

# Enlisted Career Newsflash

Quarterly Newsletter of the Enlisted Career Counseling & Evaluation Unit (MMEA-64) / HQMC

VOLUME 1, ISSUE 02 – 3rd QUARTER FY11 - JULY 2011 (release)



## Enlisted Career Counselors Editorial

This is the second issue of the new quarterly Enlisted Career Newsflash. In the last issue (1<sup>st</sup> Quarter FY11), we focused on the Seeking Counsel process which was intended to encourage Marines to take an active role in the counseling process, by ensuring that they are staying engaged with their Reporting Seniors throughout the reporting period. We also asked for help from Marines to submit any ideas and feedback that would allow us to continue to provide the most relevant and pertinent information regarding questions and concerns circulating our Corps. We have received a minimal amount of feedback on the newsletter; however, the feedback that we have received has been encouraging. Individual careers are complex in the many different aspects that affect them. Marines being proactive and taking the initiative to be engaged in their individual career, from the earliest stages to the final stages of planning for retirement, helps to ensure competitiveness for promotion as well as making the transition process into the civilian sector as smooth as possible. As we continue to counsel individual Marines, we are continuing to see a rise in Marines who are more aware and proactive in preparing for the promotion process, (Cont...)

### Inside this newsletter

Counselors Editorial	P.1
Laying the Foundation	P.3
GySgt selection board rollup	P.4
Preparing for Retirement	P.7
Across the Corps	P.9
What belongs in the OMPF	P.10

## MMEA-64

### ENLISTED CAREER COUNSELING & EVALUATION UNIT (HQMC)

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#### COUNSELING TEAM:

**MGySgt Thompson, R.A.**

Head, Career Counselor

**GySgt Bell, R.L.**

Career Counselor

**GySgt Kumpula, B.J.**

Career Counselor

**GySgt Murphy, J.E.**

Career Counselor

**GySgt Black, J.A.**

Career Counselor

**LCpl Sedlacek, C.M.**

Admin Clerk

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#### MISSION STATEMENT:

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

## Career Counselors Editorial

From the office of the Enlisted Career Counseling & Evaluation unit  
(Continued from the previous page)



and actively seeking opportunities to enhance their careers any way they can. In travelling abroad briefing different commands, from all of the Staff Non-Commissioned Officers Academies (around the globe) as well as other various commands requesting our briefing services, we are continuing to see a rise in senior enlisted leaders from individual units that are seeking information and possible opportunities to utilize our section, as well as other sections of Headquarters Marine Corps (HQMC), to help set their Marines up for success.

In this issue of the Enlisted Career Newsflash, we look to provide important information on laying the foundation for a successful career, which will help Marines continue to utilize forward thinking in the decisions that they make in all aspects of their careers. We will discuss some statistical information and a few important details of the recently adjourned FY 2011 GySgt selection board. We also want to highlight some very important issues concerning Marines preparing for retirement, which is provided by the Manpower Management Separations & Retirement branch (MMSR-2).

Our end state is that through these various topics being discussed, Marines in all different stages of their careers can benefit from the information provided.

There are still a big percentage of Marines who have not yet received word that the Enlisted Career Newsflash is in circulation. This newsletter is posted on our Enlisted Career Counseling & Evaluation Units' website, for all Marines to view regardless of rank. It is always a good idea for Marines to visit the site to get additional information concerning all aspects of an active duty enlisted Marines career. As mentioned above, we hope to hear from you with feedback concerning the Career Newsflash in general or recommendations on ideas for future issues. Enjoy this issue of the newsletter and remember that the successful future of our Corps is dependent on each and every one of us. It is our responsibility as Marines to constantly strive to be the best Marine possible. We do this by educating ourselves, as well as our junior Marines. They will be the ones to carry on the legacy of the Marine Corps in the future, as we are continuing to do today.



Semper Fidelis  
Enlisted Career Counselors, HQMC

### The FY12 SNCO Promotion selection board schedule is released:

MARADMIN 359/11 (released on June 23, 2011) released the FY 12 SNCO selection board schedule. This is great news for those Marines who desire to be proactive in enhancing their overall records and to make them even more competitive for promotion. The FY12 selection boards start and end dates are as follows:

**SgtMaj through MSgt**

• Expected duration: **9 weeks**      Convenes: **18 Oct 2011** and Adjourns: **16 Dec 2011**

**Gunnery Sergeant**

• Expected duration: **9 weeks**      Convenes: **17 April 2012** and Adjourns: **15 Jun 2012**

**Staff Sergeant**

• Expected duration: **10 weeks**      Convenes: **17 Jul 2012** and Adjourns: **21 Sept 2012**



## Laying the Foundation for a Successful Career

### Planning ahead and shaping your career

Before every combat mission, your unit performs Pre Combat Checks (PCC) and Pre Combat Inspections (PCI). This ensures that every Marine is well equipped and capable of accomplishing whatever task is at hand. The overall goal is mission accomplishment, and every Marine plays their part. Every Marine must be mentally and physically able to perform such tasks as may be required of them in order to be an effective part of the team. This same concept applies whether we are in combat or in a garrison environment. To be able to accomplish any goal or accomplish any mission, a Marine must have a plan. Individual Marines' careers are generally complex. Many factors are involved, but the bottom line is that a Marine must be able to plan and focus on mission accomplishment when laying the foundation for a successful career in the Marine Corps.

Career Marines have made the decision to stay the course in their Marine Corps journey. Their goal is to have a successful and rewarding tour before reaching the end of that journey. Whether it is retirement, advancement, obtaining a higher education, or all of the above; we all must plan and make decisions. Once the decision to stay Marine is made, you should begin planning your strategy for success. For example, a young Sergeant may feel he or she has plenty of time to consider the pursuit of diverse non-MOS assignments, and will give even less thought to the choice between the Master Sergeant and First Sergeant career path when it comes time to make that decision as a GySgt. However, this is precisely the time to consider such issues and start laying the foundation for a successful career.



SNCO promotions are highly competitive and Marines MUST aggressively seek to excel at every opportunity. Sometimes this requires stepping into unfamiliar territory such as a Special Duty Assignment (SDA) or taking on additional or more challenging duties and duty stations within your MOS. Sergeants who have demonstrated they are MOS proficient should ask themselves, "What are others doing that I have not done?" It may be time to move on to an SDA or consider

their next move to a duty station they have not yet been to. For example, if a Marine has been to a Marine Logistics Group (MLG) or Division their entire career because that is where they are comfortable, they may want to consider a change such as an aviation unit or Inspector & Instructor Duty (I&I). This will allow them the opportunity to demonstrate diversity and prove that they are willing to brave the unfamiliar in order to be just as or more competitive than their peers.

Ultimately, the demands of the Marine Corps will have priority on assignments. There are many critical MOS's that restrict Marines to staying in their Occupational Field due to the needs of the Marine Corps, making those MOS's critical. For others, their career path may have taken them in a direction that allowed for such assignments. Not all Marines are afforded the opportunity to make such choices, but as Marines, we know we must adapt to our situation, and selection boards understand this. Common feedback from selection boards (during our sections de-briefs with the members) is that performance is the key to promotion, rather than specific assignments. Marines should "bloom where planted". Every duty should be treated as another opportunity to demonstrate superior performance and Marines

(Cont...)



## Laying the Foundation for a Successful Career

Planning ahead and shaping your career  
(Continued from the previous page)

should aggressively seek to make an impact on the mission wherever assigned.

Every Marine is different and has individual circumstances that will affect their choice of assignments. What may be good for one may not necessarily be the right choice for another. For example, a Marine who has just made a lateral move may want to spend more time in the new field before pursuing orders to an SDA or a billet outside of the Primary Military Occupational Specialty (PMOS). Their goal should be to demonstrate technical ability and proficiency in their new MOS to ensure competitiveness with their peers. Career Counselors assist Marines in making decisions such as these, based on several different aspects of their records. We look at things such as timing of assignments in relation to promotion tempo in the Marine's MOS, and take their long-term goals into consideration. A very important factor in choosing assignments is the Marine's choice to seek First Sergeant or Master Sergeant, as making this decision can be difficult. We will explore in detail the qualities Marines must demonstrate to be competitive for each of these ranks in the next Career News Flash.

Most senior Marines will tell you that at many points in their careers they had to make difficult career decisions and may have sometimes pondered whether they had the stamina to keep going when faced with difficult challenges and assignments. Many would agree that the tasks may have been difficult, but proving their fortitude and will to succeed is rewarding in itself. Master Sergeants through Sergeants Major have all taken different paths to achieve their success. Most will gladly share how they obtained their success and can assist you in the decision making processes on what route to consider in your journey through your career. Before making any serious decisions in your career, call the Enlisted Career Counselors to get a professional assessment of the pros and cons of those decisions first, to assist in making the most informed decision possible. We'll put your whole performance record into perspective for you and explore other factors that are vital in your final decision. There are always a multitude of routes available to reach our career destinations. How quickly and efficiently we get there will be determined by how well we plan ahead, anticipate obstacles, and exert the fortitude to press forward.

**Semper Fidelis, Enlisted Career Counselors, HQMC**

### GySgt selection board rollup

Results from the FY11 GySgt selection board

The long wait has ended with the June 17<sup>th</sup> adjournment (release) of the FY11 GySgt selection board. With the board having 790 fewer Marines considered and 508 less allocations from last year's FY10 board, the competition grew tighter. The In-zone (Promotion zone) selection rate dropped slightly this year to 48.7%

which is down from 51.8% last year, proving that the competition was steep. **(See the statistics on the right)**

The PME completion rate increased for a third year in a row, up from 94.7% in 2009 to 95.0% in 2011. Not a dramatic increase, but this shows that Marines are taking to heart the importance of PME and **(Cont...)**

### GySgt board statistics:

There were 1,350 selections to Gunnery Sergeant, broken down as follows:

**Above zone:** 419 selected out of 3,079 eligible (AZ selection rate of: **13.6%**).

**In zone:** 872 selected out of 1,792 eligible (IZ selection rate of: **48.7%**).

**Below zone:** 59 selected out of 67 eligible (briefed) (BZ selection rate of: **88.1%**).

## GySgt selection board rollup

Results from the FY11 GySgt selection board  
(Continued from the previous page)

getting it completed ahead of time. The Marine Corps' PME order (MCO 1553.4B) states what the PME requirements are for Marines (E1 through E9) on pages 2-5 through 2-14 of the order. The Marine Corps Promotions Manual, volume 2, Enlisted Promotions, (MCO 1400.32D w/ Ch1) states in chapter three paragraph one that "Selection boards will consider Marines who have not completed the appropriate level PME for their grade prior to the convening date of the selection board to be less than fully qualified for selection for promotion and will not select them for promotion." Our section continues to receive questions and misconceptions from Marines across the Corps on what PME requirements are for Sgt's to GySgt (in regards to Non Resident and Resident PME). Resident PME requirements do not come into play until a Marine reaches the level of GySgt, at which time the Staff Non Commissioned Officer's Academy Advanced course is a requirement for promotion to 1stSgt and MSgt. PME completion is a very important factor considered in overall competitiveness for selection to the next higher grade. Marines need to ensure that their records are updated with their PME completion, prior to the convening date of the board, to ensure that they are not considered "Less than fully qualified" which would make them not-eligible for promotion with their peers.

Photo submission has shown a promising rise, from 97.7% in 2007 to 99.1% in 2011. Marines, who do not

submit the required photo, send a negative impression to board members when digital photographs are valid for 12 months. On this board, as well as past boards, Marines have been taking photos from the most remote Forward Operating Bases in a combat zone and are also submitting photos in their wheelchairs and prosthetic limbs, so there really is no excuse. The promotion photo is the very first thing that a board member sees of the Marine. First impressions are usually lasting impressions and therefore, it is always important to show the board members how much you care about getting promoted, by showing a professional image of yourself. During the selection board de-brief, we were informed that anyone that was in the below zone that did not take a picture was not looked at for consideration and was therefore, not given the opportunity to be selected. The selection board has little sympathy when Marines are deficient in areas they can control; such as photo submission, PME completion and an updated record.

Marines in the below zone should always prepare their records as if they are going to be briefed in the promotion zone, even if they end up not being briefed. This also includes submitting a photo. Marines in all zones should review and update their records to include filling potential date gaps and ensuring PME is complete and recorded in their

(Cont...)



## OUR SECTION IS STILL MOVING!!!:

The Enlisted Career Counselors are moving branches and into another building on MCB Quantico. We are moving from the James Wesley Marsh Center to the Manpower Management Support Branch (MMSB) building (bldg 2008).

This move was originally scheduled for the end of June but was postponed until the end of August due to the previous budget crisis.

The Awards branch, PERB, as well as the Officer Career Counseling section will also be conducting this move; with all sections being located on the third deck of building 2008.

All POC numbers are expected to remain the same, but are subject to change if need be.

The Officer and Enlisted Career Counseling sections will become one section, officially becoming MMSB-50 (from MMEA-64 and MMOA-4), but continuing to carry out both section's previous missions.

More information on the status of this move will be placed on the next Enlisted Career Newsflash, 3rd Quarter 2011; as well as on our sections website on the Manpower portal.

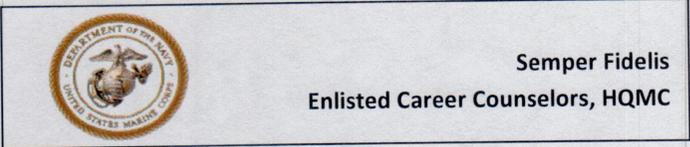


# GySgt selection board rollup

Results from the FY11 GySgt selection board  
(Continued from the previous page)

Official Military Personnel File (OMPF), as well as the Marine Corps Total Force System (MCTFS), prior to the convening date of the board. Since every Marines OMPF is now visible in Marine On-Line (MOL) through the MY OMPF tab on the homepage, there is literally no excuse as to why a Marines record is not continuously up to date. The on-line OMPF visibility of individual Marines' OMPF showed us on this year's board, that it is a useful tool, since a total of 34 Discrepancy Notices (DN's) were submitted by the board for clarification of items within the records reviewed. This happens to be an all time low.

We will continue to publish a selection board rollup on future issues of the Enlisted Career Newsflash documenting the results for all selection boards, upon their adjournment. We hope that this will help Marines see our progress within the SNCO ranks from year to year, as well as see the importance of updating their records and making themselves as competitive as possible.

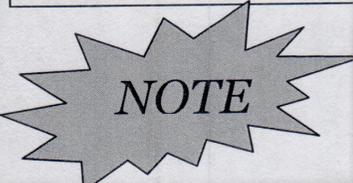


## Fitness Report Submission Table

Annual Fitness Report schedule (AN and AR reports)

Found in Appendix A of the PES Manual (MCO P1610.7F w/ Ch2)

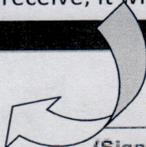
CURRENT GRADE	ACTIVE	RESERVE	ACTIVE RESERVE
SGT	March	September	September
SSGT	December	September	September
GYSGT	June	September	September
1STSGT & MSGT	June	September	September
SGTMAJ & MGYSGT	September	May	June
WO AND CWO	April	October	October
2ND LT	January/July	April	N/A
1ST LT	October/April	October	October
CAPT	May	September	June
MAJOR	May	September	June
LTCOL	May	June	June
COL	May	July	July
BGEN	June	June	N/A



In accordance with Page 5, Section J of your fitness report, all MRO's are required to be provided a signed copy of the fitness report by the Reporting Senior on or prior to the day the fitness report was signed by the Reporting Senior. Always keep a signed copy of each report you receive, it will be of great help to resolve any date gaps that may incur.

### J. CERTIFICATION

1. I CERTIFY that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality and that I have provided a signed copy of this report to the Marine Reported on.



(Signature of Reporting Senior)

□ □ □ □ □ □ □ □

(Date in YYYYMMDD format)

## Wounded Warrior Regiment (WRR)

### Information on the Wounded Warrior Regiment and the 2011 Warrior Games

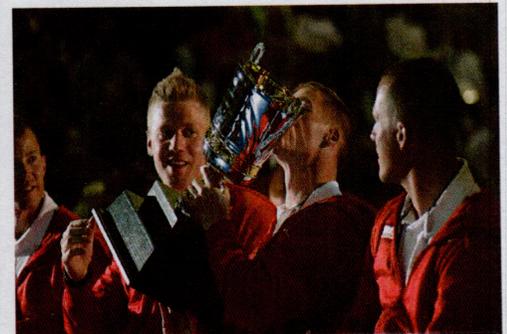


The mission of the Marine Corps Wounded Warrior Regiment is to provide and facilitate non-medical care to combat and non-combat wounded, ill, and injured (WII) Marines, and sailors attached to or in direct support of Marine units, and their family members in order to assist them as they return to duty or transition to civilian life. The WWR assists active, reserve and veteran Marines. The Regimental Headquarters element, located in Quantico, Va., commands the operations of two Wounded Warrior Battalions located at Camp Pendleton, Calif. and Camp Lejeune, N.C., and multiple detachments in locations around the globe.

The WWR has quickly become a proven unit providing WII Marines, their families, and caregivers support to help them through the processes of recovery and transition. The Marine Corps care model is unique in that its approach is to ensure recovering Marines return to their units as quickly as their medical conditions will allow. Allowing Marines to "stay in the fight" is what makes the Marine Corps care model successful.



COLORADO SPRINGS, Colo. (May 18, 2011) - Lance Cpl. Joshua Wege serves the ball during the sitting volleyball match with the Air Force as the Commandant of the Marine Corps Gen. James F. Amos, his wife Bonnie and Sgt. Maj. Carlton W. Kent, Sergeant Major of the Marine Corps look on with enthusiasm. Photo by Patrick Onofre.



COLORADO SPRINGS, Colo. (May 21, 2011) - Members of All-Marine team hold and kiss the "Commander's Cup," the trophy awarded to the team with the highest combined score, during the closing ceremony of the 2011 Warrior Games at the Air Force Academy. The Warrior Games is an annual Paralympic-style competition for wounded, ill, and injured service members, May 16-21. (U.S. Marine Corps photo by Cpl. Derek D. Meitzer/Released)



## Preparing for Retirement!!!

Manpower Management Separation & Retirement section (MMSR-2), HQMC  
(Active duty Retirement)

The mission at Manpower Management Separation and Retirement 2 (MMSR-2) is to execute laws and policies governing active duty retirement. Marines in both the Regular and Reserve components may request an active duty retirement once they have reached a minimum of 20 years of active duty, as calculated by an MMSR certified Armed Forces Active Duty Base Date. MMSR-2 ensures your request meets all criteria, facilitates the routing of your request and effects the final decision made by the approving authority. When the Marine Corps Separation and Retirement Manual MCO P1900.16G is finalized, you will see many changes in chapter 7 regarding enlisted retirements.

When considering retirement and/or approaching mandatory retirement due to Enlisted Career Force Controls (ECFC) or age, you have a responsibility to plan ahead. Please read MARADMIN 505/10 regarding ECFC if you don't know about service limits and then educate your junior Marines.

Your first step to officially requesting retirement is to discuss your plan with your S-1 and/or IPAC. It is important to know how much terminal leave you will have accumulated, how much PTAD you think you will be granted, and verify your time in grade, time on station, educational payback obligation, etc. Once you know this information, review and sign the Appendix J (MARCORSEPMAN, MCO 1900.16F

w/Ch2) and submit it to your Commanding Officer for signature. If the request is within the 4-14 month window of requested retirement date, take appendix J to your IPAC and it will be reported on the unit diary via Marine Corps Total Force System (MCTFS). Planning ahead and requesting retirement via unit diary is the preferred method. If a retirement request is outside the 4-14 month window, an AA form with a command endorsement is required. Also, any waivers, i.e. ECFC, time on station, time in grade, etc. will also require an AA form with command endorsement. MMSR accepts scanned attachments, faxes, and DMS messages with the required documents as attachments. The next few steps are crucial to alleviate any crisis or surprise.

Prior to your retirement, no more than 24 months and no less than 6 months out from the date of your retirement, you must attend the Pre-Separation (PRESEP) and Transition Assistance Program (TAP). This is a mandatory workshop designed to assist all active duty personnel and family members with transition to the civilian sector. Do it early! Do it early! Do it early! This point cannot be repeated enough. Commanding Officer's, Sergeants Major/First Sergeants, Career Planners and Administrative Chiefs should be tracking the retirement eligible population and be encouraging all Marines to make a TAP (Cont...)

## Overseas Screening Checklist:

Information from the Enlisted Monitors:

Married Marines must complete the overseas screening checklist, and be granted an area clearance prior to detaching from the losing command. Commands must ensure Marines in receipt of PCSO to an overseas assignment complete the screening checklist in a timely manner. It is up to the losing command to ensure their Marines have received the area clearance from Okinawa prior to detaching. Marines who report to an overseas command without an area clearance will cause undue hardship to themselves and their families.



"Of the Marines on Iwo Jima, uncommon valor was a common virtue".

– Fleet Admiral Chester W. Nimitz



## Preparing for Retirement!!!

Manpower Management Separation & Retirement section (MMSR-2), HQMC  
(Continued from the previous page)

appointment at least one year prior to the anticipated date of separation or retirement. Failure to plan for this brief does not authorize an extension of your retirement date. Failure to plan ahead only hurts YOU in the long run. A failure to plan ahead will require YOU to rush through requirements, put you in a high visibility situation with your command, and ultimately will not allow YOU to maximize the benefits that YOU have available to apply toward your personal transition plan.

When you retire, you must take a retirement physical examination which should be initiated 6 months prior to the approved retirement date. Get all the required care while still on active duty. See paragraph 1011 of the MARCORSEPMAN. Any elective surgery and rehabilitation MUST be completed before your retirement date. Extensions will not be granted, because you can receive any additional care as a retired Marine.

Medical extensions are only granted when a condition is so serious that disability determination by the PEB is warranted, or separation without further medical treatment will seriously jeopardize the health of the Marine. Examples are stage 4 cancer or a serious vehicle accident.

A request for medical extension beyond service limits or to modify an approved retirement requires:

- (1) A medical board report for referral to the PEB; or letter from a doctor describing diagnosis AND prognosis AND the likelihood of disability and chain of command endorsements; or
- (2) A MEB(R) accepted by the President, PEB for disability evaluation processing; or
- (3) A request for deferral must be approved before the effective date, or the separation shall remain in effect.

Marines within one year of mandatory retirement or with an approved retirement date incur a rebuttable presumption of fitness that a medical condition did not prevent completion of a military career. Medical modification of retirement will not be approved for completion of elective or deferrable conditions or for physical therapy as the Marine's health is not in serious jeopardy, such procedures do not meet the above criteria and all medical treatment is readily available as a retired Marine.

Please see the MMSR-2 website for additional information and a retirement planning checklist at: [https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MM/SR/RETIREMENTS](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/SR/RETIREMENTS), where we have some tools to help you plan your transition. We are here to help, so please do not hesitate to call us at: (703) 784-9324/25/26.

## Is your OMPF updated prior to your Retirement?:

So many Marines spend a lot of time preparing their civilian resume's, to help them better prepare for competing in the civilian sector for a job, but they neglect to think of their Official Records as their Official Military Professional Resume. Ensure that you update your records to better enhance your resume with all of the great things that you have accomplished in the Corps.

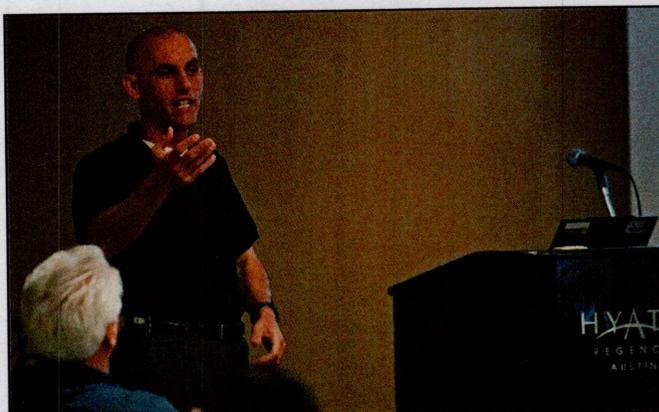
- See page 10 for more info-

## Timeline for Retirement Processing & Approval:

- Submission of Request to HQMC:  
**1 week**
- Receipt & Initial processing at HQMC:  
**1 week**
- Staffing through MMEA:  
**2 weeks**
- Final Approval processed at MMSR-2:  
**1 week**
- Retirement certificates, letters & mail out of Retirement package:  
**1 week**

## Across the Corps – Unit/Marine Spotlight

(Highlighting Units and Marines throughout our Corps)



GySgt Robert Bell, Enlisted Career Counselor, answers questions from senior combat camera leaders during a career brief discussing career issues and the performance evaluation system (PES) during the 2011 U.S. Marine Corps Combat Camera Conference in Austin, Texas.



U.S. Marine Staff Sgt. James A. McFaline, Martial Arts Instructor, with Instructional Training Command, Support Battalion, Recruit Training Regiment, instruct recruits, with 1st Battalion, aboard MCRD San Diego.

## Getting in contact with a Career Counselor

When I try to call the counseling section, I can never get through!!

This is a common issue that we hear quite often. There generally is a good reason for this, which most Marines are unaware.

There are five Counselors within our section, and a good majority of the time we are not all on deck at the same time. This is usually due to TAD trips, where we are supporting other units throughout the Corps. Also, during this busy time of the year with the selection boards in full swing, we have had a recent high personnel turnover period, which has also caused a slight lull in our ability to reach as many Marines. Lastly, we constantly have other internal HQMC commitments that at times keep us from being able to monitor the phone lines. Remember: if you are trying to get a hold of us and are on the phone for more than 15-20 minutes, please hang up and call again at a later time.

Our new phone message now states our business hours and reminds Marines that if it is during working hours that "all Counselors are on the phone or otherwise decisively engaged". This supersedes our last message that would state that, "All Counselors are out of the office at this time". We typically will always have someone on deck Monday through Friday from 0730-1630.

## SUPPORTING YOUR UNIT

As a section, we travel extensively to be able to reach more Marines throughout our Corps; to better equip individual Marines for future success and to also strengthen and enhance our SNCO Corps.

If you would like a Career Counselor to visit your command to provide Career Brief(s) and individual Career Counseling's to your Marines; contact the Head, Enlisted Career Counseling and Evaluation unit @: 703.784.9241 (or any other Counselor directly) with what the units plan would be and we can work our schedule to make sure that we can support your request, to the best of our ability.

**NOTE:** If a command is requesting a Career Counselor to come out and provide services to their Marines, it is on the requesting unit to fund the trip.

We also try to help out any unit requesting our services during already committed TAD trips so that the command visit would not incur an unexpected cost to the requesting unit. The command already being supported would continue to have priority over the additional unit, but every effort will be made to try to make the event happen. We have been successful in being able to do this in the past with many units and will continue to try to make this happen for others.

At times, planning multiple command visits at once becomes somewhat tedious, and with only a minimum number of Marines within the section this may make us have to decline a units request within a specific timeframe due to improper prior planning. With projected dates provided on the Career Newsflash this allows units to conduct the 7 P's.



## MMSB-20 POC Info: (OMPF concerns)

**CWO3 LeDrew, B.T.**  
Operations Officer, MMSB-20  
703.784.3950

**MSgt Faggan, A.L.**  
SNCOIC, MMSB-20  
703.784.3907

**SSgt Kistner, K.A.**  
Admin Chief, MMSB-20  
703.432.0365

## MMSB-31 POC Info: (Fitness report concerns)

**CWO4 Zimmerman, S.Y.**  
Head, MMSB-31  
703.784.3997

**MSgt Gibbs, L.C.**  
Operations Chief, MMSB-31  
703.784.3991

**GySgt Thigpen, M.C.**  
Admin Chief, MMSB-31  
703.784.3437

## What belongs in each folder of the OMPF?

**1. Service Folder** – Contract information such as your original enlistment at MEPS, additional enlistments and extensions. Discharge documents will also be placed here along with other general administrative and service documents used to compute service time for benefits, programs and/or retirement. Sometimes adverse paperwork will be placed here such as PG-11s and 6105s.

**2. Commendatory/Derogatory Folder** – This is the most neglected folder in most Marines' OMPFs. This is because information in this folder primarily comes from the Marine himself. The commendatory/derogatory folder has 4 sub-folders. We will cover what should be placed in each of these sub-folders below:

**\*Awards Folder** – Personal awards of a NAM or higher should be in this folder, your citation and summary of action for each award should be included.

**\*Different Schools and Training Folder** - Any and all schools that you have completed, the diploma or certificate you received reflecting completion of the school/course should be in here. Also, most Marine Net and MCI courses (with the exception of Annual training qualifications) you have completed. Lastly, MCMAP Belt Certificates.

**\*Other Commendatory / Derogatory Folder** – This folder should have all of your Good

Conduct awards, Letters of Appreciation, Certificates of Appreciation, Meritorious Masts and Certificates of Commendation. This folder will also have any material pertaining to adversity such as; Courts Martial, NJPs, 6105s, PG-11s etc...

**\*Civilian Schools Folder** – This folder includes your High school Diploma/GED etc... and all other civilian education you have completed since the first day of boot camp to present. This includes; Diploma for Associates/Bachelor/Masters degrees, Vocational training certificates or official college transcripts reflecting number of college classes completed.

**3. Performance Folder** – All fitness reports and standard addendum pages for Sergeants and above.

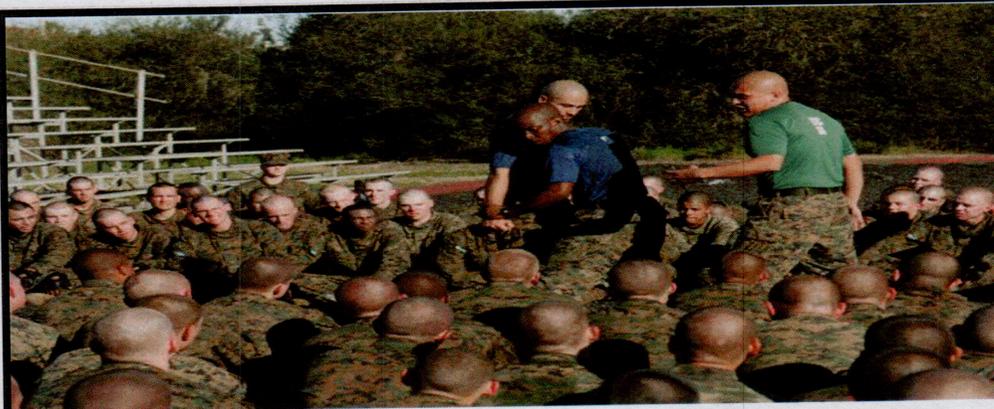
**4. X Folder** – Digital Promotion Photographs.

## OMPF on Marine On-Line

**Q:** Why can't I see my Reporting Seniors (RS) and Reviewing Officers (RO) profiles?

**A:** The online access to your Official Military Personnel File (OMPF), through Marine On-line will not allow you, the individual Marine, to view your RS and RO profiles. This information is only given to the RS and RO's themselves.

This is why it is important to be able to understand how to read the Master Brief Sheet so you can get quite a bit of information regarding the RS and RO's profiles through the RAW scores (RS profile) and the comparative assessment (RO profile).



## Upcoming Events – (For possible unit planning)

### FY11 First Sergeant / Master Sergeant Regional Seminars

Camp Pendleton SNCOA	15-19 August 2011
Camp Lejeune SNCOA	22-26 August 2011

### FY11 SNCO Academy visits - (Next upcoming classes)

Quantico, VA.	Counselors located on MCBQ
Camp Lejeune, NC.	6-9 July 2011
	6-9 Sept 2011
Camp Pendleton, CA.	25-28 July 2011
	27-29 Sept 2011
29 Palms, CA.	29 July 2011
	30 Sept 2011
Camp Butler, Okinawa	8 Aug 2011
MCB Kaneohe Bay, Hawaii	Dates pending (via VTC)

**NOTE:** These upcoming events take place during the 3rd quarter of FY 2011. If you notice that we will be in your area and would like a Counselor to support your unit during that time, see Page 10 for instructions on getting a hold of us to coordinate a command visit.

## We are on the Web:

Our website, through the Manpower & Reserve Affairs (M&RA) portal, is literally a one-stop-shop for all matters pertaining to a Marines career.

### Directions:

Go to: [USMC.MIL](http://USMC.MIL)

Scroll to the bottom and click on **Career/Manpower**, under Corps Highlights.

Click on **Enlisted Career Counselors**, under Top Requests

## Career Counselors website updates:

- The Career Toolbox is being revitalized with pertinent information.
- Resource orders were added to the front page for easier access to career related policy.

**Enlisted Career Newsflash**  
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## ENLISTED CAREER COUNSELING & EVALUATION UNIT (MMEA-64)

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