

**HEADQUARTERS, UNITED STATES MARINE CORPS**  
Enlisted Career Counseling and Evaluation Unit (MMSB-50)  
2008 Elliot Road, Quantico, VA 22134-5103

**ENLISTED CAREER COUNSELORS HANDOUT**

**CONTACTING US**

- **Commercial:** (703) 784-9241
- **DSN:** 278-9241
- **Toll Free:** (800) 833-2320
- **E-Mail:** [ecounselor@usmc.mil](mailto:ecounselor@usmc.mil)
  - **NOTE:** (This e-mail address is intended for deployed Marines only. The preferred method of contacting our section is by the phone numbers listed above.)
- **Website:** Web links: go to **USMC.MIL**, click on **CAREER/MANPOWER** (under Corps Highlights – on the bottom right) and then click on **ENLISTED CAREER COUNSELORS** (under Top requests – on the right hand side).

**OUR MISSION**

To support the future of our Corps by assisting enlisted career Marines in improving their performance for retention and their competitiveness for promotion through performance evaluation and career counseling.

We counsel all Sergeants and above on active duty. **While the Career Counselors provide an evaluation of performance, we cannot provide specific reasons for failure of selection to the next higher grade.** Requesting a career counseling session after failing selection is not the optimal time to receive advice or recommendations to increase one's competitiveness.

**CONTACTING US**

- It is best to contact us about two years before entering the “In Zone” for selection. Improving performance does not happen overnight, it takes time. This proactive approach allows maximum opportunity to make the changes in your career, if needed, to enhance promotion opportunity. About 70% of all of our calls are from Marines in this category.
- Before making major career decisions such as a lateral move or seeking a Special Duty Assignment or any other B-Billet.
- Contacting us after failing selection to the next higher grade is the least preferred option, as it may not allow you the time to make the changes recommended during counseling.
- Getting a hold of us on the phone is sometimes a patience testing experience. There are only 5 total active duty enlisted Career Counselors and we are rarely all in the office at the same time. There is usually 1-2 of us always on

the road, TAD to specific commands or the SNCO Academy's. At times, especially around the convening and adjournment of selection boards, there may be hundreds of Marines on the phone lines (listed above) seeking counsel. If you are on hold for more than 15-20 minutes, we recommend that you hang up and call back again at a later time. This allows others to possibly get through and may alleviate you being on hold for hours on end.

### **WHY YOU SHOULD CONTACT US**

- As leaders of Marines, having a good understanding of the retention and promotion process will enable you to take care of your Marines better. Simply said, we are your supporting arm.
- Counselors stay up to date on all promotion and retention issues as this helps eliminate rumor control.
- Counselors also assess the records of Marines that submit for Re-Enlistment, Extension, Lat Moves, SDA requests, Separations and MOS Re-classification; of those Marines that have adversity on their current enlistment contract, or more recent in-grade. We put the incident into perspective and give the routing chain/approving officials an overview of what the Marines future promotion potential may be. This gives us the insight into Marines with adversity in their records and how that affects their future competitiveness within their career.
- During the promotion process, you compete with your peers. Since we counsel all career Marines and we debrief every active duty SNCO selection board, we are aware of what your peers are doing and can advise you on what you should do to maintain a competitive edge.
- Being able to look into hundreds of Marines' records every month, and thousands every year, gives our section the best vantage point within the Corps of what Marines should be doing to enhance their careers and set themselves up for success. Since we are your supporting arm, we can also reiterate what you may already be passing to your Marines to ensure they understand the relevance and importance of taking a proactive approach to their records.

### **WHAT WE DO DURING A CAREER COUNSELING SESSION**

Provide advice on improving individual competitiveness towards promotions and career progression, based on an analysis and review of your overall official records to include your Official Military Personnel File (OMPF), Master Brief Sheet (MBS) and certain information from the Marine Corps Total Force System (MCTFS).

### **WHAT WE LOOK AT DURING A COUNSELING SESSION:**

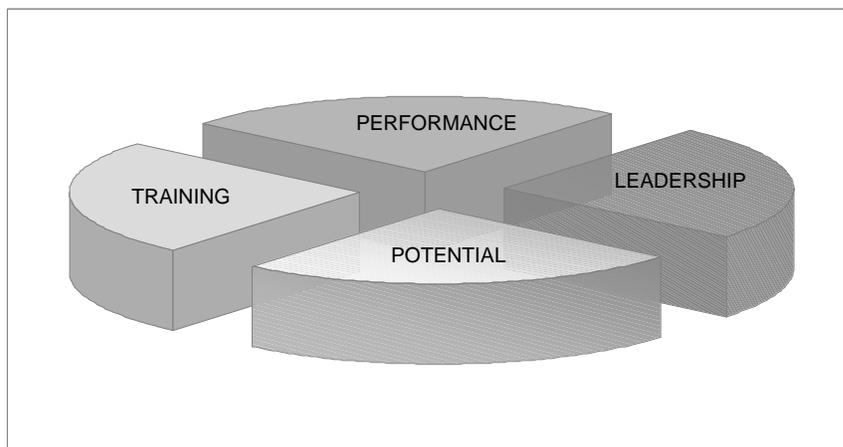
#### **MASTER BRIEF SHEET**

- Header data to ensure the accuracy of pertinent individual information.

- Performance data which forms a summary of your billets, performance and potential as indicated by the Reporting Senior (RS) and Reviewing Officer (RO), based on their grading profile and word picture.

#### **OFFICIAL MILITARY PERSONNEL FILE (OMPF)**

- Commendatory/Derogatory Folder to review the citations of personal awards if needed.
- Performance Folder to review the remarks on individual fitness reports.
- The Service Folder to review administrative data.
- The Field Folder to review administrative data (This is your scanned SRB).
- The X-folder for review of promotion photographs.



#### **MARINE CORPS TOTAL FORCE SYSTEM (MCTFS/3270)**

- View information provided on the Header Data of the Master Brief Sheet since this is the only information seen by the board members from MCTFS/3270, with only a few exceptions.

#### **PROFESSIONAL MILITARY EDUCATION AND PROMOTION**

- **ALMAR 026/96** clearly states that the Marine who does not complete the required PME, will not be selected for promotion, and ultimately be required to separate under the Enlisted Career Force Controls (ECFC).
- The Enlisted Promotion Manual clearly states the enlisted PME requirements, which Marines (Sgt - GySgt) who are eligible for selection, must complete before the convening date of the board. The following are the minimum PME requirements towards SNCO Promotions.

**MINIMUM PME REQUIREMENTS FOR PROMOTION TO :**

**STAFF SERGEANT**

The Sergeants Non-Resident Program (MCI 7000/MCI 8000) OR  
The Sergeants Distance Education Program (MCI 8010)

**GUNNERY SERGEANT**

The SNCO Career Non-Resident Program (MCI 7100) OR  
The SNCO Career Distance Education Program (MCI 8100)

**MASTER SERGEANT**

The SNCO Advanced Non-Resident Program (MCI 7200) OR  
The SNCO Advanced Distance Education Program (MCI 8200) before  
the release of MarAdmin 279/11 which activated the Advanced Course  
Distance Education Program (DEP) (EPME7000AA) AND  
The SNCO Advanced Resident Course

**FIRST SERGEANT**

The SNCO Advanced Non-Resident Program (MCI 7200) OR  
The SNCO Advanced Distance Education Program (MCI 8200) before  
the release of MarAdmin 279/11 which activated the Advanced Course  
Distance Education Program (DEP) (EPME7000AA) AND  
The SNCO Advanced Resident Course

**Master Gunnery Sergeant**

The First Sergeant/Master Sergeant Regional Seminar (1 week course)

**Sergeant Major**

The First Sergeant/Master Sergeant Regional Seminar (1 week course) AND  
The Resident First Sergeant Course (2 week course)

**PME EQUIVALENCIES**

The courses that are designated as equivalent to the Resident SNCO Academy Sergeants and Career courses are stated in the Professional Military Education (PME) order, MCO 1553.4B, Page 2-4, paragraph 8. Due to the limited number of class seats and the inability of some Marines to attend the resident courses, equivalency for the SNCOA Sergeants Course and Career Course may be granted to graduates of specific Infantry MOS courses who have also completed the appropriate Non-Resident course. The graduate must have completed the course as the rank specified by the equivalency. Refer to the equivalencies below:

Sergeants Course Equivalencies: (L87 code to be ran in MCTFS)  
▪ Infantry Squad Leader Course

- Infantry Machinegun Leader Course
- Infantry Mortar Leader Course
- Infantry Assaultman Leader Course
- Infantry Tank Missileman Leader Course

Career Course Equivalencies: (L86 code to be ran in MCTFS)

- Infantry Unit Leader Course

### ENLISTED CAREER FORCE CONTROLS (ECFC)

The ECFC Program was never intended as a force drawdown program. Rather it is a comprehensive approach to balancing the inventory of the Marine Corps by Grade and MOS to meet Career Force requirements. This ensures that we have the right Marines by grade and MOS. In the big umbrella of ECFC, there are many policies and programs implemented to ensure this happens, such as Service Limits and Promotion Tempos.

### SERVICE LIMITS

- |                     |  |
|---------------------|--|
| ▪ Sergeants         | <b>10</b> YOS or 2P and next EAS         |
| ▪ Staff Sergeants   | <b>20</b> YOS (2P Policy does not apply) |
| ▪ Gunnery Sergeants | <b>22</b> YOS ( <b>20</b> YOS if 2P)     |
| ▪ 1stSgt/MSgt       | <b>27</b> YOS ( <b>22</b> YOS if 2P)     |
| ▪ SgtMaj/MGySgt     | <b>30</b> YOS                            |

**NOTE:** Providing the Marine is maintaining retention standards.

ECFC's actively shapes the inventory of Marines by Grade and MOS to the requirements of the Marine Corps. They control retention in order to help standardize Promotion Tempos across all MOS's.

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### PROMOTION TEMPOS

Promotion Tempos are the goal of what the Marine Corps wants Marines to pick up each rank. The below is the Promotion Tempos for each rank.

- |                    |                   |
|--------------------|-------------------|
| ▪ Sergeant         | <b>4</b> YEARS    |
| ▪ Staff Sergeant   | <b>8.5</b> YEARS  |
| ▪ Gunnery Sergeant | <b>13</b> YEARS   |
| ▪ 1st Sgt/MSgt     | <b>17.5</b> YEARS |
| ▪ SgtMaj/MGySgt    | <b>22</b> YEARS   |

The reason that the Marine Corps has not been able to reach these goals is due to the Marine Corps promoting to vacancies. The needs of the Marine Corps. This causes "Fast Promoting MOS's" and "Slower Promoting MOS's".

## B- BILLETS & SPECIAL DUTY ASSIGNMENTS (SDA)

A B-Billet is any billet working outside your Primary MOS (8000-9998). However, there are only five B-Billets that are considered special duties, listed below in no particular order:

- Recruiting Duty
- Drill Instructor Duty
- Marine Security Guard Duty (Det Commander Billet)
- Security Forces Duty
- Marine Combat Instructor

Special Duties can be a good way to enhance your record. Those Marines who are currently on or have successfully completed any of the five SDA's will be precepted on Selection Boards as '*Highly Qualified*'. This does not mean that one can rely solely on the strength of a Special Duty to make them more competitive. If you have shown strength in your primary duties, a Special Duty can be like a '*Force Multiplier*' that can definitely accelerate your overall record.

There are many other billets outside of the MOS mainstream that one could seek; though they may be B-Billets they are not considered an SDA. If your MOS is considered a 'Critical MOS' and does not allow a Special Duty due to current needs and strength, you could indicate that you are seeking one by consistently indicating it as your first choice in 'Section-A' of your fitness report. This way, those who review your OMPF will see that you have at least been seeking the challenge.

## PROMOTION MESSAGES

- The first MARADMIN will be released approximately 60 days before the convening date of the board. This is probably the most important message as it contains the initial zones and allocations, as well as the supplemental information that is never repeated in subsequent promotion messages for that year.
- The second MARADMIN is released approximately 30 days before the convening date of the board, which will only contain the changes to the zones and allocations of each MOS.
- The third MARADMIN is released after the board lets out. It announces the names of the Marines selected and includes any changes to the zones or allocations while the board was in session. This message is extremely important for all Marines to read to ensure that they are abreast of what zone they may have been possibly shifted to during the board, if they were not selected, and to use as an estimate of your approximate time away from the Below zone or Promotion zone for the following year.
- For active duty boards, there is no 90 day message. This is a common misconception, but is not true. 90 days out from the board, Manpower Plans & Policy (MPP-2) within Headquarters Marine Corps begins preparing for the 60

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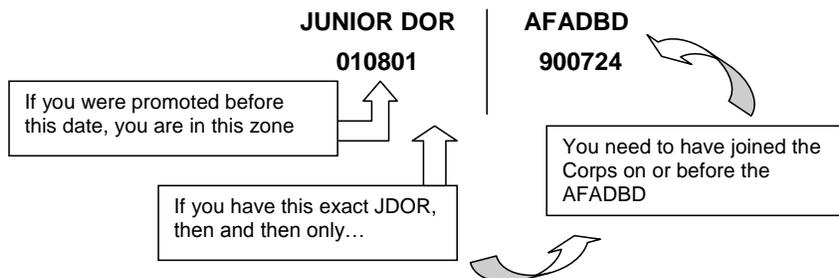
day MARADMIN and this is the working document for the zones and allocations for the 60 day message.

## PROMOTION ZONES

There are three zones in regards to promotion. They are:

- **Below Zone:** Projected to be in the 'Promotion Zone' next year.
- **Promotion zone:** Primary zone for promotion based on DOR and AFADBD.
- **Above Zone:** Must have previously been considered in the 'Promotion Zone' and not selected. A Marine will never be considered in the Above zone if they have not previously been considered in the Promotion zone.

## HOW TO READ THE PROMOTION ZONES



## THE SNCO PROMOTION BOARD



The Selection Board consists of 21 voting members. The process takes place at the Enlisted Promotions Branch at Harry Lee Hall, aboard MCB Quantico, Virginia. All records are maintained electronically and each board member has complete access to all eligible Marines records.

Board Members are sworn to secrecy as they begin a very arduous process of finding the '*Best and fully qualified*' to assume responsibility of the next higher grade. They are not required to, nor do they, provide any lists that provide reasons for non-selection. When the Promotion Board lets out, all that is released is the MARADMIN showing those Marines that were selected.

We have this process in place to keep our Corps healthy as competitiveness drives Marines to high standards. Marines performing to lower standards will find themselves consistently out-competed by those who continue to excel.

## **BOARD ACTIONS**

1. **PREP CASE** - Digital OMPF's are used along with case files, which consist of any update material sent by the Marine, if applicable.
2. **BRIEF** – Three minutes is allowed for an individual brief. The Marine's entire record is briefed to include all adverse material with no time limitations.
3. **VOTE** - All voting is by secret ballot and selections are to allocations only. The board selects 'The Best and Fully Qualified'. Though the President of the board does not Prep and Brief packages, he/she is a voting member.

## **WHAT THE PROMOTION BOARD LOOKS AT**

1. Official Military Personnel File (OMPF)
2. Master Brief Sheet (MBS) (OLD and NEW style)
3. MCTFS (3270) (ONLY seen on the Header Data of the MBS & minimal rosters provided by the Promotions branch)
4. Photograph
5. Additional Rosters
  - Combat Operational Roster (to ensure that combat is briefed properly)
  - PME Roster from MCI
  - NJP Roster
  - Weight Control/Military Appearance Roster

## **THE BRIEFING SEQUENCE (YOUR BRIEF)**

- Name
- PME Eligible (Y/N) (Additional PME)
- Letter to the board: (Y/N) (If yes, the information on the letter will be relayed to the board members by the briefer)
- Photo submitted (Y/N) (Comments: i.e. squared away, within standards? Exceeds standards? History of BCP/MAP if applicable)
- Training: Rifle/Pistol/PFT/CFT/MCMAP/Languages
- Military/Civilian Education
- Awards: Personal Decorations
- Special Tours (Recruiting, Drill Instructor, Marine Security Guard, Marine Security Forces, Marine Combat Instructor)
- Combat Experience (Y/N) (If yes, then operation/timeframe of combat deployment)
- Joint Individual Augment (JIA) / Transition Team (TT)
- Adverse Information (Page 11's, NJP, DUI & Courts Martial)
- Relative Value/RO Assessment:

- Relative Values of your Fitness Reports (Where you are routinely placed in the Reporting Senior's Profiles - Above, With or below your peers)
- Reviewing Officer's Profiles: Where you are marked on the Comparative Assessment Scale (Christmas Tree) and how many of your peers are above, with or below you.
- Remarks: Comments (RS/RO) pulled from fitness reports.
- Briefers recommendation: (2-6)

**PREPARING FOR PROMOTION**

The promotion system provides a process whereby Marines within each grade and MOS/Occupation Field compete for promotion to the next grade. The basic goal is to advance the *'Best and Fully qualified Marines'* to higher grades. This ensures MOS/Occupation Field vacancies in the enlisted structure will be continuously occupied by Marines who are *fully qualified* (i.e., have fulfilled their minimum PME requirements) and *best qualified* to perform and to assume the responsibilities of the next higher grade.

Your record is your personal representation at all selection boards for promotion. It is imperative as a Career Marine that you fully understand all the moving parts of your record and know how to keep them updated. As we review records to evaluate performance during counseling, we routinely come across poorly managed records. We find records not updated with important items such as PME completion, Fitness Reports and awards missing. Failure to project all information in your record may not present a full picture of your performance and potential.

Ensuring your record is current and complete is your responsibility and not anyone else's.

It is neither difficult nor time consuming to ensure you have a current and updated record. The focus of this next segment is to give you a snapshot of the important elements of your record as they pertain to promotion. Afterwards, sources are listed to enable you to correct your record if needed. You should use this checklist to review the accuracy of your record. Don't procrastinate and wait until the last hour.

**YOUR OFFICIAL MILITARY PERSONNEL FILE (OMPF)**

The OMPF is seen by the promotion board digitally and is available to individual Marines now on Marine On-Line (MOL) within the 'MY OMPF' tab. It is a set of five individual folders, which contains the information listed below.

S-Folder	Consists of contract information, discharge documents, general administrative and service documents used to

(Service Folder)	compute service time for benefits, programs, and retirement.
C-Folder (Commendatory / Derogatory Folder)	Contains documents on civilian education and PME course completion diplomas, personal awards, court-martial/NJP and other material reflecting significant personal achievement or adversity pertinent to making decisions for purposes of selection, assignment, and retention.
P-Folder (Performance Folder)	Contains fitness reports and standard addendum pages for all Sergeants and above.
Field Folder	Contains scanned images from the individual Marines' Service Record Book (SRB). If you have ever had the PERB/BCNR remove adverse material from your OMPF, make sure that the Field folder does not contain the same adverse material that should have been pulled out of the SRB at the time.
X-Folder	Digital Photographs, are good for 12 months from the time taken and can be used for multiple boards throughout that timeframe.

### **YOUR MASTER BRIEF SHEET (MBS)**

Your MBS is a snapshot of administrative data, duties and grades given based on your fitness reports. The old style MBS has no further entries and no further updates to the header data at the top, beyond the closing date of the old Performance Evaluation System in October 1998. The MBS for the current Performance Evaluation System reflects the Raw Scores showing the Report Average, RS Average for Marines of that same grade and the RS High for that specific grade.

Additionally, it reflects the RO's Profile showing how the RO has marked other Marines of the same grade in each of the boxes of the Comparative Assessment.

### **NEW MBS**

Effective 20 April 2005 a new MBS format for all reports received under the present Performance Evaluation System began. The FY 2005 Staff Sergeant Selection Board was the first enlisted selection board to use the new format.

### **RAW SCORES**

The reporting senior markings section on the MBS contains a Raw Score average that complements the "at-processing" and "cumulative relative value" scores for each individual fitness report.

**Raw Scores reflect three values:**

REPORTING SENIOR MARKINGS														
Reporting Senior	Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval
Promote	Reports	RPT Avg		RS Avg		RS High		RPT at High		RV at Proc			Cum RV	
CAPT HARDY	D	B	C	C	D	C	B	C	D	B	B	C	C	H
Yes	11 of 33	2.92		2.58		4.62		1		100.00			91.70	

- **REPORT AVERAGE:** This is the fitness report average based on the value of the letter grades on that particular report.
- **RS AVERAGE:** This is the average of all fitness reports written by this Reporting Senior (RS) on Marines of the same grade. This is cumulative, and will continue to change as long as the RS continues to report on Marines of the same grade.
- **RS HIGH:** This is the value or the highest score on a fitness report written by this RS on Marines of the same grade.

These numbers will help identify the range of the fitness report scores for this particular RS and this specific fitness reports relative standing (placement) among those written by the RS.

**RELATIVE VALUE (RV)**

Relative Value is a numerical representation of how a single fitness report compares to other reports written by the same RS on Marines of the same grade and it basically levels the playing field. It is a tool, with a common language, that displays RSs marking philosophy (Report Average), by grade of Marine reported on, and should be used within the context of all other information on the report. Relative Value is based off of a Bell Curve, from 80.00 to 100.00%. It will never go below 80.00% and never above 100.00%. It is important to know exactly how your specific report compares to your peers within the specific RSs profile, so the following scale is provided:

- **93.34 – 100.00%**            Above Average
- **86.67 - 93.33%**            Average
- **80.00 – 86.66%**            Below Average

As seen on the MBS, the Relative Value at Processing (RV at Proc) is the value of the report at the time that the report was written and submitted to Headquarters Marine Corps, and is a snapshot in time that will never change.

The Cumulative Relative Value (Cum RV) shows the value of the report currently, at the time that the MBS is pulled from the MMSB database, as it is seen in your OMPF on MOL. The Cumulative Relative Value will either inflate in value over time or deflate in value over time, based off of the other reports written into the profile after the specific report is processed into your record.

**REVIEWING OFFICER PROFILE**

The Reviewing Officers profile is based on the markings on page-5 of the fitness report and is an assessment of when compared to others of the same grade that

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the Reviewing Officer has observed. This is shown as cumulative data on the Master Brief Sheet and as a fixed snapshot in time when the actual reports are reviewed in the P-Folder of the OMPF.

### REVIEWING OFFICER PROFILE ON THE MBS (Cumulative)

A comparative assessment of the Reviewing Officer's (RO) rankings for Marines of the same grade will also be included on the MBS.

It sometimes helps to use the analogy of hypothetically cutting down the Christmas Tree on Page 5 of the fitness report. If you were to cut the Christmas Tree down and lay the tree on its right hand side, this is how it is reflected on the MBS. The bottom of the tree is on the left and the top of the tree is on the right.

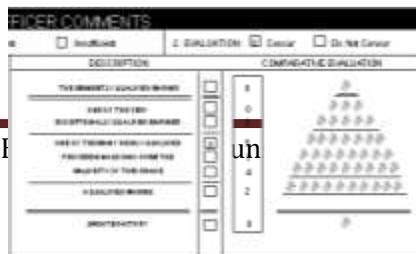
REVIEWING OFFICER MARKINGS									
Reviewing Officer		RO marks – same grade at processing							
Obser	Concur	RO marks – same grade cumulative							
CAPT HARDCORPS		0/1	1/2	1/3	6/4	4/5	2/6	0/7	0/8
Suff	Yes	2/1	2/2	4/3	55/4	29/5	14/6	2/7	0/8

- The second number indicates relative position on the tree. 1 being at the bottom (left) and 8 at the top (right).
- The box indicates where you are on that report; you are the Marine or one of the Marines in that ranking.
- The first number indicates how many Marines of your grade that the RO has graded in that position.

This information will show the cumulative Comparative Assessment (Christmas Tree) marks of all Marines of the same grade evaluated by this RO, with the assessment of this fitness report highlighted by the box around the set of numbers. Each number represents how many Marines this RO has marked in each category (for Marines of the same grade), followed by the assessment rank, starting with "1" for the *Unsatisfactory Marine* to "8" for the *Eminently Qualified Marine*. This information will be displayed on a new row beneath the line of fitrep attributes in line with the RO's observation and concurrence, and will be updated as additional fitness reports are processed with the same RO.

### REVIEWING OFFICER PROFILE IN THE OMPF (Not Cumulative)

When the fitness report is processed into the OMPF, a one-time snapshot of the RO profile will be electronically overlaid on Page-5 of the fitness report. This information is captured at the time of processing and will not change. The numbers indicate the number of Marines the RO has marked, of the same grade, on that portion of the Comparative Assessment. This information can be seen when looking at fitness reports in the OMPF by the individual Marine and by the selection board



- Numbers indicate total assessments and how often RO has marked Marines of the same grade on that portion of the tree.

- Numbers are electronically overlaid at the time of processing.
- Information is effective at the time of processing and will not change (Not Cumulative).
- Information will show up on the OMPF and digital board room copies of the reports.

### ADDITIONAL QUESTIONS ON FITNESS REPORTS/MBS

You can call MMSB's PES Help Desk Hotline for all Performance Evaluation System related questions toll free at (877) 301-9953. For additional information on upcoming changes to the MBS and OMPF, refer to the MMSB website at: <https://www.mmsb.usmc.mil>.

### REVIEWING YOUR RECORD

Reviewing your OMPF has never been easier. Every Marine can now view their OMPF on Marine On-Line (MOL) by clicking the 'MY OMPF' tab at the top right of the MOL Home screen. This access allows Marines to view their records at anytime. This also allows Marines to be able to catch problems that may exist and have them corrected before they ever come in zone for promotion.

With Official Records computerized, there is no excuse for a Marine to not know what is in his/her OMPF and be able to correct deficiencies, if needed. It is the individual Marines responsibility to update and ensure the accuracy of their own records.

### KEEPING YOUR RECORD CURRENT

Here is a simple checklist that will be a good tool to ensure accuracy with frequent auditing of your records for the promotion process.

WHAT TO CHECK	WHERE TO CHECK
Administrative Information (DOR, AFADBD, PEBD, PMOS, AMOS's & BMOS)	The Header data of your MBS. You can correct these issues through your local administrative section by local unit diary entry.
PFT/CFT (Annually)	Header data of your MBS. You can correct these issues through your local administrative section by local unit diary entry.
Rifle/Pistol Range (Annually)	Header data of your MBS. You can correct these issues through your local administrative section by local unit diary entry.
Awards	Header data of the MBS for all Personal awards and in your OMPF (C-Folder) to ensure your citations have been inputted for all to read. Very often, we find it is on the Header data, but not in your OMPF. Input in MCTFS via unit diary entry and send the citation to MMSB-20 for input into your OMPF.
Civilian Education	Header data of MBS for the High School diploma or College degrees completed. You can correct this by local unit diary. Ensure you send a certified or true copy of diplomas or completion certificates to

	MMSB-20 for input into your OMPF.
Military Education	Header data of your MBS. Also,ensure a copy of the completion certificates are in your OMPF.
PME	Though you can verify this in many places, it is best to ensure all PME shows completion on the Header data of your MBS. Also ensure a copy of the completion certificates for all resident and non-resident PME are in your OMPF. You can submit update material for the OMPF to MMSB-20. See <b>Note-1</b> for more on PME.
Fitness Reports	Ensure all reports are on your MBS and in your P –Folder of your OMPF. If you have a question regarding the reports in your record, call MMSB-31 at 703-784-3437/3991. See <b>Note-2</b> for more information on Date Gaps.
Promotion Photo	It is a requirement to submit a promotion photograph. Ensure a sharp appearance with correct information on it. Photographs are taken digitally and entered directly into the X-Folder of your OMPF and are good for 12 months from the day taken. You can now verify that your Photograph has hit the system in your OMPF on MOL. Digital photo receipt can also be verified on MMSB's website. See <b>Note-3</b> for more on Photographs.

### CORRESPONDING WITH THE BOARD

Marines can send correspondence to the President of a Selection Board. It is recommended that all correspondence sent be of a nature to explain and not complain. Be chronological, factual and to the point. This is especially useful when explaining details or circumstances not otherwise known by examining a record. Letters of recommendation, PME completion certificates, and other material deemed relevant by the individual Marine may also be included. All correspondence must be under cover letter, signed by the eligible Marine, and listing all material being forwarded to the selection board as enclosures. Mail, fax or e-mail all correspondence to the President of the board with the below information.

COMMUNICATING WITH THE PROMOTION BOARD	
<u>ADDRESS:</u>	<u>POC INFORMATION:</u>
President (Specific Board) Headquarters, US Marine Corps (MMPR-2) Harry Lee Hall 17 Lejeune Road Quantico, VA 22134-5104	Email: <a href="mailto:EnlistedPromotions@usmc.mil">EnlistedPromotions@usmc.mil</a> Fax: (703)784-9884  Phone - Commercial: (703)784-9712/3 DSN: 278-9712/3

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\*\*\*Correspondence sent to the President of a selection board will not be forwarded for inclusion in the OMPF. If you intend that any of the material be included in the OMPF, copies should be sent separately to CMC (MMSB-20).

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### NOTE-1

We recommend Marines increase their competitiveness by doing as much PME as possible to include all resident courses at the SNCO Academy. PME requirements are listed in the Enlisted Promotion Manual (volume 2) (MCO P1400.32D w/Ch1) and must be shown as completed prior to the convening date of the selection board. Additionally, ensure you have remarks on fitness reports for reading books from the Marine Corps' Professional Reading Program.

The board will see your MBS and Marines should ensure that all PME also appears in the Header data of the MBS. Additionally, it is a good idea to send copies of certificates for 'Required PME' to the board if they are not shown in your OMPF. This will serve as a good source document to show completion of required PME, just in case the source document from MCI or MCTFS is incorrect.

**NOTE-2**

In the old fitness reports, date gaps were for periods not covered for 45 days or more. In the new reports, date gaps are for periods not covered for 31 days or more. There is no grandfather clause.

**NOTE-3**

Marine being considered for promotion are required to send a promotion photograph to the selection board (MCO P 1070.12K w/ Ch 1 & MARADMIN 003/09). The uniform to be worn by both male and female Marines is the Service "C" uniform. Females are required to wear slacks. If your Service "C" uniform is not available due to deployment, MARADMIN 066/03 allows for submission of a photograph in the utility uniform minus the blouse.

## CAREER RESOURCE CENTER

All numbers listed below are Commercial.

Area code: (703) XXX-XXXX

DSN: 278-XXXX

### ENLISTED RETENTION (MMEA-6) 784-9238/9240

- Maintains and Manages the Career Planning Force.
- Manages the FTAP and STAP programs.

### ENLISTED ASSIGNMENT MONITORS (MMEA-8)

- Combat Arms Monitor Unit 784-9334
- Service Support Monitor Unit 784-9293
- Aviation/Communication Monitor Unit 784-9258
- Special Assignment Monitor Unit 784-9265
- Humanitarian Section 784-9329

### PERFORMANCE EVALUATION REVIEW (MMER) 784-9204/9205

- Any request/petition dealing with fitness reports should be mailed to PERB not BCNR. It is the Marine's responsibility to prove his/her case.

### ENLISTED PROMOTIONS BRANCH (MMPR-2) 784-9718/9719

- Facilitates annual selection boards.
- Remedial consideration for selection if applicable.

(If you were not selected and subsequently received favorable PERB/BCNR action, your request for remedial promotion must be submitted within 12 months of the date PERB/BCNR action was taken)

### SEPARATIONS AND RETIREMENT BRANCH (MMSR)

- Disability (MMSR-4) 784-9308/9309
- Inactive Reserve Unit (MMSR-5) 784-9306/9307
- Retirement Section (MMSR-2) 784-9324/9325/9326

### PERSONNEL MANAGEMENT SUPPORT BRANCH (MMSB)

- Customer Service / OMPF quest. MMSB-20 784-5640
- Fitness Report Correction MMSB-31 784-3985/3905/3430
- MBS Correction (fitrep data only) MMSB-31 784-3991
- A-PES Help Desk 784-0066/3938
- PES Help Desk (877) 301-9953

### MILITARY AWARDS BRANCH (MMMA) 784-9342/9343

- Receives, boards, prepares, and transmits to the field, Marine Corps awards
- Develops and disseminates awards policy
- Submits field approved awards to MMSB for inclusion into the OMPF

## IMPORTANT CAREER RELATED ORDERS AND MESSAGES

- **MCO P1400.32D (w/Ch1)** Marine Corps Promotion Manual, Vol. 2, Enlisted Promotions
- **MCO 5420.16D** Enlisted Remedial Selection Board
- **MCO P1610.7F (w/Ch2)** Performance Evaluation System (PES Manual)
- **MCO 1610.11C** Performance Evaluation Appeals
- **MCO 1553.4B** PME Manual
- **MCO P1040.31** Enlisted Retention & Career Development Manual
- **MCO 6110.3 (w/Ch1)** Body Composition and Military Appearance Program
- **MCO 6100.13 (w/Ch1)** Marine Corps Physical Fitness Program
- **MCO 1500.59** Martial Arts Program (MCMAP)
- **MCO P1900.16 (w/Ch2)** Marine Corps Separations and Retirement Manual
- **MCO P1300.8R (w/Ch1-8)** Marine Corps Personnel Assignment Policy
- **MCO 1326.6D (w/Ch1)** Selecting, Screening and Preparing Marines for SDA's & Independent duties
- **MCO 1500.58** Marine Corps Mentoring Program
  
- **MARADMIN 433/11** Enlisted Career Force Controls
- **MARADMIN 003/09** Transmission and filing of Digital photographs to the OMPF
- **MARADMIN 391/07** Changes to Enlisted Professional Military Education (EPME) requirements
- **MARADMIN 066/03** Submission of Official Photographs for Deployed Marines
  
- **ALMAR 027/11** Revision of the Marine Corps Professional Reading Program List
  
- **SECNAVINST 5420.193** Board for Correction of Naval Records (BCNR)

## **SUMMARY OF CAREER BRIEFS AVAILABLE**

The Career Counseling & Evaluation Unit provides several different briefs that are designed to be progressive and current in content. Since the content is based upon policies that may change from time to time, our briefs change to reflect the very latest information. Commanders can request a Counseling Visit to their unit, provided the unit funds the trip. Approved visits can include specific briefs as requested and individual Career Counseling sessions as is possible in the time arranged.

We do not give out our briefs as the content requires total mastery of the subject matter and a perspective that only comes from experience.

Contact our section at Commercial:(703) 784-9241, DSN: 278-9241 or toll free at (800) 833-2320 for coordination or additional information. You can also e-mail us at: [ecounselor@usmc.mil](mailto:ecounselor@usmc.mil), or contact any Career Counselor directly to request a visit.

A summary of our briefs is provided below.

### **CAREER BRIEF 101 (2 Hours)**

This brief targets the grades of Sergeant through Staff Sergeant. It will provide broad based familiarity with all facets of career management and insight into improving overall competitiveness for promotion. Topics in this brief include the following:

- Preparing for the selection board
- PME and Promotion
- Career Moves
- Enlisted Career Force Controls
- Review of the Official records
- The SNCO Promotion Process
- Maintaining and Improving Competitiveness for Promotion
- Enlisted Career Counseling and how it works best for the Marine

### **CAREER BRIEF 201 (2 Hours)**

This brief targets Gunnery Sergeants through 1stSgt/MSgt. It will serve as the next step up from the first brief and the intent is to provide both the knowledge and tools to help prepare their Marines for Selection Boards. Topics in this brief include the following:

- Preparing for the selection board
- The SNCO Promotion Process/Selection Board Process
- Maintaining and Improving Competitiveness for Promotion
- Enlisted Career Counseling and how it works best for the Marine

### **CAREER BRIEF 301 (2 Hours)**

This Brief Targets Reporting Officials and Senior Enlisted Advisors, at all levels. This brief discusses the impact of the PES process within the scope of Assignments, Retention and Promotion. It also discusses recent trends as well as suggested procedures for implementation in providing the most pertinent information to the board members who review the fitness report for possible future promotion.

### **CLOSING REMARKS**

- Be proactive; call the Career Counselors at least two years before reaching the 'In Zone'. Improving performance takes time, it does not happen overnight.
- Your overall performance is what counts. Does your record paint a compelling picture of you? Constantly seek counsel with your RS and RO's to find ways to improve performance and thereby your evaluations. Performance carries the biggest weight of your entire record. It is important to make yourself as competitive as possible by continually seeking out opportunities to excel in all areas of your record, especially when it comes to performance.
- Your record is your responsibility. Failing to keep your record current and accurate normally will not constitute justification for remedial consideration. The checklists provided in this handout will assist you during the process.