomination package and delivers the results to CMC (MMSR). CMC (MMSR) is responsible for administering the results of continuation boards and will

notify officers selected for continuation. An officer who is selected for continuation shall be afforded an opportunity to accept or decline the continuation. Those officers not selected for continuation will be notified by official correspondence from the CMC (MMSR), sufficiently in advance of the date of their involuntary retirement or discharge, so as to allow those officers a reasonable period of time for personal planning. The separation of an officer who declines continuation will be considered as an involuntary separation under sections 580 and 637 of Title 10, U.S. Code, unless the officer voluntarily resigns prior to the involuntary separation date.

3. Officers on the RASL will be continued under procedures prescribed by CMC (MMSR) per SECNAVINST 1920.7B.

4. Minimum Continuation Period. Officers will be continued according to the guidelines provided in the plan and precept.

CHAPTER 3

BOARD PROCEDURES

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CHAPTER 3

BOARD PROCEDURES

3000. CONVENING. There is no prescribed procedure for convening a selection board. However, the accomplishment of the following actions is required to constitute a legally convened board:

1. The Secretary of the Navy must sign the promotion plan and precept.

2. A copy of DODINST 1320.14 must be provided to each member and recorder of the board. The text of DODINST 1320.14 pertaining to communication with and among the board shall be read to the president, each member, and each recorder of the board.

3. The oaths of office contained in the precept must be administered to the president, each board member, each recorder, and all administrative support personnel.

3001. INFORMATION PROVIDED TO SELECTION BOARDS

1. Sections 576, 614, 615, 14106, and 14107 of Title 10, U.S. Code, DODINST 1320.14, and SECNAVINSTs 1420.1B, 1412.9B, and 1401.4 regulate the types of information that may be furnished to selection boards. Authorized information, as outlined below, is the only information that can be placed before, requested by, or reviewed by members of the selection board. Documents received by selection boards from eligible officers will be recorded in an update material log.

2. Authorized Information. Law and implementing regulations strictly govern the type of information that can be provided for consideration to selection boards. This authorized information includes:

a. Official Military Personnel File (OMPF). The primary source of information furnished to a selection board is the OMPF, which contains fitness reports, awards, official photograph, and other information specified in MCO P1070.12K. Further details on information that can properly be furnished to selection boards is contained in DODINST 1320.14, SECNAVINST 1420.1B, and SECNAVINST 1412.9B.

b. Master Brief Sheet (MBS). The MBS is a factual summary of the OMPF and is used as a tool by board members to assist in reviewing an officer's record.

c. Written Communication by Eligible Officers (Update Material)

(1) All eligible officers are authorized to send communication to the selection board, per sections 614 and 14106 of Title 10, U.S. Code and SECNAVINST 1412.9B. This information can call attention to any matter that the officer considers important to their case. All information, to include third party letters, certificates, etc. must be submitted under cover letter to the selection board and endorsed by the eligible officer. Any material received without the officer's endorsement will not be submitted to the board. In the event an electronic photograph can not be submitted to the Personnel Management Support Branch (CMC (MMSB)) for inclusion in the OMPF, an eligible officer may submit a hard-copy photo as update material. The CMC (MMPR) must be in physical receipt of update material before midnight (Eastern Time) on the day before the date the board convenes, per sections 614 and 14106 of Title 10, U.S. Code and SECNAVINST 1412.9B. Material can be mailed to:

COMMANDANT OF THE MARINE CORPS (MMPR-1)
ATTN: PRESIDENT, (SPECIFIC BOARD)
HARRY LEE HALL
17 LEJEUNE ROAD
QUANTICO, VA, 22134-5104

(2) Officers are encouraged to ensure CMC (MMPR) has physically received such information. Verification can be accomplished via the Officer Promotion website as noted in the convening MARADMIN for the board. Update material does not become part of the officer's OMPF. After a board report has been approved, update material is destroyed. Therefore, officers are strongly encouraged to submit all OMPF documents to the CMC (MMSB) as a first course of action.

d. Discrepancy Notices. Discrepancy notices are written requests from board members for clarification or amplification of information found in an officer's OMPF. The Commandant of the Marine Corps (MMSB) is the sole agency authorized to furnish information related to discrepancy notices. The CMC (MMPR) is

responsible for ensuring all information requested by or furnished to a promotion board is in compliance with sections 614 and 14107 of Title 10, U.S. Code, DODINST 1320.14 and SECNAVINSTs 1420.1B and 1412.9B. In addition the following guidance will be adhered to:

(1) Board members are the only individuals authorized to submit discrepancy notices.

(2) Discrepancy notices can only be answered if they pertain to information included in an officer's OMPF per MCO P1070.12K.

(3) Any discrepancy notice that requests information not found in an officer's OMPF can not be lawfully answered or furnished to the selection board.

(4) The selection board president, members, recorders, and MMPR personnel are prohibited from contacting officers or commands relating to discrepancy notices.

(5) Information furnished to the board must refer to performance or actions that occurred prior to the convening date of the board.

e. Reserve officers are required to submit a Reserve Qualification Summary (RQS)(NAVMC 104760) to the board per paragraph 3004. AR officers are not required to submit an RQS.

f Factual summaries of information already present in the OMPF, to include the MBS and Career Retirement Credit Report (CRCR) for Reserve officers.

3. Unauthorized Information. The following information is not authorized for consideration by a selection board:

a. Open-source information not contained in the OMPF, such as school and command screening messages. Any information that is not part of an officer's OMPF is strictly prohibited.

b. Current separation or retirement status, unless provided by the eligible officer as update material sent to the President of the board.

c. Current medical status, unless provided by the eligible officer as update material sent to the President of the board.

d. Any information received from third parties not endorsed or forwarded by the eligible officer.

e. Any information regarding an action that was completed after the date the board convened (e.g. awards certificates, fitness reports, disciplinary actions, etc.).

3002. PHOTOGRAPHS. All officers in the grade of chief warrant officer through colonel who are eligible for consideration by a selection board are required to furnish an official photograph to be electronically filed in their OMPF per MCO P1070.12K. Officers not having access to a facility capable of transmitting digital photos may submit a hard-copy photograph or have the command submit electronically. The annual Board Schedule MARADMIN gives detailed guidance each year for submission of photographs. Hard-copy photographs are considered update material and should be addressed to:

COMMANDANT OF THE MARINE CORPS (MMPR-1)
ATTN: PRESIDENT, (SPECIFIC BOARD)
HARRY LEE HALL
17 LEJEUNE ROAD
QUANTICO, VA, 22134-5104

1. Photographs must be taken within 12 months of the convening date for each selection board the officer is eligible for. The CMC (MMPR) does not retain or return hard-copy photographs after a selection board's adjournment.

2. Individual officers have a personal responsibility to ensure their photograph is submitted to and received by the CMC (MMPR). Officers can verify receipt of hard copy photos via the Officer Promotion website and digital photographs by visiting the CMC (MMSB) website as noted in the convening MARADMIN for the board.

3003. REQUEST FOR NON-SELECTION. Some eligible officers on the active-duty list may intend to leave active duty and therefore submit a written request not to be selected for promotion to the board president. Any officer In or Above-Zone who submits a request for non-selection will still be considered by the board, but will incur a failure of selection if not recommended for promotion by the board. Per section 1174 of Title 10, U.S.

Code, an officer discharged for twice failing of selection is not entitled to separation pay if either (or both) of those failures of selection was the action of a selection board to which the officer submitted a request in writing not to be selected for promotion or who otherwise directly caused his/her own non-selection through written communication to the board. Accordingly, selection boards convened under sections 611a of Title 10, U.S. Code are required to include in the board report the names of those officers who fall into this category.

3004. RESERVE QUALIFICATION SUMMARY (RQS). Per MCO P1001R.1J, Reserve officers (except AR officers) are required to submit an RQS to selection boards for which they are eligible. This document provides valuable information regarding the officer's activities when not actively participating in the Reserve Marine Corps. Additional information pertaining to the RQS requirement is outlined in the annual Board Schedule MARADMIN.

3005. ASSIGNMENT OF CASES. Assignment of eligible officers' cases to each board member is accomplished randomly by computer amongst the board members. Board presidents will be assigned half the number of cases as other board members to account for the additional administrative duties associated with their position.

3006. CASE PREPARATION AND BRIEFING. The officer selection process is composed of four phases, thus ensuring each officer's record is thoroughly reviewed, briefed, considered, and voted on by the selection board.

1. Case Preparation. The first step of the process is a thorough preparation of each eligible officer's record. Board members first review and prepare their In-Zone cases. This provides the board member a solid sense of the competitiveness of the In-Zone population. Upon completion of the In-Zone cases, board members review all Above-Zone cases, then Below-Zone cases. When preparing Above-Zone and Below-Zone cases, the member determines if the officer's record is competitive with or comparable to those officers in the In-Zone population. As outlined below, this will prepare the selection board for the first executive session.

2. In-Out Session for Above-Zone and Below-Zone. Once all cases are prepared, the selection board enters executive session to brief all Above-Zone cases. Executive session is the term

used to describe evolutions of briefing or voting cases. Only board members and recorders are allowed in executive session, and a recorder must be present during all executive sessions. All Above-Zone cases must be briefed and voted upon in lineal precedence order, as they will incur a failure of selection if not selected. During this process, board members determine if an eligible officer's record is competitive enough to merit being a premier case. A premier case is an Above-Zone or Below-Zone officer whose case will be briefed and voted on with the In-Zone population. The criterion to become a premier case is one affirmative vote from any member of the selection board. Below-Zone cases may be reviewed in the same manner as the Above-Zone population, or may be briefed by exception, as these officers do not incur a failure of selection if not selected.

3. Full Case Preparation. Upon completion of the In-Out session, time is allotted to thoroughly prepare any premier cases as necessary.

4. Full Briefing and Voting. Once board members have completed all case preparation, the final executive session commences. Each eligible In-Zone and premier officer receives a full brief from the member assigned his/her case. If adverse information is present in an officer's record, it must be briefed to the entire board regardless of when the adverse information occurred. Adverse information not documented in an officer's record cannot be briefed, even if it is known to the briefer or another board member. Board members will be provided an opportunity to comment as necessary after each eligible officer is briefed. When all cases have been briefed, each member determines for which officers they desire to vote "yes." The number of "yes" votes a board member can cast is based on the number of officers authorized to select (see paragraph 1018). Selection boards are not required to select to allocation.

3007. SPECIAL CONSIDERATION. Within the precept of the selection board the Secretary of the Navy may provide special consideration for items deemed important for consideration:

1. Skill Guidance. Any MOS that is designated as critically short of requirements in the promotion plan may be identified as a skill shortage in the precept for the grade being considered for selection.

2. Joint Duty. Title 10 directs the Chairman of the Joint

Chiefs of Staff to review certain selection board reports to determine if the boards acted in a manner consistent with Secretary of Defense guidelines under section 615(b) of Title 10, U.S. Code, and DODINST 1320.14. The Chairman reviews board results to determine if the boards gave appropriate consideration to the performance of officers in joint duty assignments who are serving in, or have served in, such assignments. Additionally, the Chairman reviews board results to assess whether the board met or failed to meet the promotion considerations set forth in section 662 of Title 10, U.S. Code, CJCSINST 1330.02B, and CJCSINST 1331.01C.

3. Acquisition. Section 1731 of Title 10, U.S. Code requires that the qualifications of officers selected for the Acquisition Professional community are such that those officers are expected, as a group, to be promoted at a rate not less than the rate for all non-acquisition Marine Corps officers (both in- and below-zone) in the same grade. Consequently, the Commandant of the Marine Corps must submit, in the board report, a statistical analysis of the selection rate for acquisition officers in accordance with DODINST 1320.4 and DODINST 1320.14.

4. Although the categories listed above are given consideration by a selection board, precepts clearly establish that the selection standard for all eligible officers is "best and fully qualified" for promotion to the next higher grade.

3008. SHOW CAUSE

1. Selection boards shall report the name of any officer whose record, in the opinion of a majority of the members of the board, indicates that the officer should be required to show cause for retention in the service, because of the officer's substandard performance of duty, misconduct, moral or professional dereliction, or because that officer's retention is not clearly consistent with the interests of national security.

2. CWO selection boards shall report the name of any officer whose record and/or reports established, in the opinion of the a majority of the members of the board, the officer's unfitness or unsatisfactory performance in his or her warrant officer grade, or that his or her retention on active duty is not clearly consistent with the interests of national security.

3. The selection board shall provide, under separate cover, a

supplemental memorandum containing a brief explanation of the basis for the board's opinion, which shall be signed by the president and the senior recorder.

MARCORPROMMAN, VOL 1, OFFPROM

CHAPTER 4

POST-BOARD ACTIONS

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CHAPTER 4

POST-BOARD ACTIONS

4000. BOARD REPORT. Upon completion of deliberations, the CMC (MMPR), in accordance with DODINST 1320.14, will prepare a selection board report. The board report contains a list of all selectees and the following administrative documents as specified in the precept: statistical analysis; precept; a list of the officers eligible for consideration for promotion; notice of convening; promotion plan; and sampling of records. The board report must be signed and certified by each board member and recorder. Board reports will be maintained per SECNAV-M 5210.1 SSIC 1402.1.

4001. UNAUTHORIZED RELEASE OF BOARD PROCEEDINGS. Title 10, U.S. Code, DODINST 1320.14, and SECNAVINST 1412.9B prohibit the disclosure of the proceedings of selection boards to any person not a member or recorder of a board. In addition, SECNAVINST 1420.1B further states that no member or recorder of a selection board may counsel officers who failed of selection by that board. Board presidents are charged to brief the members and recorders of the board, both upon convening and immediately prior to adjournment, that proceedings, deliberations, materials, and any other information pertaining to the board are not releasable except as authorized by the Secretary of the Navy, the Secretary of Defense, or the President. Officer Counseling and Evaluation (CMC (MMOA-4) for active duty officers) or the Career Management Team (CMC (CMT) for Reserve officers) as appropriate, may counsel officers who fail of selection before a board.

4002. FAILURE OF SELECTION

1. Definition. An officer in a grade below colonel who is in or above the promotion zone established for the grade and competitive category under sections 574, 623, and 14302 of Title 10, U.S. Code and is considered but not selected for promotion by a selection board convened under section 573, 611(a), and 14101(a) of Title 10, U.S. Code shall be considered to have failed of selection for promotion.

2. Effects. Such officers will continue to be considered by subsequent selection boards until they retire, separate, or are selected for promotion. First lieutenants who twice fail of

selection to captain will be separated and not considered by subsequent boards, or moved to the Reserve active-status list and be considered by the appropriate Reserve promotion board. Officers who have twice failed of selection for promotion may be subject to mandatory separation, retirement, or removal from the Reserve Active-Status List unless they are continued (see paragraph 2007).

3. Carry Over. Failures of selection do not carry over between competitive categories (i.e. active duty failures do not carry over to the Reserve component). Once an officer has failed of selection in one competitive category, that failure of selection is maintained in that competitive category only.

4003. SAMPLING OF RECORDS. Per SECNAVINST 1401.1B and as outlined in paragraph 7005, the sampling of records is included as part of the administrative documents contained in the board report. Sample select and non-select records are chosen for possible future use at special selection boards. The record will be maintained as it looked the date the board convened, to include any update material sent by the eligible officer. See Chapter 7 for information on special selection boards.

4004. SHOW CAUSE. As outlined in paragraph 3008, a letter from the board president to the Secretary of the Navy that contains a paragraph detailing the basis for the board's findings shall accompany the board report.

4005. ADVERSE SCREENING. An adverse screening is conducted after every promotion board and prior to the release of each month's promotion MARADMIN. See Chapter 5 for a complete discussion of the adverse process.

4006. NOMINATION PACKAGE. Senate confirmation is required for all officers on active duty selected for promotion to the grades of major or above, and colonel or above for Reserve boards, before an officer may be promoted or frocked. Approval by the President or his designee is required for active CWOs and Reserve officers selected for promotion to the grades of captain through lieutenant colonel before an officer may be promoted or frocked. Upon completion of the adverse screening, the CMC (MMPR) prepares a nomination package for all boards requiring Presidential and Senate approval. DODINST 1320.14 outlines the preparation procedures and specifies what documents must be contained in the nomination package.

4007. BOARD APPROVAL PROCESS. Once the members of a board sign the board report and the CMC (MMPR) has prepared the nomination package, both packages are forwarded to the final approval authority. All selection boards must be endorsed, first by the Commandant of the Marine Corps, and second by the Office of the Judge Advocate General of the Navy, before being forwarded to the Secretary of the Navy. Figure 4-1 contains a detailed chart, which indicates the offices the board report, and, when applicable, the nomination package must be routed through prior to release of the results and ultimate board approval authority.

4008. NOTIFICATION OF BOARD RESULTS

1. Advance Notification. The Commandant of the Marine Corps, in keeping with the Marine Corps principle of caring for our own, has established an advance notification system which reduces the insensitiveness of notification through message traffic. This advance notification will be sent only to General Officers and Senior Executive Service (SES), as well as certain colonels tasked with notifying selected/non-selected officers. It provides leadership options in addressing the obvious disappointment of officers not selected for promotion. General Officers may delegate notification authority to regimental/group and battalion/squadron commanders. For General Officers serving in HQMC or other external staff assignments, notification authority may be delegated to deputies or executive assistants. The advance notification will be in the form of a P4 and will be treated as close hold until the selection list ALNAV has been released. The P4 will sent upon board approval authority action and will contain the following:

a. Alphabetical lists of all officers selected and In-Zone non-selected officers.

b. Notification list, by general officer, of all selected officers sorted by the general officer responsible for the notification.

c. Notification list, by general officer, of all In-Zone officers not selected for promotion sorted by the general officer responsible for the notification.

2. ALNAV. After allowing sufficient time for personal notification, the CMC (MMPR) will coordinate with the Secretary of the Navy for public release of the message listing all

selected officers.

4009. PROVISIONS FOR DELAYING AND WITHHOLDING OF PROMOTIONS. Refer to Chapter 5 for procedural guidance in this regard.

NOMINATION/BOARD REPORT ROUTING

	SECNAV	SECDEF	PRESIDENT	SENATE
ACTIVE MAJGEN	YES	YES	*YES	+YES
RESERVE MAJGEN	YES	YES	*YES	+YES
ACTIVE BGEN	YES	YES	*YES	+YES
RESERVE BGEN	YES	YES	*YES	+YES
ACTIVE COL	YES	#*YES	YES	+YES
ACTIVE RESERVE COL	YES	#*YES	YES	+YES
RESERVE COL	YES	#*YES	YES	+YES
ACTIVE LTCOL	YES	#*YES	YES	+YES
LDO LTCOL	YES	#*YES	YES	+YES
ACTIVE RESERVE LTCOL	YES	#*+YES	NO	NO
RESERVE LTCOL	YES	#*+YES	NO	NO
ACTIVE MAJ	YES	#*YES	YES	+YES
LDO MAJ	YES	#*YES	YES	+YES
ACTIVE RESERVE MAJ	YES	#*+YES	NO	NO
RESERVE MAJ	YES	#*+YES	NO	NO
ACTIVE CAPT	YES	#*+YES	NO	NO
ACTIVE RESERVE CAPT	YES	#*+YES	NO	NO
RESERVE CAPT	YES	#*+YES	NO	NO
ACTIVE CWO	#*YES	+YES	NO	NO
ACTIVE RESERVE CWO	#*YES	NO	NO	NO
RESERVE CWO	#*YES	NO	NO	NO

A "YES" indicates the nomination must be processed by that specific level of command.

* DENOTES THE APPROVAL AUTHORITY WHICH AUTHORIZES RELEASE OF THE ALNAV ANNOUNCING THE RESULTS.

\+ DENOTES THE APPROVAL AUTHORITY WHICH AUTHORIZES PROMOTIONS.

\# DENOTES THE APPROVAL AUTHORITY WHICH AUTHORIZES PROMOTIONS AND THE RELEASE OF THE ALNAV ANNOUNCING THE RESULTS OF A SPECIAL SELECTION BOARD.

Figure 4-1. Nomination/Board Report Routing

MARCORPROMMAN, VOL 1, OFFPROM

CHAPTER 5

ADVERSE PROCESS

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CHAPTER 5

ADVERSE PROCESS

5000. INTRODUCTION. The officer promotion process is founded upon the selection and promotion of the best and fully qualified Marines. Selection boards utilize the information authorized by law to be furnished to them in order to determine which Marines meet the best and fully qualified standard. However, potentially adverse information is not always available to promotion boards. Officers who are already selected and nominated but not yet promoted may commit acts that call into question their suitability for promotion. In order to ensure officers to be promoted meet the highest standards of conduct, the CMC (MMPR), in coordination with the Staff Judge Advocate to the Commandant of the Marine Corps (SJA to CMC), manages the officer promotion adverse process.

5001. ADVERSE INFORMATION AVAILABLE TO PROMOTION BOARDS. DODINST 1320.14 gives specific guidance on how promotion selection boards must treat adverse (or potentially adverse) information. If adverse information appears in information authorized to be furnished to a promotion board, that information must be briefed to the board. This information can be briefed because by virtue of its appearance in the officer's record, the officer has had the opportunity to rebut that information. Information of an adverse nature not contained in the officer's record cannot be briefed because the officer has not had the opportunity to rebut that information.

5002. ADVERSE SCREENING. Adverse screening for CWO thru Col takes place on two occasions. A screening is conducted upon adjournment of every promotion board. All the officers selected by a promotion board are screened for potentially adverse information. This information may or may not have appeared before the promotion board. A subsequent screening is conducted prior to the release of each month's promotion MARADMIN. All the officers scheduled to be promoted that month are screened again to ensure no new information of an adverse nature appears. A screening is also conducted each August for those second lieutenants to be promoted in the following calendar year and for those Warrant Officer-1 to be promoted in the following calendar year (see paragraph 5007). A pre-board screening is conducted prior to the convening of the boards to consider officers for promotion to BGen and MajGen, in addition to the

post-board screening requirements. The three primary sources for the adverse screening are: Defense Clearance Investigation Index (DCII), Staff Judge Advocate Military Law (CMC (JAM)), and Inspector General Marine Corps (IGMC).

5003. POST-BOARD SCREENING/WITHHOLD PROCESS. Upon adjournment of a promotion selection board, a review of investigative files is conducted to determine if any of the selected officers have potentially adverse information. If this review uncovers such information, the officer will be reviewed for possible withholding from nomination to the Secretary of Defense, the President, or the Senate, as appropriate. The Adverse Material Advisory Board (AMAB) conducts the review of the potentially adverse information and provides information to the Commandant of the Marine Corps. Based on the individual case, the Commandant of the Marine Corps will make a recommendation to the Secretary of the Navy on whether to support the officer's nomination, or to recommend withholding the officer's name pending further review. If the decision is to nominate, the officer's name remains in the nomination package and on the ALNAV. If not, the officer is withheld and notice and comment procedures are initiated when the board results are released.

1. Notice and Comment Procedures. If the Secretary of the Navy withholds an officer's name from nomination, the officer shall be notified in writing of such action, and be afforded the opportunity to submit a written statement to the Secretary of the Navy via the chain of command. If the officer declines to make a statement, the officer shall submit a signed statement to that effect. After a review of the officer's statement, the Commandant of the Marine Corps will recommend either that the officer be promoted, or that he/she be removed from the promotion list. If the Commandant of the Marine Corps recommends promotion, he will also make a recommendation as to whether the officer's date of rank should be adjusted.

2. Resolution-Withholds

a. Promote. If the decision is that the officer should be promoted, a separate nomination package containing the officer's name shall be forwarded to the Secretary of Defense, the President (for USMC CWOs and Capts, and USMCR Capts - LtCols) or the Senate (for USMC Majs - MajGen and USMCR Col-MajGen), as appropriate. Officers who are nominated after a period of withholding, who have passed the date when they would have been

promoted, will receive their original date of rank upon approval, as appropriate, unless the Secretary of the Navy determines that the officer was unqualified for promotion for any period of time during the official delay. In such cases the Secretary of the Navy may adjust the date of rank to reflect periods of unqualification.

b. Remove. An officer whose name is removed from a promotion list by the President or the Secretary of the Navy acting for the President incurs a failure of selection (unless selected from the below zone) and continues to be eligible for consideration for promotion. If the officer is recommended for promotion by the next selection board, and the Secretary of the Navy approves the report of the board, the officer's name shall be placed on the promotion list without prejudice. The officer may petition the Secretary of the Navy via the Board for Correction of Naval Records to grant the same date of rank that the officer would have had if the officer's name had not been previously removed. However, per sections 629 and 14501 of Title 10 U.S. Code, an officer once removed is considered for all purposes as having twice failed of selection for promotion to the next higher grade upon the following: the officer is not recommended for promotion in the approved report of the next selection board; the officer is so recommended, but the President, or the Secretary of the Navy acting for the President, removes the officer's name from the promotion list; or if the Senate rejects the officer's appointment.

5004. MONTHLY SCREENING/DELAY PROCESS

1. Adverse Review Delays. Prior to the release of each month's promotion MARADMIN, an additional review of investigative files is conducted on the officers identified as promotees for that month. Monthly screenings will also be conducted for any second lieutenants eligible for promotion to first lieutenant by virtue of completing time-in-grade requirements. If this review uncovers potentially adverse information, the officer will be reviewed for possible delay of promotion. Decision-making authority on finding a second lieutenant qualified for promotion rests with the Commandant of the Marine Corps.

2. Command Delays. Each monthly promotion MARADMIN contains a paragraph charging commanding officers with ensuring that officers to be promoted are mentally, physically, morally, and professionally qualified for promotion. This includes the

baccalaureate degree and annual physical health assessment for Reserve officers. In cases where officers are not qualified, the commanding officer can initiate a delay of promotion. Officers selected for promotion but not listed in the monthly promotion MARADMIN may not be delayed until the officer's name appears in the monthly promotion MARADMIN for promotion the following month.

a. Written notice

(1) Commanding Officers must give written notice to an officer outlining the grounds for the delay before the effective date of the appointment (see figure 5-1), unless impracticable to do. If extenuating circumstances exist, written notice shall be given as soon as practicable. This notice must give the officer the opportunity to make a statement.

(2) The command must notify the CMC (MMPR) and SJA to CMC of its intent to delay the officer's promotion in writing. This will ensure that an officer's promotion is not effected in the Marine Corps Total Force System (MCTFS). The notification shall include a report of the circumstances, a copy of the letter provided to the officer concerned of the intent to delay that officer's promotion, and a written acknowledgment of receipt from the officer (to include his decision on submitting a statement). The report of the delay action shall be submitted within 10 days of knowledge of the circumstances warranting the delay.

b. Command/Officer Responses. After notifying the CMC (MMPR) and SJA to CMC of the intent to delay, the command must forward the officer's response (if he/she chooses to submit one) as well as any additional information regarding the officer's case that was not previously submitted.

4. Resolution-Delays

a. Promote. If the decision is that the officer should be promoted, the officer will receive the original date of rank he/she would have had if no such delay had occurred. However, per Title 10, U.S. Code, sections 624 and 14311, the Secretary of the Navy has the authority to adjust the date of rank of an officer if the Secretary believes the officer was unqualified for promotion during any part of the period of delay. For second lieutenants promoted to first lieutenant, date of rank

adjustment authority rests with the Commandant of the Marine Corps.

b. Remove. Removal decision actions for promotion delays are the same as for promotion withholds (see paragraph 5003.2.b).

5005. ELIGIBILITY IMPLICATIONS. While an officer is in a withhold or a delay status, he/she is not eligible for any subsequent promotion boards. Sections 619 and 14301 of Title 10, U.S. Code preclude from consideration an officer whose name is on a promotion list for that grade as a result of selection at a previous promotion board (or eligibility for promotion as a result of achieving time in grade requirements).

5006. SPECIAL SELECTION BOARDS (SSBs). Post-board screening for officers selected for promotion by an SSB is conducted in accordance with the procedures outlined in paragraph 5003.

5007. SECOND LIEUTENANTS (0-1). All second lieutenants appointed during a calendar year are screened for qualifications for promotion to first lieutenant and their names are forwarded to the Secretary of Defense for approval prior to appointment to first lieutenant. Officers with adverse material will follow the same procedures listed above with regard to the opportunity to comment and subsequent qualification for promotion decision.

5008. WARRANT OFFICERS (WO1). All WO1s appointed during a calendar year are screened for qualification for promotion to chief warrant officer W2 and their names are forwarded to the Secretary of Defense for approval prior to appointment to chief warrant officer W2. Officers with adverse material will follow the same procedures listed above with regard to the opportunity to comment and subsequent qualification for promotion decision.

1400
CO

From: Commanding Officer
To: First Lieutenant John R. Marine 123 45 6789/0123 USMCR

Subj: NOTIFICATION OF PROMOTION DELAY

Ref: (a) 10 U.S. Code
(b) SECNAVINST 1420.1B

Encl: (1) Nonjudicial punishment ltr dtd xx Jan XX
(2) Acknowledgment of Notice

1. On 1 June XXXX, you were scheduled for promotion to the grade of captain.

2. Prior to the release of the promotion authority, you received nonjudicial punishment for disobeying a lawful order and fraternization as stated in enclosure (1).

3. After careful consideration of the information, your promotion has been delayed. This action is being taken under the provisions of the references.

4. You are entitled to submit matters for consideration in response to the promotion delay.

5. Enclosure (2) is an acknowledgment of receipt. Please note your decision and return this acknowledgment upon your receipt of this letter. Enclosure (2) and any statements you wish to submit should be addressed, via your chain of command, to the Commandant of the Marine Corps (JAM), Headquarters, U.S. Marine Corps, 3000 Marine Corps Pentagon, Washington, DC 20350-3000. Any statement or information you wish to provide must be submitted within 10 days of receipt of this letter.

I. M. COMMAND

Copy to:
CMC (MMPR)

FIGURE 5-1. SAMPLE PROMOTION DELAY LETTER

MARCORPROMMAN, VOL 1, OFFPROM

CHAPTER 6

PROMOTIONS

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CHAPTER 6

PROMOTIONS

6000. ANNOUNCING PROMOTIONS. Promotion plans authorize the selection of officers for promotion based on estimated vacancies in that grade. Promotion of selected officers will be authorized on a monthly basis to fill vacancies for that grade in that month. The Commandant of the Marine Corps is responsible for authorizing the promotion of all officers below the grade of brigadier general within the Marine Corps. This is accomplished by release of a promotion authority MARADMIN. This promotion authority MARADMIN provides specific information to commanding officers and individual officers being promoted on the associated requirement of accepting or effecting a promotion. This chapter provides detailed guidance on this subject.

6001. PROMOTION AUTHORITY MESSAGES (MARADMINS). Monthly promotion MARADMINs are published to announce promotions of selected officers for the first of the month and forecast promotions for the upcoming month. A separate MARADMIN is published each month for first lieutenant promotions and the date of rank for each first lieutenant. The MARADMIN is the authority to promote, not the corresponding commission (promotion warrant). The CMC (MPP) is responsible for establishing the number of officers to be promoted each month to a certain grade. Additional promotion authority messages are periodically released for individual promotions (e.g., resolution of delays or withholds) or group promotions (e.g., late confirmation of approved selection board results), as required.

6002. EFFECTING PROMOTIONS. A promotion is considered effected as of the date identified in the promotion authority MARADMIN; unless the commanding officer delays the officer's promotion per paragraph 5004 or the officer expressly declines promotion, per paragraph 6004. Subsequent action by the command or selected officers will not nullify the promotion. The promotion is considered effected and the officer will incur any associated service requirements for retirement purposes, if applicable, per MCO 1900.16F. CMC (MMPR) will make unit diary entries in MCTFS for officer promotions.

6003. PROMOTION QUALIFICATION. Commanding Officers are

officer had not been considered and recommended for promotion. In addition, such officers will not be placed on the same promotion list or promoted to the next higher grade if returned to active status.

2. Transfer between Active-Duty List and Reserve Active-Status List. Per section 14317 of Title 10, U.S. Code, officers selected from a board convened under section 14101(a) of Title 10, U.S. Code, chapter 36 of Title 10, U.S. Code, or a special selection board, and not promoted to the next higher grade before transferring to either the active-duty list or Reserve active-status list shall be placed on the appropriate promotion list of officers of the same competitive category.

6006. COMMISSIONING OATH

1. Per sections 578, 626, and 14309 of Title 10, U.S. Code, no oath is required if the officer has served continuously since the officer originally accepted his/her commission.

2. If the officer has not served continuously, the officer is required to take the oath of commissioning as follows:

"I (state your full name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

6007. PROMOTION CEREMONIES

1. There is no formal ceremonial process associated with an officer's promotion. However, typical promotion ceremonies have evolved through tradition and practice. A standard officer promotion ceremony may be conducted in the following manner:

a. The commission (promotion warrant) is read. A constructive promotion warrant may be read in the event the original promotion warrant has not been received.

b. The officer reaffirms the oath (see paragraph 6006) from the presiding official.

c. Presiding officials should be senior to the officer being promoted, if the officer being promoted reaffirms the oath.

d. The officer's new rank insignia is pinned on by individuals of the officer's choosing.

2. Per paragraphs 6001, the commission is not the legal authority to promote.

3. Under no circumstances will an officer be promoted prior to the effective date, regardless of what day of the week the effective date should happen to fall.

6008. FROCKING

1. Responsibility. The Officer Assignments Branch, (CMC (MMOA)) is responsible for the management and disposition of all active component officer frocking requests, except general officers. Reserve Affairs (CMC (RAP)) is responsible for the management and disposition of all Reserve component frocking requests. The Senior Leadership Management Branch (CMC (MMSL)) is responsible for the management and disposition of general officer frocking requests..

2. Purpose. Section 777 of Title 10, U.S. Code authorizes an officer who has been selected (and when applicable, confirmed by the Senate) to wear the insignia of the next higher grade. In such circumstances, the officer must be serving in, or has received orders to serve in a position for which that grade is authorized. Priority will be granted to the following billet assignments: joint duty, international environment, command, or other staff assignments in accordance with DODDIR 1334.2. Field grade officer frocking is limited to 1% of major and lieutenant colonel end-strength; 2% of colonel end-strength.

3. Defrocking. An officer's frocking may be rescinded prior to the time the actual promotion is effected if it is determined that potential adverse information exists, as specified in paragraph 5004. In such instances, commanding generals or commanding officers must immediately notify the CMC (MMOA) and SJA to CMC for further guidance.

4. Guidelines. The following guidelines apply:

a. Frocking does not authorize increased disciplinary powers under Article 15, Uniform Code of Military Justice (UCMJ).

b. A grade change (GC) fitness report is required per MCO P1610.7_.

c. No unit diary entry is required or authorized.

d. The officer will not receive any pay, allowances, or entitlements to the frocked grade until the officer is actually promoted.

e. Commissions are not to be read at frocking ceremonies; only the authority to frock may be read.

f. Frocking requests for officers in each competitive category of the Reserve Active Status List shall prescribe to the same statutory limitations specified for officers on the Active Duty List.

5. Request. In every case frocking must be essential to the officer's ability to perform the assigned duties and must clearly serve the best interest of the Marine Corps.

a. Requests may be submitted via naval message, naval correspondence, or email, and must contain endorsement from the chain of command. Requests must contain (figure 6-1):

(1) Officer's name

(2) SSN

(3) MOS

(4) Select grade and selection number

(5) T/O

(6) Line number or billet identification code and billet grade

(7) Transfer/joining date

(8) Justification

b. Requests for active component frocking should be submitted to:

COMMANDANT OF THE MARINE CORPS (MMOA-3)
HEADQUARTERS, UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VA 22134

c. Requests for Reserve component frocking should be submitted to:

COMMANDANT OF THE MARINE CORPS (RAP)
HEADQUARTERS, UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VA 22134

6. Company Grade Frocking. Commanding Generals are authorized to frock first lieutenants and chief warrant officers selected for the limited duty officer (LDO) program to captain based on the below:

a. There are no restrictions on the number of captain selects the Marine Corps is authorized to frock. Officers may be frocked after the Senate has approved the selection list that contains the officer's name.

b. Must be serving in or within 30 days of serving in a captain's billet.

c. Commands must notify CMC (MMOA-3) by naval message or letter of all officers frocked to the grade of captain.

d. Frocking of second lieutenants and warrant officers is not authorized.

UNCLASS 020100Z MAR 06 CG I MEF

TO CMC WASHINGTON DC//MMOA-3//CMC WASHINGTON DC//MMOA//UNCLAS
SUBJ/REQUEST FOR FROCKING//
REF/A/MCO P1400.31C//
POC/I. B. MARINE/MAJ/ADJ/DSN: 365-1111//
RMKS/1. IAW THE REF, THE FOL IS PROVIDED:
A. MAJ (LTCOL SEL) JOHN B. MARINE
B. 123 45 6789
C. 0302
D. LTCOL
E. 5981
F. 123
G. LTCOL
H. 1 JUN 2006/1 JUL 2006
I. SNO WILL ASSUME COMMAND OF HQSVCBN MCB ON 1 JUL 2006.

FIGURE 6-1. SAMPLE REQUEST FOR FROCKING

6009. COMMISSIONS

1. Appropriate commissions will be mailed to parent commands after the promotion MARADMIN is released (examples of commissions are shown in figures 6-2 through 6-5). If an officer has recently transferred from the parent command, it is the command's responsibility to forward the commission to the officer's new duty station.

2. If the commission is damaged or incorrect, officers can seek new or replacement commissions by written request to:

COMMANDANT OF THE MARINE CORPS (MMPR-1)
HEADQUARTERS, UNITED STATES MARINE CORPS
HARRY LEE HALL
17 LEJEUNE ROAD
QUANTICO VA 22134-5104

or by sending an email to the Officer Promotion Section organizational mailbox at:

officerpromotionsection@usmc.mil

3. Requests should include name, SSN, command with address, and the rank associated with the damaged or incorrect commission.

6010. PROMOTION AFTER WITHHOLDING OR A PERIOD OF DELAY. Per paragraphs 5003 and 5004, the dates of rank for officers recommended for promotion after being withheld from nomination or after being delayed will normally be the date of rank and lineal control number he or she would have held if not for the delay. However, the date of rank and lineal precedence may be adjusted if the Secretary of the Navy determines that the officer was unqualified for promotion for any period of time during the official delay.

THE
PRESIDENT
OF
THE UNITED STATES OF AMERICA

To all who shall see these presents, greeting:
Know ye that, reposing special trust and confidence in the patriotism, valor, fidelity and abilities of _____ *I do by and with consent of the Senate, appoint this officer a*

in the

_____

United States Marine Corps

To rank as such from the _____ *day of* _____ *two thousand* ___. *This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging.*

And I do strictly charge and require those officers and other personnel of lesser rank to render such obedience as is due an officer of this grade and position. And this officer is to observe and follow orders and directions, from time to time, as may be given by the President of the United States of America, or other superior officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of America under the provisions of those public laws relating to officers of the **Armed Forces of the United States of America** *and the component thereof in which this appointment is made.*

Done at the City of Washington, this _____ *day of* _____ *in the year of our Lord* _____, *and of the Independence of the United States of America, the* <u>*two hundred thirty.*</u>

By the President

Commandant of the Marine Corps

M. W. Hagee

Donald C. White

FIGURE 6-2. REGULAR FIELD GRADE COMMISSION

THE
PRESIDENT
OF
THE UNITED STATES OF AMERICA

To all who shall see these presents, greeting:

Know ye that, reposing special trust and confidence in the patriotism, valor, fidelity and abilities of _____ *I do appoint this officer a* _____ *in the*

United States Marine Corps

To rank as such from the _____ *day of* _____ *two thousand* ___. *This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging.*

And I do strictly charge and require those officers and other personnel of lesser rank to render such obedience as is due an officer of this grade and position. And this officer is to observe and follow orders and directions, from time to time, as may be given by the President of the United States of America, or other superior officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of America under the provisions of those public laws relating to officers of the **Armed Forces of the United States of America** *and the component thereof in which this appointment is made.*

Done at the City of Washington, this _____ *day of* _____ *in the year of our Lord* _____, *and of the Independence of the United States of America, the two hundred thirty.*

By the President

Commandant of the Marine Corps

M. W. Hagee

Donald C. Winter

FIGURE 6-3. REGULAR COMPANY GRADE AND CWO COMMISSION

THE
PRESIDENT
OF
THE UNITED STATES OF AMERICA

To all who shall see these presents, greeting:
Know ye that, reposing special trust and confidence in the patriotism, valor, fidelity and abilities of _____ *I do by and with consent of the Senate, appoint this officer a*

in the

_____

United States Marine Corps Reserves

To rank as such from the _____ *day of* _____ *two thousand* ___. *This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging.*

And I do strictly charge and require those officers and other personnel of lesser rank to render such obedience as is due an officer of this grade and position. And this officer is to observe and follow orders and directions, from time to time, as may be given by the President of the United States of America, or other superior officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of America under the provisions of those public laws relating to officers of the **Armed Forces of the United States of America** *and the component thereof in which this appointment is made.*

Done at the City of Washington, this _____ *day of* _____ *in the year of our Lord* _____, *and of the Independence of the United States of America, the* <u>*two hundred thirty.*</u>

By the President *Commandant of the Marine Corps*

M. W. Hagee

Donald C. White

FIGURE 6-4.—RESERVE COLONEL COMMISSION

THE

PRESIDENT

OF

THE UNITED STATES OF AMERICA

To all who shall see these presents, greeting:

Know ye that, reposing special trust and confidence in the patriotism, valor, fidelity and abilities of _____ *I do appoint this officer a* _____ *in the*

United States Marine Corps Reserve

To rank as such from the _____ *day of* _____ *two thousand* ___. *This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging.*

And I do strictly charge and require those officers and other personnel of lesser rank to render such obedience as is due an officer of this grade and position. And this officer is to observe and follow orders and directions, from time to time, as may be given by the President of the United States of America, or other superior officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of America under the provisions of those public laws relating to officers of the **Armed Forces of the United States of America** *and the component thereof in which this appointment is made.*

Done at the City of Washington, this _____ *day of* _____ *in the year of our Lord* _____, *and of the Independence of the United States of America, the* <u>*two hundred thirty.*</u>

By the President

M. W. Hagee

Donald C. White

FIGURE 6-5.—RESERVE COMPANY GRADE, MAJ, LTCOL, AND CWO COMMISSION

1400
code
date

From: Chief Warrant Officer J. Q. Marine 000-00-0000/0000
To: Commandant of the Marine Corps (MMPR-1), Headquarters, U.S. Marine Corps, Harry Lee Hall, 17 Lejeune Road, Quantico, VA 22134-5104
Via: Commanding Officer, my command

Subj: DECLINATION OF PROMOTION TO CHIEF WARRANT OFFICER X

Ref: (a) MCO P1400.31C
(b) MARADMIN XXX/XX (this is the promotion authority)

1. Per reference (a), I decline my promotion to Chief Warrant Officer X offered in reference (b).

2. I have an approved retirement date of XXXXXX. (or other justification)

3. I understand by declining my promotion, I will incur a failure of selection, deemed as voluntary.

YOUR SIGNATURE

FIGURE 6-6. SAMPLE DECLINATION OF PROMOTION LETTER

CHAPTER 7

SPECIAL SELECTION BOARDS

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CHAPTER 7

SPECIAL SELECTION BOARDS

7000. AUTHORITY. Special Selection Boards (SSB) are authorized under sections 628 and 14502 of Title 10, U.S. Code, and SECNAVINST 1420.1B.

7001. ELIGIBILITY. SECNAVINST 1420.1B provides specific criteria identifying those eligible to request an SSB. An officer must be on the active-duty list, Reserve active-status list, retired, or a former officer to be eligible for consideration.

7002. GROUNDS. An officer must have a basis for requesting an SSB. Sections 628 and 14502 of Title 10, U.S. Code identify the conditions that must exist in order for an officer to have grounds for requesting an SSB. These conditions fall into two main categories:

1. Administrative Error. Administrative error exists when an officer was eligible for consideration by a promotion selection board, but whose record was not in the eligible population viewed by that board.

2. Considered in an Unfair Manner. There are four subcategories in which an officer may have been considered in an unfair manner.

a. Board Acted Contrary to Law. The board violated statutory rules governing the conduct of promotion boards.

b. Material Error of Fact. There was material information in the officer's record that was erroneous and should not have been considered by the board.

c. Material Administrative Error. There was a material error in the administrative functioning of the board.

d. Absence of Material Information. There was material information missing from the officer's record.

7003. REQUESTING AN SSB. Per SECNAVINST 1420.1B, all applications for special selection boards under paragraph 7002.2 must be received no later than three years after the date the

contested board results were made public. Applications received more than three years after the date the contested board results were made public will be treated as untimely and will be denied.

1. Administrative Error. The Secretary of the Navy shall, upon determination that an administrative error occurred, convene an SSB to consider the record of the officer concerned. The Commandant of the Marine Corps has been delegated the authority to approve requests for SSBs under this category. Normally, the CMC (MMPR) will identify administrative errors; however, officers who believe they were not appropriately considered should contact CMC (MMPR). Upon verification of the error, CMC (MMPR) will notify the eligible officer. The officer must acknowledge notification of eligibility in writing. Figure 7-1 is a sample acknowledgment letter.

2. Considered in an Unfair Manner. The Secretary of the Navy is the approval authority for requests under this category. An officer must have been considered by a regularly scheduled selection board, and not selected. In the request, the officer must detail the circumstances in which the unfair treatment existed. Further, in cases where an officer is applying under "Material Error of Fact" or "Absence of Material Information," additional justification will be required. Because officers are personally responsible for their own record in accordance with SECNAVINST 1420.1B, officers must include a detailed account of the actions they took to promptly identify and correct the problem prior to the convening of the promotion board that did not select them. It is critical that the request explain, in detail, how the officer demonstrated reasonable diligence in identifying and correcting the error that caused the failure of selection prior to the board's convening. "Reasonable diligence" is defined as fair, proper, and due degree of care and activity, measured with reference to the particular circumstances; such diligence, care and attention as might be expected from a man/woman of ordinary prudence and activity. Requests which fail to show the officer demonstrated reasonable diligence to identify and correct the error prior to the promotion board will not normally be approved by the Secretary of the Navy. Figure 7-2 is a sample request for an SSB in this category.

3. Per SECNAVINST 1420.1B, in cases where an error existed spanning multiple promotion boards, the officer shall normally request an SSB for the earliest board where the error existed,

unless the officer specifies the particular board for which relief is sought. Requests of this type must indicate the circumstances that make relief at a subsequent board more appropriate.

4. Requests for an SSB must be forwarded directly to:

COMMANDANT OF THE MARINE CORPS (MMPR-1)
HEADQUARTERS, UNITED STATES MARINE CORPS
HARRY LEE HALL
17 LEJEUNE ROAD
QUANTICO, VA 22134-5104

5. It is essential that all SSB requests include the following information:

a. The reason the officer is requesting an SSB as outlined in paragraph 7003.

b. The specific board the officer is seeking relief from (i.e. FYXX USMC (or USMCR) (Grade) Promotion Selection Board).

c. The request should include all supporting documentation.

d. The interactive nature of SSBs necessitates continuous dialogue. Therefore, it is essential the CMC (MMPR) is advised of the officer's current work telephone, address, and email address.

7004. PRE-BOARD REQUIREMENTS. SSBs follow the same guidelines as established for regularly scheduled selection boards. Chapters 1 through 5 of this Manual are applicable with the following exceptions:

1. Number Authorized to Select. The prescribed number to select is not subject to the promotion percentage limitations ordinarily imposed upon regular selection boards. Specific guidance for each board is contained in the SSB's precept.

2. Selection Standard. Per sections 628 and 14502 of Title 10, U.S. Code, an eligible officer's record will be compared against the sampling of records, and the following selection criteria will be applied:

a. Is fully qualified when compared to the selected officers whose sample records were considered; and

b. Is better qualified for promotion than all of the officers who failed to be selected for promotion before the regularly scheduled promotion selection board; and

c. Is comparable to those officers who were selected for promotion by the regularly scheduled promotion selection board.

3. 90-Day Exclusion Rule. This regulation is not applicable to SSBs.

4. Membership. Sections 612 and 14102 of Title 10, U.S. Code and SECNAVINST 1401.3A require that SSB membership follow the same guidelines as regularly scheduled boards, with the exception that all members serving on an SSB should, by Secretary of the Navy's policy, have previous officer selection board experience.

5. Providing Records to SSBs

a. The records of eligible officers will be redacted to exclude all material received or any performance indicated after the date the regularly scheduled board convened.

b. As identified in paragraph 4003, sample records will appear as they appeared the date the petitioned board convened.

c. Update material may be submitted by the eligible officer per paragraphs 3001, 3002, and 3004. Any update material provided to the SSB cannot contain information about or refer to events that took place after the convening date of the petitioned board.

7005. SAMPLING OF RECORDS. Pursuant to SECNAVINST 1420.1B and per paragraph 4003, all regularly scheduled promotion selection boards identify a sampling of records of the eligible population that are retained for each grade and competitive category. The eligible officer's record will be compared against these records per paragraph 7004.

7006. BOARD ACTIONS

1. Case Preparation and Briefing. Case preparation and briefing will be conducted as outlined in paragraph 3006.

2. Ranking. Once briefed, all sample selects and non-selects cases will be ranked from strongest to weakest as selects and non-selects (1-5 and 6-10 if there are 10 sample records).

3. Comparison and Voting. The eligible officer's record will be compared against the least competitive of the selects and the most competitive of the non-selects. In order for the officer to be selected for promotion, the officer's record must be better than the most competitive non-select and comparable to the least competitive select.

7007. POST-BOARD ACTIONS. The post board procedures for an SSB parallel those outlined in Chapter 4 of this Manual, with the following exceptions:

1. Promotions. An officer selected by a SSB shall, upon approval by appropriate authority (see figure 4-1) and with Senate confirmation, if applicable, have the same date of rank, the same effective date for pay and allowances of that officer's grade, and the same position on the active-duty list or Reserve active-status list as the officer would have had if the officer had been recommended for promotion by the petitioned selection board. This is accomplished by release of a naval message and a unit diary entry into the Marine Corps Total Force System (MCTFS). The promotion procedures outlined in paragraphs 6002-6004 of this Manual pertain to effecting and accepting of an SSB promotion.

2. Per Chapter 4 of this Manual, active duty officers who are considered for promotion by an SSB and selected by the board for the grade of major or above, and Reserve colonel or above, may not be promoted or frocked until confirmed by the Senate.

3. Failure of Selection. An officer who was not considered for promotion by a regularly scheduled selection board (administrative error) and is not recommended for promotion by the SSB shall be considered to have failed of selection for promotion to the next higher grade. However, an officer who fails of selection by a regularly scheduled selection board because the board considered the officer in an unfair manner,

and is not recommended for promotion by a special selection board, will not incur an additional failure of selection.

1401
30 Jan XXXX

From: Captain John Q. Marine 123 45 6789/0302 USMC
To: Commandant of the Marine Corps (MMPR)

Subj: SPECIAL SELECTION BOARD CONSIDERATION ACKNOWLEDGMENT

Ref: (a) SECNAVINST 1420.1B
(b) Phoncon btwn MMPR-1 and SNO

1. Per the references, I understand that I am eligible for consideration by a special selection board based on administrative error.

2. I understand I am to keep the Commandant of the Marine Corps (MMPR) informed of contact information and that I will be notified in writing of the convening and results of the board.

J. Q. MARINE

FIGURE 7-1.—SAMPLE SPECIAL SELECTION BOARD CONSIDERATION ACKNOWLEDGMENT (ADMINISTRATIVE ERROR)

1401
30 Jan 20XX

From: Captain John Q. Marine 123 45 6789/0302 USMC
To: Commandant of the Marine Corps (MMPR)

Subj: REQUEST FOR SPECIAL SELECTION BOARD

Ref: (a) SECNAVINST 1420.1B

Encl: (1) Copy of my request to BCNR dtd 4 Mar 20XX
(2) Subject fitness report CH 1 Jan 20XX
(3) BCNR's response to my request dtd 6 Jun 20XX
(4) Request letter to MMSB dtd 9 Jul 20XX
(5) Copy of my OMPF and Master Brief Sheet dtd 15 Jul 200XX
(6) Request email to MMSB dtd 21 Jul 20XX
(7) Copy of my OMPF and Master Brief Sheet dtd 5 Aug 20XX
(8) Request email to MMSB dtd 12 Jan 20XX
(9) Copy of my OMPF and Master Brief Sheet dtd 17 Jan 20XX
(10) Chronology of Events

1. I am requesting a special selection board because of material error of fact on the FYXX USMC Major Promotion Selection Board.

2. I petitioned to BCNR on 4 Mar 20XX to remove one fitness report that contained unauthorized comments and which the Reporting Senior would not correct when brought to his attention, see enclosures (1) and (2). BCNR granted relief to my petition on 6 June 20XX directing the fitness report be removed, see enclosure (3). I requested and reviewed my OMPF and MBS on 15 Jul 20XX, and the subject fitness report had not been removed, see enclosure (4) and (5). On 21 Jul 20XX I requested MMSB remove the fitness report per BCNR's decision and provide a copy of my OMPF and Master Brief Sheet, see enclosure (6). I received another copy of my OMPF and Master Brief Sheet (dated 5 Aug 20XX) on 27 Aug 20XX and the fitness report was still included. I then called MMSB to have the fitness report removed and I was told it would be prior to the board. The FYXX USMC Major Promotion Selection Board convened on 1 Sep 20XX, and did not select me to the grade of Major. I contacted the Career

FIGURE 7-2.—SPECIAL SELECTION BOARD REQUEST (ALL OTHER CATEGORIES)

Counselor at MMOA-4/CMT, who pointed out that the fitness report BCNR directed to be removed was still present in my record. I again requested my OMPF and MBS on 12 Jan 20XX, and the subject fitness report was present, see enclosures (8) and (9). I have again requested the subject fitness report be removed. Despite my efforts, the report was still in my record following the selection board. I believe this report impaired my competitiveness before the board and was erroneously placed before the board.

3. I took every reasonable step to ensure the accuracy and completeness of my record prior to the convening of the board, yet, my record was in error before the board.

4. I can be reached at (910) 451-1234 or DSN 751-1234, and my address is 402 IceBrook Lane, Somewhere, OK, 22344.

John Q. Marine

FIGURE 7-2.—SPECIAL SELECTION BOARD REQUEST (ALL OTHER CATEGORIES) (Continued)

CHAPTER 8

SPECIAL PROMOTIONS

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CHAPTER 8

SPECIAL PROMOTIONS

8000. U.S. MARINE BAND APPOINTMENTS

1. The U.S. Marine Band is comprised of one director, two assistant directors, and other personnel in grades and numbers the Secretary of the Navy deems appropriate. Appointments are made without the requirements of a formal selection board process.

a. The Secretary of the Navy may designate the director and assistant directors of the Marine Band from among qualified members of the Marine Corps. A member so designated may be appointed by the President, by and with the advice and consent of the Senate, to a commissioned grade in the Regular Marine Corps. Such appointments shall be temporary and the Secretary of the Navy may revoke any designation as director or assistant director of the Marine Band. Temporary appointments do not change the permanent status of the officer with regard to promotion or appointment.

b. Per section 6222 of Title 10, U.S. Code, the initial appointment to a commissioned grade of a member designated as director of the Marine Band shall be in the grade of captain, except that a member who, at the time of the designation, holds an appointment in a higher grade may be appointed in that higher grade, but not above the grade of lieutenant colonel. The initial appointment of a member designated as assistant director shall be in a grade below captain.

c. The Secretary of the Navy shall prescribe regulations for the appointment and promotion of officers of the Marine Band. Other members of the Marine Band will be appointed as follows:

(1) The Secretary of the Navy may make temporary appointments, not above the grade of captain, per section 5596 of Title 10, U.S. Code.

(2) Appointments above the grade of captain shall be made by the President, by and with the advice and consent of the Senate, under sections 5596 and 6222 of Title 10, U.S. Code.

d. The date of rank and effective date of appointment for members of the Marine Band shall be determined by the Secretary of the Navy.

e. The Secretary of the Navy may revoke the appointment of any officer of the Marine Band. When a member's appointment is revoked, the appointment to a commissioned grade under this section terminates and the officer is entitled, at the officer's option:

(1) To be discharged from the Marine Corps; or

(2) To revert to the officer's permanent grade and status held at the time the temporary appointment is terminated.

2. Upon receipt of a request for appointment from the Commanding Officer, Marine Barracks, 8th and I, Washington, DC, via the chain of command, appropriate action will be taken by the CMC (MMPR).

a. The request shall be staffed within Headquarters Marine Corps for approval or disapproval.

b. Upon approval of the request the following action shall be taken:

(1) The appropriate nomination package shall be prepared and forwarded via, (1) the Judge Advocate General of the Navy for legal review, (2) the Secretary of the Navy, and (3) the Secretary of Defense for recommendation and approval prior to submission to the President for appointment and to the Senate for confirmation; and

(2) Upon approval of the appointment, a commission shall be prepared and forwarded to the officer via the chain of command.

c. In the case of requests that are disapproved the originator will be informed by official correspondence.

8001. U.S. MARINE DRUM AND BUGLE CORPS APPOINTMENTS

1. The U.S. Marine Drum and Bugle Corps shall be comprised of one commanding officer and other personnel in grades and numbers

the Secretary of the Navy deems appropriate. Appointments are made without the requirements of a formal selection board process.

a. The Secretary of the Navy may designate the commanding officer and other members from qualified members of the U.S. Marine Drum and Bugle Corps. Such appointments shall be temporary and the Secretary of the Navy may revoke the appointments at any time. Temporary appointments do not change the permanent status of the officer with regard to promotion or appointment.

b. The Secretary of the Navy shall prescribe regulations for the appointment and promotion of officers of the U.S. Marine Drum and Bugle Corps. Members of the U.S. Marine Drum and Bugle Corps will be appointed as follows:

(1) The Secretary of the Navy may make temporary appointments, not above the grade of captain, per section 5596 of title 10, U.S. Code.

(2) Appointments above the grade of captain shall be made by the President, by and with the advice and consent of the Senate.

d. The date of rank and effective date of appointment for members of the U.S. Marine Drum and Bugle Corps shall be determined by the Secretary of the Navy.

e. The Secretary of the Navy may revoke the appointment of any officer of the U.S. Marine Drum and Bugle Corps. When a member's appointment is revoked, the appointment to a commissioned grade under this section terminates and the officer is entitled, at the officer's option:

(1) To be discharged from the Marine Corps; or

(2) To revert to the officer's permanent grade and status held at the time the temporary appointment is terminated.

2. Upon receipt of a request for appointment from the Commanding Officer, Marine Barracks, 8th and I, Washington, DC, via the chain of command, appropriate action will be taken by the CMC (MMPR).

a. The request shall be staffed within Headquarters Marine Corps for approval or disapproval.

b. Upon approval of the request the following action shall be taken:

(1) The appropriate nomination package shall be prepared and forwarded via, (1) the Judge Advocate General of the Navy for legal review, (2) the Secretary of the Navy, and (3) the Secretary of Defense for recommendation and approval prior to submission to the President for appointment and to the Senate for confirmation; and

(2) Upon approval of the appointment, a commission shall be prepared and forwarded to the officer via the chain of command.

c. In the case of requests that are disapproved the originator will be informed by official correspondence.

8002. PRESIDENTIAL PROMOTION POLICY FOR ASTRONAUTS

1. Historically, Presidential policy provides that astronauts may receive a one grade promotion up to the rank of colonel as a direct result of lunar or interplanetary space flight.

2. The President reserves the prerogative to promote those who demonstrate the exceptional qualities of skill, ability, and knowledge while participating in any space flight. Also, astronauts participating on flights that are unusual, unique, dangerous or significantly more difficult will be considered for promotion on a case-by-case basis.

8003. ASSISTANT JUDGE ADVOCATE GENERAL OF THE NAVY

1. The officer appointed to this position will hold the grade of colonel and may be retired as a brigadier general upon completion of at least 12 months in the position.

2. This billet will be filled by a judge advocate in accordance with section 5149(c) of Title 10, U.S. Code. The officer may be selected by a selection board convened in accordance with, in so far as practicable, the procedures of Chapter 36 of Title 10, U.S. Code and qualification requirements of section 5148(b) of

Title 10, U.S. Code.

8004. STAFF JUDGE ADVOCATE TO THE COMMANDANT OF THE MARINE CORPS

1. The officer appointed to this position holds a regular appointment as a brigadier general.

2. This billet will be filled by a judge advocate who fulfills the eligibility requirements of section 5046 of Title 10, U.S. Code and is selected by a selection board convened in accordance with, in so far as practicable, the procedures of Chapter 36 of Title 10, U.S. Code.

8005. POSTHUMOUS COMMISSIONS AND WARRANTS

1. Chapter 77 of Title 10, U.S. Code establishes provisions to issue posthumous commissions and warrants. The following criteria apply:

a. Commissioned Officers. Commissioned officers may be appointed, by the President, to the next higher grade if:

(1) The officer had been appointed to a commissioned grade but was not able to accept the appointment due to death in the line of duty.

(2) A candidate successfully completed the Officer Candidate School and was recommended for appointment to a commissioned grade but was not able to accept the appointment due to death in the line of duty.

(3) The officer was officially recommended for appointment or promotion to a commissioned grade and approved by the Secretary of the Navy but was not able to accept the appointment due to death in the line of duty.

b. Warrant Officers. Warrants may be issued, by the Secretary of the Navy, if an officer was officially recommended for appointment or promotion but was not able to accept the appointment due to death in the line of duty.

2. The officer's name shall be carried on the records of the Marine Corps as if the officer had served in the grade in which

posthumously commissioned or issued a warrant from the date of the approval of the board report to the date of death.

3. No beneficiary is entitled to any bonus, gratuity, pay, or allowances by virtue of a posthumous promotion.

4. Upon receipt of a personnel casualty report, the CMC (MMPR) will prepare a nomination package for approval by the President. Upon approval of the posthumous promotion, a commission/warrant for the Commandant and Secretary of the Navy's signature will be prepared. An official letter to the next of kin signed by the Director, Personnel Management Division, shall be prepared by the CMC (MMPR). Both shall be delivered to Casualty Assistance Branch, Personal and Family Readiness Division (MRC) for delivery to the next of kin.

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