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5 PRINT

MCBUL 1040 FISCAL YEAR 2014 (FY14) ENLISTED TO WARRANT OFFICER (WO) REGULAR SELECTION BOARD

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SUBJ/MCBUL 1040 FISCAL YEAR 2014 (FY14) ENLISTED TO WARRANT OFFICER (WO) REGULAR SELECTION BOARD//

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REF/I/MSGID:DOC/CMC MPP/YMD:20090911//

REF/J/MSGID:DOC/CMC MMSB/YMD:20101119//

REF/K/MSGID:RMG/CMC MRA MM/YMD:20090107//

NARR/REF (A) IS SECNAVINST 1412.9B, MARINE CORPS LIMITED DUTY OFFICER AND WARRANT OFFICER PROGRAMS, PROMOTIONS, AND CONTINUATION PROCEDURES. REF (B) IS MCO 1040.42A, LIMITED DUTY OFFICER (LDO) AND WARRANT OFFICER (WO) PROGRAMS. REF (C) IS MCO 1200.17D, MILITARY OCCUPATIONAL SPECIALTIES MANUAL (SHORT TITLE: MOS MANUAL). REF (D) IS MCO 7220.24N, SELECTIVE REENLISTMENT BONUS (SRB) PROGRAM. REF (E) IS MCO P1070.12K, W/CH 1 MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL (IRAM). REF (F) IS MARADMIN 029/10, AMPLIFICATION TO THE MARINE CORPS TATTOO POLICY. REF (G) IS NAVMEDP117, DEPARTMENT OF THE NAVY, MANUAL OF THE MEDICAL DEPARTMENT (MANMED), CHAPTER 15. REF (H) IS MCO 1040.31, ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL. REF (I) IS MCO 1230.5B, CLASSIFICATION TESTING. REF (J) IS MCO P1610.7F W/CH2, PERFORMANCE EVALUATION SYSTEM (SHORT TITLE: PES). REF (K) IS MARADMIN 0003/09, TRANSMISSION AND FILING OF DIGITAL PHOTOGRAPHS TO THE OFFICIAL MILITARY PERSONNEL FILE (OMPF).//
POC/-/-/UNIT: MCRC ON-E/NAME: MR. B. REIDENBACH/TEL:703-784-9446//

GENTEXT/REMARKS/1. THE PURPOSE OF THIS BULLETIN IS TO ANNOUNCE THE FY14 ENLISTED TO WO REGULAR SELECTION BOARD. QUALIFIED MARINES IN THE ACTIVE COMPONENT ARE ENCOURAGED TO SUBMIT APPLICATIONS IN ACCORDANCE WITH THE GUIDELINES PROVIDED BY REFS (A), (B), AND THIS BULLETIN.

2. MARINE CORPS RECRUITING COMMAND (MCRC) WILL CONVENE THE FY14 WO REGULAR SELECTION BOARD AT HEADQUARTERS, U.S. MARINE CORPS ON OR ABOUT 30 APRIL 2013 FOR APPROXIMATELY 3 WEEKS. APPLICATIONS MUST REACH MCRC (ON-E), 3280 RUSSELL ROAD, QUANTICO, VA 22134-5103 BY 28 FEB 2013. DUE TO THE AMOUNT OF TIME NEEDED TO PROCESS APPLICATIONS, REQUESTS FOR EXTENSIONS WILL NOT BE ENTERTAINED. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL BE RETURNED WITHOUT ACTION. DO NOT SEND INCOMPLETE, ADVANCE, DUPLICATE, OR FAXED COPIES OF APPLICATIONS; THEY WILL NOT BE ACCEPTED.

3. SELECTION RESULTS ARE CONSIDERED CONFIDENTIAL AND CANNOT BE RELEASED UNDER ANY CIRCUMSTANCES UNTIL APPROVED BY THE SECRETARY OF THE NAVY (SECNAV). ONCE SECNAV HAS APPROVED, RESULTS WILL BE PUBLISHED BY MARADMIN MESSAGE. THE APPROVAL PROCESS TAKES APPROXIMATELY 8 WEEKS. SELECTION RESULTS WILL NOT BE RELEASED TELEPHONICALLY OR VIA ELECTRONIC MAIL. SELECTEES ARE SCHEDULED TO BE APPOINTED ON OR ABOUT 1 FEB 2014. THE SELECTEES WILL ATTEND THE ACTIVE DUTY WARRANT OFFICER BASIC COURSE (WOBC). BY SEPARATE ORDERS, SELECTEES WILL BE ORDERED TO REPORT TO THE COMMANDING GENERAL (CG), MARINE CORPS COMBAT DEVELOPMENT COMMAND (MCCDC) TO ATTEND THE WOBC AT THE BASIC SCHOOL (TBS) IN JAN 2014.

4. PER REF (A), THE WO PROGRAM IS DESIGNED TO PROVIDE THE MARINE CORPS WITH TECHNICAL SPECIALISTS WHO PERFORM DUTIES THAT REQUIRE EXTENSIVE KNOWLEDGE OF A PARTICULAR MOS, AND WHO CAN BE ASSIGNED TO SUCCESSIVE TOURS OF DUTY IN THEIR PRIMARY MOS. MOS CREDITABILITY IS A KEY FACTOR FOR SELECTION. IN ACCORDANCE WITH REFS (A) AND (C), APPLICANTS MUST BE TECHNICALLY AND PROFESSIONALLY QUALIFIED TO SERVE IN THE MOS TO WHICH APPLYING. APPLICANTS ARE ENCOURAGED TO CONTACT THE RESPECTIVE MILITARY OCCUPATIONAL (OCC) FIELD SPONSOR TO DETERMINE TECHNICAL ELIGIBILITY FOR A MOS. TO APPLY FOR THE WO PROGRAM, APPLICANTS MUST BE TECHNICALLY AND PROFESSIONALLY QUALIFIED TO SERVE IN ONE OF THE BELOW -LISTED MOS(S): 0160, 0170, 0205, 0210, 0430, 0610, 0620, 0640, 0650, 0803, 1120, 1310, 1390, 2110, 2120, 2125, 2305, 2340, 2602, 2805, 3010, 3102, 3302, 3402, 3408, 3510, 4130, 4430, 4602, 5502, 5702, 5804, 5805, 5910, 5950, 5970, 6004, 6302, 6502, 6604, 6802, 7002, 7380

5. IF QUALIFIED PER REF (C), APPLICANTS MAY INDICATE ADDITIONAL MOS CHOICES FROM THE LIST ABOVE. DUE TO FLUCTUATIONS IN STRUCTURE AND PERSONNEL REQUIREMENTS, SOME OF THE MOS(S) LISTED ABOVE MAY CLOSE OUT PRIOR TO THE CONVENING DATE OF THE BOARD. APPLICANTS WHOSE PRIMARY MOS CHOICE CLOSES OUT WILL AUTOMATICALLY HAVE THEIR SUBSEQUENT MOS CHOICE CONSIDERED AS THEIR PRIMARY. PER REF (D), SELECTIVE REENLISTMENT BONUS (SRB) ELIGIBLE MARINES WHO REENLIST SUBSEQUENT TO SELECTION WILL HAVE THE INITIAL PAYMENT SUSPENDED UNTIL SUCH TIME AS ACTUALLY APPOINTED OR THEIR NAME IS REMOVED FROM THE SELECTION LIST. APPLICATION FOR THE WO PROGRAM IS NOT A BAR TO BONUS ENTITLEMENT FOR EITHER THE INITIAL PAYMENT OR THE ANNIVERSARY PAYMENTS UNTIL APPOINTED. MARINES WHOSE NAMES ARE REMOVED FROM A SELECTION LIST MAY REGAIN SRB ELIGIBILITY PROVIDED THE PROVISIONS OF REF (D) ARE MET. THE SUSPENSION WILL THEN BE LIFTED AND THE BONUS PAID ON A PRORATA BASIS IF THE MARINE RETURNS TO THE SRB ELIGIBLE SKILL. SRB ENTITLEMENT IS TERMINATED WITHOUT PROVISIONS FOR REINSTATEMENT WHEN SRB MARINES ARE APPOINTED AS WARRANT OFFICERS. APPOINTEES WILL NOT BE REQUIRED TO FORFEIT ANY PORTION OF A PREVIOUSLY PAID BONUS.

6. APPLICATIONS SHOULD FOLLOW STANDARD NAVAL CORRESPONDENCE FORMAT USING THE APPLICATION FORMAT AND CONTENT FOR APPROPRIATE PROGRAM PROVIDED BY REF (A), AND

ENDORSEMENTS SHOULD FOLLOW FORMAT AND CONTENT PROVIDED BY REF (B) (INCLUDE THE RESULTS OF THE MOST RECENT COMBAT FITNESS TEST IN THE COMMANDING OFFICERS FIRST ENDORSEMENT) WITH THE EXCEPTION OF THE FOLLOWING:

A. SUBMIT APPROPRIATE MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) SCREENS FOR SERVICE RECORD BOOK (SRB) PAGES THAT HAVE BEEN REPLACED PER REF (E) BY MCTFS. APPLICANTS MUST ENSURE SRB PAGES THAT HAVE BEEN REMOVED AND REPLACED BY MCTFS ARE UPDATED, AND MADE A PART OF THEIR APPLICATION. ALL APPLICANTS ARE REQUIRED TO PROVIDE SOCIAL SECURITY NUMBER (SSN) AND ALL OTHER PERSONALLY IDENTIFIABLE INFORMATION (PII); FAILURE TO DO SO WILL DISQUALIFY THE APPLICANT. PII IS REQUIRED TO TRACK, IDENTIFY, AND EVALUATE CANDIDATES THROUGHOUT THE APPLICATION PROCESS.

B. APPLICANTS WITH BODY MARKINGS MUST SUBMIT A CLOSE UP COLOR PHOTO OF EACH BODY MARKING ADDRESSING THE CONTENT (DESCRIPTION AND MEANING), LOCATION, SIZE, NUMBER OF BODY MARKINGS AND DATE THE BODY MARKING WAS MADE. IN ADDITION, APPLICANTS MUST SUBMIT A FULL LENGTH COLOR PHOTO(S) IN PHYSICAL TRAINING (PT) GEAR (GREEN SHORTS-GREEN T-SHIRT) FROM EACH BODY ANGLE OF BODY MARKINGS (LEFT AND RIGHT SIDES-FRONT-BACK). A DRAWING AND WRITTEN DESCRIPTION DETAILING THE CRITERIA CITED BY THIS PARAGRAPH OF THE BODY MARKINGS THAT ARE LOCATED IN PRIVATE AREAS IS REQUIRED. PRIVATE AREA IS DEFINED AS ANY PORTION OF THE BODY THAT IS COVERED BY THE PT UNIFORM. MALES DO NOT SUBMIT PHOTOS THAT CANNOT BE SEEN IN PT SHORTS; FEMALES DO NOT SUBMIT PHOTOS THAT CANNOT BE SEEN IN FULL PT GEAR. PHOTO OF THE BODY MARKING IS REQUIRED IN THE APPLICATION ONLY. DIGITAL PHOTOS OF BODY MARKINGS WILL NOT BE FILED IN THE APPLICANT'S OMPF. APPLICATIONS MUST ALSO INCLUDE TATTOO SCREENING FORM (TSF) AND STATEMENT OF UNDERSTANDING (SOU) FOR TATTOOS. A COPY OF THE TSF AND SOU MAY BE FOUND ON THE MCRC WEBSITE AT [HTTP:WWW.MCRC.MARINES.MIL/UNITHOME/OFFICERPROGRAMS.ASPX](http://www.mcrc.marines.mil/unithome/officerprograms.aspx). APPLICANT AND COMMISSIONED OFFICER ARE REQUIRED TO FILL OUT AND SIGN THE ENTIRE FORM EXCEPT THE RE-VERIFICATION PORTION.

C. REF (F) PROVIDES AMPLIFICATION TO THE MARINE CORPS TATTOO POLICY. IN ACCORDANCE WITH REF (F), THE COMMANDING GENERAL MCRC IS THE FINAL ADJUDICATING AUTHORITY FOR ANY TATTOO ISSUE INVOLVING ACCESSIONS (BOTH OFFICER AND ENLISTED) TO INCLUDE ENLISTED MARINES WHO MAY APPLY FOR A COMMISSIONING OR A WO PROGRAM. MCRC WILL ADJUDICATE ALL TATTOO ISSUES PROVIDED THE APPLICANT RECEIVES A FAVORABLE ENDORSEMENT FROM A GENERAL OFFICER (GO) OR EQUIVALENT IN THEIR CHAIN OF COMMAND.

D. PER REF (E), UNIT PUNISHMENT BOOKS (UPB) ARE ONLY FILED IN THE SRB IF APPLICABLE. THEREFORE, ONLY INCLUDE A UPB AS AN ADDITIONAL ENCLOSURE ONLY IF APPLICABLE. FOR THOSE APPLICANTS WHO DO NOT HAVE A UPB, INCLUDE A STATEMENT AS AN ADDITIONAL PARAGRAPH IN THE BASIC APPLICATION THAT "NO UPB IS PROVIDED DUE TO NO RECORD OF DISCIPLINARY ACTION." APPLICANT MUST PROVIDE A WRITTEN STATEMENT IN REGARD TO ANY DEROGATORY ENTRIES RECORDED ON THE ADMINISTRATIVE REMARKS PAGE 11 OF THE SRB.

E. PRE-COMMISSIONING PHYSICAL EXAMINATION DOCUMENTS MUST BE SUBMITTED PER CHAPTER 15 OF REF (G). REF (G) CAN BE ACCESSED VIA THE FOLLOWING WEBSITE: [HTTP:WWW.MED.NAVY.MIL/DIRECTIVES/PAGES/NAVMEDP-MANMED.ASPX](http://www.med.navy.mil/directives/pages/navmedp-manmed.aspx). SEE PARAGRAPH 18 OF THIS BULLETIN FOR ADDITIONAL INFORMATION REGARDING SUBMISSION OF MEDICAL DOCUMENTS.

7. ALL APPLICATIONS MUST BE ENDORSED BY THE MARINE'S CHAIN OF COMMAND PER REFS (A) AND (B), TO INCLUDE A GO LEVEL OR EQUIVALENT ENDORSEMENT. APPLICATIONS RECEIVED WITHOUT ALL ENDORSEMENTS WILL NOT BE CONSIDERED BY THE BOARD. INELIGIBLE APPLICANTS WILL NOT BE CONSIDERED BY THE BOARD. COMMANDERS SHOULD NOT RECOMMEND APPOINTMENT FOR MARINES WHO DO NOT MEET THE ELIGIBILITY CRITERIA, AND DO NOT QUALIFY FOR A WAIVER. IF THE SENIOR ENDORSER DEEMS THE APPLICANT "NOT RECOMMENDED" FOR APPOINTMENT, DO NOT FORWARD THE

APPLICATION AS IT WILL BE RETURNED WITHOUT ACTION. COMMANDERS ARE DIRECTED TO PASS THIS INFORMATION TO ELIGIBLE MARINES IN THEIR COMMAND, REVIEW APPLICATIONS FOR COMPLETENESS, ENSURE THAT APPLICANTS REQUESTING WAIVERS RECEIVE COMPREHENSIVE JUSTIFICATION ON ALL ENDORSEMENTS (INCLUDING THE SENIOR ENDORSER), AND MAKE DEFINITIVE RECOMMENDATIONS REGARDING ALL MARINES WHO SUBMIT APPLICATIONS. COMMANDERS MUST SPECIFICALLY ADDRESS THE TECHNICAL PROFICIENCY OF THE APPLICANT IN ALL MOS(S) WHICH THEY ARE APPLYING FOR. ENDORSEMENTS AND APPLICATIONS MUST BE SCREENED CLOSELY TO ENSURE THAT ONLY TECHNICALLY AND PROFESSIONALLY QUALIFIED APPLICANTS ARE SUBMITTED FOR CONSIDERATION.

8. IN ADDITION TO THE REQUIREMENTS CONTAINED IN REFS (A) AND (B), APPLICANTS MUST MEET THE BASIC REENLISTMENT PREREQUISITES PER REF (H).

9. PER REF (A), APPLICANTS MUST POSSESS EITHER A MINIMUM ELECTRONICS REPAIR (EL) COMPOSITE SCORE OF 110 OR HIGHER DERIVED FROM THE ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) OR THE ARMED FORCES CLASSIFICATION TEST (AFCT); OR A MINIMUM COMBINED ENGLISH AND MATH SCORE OF 39 OR COMPOSITE SCORE OF 22 ON THE AMERICAN COLLEGE TEST (ACT); OR A MINIMUM COMBINED MATH AND VERBAL SCORE OF 1000 OR HIGHER ON THE SCHOLASTIC APTITUDE TEST (SAT). IF USING THE MOST RECENT VERSION OF THE SAT, THE MATH AND CRITICAL READING CATEGORIES ARE USED TO MEET THE 1000 SCORE OR HIGHER REQUIREMENT. APPLICANTS MEETING APTITUDE TEST SCORE REQUIREMENT WITH ACT OR SAT TEST SCORES MUST INCLUDE A CERTIFIED COPY OF THE TEST REPORT WITH THE APPLICATION. APPLICANTS MEETING APTITUDE TEST SCORE REQUIREMENT WITH AN ASVAB MUST USE THE BASIC TRAINING RECORD (BTR) AS EVIDENCE OF A QUALIFYING EL SCORE. CLASSIFICATION TEST SCORES ARE LOCATED ON THE TEST SCORE SCREEN OF MCTFS. IF SCORES ARE IN MCTFS BUT DO NOT APPEAR ON THE BTR, ATTACH A COPY OF THE TEST SCORE SCREEN TO THE BTR AND SUBMIT AS AN ENCLOSURE TO THE APPLICATION. ONLY EL SCORES RESIDENT WITHIN MCTFS WILL BE ACCEPTED AS OFFICIAL SCORES OF RECORD FOR ALL APPLICANTS. ADDITIONALLY, APPLICANTS BEING CONSIDERED FOR SELECTION TO WO IN MOS 0170 MUST HAVE COMPLETED THE ADVANCE ADMINISTRATIVE SPECIALIST COURSE (AASC) CONDUCTED AT MARINE CORPS BASE CAMP LEJEUNE, NORTH CAROLINA OR HAVE COMPLETED THREE YEARS EXPERIENCE IN A PERSONNEL ADMINISTRATION CENTER IN THE GRADE OF SERGEANT OR ABOVE. THOSE PERSONNEL WHO HAVE NOT ATTENDED AASC MUST DO SO PRIOR TO ATTENDING THE WOBC.

10. PER REF (A), NO AGE RESTRICTION IS ESTABLISHED. APPLICANTS MUST MEET SERVICE ELIGIBILITY REQUIREMENTS ESTABLISHED BY REF (A). WHEN COMPUTING THE AMOUNT OF ACTIVE NAVAL SERVICE, USE 1 FEB 2014 AS THE DATE OF APPOINTMENT. ACTIVE DUTY IN THE U.S. ARMY OR U.S. AIR FORCE IS NOT CREDITABLE AS NAVAL SERVICE. MINIMUM PAY GRADE REQUIREMENT OF SERGEANT, CITIZENSHIP OR THE REQUIREMENT TO BE SERVING ON ACTIVE DUTY IN THE REGULAR MARINE CORPS WILL NOT BE WAIVED. THE TIME IN SERVICE REQUIREMENT IS NOT WAIVERABLE. WAIVERS OF TEST SCORES WILL BE CONSIDERED ONLY IF THE APPLICANT HAS AN AFQT SCORE OF 70 OR GREATER. REQUESTS FOR WAIVERS SHALL BE SUBMITTED AS A PART OF THE APPLICANT'S BASIC LETTER, AND A RECOMMENDATION AS TO ITS APPROVAL MADE IN THE GO'S ENDORSEMENT AT THE MSC LEVEL. THOSE MARINES WITH TEST SCORES THAT DO NOT SATISFY THE MINIMUM REQUIREMENTS ARE ENCOURAGED TO RETEST IMMEDIATELY TO ENSURE SCORES ARE POSTED PRIOR TO SUBMISSION OF AN APPLICATION. MARINES SHOULD SCHEDULE AN ASVAB RETEST WITH THE NEAREST BASE OR INSTALLATION EDUCATION CENTER OR AUTHORIZED MARINE CORPS TEST SITE. MARINES ARE NOT AUTHORIZED TO TAKE AN ASVAB RETEST AT A MEPS OR MET SITE. MARINES CURRENTLY DEPLOYED TO IRAQ OR OTHER TERRITORIES THAT DO NOT HAVE ACCESS TO TESTING FACILITIES MAY SUBMIT PACKAGES PENDING ASVAB RETESTING IF THEY ARE USING THEIR EL SCORE TO MEET APTITUDE TEST SCORE REQUIREMENTS ESTABLISHED BY REF (A) PROVIDED THE FOLLOWING CONDITIONS ARE MET:

A. COMMANDS MUST ENDORSE PACKAGE WITH A PROJECTED DATE FOR TESTING AVAILABILITY AND TEST RESULTS.

B. TO ENSURE TEST SCORES CAN BE RECORDED AND REFLECTED IN MCTFS, TESTING MUST BE COMPLETED NO LATER THAN 30 DAYS PRIOR TO THE CONVENING DATE OF THE SELECTION BOARD. CONVENING DATE OF BOARD IS ON OR ABOUT 30 APRIL 2013; THEREFORE, TESTING MUST BE COMPLETED BY 29 MARCH 2013.

C. MARINES ARE ADVISED THAT IF QUALIFYING SCORE IS NOT REFLECTED IN MCTFS BY THE CONVENING OF THE BOARD, THE APPLICATION WILL BE DETERMINED INELIGIBLE AND NOT RETURNED.

11. REF (I) PROVIDES INFORMATION ON THE MARINE CORPS CLASSIFICATION TESTING PROGRAM AND PUBLISHES INITIAL TESTING AND RETEST PREREQUISITES. ARRANGEMENTS AND COORDINATION WITH ARMY TESTING FACILITIES IN KUWAIT AND AFGHANISTAN HAVE BEEN MADE TO TEST MARINES. ARMY TESTING FACILITIES IN KUWAIT ARE LOCATED AT CAMP ARIFJAN AND CAMP BUEHRING, AND IN AFGHANISTAN AT KANDAHAR AIRFIELD, BAGRAM AIR BASE, CAMP LEATHERNECK AND CAMP PHOENIX KABUL. IF NOT LOCATED WITHIN 50 MILES OF A MARINE CORPS OR SISTER SERVICE TESTING FACILITY OR IF ANY OTHER EXTENUATING CIRCUMSTANCES EXIST REGARDING ASVAB RETEST AUTHORIZATION, CONTACT CAPT PEARSON OR SSGT LOWER, MANPOWER AND RESERVE AFFAIRS (MRA) (MPP-50), DSN: 278-9368 FAX: (703) 784-9574.

12. REQUESTS FOR WAIVER OF THE ELIGIBILITY REQUIREMENTS AND EXCEPTION TO POLICY, EXCEPT THOSE ESTABLISHED UNWAIVERABLE BY LAW OR THOSE SPECIFIED UNWAIVERABLE BY THIS BULLETIN, MAY BE CONSIDERED ON A CASE-BY-CASE BASIS BY THE CG, MCRC. REQUESTS FOR WAIVER OF DISCIPLINARY ACTION REQUIREMENTS WILL ONLY BE CONSIDERED IF APPROPRIATE JUSTIFICATION IS PROVIDED IN ACCORDANCE WITH THE FOLLOWING:

A. ACTIVE COMPONENT REQUIREMENT WILL NOT BE WAIVED.

B. APPLICANT MUST BE OF UNQUESTIONABLE MORAL INTEGRITY. WAIVER OF RECORD OF CONVICTION BY COURTS-MARTIAL OR CIVILIAN COURT MAY BE CONSIDERED. HOWEVER, WAIVER WILL NOT BE CONSIDERED FOR A FELONY-EQUIVALENT CONVICTION. APPROVAL OF THE WAIVER IS DEPENDENT ON THE SEVERITY OF THE CRIME, AND THE AMOUNT OF TIME THAT HAS LAPSED SINCE THE CRIME WAS COMMITTED.

C. NONJUDICIAL PUNISHMENT THAT DOES NOT EXCEED BASIC REENLISTMENT PREREQUISITES AND SRB PAGE 11 ENTRIES FOR COUNSELING DO NOT REQUIRE A WAIVER.

D. ANY PRE-SERVICE WAIVERS (I.E. DRUG, AGE, MORAL ETC.) WILL REQUIRE RECONSIDERATION, AND MUST BE ADDRESSED IN THE APPLICANT'S APPLICATION WITH A DETAILED STATEMENT FROM THE APPLICANT EXPLAINING CIRCUMSTANCES.

13. PER REFS (E), (J) AND (K), EACH MARINE IS PERSONALLY RESPONSIBLE FOR ENSURING THE ACCURACY AND COMPLETENESS OF HIS OR HER OMPF AND MASTER BRIEF SHEET (MBS). DO NOT DELAY ACCOMPLISHING THIS REVIEW. THE MOST EXPEDITIOUS MEANS OF ACCESSING AND VIEWING THE OFFICIAL MILITARY PERSONNEL FILE (OMPF) AND MBS IS THROUGH OMPF ONLINE VIA MARINE ONLINE (MOL). THE MBS CAN ALSO BE OBTAINED THROUGH THE MANPOWER MANAGEMENT SUPPORT BRANCH (MMSB) WEBSITE. MARINES ARE ADVISED THAT THE OMPF AND MBS ARE DISTRIBUTED TO THE BOARD ROOM IN ADVANCE OF THE CONVENING DATE. THEREFORE, IT IS IMPERATIVE THAT MARINES REVIEW THEIR OMPF AND MBS IN A TIMELY MANNER. IF DEFICIENCIES, MISSING FITNESS REPORTS AND GAPS, OR UNREADABLE DOCUMENTS ARE PRESENT IN THE OMPF, MARINES ARE PERSONALLY RESPONSIBLE FOR CORRECTING THE PROBLEM OFFICIALLY WITH MMSB.

14. REVIEWING PHOTO SUBMISSION. MARINES ARE RESPONSIBLE FOR VERIFYING RECEIPT OF PHOTO BY CMC (MMSB-20). THE PRIMARY MOST EXPEDITIOUS MEANS OF CONFIRMING PHOTO RECEIPT IS THROUGH OMPF ONLINE VIA MOL. PHOTOS WILL BE AVAILABLE FOR VIEWING ON OMPF ONLINE WITHIN 24 HOURS OF PHOTO RECEIPT BY CMC (MMSB-20). THE DATE OF THE PHOTOGRAPH, AS NOTED ON THE PHOTOGRAPH TITLE BOARD, IS CONSIDERED THE PRIMARY DATE OF DETERMINING THE 12 MONTH PHOTOGRAPH ELIGIBILITY WINDOW FOR SELECTION BOARDS. MARINES ARE ADVISED THAT ALTHOUGH A PHOTO MAY BE OVER 12 MONTHS OLD, THE PHOTO WILL REMAIN IN THE OMPF UNTIL AN UPDATED

PHOTO IS SUBMITTED.

15. IF A DIGITAL PHOTO HAS BEEN SENT TO THE MMSB, THE FOLLOWING STATEMENT MUST BE INCLUDED IN THE APPLICATION: "A DIGITAL PHOTO HAS BEEN SENT TO MMSB WITHIN THE PAST 12 MONTHS." DO NOT ENCLOSE THE PRINTOUT FROM MMSB. NOT ALL COMMANDS HAVE TRANSITIONED TO DIGITAL PHOTOGRAPHS. THEREFORE, A PAPER PRINTOUT OF THE PHOTOGRAPH IS STILL REQUIRED AS AN ENCLOSURE TO THE APPLICATION FOR THOSE APPLICANTS THAT DO NOT HAVE A DIGITAL PHOTOGRAPH ON FILE WITH MMSB.

16. IF A RETURN RECEIPT IS DESIRED, INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE ALONG WITH A FORM OF RECEIPT. THE ENVELOPE MUST BE PROPERLY ADDRESSED (ALL CAPS) TO THE UNIT TO ENSURE PROPER RETURN. UNADDRESSED ENVELOPES WILL NOT BE RETURNED. COMMANDERS MAY INITIATE TRACER ACTION IF A RECEIPT IS NOT RECEIVED 30 DAYS AFTER DEADLINE.

17. A COMPLETE MEDICAL EXAM MUST BE COMPLETED AND SUBMITTED AS PART OF THE APPLICATION. AN APPLICATION WITHOUT A PHYSICAL WILL NOT BE CONSIDERED COMPLETE. LEGIBLE COPIES OF COMMISSIONING MEDICAL DOCUMENTS MUST BE INCLUDED WITH THE APPLICATION AS AN ENCLOSURE. MEDICAL DOCUMENTS MUST INCLUDE A REPORT OF MEDICAL EXAMINATION (DD FORM 2808), REPORT OF MEDICAL HISTORY (DD FORM 2807-1), AND ANNUAL CERTIFICATION OF PHYSICAL CONDITION OR CURRENT PREVENTATIVE HEALTH ASSESSMENT (PHA) IF APPLICABLE. PHYSICALS MUST HAVE BEEN COMPLETED WITHIN 24 MONTHS PRIOR TO ANTICIPATED DATE OF APPOINTMENT (1 FEB 2014). MARINES CURRENTLY DEPLOYED TO IRAQ AND AFGHANISTAN OR OTHER TERRITORIES THAT DO NOT HAVE ACCESS TO MEDICAL FACILITIES ARE AUTHORIZED TO SUBMIT PRE-COMMISSIONING MEDICAL DOCUMENTS IMMEDIATELY UPON RETURN STATESIDE, BUT NO LATER THAN 1 SEP 2013 IF SELECTED.

18. COMMANDING OFFICERS MUST CLOSELY REVIEW THE MEDICAL FORMS TO ENSURE CORRECTNESS AND COMPLETENESS. PAY PARTICULAR ATTENTION TO THE FOLLOWING ITEMS:

- A. MARKS AND SCARS MUST BE LISTED.
- B. DENTAL CLASS MUST BE TYPE 1 OR 2 WITHIN PAST 12 MONTHS.
- C. URINALYSIS (MEDICAL NOT DRUG) AND SEROLOGY MUST CONTAIN COMPLETE RESULTS WITHIN PAST 12 MONTHS.
- D. HIV RESULTS MUST BE INCLUDED AND WITHIN 24 MONTHS TO INCLUDE DATE TESTED. HIV TEST DRAWN OR RESULTS PENDING IS NOT ACCEPTABLE.
- E. IF EYESIGHT IS OTHER THAN 20/20 UNCORRECTED, A MANIFEST REFRACTION IS REQUIRED. IF VISION DOES NOT CORRECT TO 20/20, A CURRENT OPHTHALMOLOGY EVALUATION IS REQUIRED. IF SELECTED, CANNOT HAVE ANY VISION CORRECTION SURGERY (LASIK OR PRK) WITHIN 6 MONTHS OF REPORTING TO WOBC.
- F. CURRENT AUDIOGRAM. IF ANY NUMBERS ARE OUTSIDE THE NORMAL RANGE, PER REF (G), SECTION 38, SUBMIT AN EAR, NOSE, THROAT (ENT) OR AUDIOLOGY CONSULTATION/EVALUATION AND INTERPRETATION.
- G. FEMALE APPLICANTS MUST HAVE A CURRENT PELVIC EXAM TO INCLUDE A CURRENT PREGNANCY TEST AND PAP SMEAR RESULTS WITHIN PAST 24 MONTHS. THE PATHOLOGY REPORT FROM THE MOST RECENT TEST MUST BE SUBMITTED.
- H. AN ELECTROCARDIOGRAM (EKG) TEST IS REQUIRED FOR APPLICANTS 35 AND OLDER. EKG MUST BE READ AND VERIFIED BY A MEDICAL OFFICER'S SIGNATURE AND STAMP WITHIN PAST 12 MONTHS.
- I. ENSURE ALL "YES" ANSWERS ON DD FORM 2807-1 ARE EXPLAINED IN DETAIL IN THE NOTES SECTION BY BOTH THE MEMBER AND THE EXAMINER. INCLUDE SUPPORTING DOCUMENTATION FOR ANY PAST ORTHOPEDIC OR EYE SURGERY (PRE AND POST OPERATIVE SURGERY REPORTS).

19. WO PHYSICAL EXAMINATIONS WILL BE REVIEWED FOR COMPLETENESS ONCE RECEIVED. ADDITIONAL MEDICAL DOCUMENTATION OR TESTING MAY BE REQUIRED. UPON PUBLICATION OF THE

SELECTION LIST, IT IS THE RESPONSIBILITY OF THE WO SELECTEE TO CONTACT MCRC TO ENSURE THAT PHYSICAL EXAMINATION REQUIREMENTS ARE MET FOR APPOINTMENT. SELECT GRADE TO WO WILL NOT BE REFLECTED IN MCTFS UNTIL SELECTEES HAVE MET REQUIREMENTS TO ACCEPT APPOINTMENT. ORDERS TO FUTURE MCC AND TO THE WOBC WILL NOT BE INITIATED UNTIL SELECTEE(S) ARE DETERMINED TO BE PHYSICALLY QUALIFIED BY BUMED VIA MCRC. APPOINTMENT DOCUMENTS WILL BE COMPLETED AT WOBC.

20. WARRANT OFFICERS ARE NO LONGER ASSIGNED LINEAL CONTROL NUMBERS BASED ON THEIR RANK AND DATE OF RANK AS AN ENLISTED MARINE. LINEAL CONTROL NUMBERS WILL BE DETERMINED BY THE CLASS STANDING UPON COMPLETION OF THE WOBC.

21. THE FIRST 3 YEARS AS A WO IS A PROBATIONARY PERIOD. PER U.S. CODE, TITLE 10, SECTION 1165, SECNAV HAS THE AUTHORITY TO TERMINATE THE REGULAR APPOINTMENT OF ANY PERMANENT REGULAR WO AT ANY TIME WITHIN 3 YEARS AFTER THE DATE WHEN THE OFFICER ACCEPTED HIS OR HER ORIGINAL PERMANENT APPOINTMENT AS A WO. ACCORDINGLY, THE COMMANDING OFFICER, TBS OR ANY REQUIRED MOS FOLLOW-ON SCHOOL SHALL REQUEST THAT SECNAV TERMINATE THE REGULAR APPOINTMENT OF A WO WHO FAILS WOBC OR ANY REQUIRED MOS FOLLOW-ON SCHOOL. A MARINE WHOSE APPOINTMENT IS TERMINATED MAY, UPON HIS OR HER REQUEST AND AT THE DISCRETION OF THE SECNAV, BE ENLISTED IN A GRADE NOT LOWER THAN THAT HELD IMMEDIATELY PRIOR TO APPOINTMENT.

22. TO ENSURE PROPER FILING OF SEPARATE CORRESPONDENCE ADDRESSED TO THE PRESIDENT OF THE BOARD OR FOR INCLUSION WITH AN APPLICATION, INCLUDE THE APPLICANT'S NAME, LAST FOUR OF SSN, AND MOS CHOICE. LETTERS OF RECOMMENDATION FROM OFFICERS OUTSIDE THE NORMAL CHAIN OF COMMAND WHO HAVE KNOWLEDGE OF THE APPLICANT'S LEADERSHIP QUALITIES AND POTENTIAL FOR APPOINTMENT MAY BE SUBMITTED DIRECTLY TO MCRC ON/E UP UNTIL THE CONVENING DATE UTILIZING THE ADDRESS IN PARAGRAPH 2, OR AS AN ENCLOSURE TO THE APPLICATION.

23. SELECTION BOARD REOCCURRENCES PERTAINING TO APPLICATION DISCREPANCIES INCLUDE SENIOR ENDORSERS NOT MAKING DEFINITIVE RECOMMENDATIONS REGARDING MARINE'S APPLICATION, FITNESS REPORT DATE GAPS, MISSING FITNESS REPORTS, AWARD CITATION WRITE-UPS MISSING FROM OMPF, PHOTOS NOT SUBMITTED OR NOT UPDATED IN OMPF, INFORMATION IN THE APPLICATION NOT DOCUMENTED IN THE OMPF OR MCTFS OR INFORMATION IN THE OMPF OR MCTFS NOT DOCUMENTED IN THE APPLICATION, MISSING STATEMENTS SUPPORTING NJPS AND PAGE 11 ENTRIES, PAGE 11 REFLECTING FRATERNIZATION STATEMENT, INCOMPLETE STATEMENTS REGARDING INITIATION OR COMPLETION OF TYPE OF SECURITY INVESTIGATION/CLEARANCE AND CURRENT PHYSICAL FITNESS TEST SCORE AND PROOF OR VERIFICATION OF CITIZENSHIP.

24. COMMANDERS SHOULD NOTIFY MCRC IN WRITING OF ANY CHANGES AFFECTING ENLISTMENT STATUS OR DISCIPLINARY ACTION WHICH OCCURS AFTER SUBMISSION OF AN APPLICATION.

25. THIS BULLETIN IS NOT APPLICABLE TO THE MARINE CORPS RESERVE.

26. THIS BULLETIN IS CANCELLED 28 FEB 2014.

27. RELEASE AUTHORIZED BY MAJOR GENERAL JOSEPH L. OSTERMAN, COMMANDING GENERAL MARINCE CORPS RECRUITING COMMAND.//

