
FISCAL YEAR 2022 (FY22) ENLISTED TO WARRANT OFFICER (WO) REGULAR SELECTION BOARD

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FM CG, MCRC, QUANTICO, VA

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REF/F/MSGID: DOC/BUMED/YMD: 20050812//

REF/G/MSGID: DOC/CMC MMEA/YMD: 20100908//

REF/H/MSGID: DOC/CMC MRA/YMD: 20140204//

REF/I/MSGID: DOC/CMC MMRP-30/YMD: 20180501//

NARR/REF (A) IS MCO 1040.42B, WARRANT OFFICER (WO) AND LIMITED DUTY OFFICER (LDO) ACCESSION PROGRAMS. REF (B) IS NAVMC 1200.1F, MILITARY OCCUPATIONAL SPECIALTIES MANUAL. REF (C) IS MCO 7220.24P, SELECTIVE RETENTION BONUS (SRB) AND BROKEN SERVICE SELECTIVE RETENTION BONUS (BSSRB) PROGRAM, REF (D) IS MCO P1070.12K, W/CH 1 MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL (SHORT TITLE: IRAM). REF (E) IS MCO 1020.34H, MARINE CORPS UNIFORM REGULATIONS. REF (F) IS NAVMED P117, DEPARTMENT OF THE NAVY, MANUAL OF THE MEDICAL DEPARTMENT (MANMED), CHAPTER 15, PHYSICAL EXAMINATIONS AND STANDARDS FOR ENLISTMENT, COMMISSION, AND SPECIAL DUTY. REF (G) IS MCO 1040.31, ENLISTED RETENTION AND CAREER DEVELOPMENT PROGRAM. REF (H) IS MCO 1230.5C, CLASSIFICATION TESTING. REF (I) IS MCO 1610.7A, PERFORMANCE EVALUATION SYSTEM (SHORT TITLE: PES).//

POC/-/-/UNIT: MCRC ON-E/NAME: MR. B. REIDENBACH/TEL: 703-784-9442//

GENTEXT/REMARKS/1. The purpose of this MARADMIN is to announce the FY22

Enlisted to Warrant Officer (WO) Regular Selection Board. Marine Corps Recruiting Command (MCRC) will convene the FY22 WO Regular Selection Board at Headquarters, U.S. Marine Corps on or about 4 May 2021 for approximately 3 weeks. The application deadline is 1 March 2021. Marines should complete and submit their applications before the established deadline.

2. Per reference (A), the WO program is designed to provide the Marine Corps with technical specialists who perform duties that require extensive knowledge of a particular Military Occupational Specialty (MOS), and can be assigned successive tours of duty in their primary MOS. MOS credibility is a key factor for selection. In accordance with references (A) and (B), Marines must be technically and professionally qualified to serve in the MOS in which they are applying. Marines are encouraged to contact their respective primary MOS monitors and the military Occupational Field (OCCFLD) Sponsors as a notice of intent to submit for consideration to the WO program and to determine technical eligibility for a MOS. For a listing of OCCFLD Sponsors, please contact your career planner. To apply for the WO program, Marines must be technically and professionally qualified to serve in one of the below-listed MOS(s): 0160, 0170, 0205, 0210, 0430, 0620, 0630, 0640, 0670, 0803, 1120, 1310, 1390, 1710, 1720, 2110, 2120, 2125, 2305, 2340, 2602, 2805, 3010, 3102, 3302, 3402, 3408, 3510, 4130, 4430, 4503, 5502, 5702, 5804, 5805, 5910, 5950, 5970, 6004, 6302, 6502, 6604, 6802, 7002.

3. If qualified per reference (B), Marines 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 of the board. A Marine whose primary MOS choice closes out will automatically have his or her alternate choices considered in order of the applicant's precedence.

4. Qualified Marines are encouraged to submit their application in accordance with the guidelines provided by reference (A) and this MARADMIN. AR Marines who apply must have an approved Conditional Release (DD Form 368) as part of their application. Marines should follow the sample application guidelines and endorsements should follow the format and content located at www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/.

5. All Marines are required to obtain a commander's endorsement at each level of their chain of command, up to the first General Officer (GO) in their endorsing chain of command, and submit their complete application through DoD SAFE (Secure Access File Exchange), <https://safe.apps.mil/>, to the following email address: warrantofficerboard@marines.usmc.mil. Marines are to follow all instructions within DoD SAFE when uploading and submitting their application. Hard copy applications will be accepted on a case-by-case basis. Commanders must ensure that their endorsements, denoting their level of confidence, are promptly returned to the Marine prior to the application deadline. Commands must ensure that all Marines receive original copies of

their letters of endorsement.

6. Applications received without all endorsements from the Marine's chain of command will not be considered by the board. Ineligible Marines will not be considered by the board. COs should not recommend appointment for Marines who do not meet the eligibility criteria and do not qualify for a waiver. Waivers are granted on a case-by-case basis only to the exceptionally qualified. If the senior endorser deems a Marine "not recommended" for appointment, the Marine is ineligible for board consideration. Marines who receive an endorsement of "not recommended" from the senior endorser and forward their application to MCRC will have their application removed from consideration and not forwarded to the board. COs are directed to pass this information to eligible Marines in their commands, review applications for completeness, ensure that Marines requesting waivers receive comprehensive justification on all endorsements from the chain of command (including the senior endorser), and make definitive recommendations regarding all Marines who submit an application. COs must specifically address the technical proficiency of the Marine in each MOS(s) they are applying for. Endorsements and applications must be screened closely to ensure that only technically and professionally qualified Marines are submitted for consideration.

a. Submit appropriate Marine Corps Total Force System (MCTFS) screens for Service Record Book (SRB) pages that have been replaced per reference (D) by MCTFS. Marines must ensure SRB pages which have been removed and replaced by MCTFS are updated, and these pages must be made part of their application. Due to operational necessity, all Marines are required to provide their full Social Security Number (SSN) and other Personally Identifiable Information (PII) on the data sheet only. PII is required to track, identify and evaluate applicants throughout the application process.

b. Per reference (D), Unit Punishment books (UPB) are only filed in the SRB if applicable. Therefore, only include UPB as an additional enclosure if applicable. For those Marines who do not have one, include a statement as an additional paragraph in the basic application that states "No UPB is provided due to no record of disciplinary action."

7. Per references (D) and (H) each Marine is personally responsible for ensuring the accuracy and completeness of their Official Military Personnel Files (OMPF) and Master Brief Sheet (MBS). The most expeditious means of accessing and viewing the OMPF and MBS is through OMPF Online via Marine Online (MOL). 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 OMPFs and MBS in a timely manner. If deficiencies such as missing fitness reports, date gaps, or unreadable documents are present in the OMPFs, Marines are personally responsible for correcting these problems.

8. Pre-commissioning physical examination documents must be submitted per chapter 15 of reference (F). Reference (F) can be accessed via the following

website: <http://www.med.navy.mil/directives/pages/navmed-manmed.aspx>. See paragraph 12 of this MARADMIN for additional information regarding submission of medical documents.

9. Proof of security clearance or open investigation. All Marines must have their security managers complete a security clearance verification letter. A sample of the security clearance verification letter can be found on the MCRC website at www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/ under "General Forms". MCRC must be notified immediately of any changes to the status of a Marine's security clearance.

10. In addition to the requirements contained in references (A) and (G), Marines must meet the eligibility criteria listed below.

a. Reference (E) covers the Marine Corps tattoo policy. All Marines will complete the Tattoo Screening Form (TSF) and Statement of Understanding (SOU). A copy of the TSF and SOU may be found on the MCRC website at <http://www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/> under "General Forms". Marines and certifying commissioned officers are required to fill out the entire form except the re-verification portion. Commands must ensure that color photos are included and forwarded with the application. Marines with body markings must submit a close up color photo and explanation 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, Marines must submit full length photos in Physical Training (PT) gear (green shorts-green t-shirt) from the left, right, front and back. For body markings located in private areas, Marines will submit a drawing and a written description detailing the criteria cited by this paragraph in lieu of a photograph. Private areas are defined as any portion of the body that is covered by the PT uniform. Photo/drawing of the body marking is required in the application only. Digital photos/drawings of body markings will not be filed in the Marines OMPFs.

b. Per reference (A), no age restriction is established; however, Marines must meet service eligibility requirements. Use the convening date of the board, 4 May 2021, when computing the amount of active naval service. Active duty in the U.S. Army or U.S. Air Force is not creditable as naval service.

c. Per reference (A), Marines must possess either a minimum Electronics Repair (EL) composite score of 110 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 a composite score of 22 on the American College Test (ACT); or a minimum combined Math and Verbal score of 1000 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 requirement of the 1000 score or higher. Marines who meet the aptitude test score requirement with an ACT or SAT test score must include a certified copy of the test report with the application. Marines who meet the aptitude test score

requirement with an ASVAB/AFCT must use the MCTFS Test Screen as evidence of a qualifying EL score. Only EL scores within MCTFS will be accepted as official scores of record for all Marines.

d. Marines must submit a 200 - 400 word essay that must address why they want to become a WO in the Marine Corps.

11. Waivers: Requests for a waiver of the eligibility requirements, except those established as unwaiverable by law or specified as unwaiverable by this MARADMIN, may be considered on a case-by-case basis by the CG, MCRC. Requests for waivers shall be submitted as a part of the Marine's basic letter, and a recommendation for waiver approval made in the GO's endorsement at the major subordinate command level. Requests for waiver of disciplinary action requirements will only be considered if appropriate justification is provided.

a. The minimum pay grade of sergeant, and the citizenship requirements, will not be waived. Time in service and/or the requirement to be serving in the regular Marine Corps may be waived on a case-by-case basis.

b. Marines must be of unquestionable moral integrity. A waiver of record of conviction by court-martial or civilian court may be considered. However, a waiver will not be considered for felony-equivalent convictions. Approval of a moral waiver is dependent on the severity of the crime, and the amount of time that has elapsed since the crime was committed.

c. Nonjudicial punishment and 6105 page 11 entries must be addressed in the application with a signed, detailed statement which addresses the 5 Ws to explain the circumstances. Statements must be included in the application.

d. A waiver for the EL test score requirement will be considered only if the Marine has an Armed Forces Qualification Test score of 70 or greater. 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. Reference (H) provides information on the Marine Corps Classification Testing Program and publishes initial testing, and retest prerequisites. Marines will not be allowed to retest without first obtaining written authorization from their commands at the battalion/squadron level via the Command Authorization Letter found within reference (H). Marines are advised that if a qualifying score is not reflected in MCTFS by the convening of the board, the application will be determined ineligible. Marines may submit applications pending AFCT retesting if they are using their EL score to meet the aptitude test score requirements established by reference (A) provided the following conditions are met:

(1) Commands must endorse applications with a projected date for testing availability in order for test results to be accepted for the application.

(2) To ensure test scores can be recorded and reflected in MCTFS in sufficient time for applications to be submitted, testing must be completed no later than 60 days prior to the convening date of the selection board. The

convening date of the board is on or about 4 May 2021; therefore, testing must be completed no later than by 4 March 2021.

(3) Marines must provide a copy of their updated scores as soon as they receive them.

12. A complete medical exam must be completed and submitted separately from the application. Medical documents must include a Report of Medical Examination (DD Form 2808), Report of Medical History (DD Form 2807-1), Annual Certification of Physical Condition or current Preventative Health Assessment (PHA) if applicable and any supporting documentation as needed. Physicals must have been completed within 24 months prior to anticipated date of appointment (1 Feb 2022). Marines currently deployed to Afghanistan or other locations 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 2021.

13. COs must closely review the medical forms to ensure accuracy and completeness. Pay particular attention to the following items:

a. Marks and scars must be listed.

b. Dental class type 1 or 2, documented on the DD Form 2808 in block 43, and have block 83.a. signed by a dentist or submit a dental examination as a separate enclosure. Dental records should be updated to reflect the most current dental examination.

c. HIV results must be within 24 months of check-in to include date tested and roster number.

d. Distance vision must be documented in block 61 of the DD Form 2808. If vision does not correct to 20/20, a current manifest refraction and ophthalmology evaluation is required. Applicants with a history of vision correction surgery must have all pre-operative and post-operative reports included with the medical documents.

e. The results of an updated audiogram must be included in DD Form 2808 block 71.a. or as a separate enclosure. If any of the results are outside the normal range, per reference (F), section 38, submit an Ear, Nose, Throat (ENT) or Audiology consultation/evaluation and interpretation.

f. Female Marines over the age of 21 must have a current Papanicolaou (PAP) test within the past 36 months. The pathology report from the most recent test must be submitted.

g. Ensure all "Yes" answers on DD Form 2807-1 are explained by the physician in block 29. All pertinent medical clearance documents for each condition disclosed in the DD Form 2807-1 should be provided.

h. Ensure all answers on DD Form 2808 blocks 17-42 (excluding block 41 for males) are marked normal or abnormal. "NE" is not an acceptable answer.

14. WO medical documents will be submitted directly to the warrantofficerboard@marines.usmc.mil organizational inbox separately from their application and reviewed for completeness upon receipt. Additional medical documentation or testing may be required. Upon publication of the selection

list, it is the responsibility of the WO selectees to contact MCRC to ensure that medical requirements are met for appointment. Select grade to WO will not be reflected in MCTFS until selectees have met all medical requirements to accept appointment. Orders to future MCC and to the WOBC will not be initiated until selectee(s) are determined to be medically qualified by BUMED via MCRC. Board Information:

15. Ensure proper filing of separate correspondence addressed to the president of the board for inclusion with an application, include the Marines' names, EDIPI numbers, and MOS choices. Letters of recommendation from officers outside the normal COC who have knowledge of the Marines' leadership qualities and their potential for appointment may be submitted directly to MCRC ON/E up until one week of the convening date at MCRC ON/E, 3280 Russell Road, Quantico, Virginia 22134, or as an enclosure to the application.

16. Recurring application discrepancies noted on past selection boards include:

- a. Senior endorsers neglecting to make definitive recommendations regarding a Marine's application
- b. Marines applying for a MOS when they are not qualified
- c. COC neglecting to vet Marines for MOS qualifications
- d. Gaps in fitness reports
- e. Missing statements supporting NJPs and page 11 entries (i.e. fraternization statement)
- f. Incomplete statements regarding initiation, completion, or type of security investigation/clearance
- g. Missing current physical fitness or combat fitness test score
- h. Missing proof or verification of citizenship (if Basic Individual Record reflects Alien)
- i. Letters of recommendation neglecting to address the Marines' experience in the MOS they are applying for
- j. Missing documents from the OMPF:
 1. Fitness reports
 2. Award citation write-ups
 3. Any information not documented in the OMPF

17. Applying to the WO selection board does not justify an extension of an End of Active Service (EAS) date or a reenlistment as the sole basis. If a Marine will EAS prior to the appointment date on or about 1 Feb 2022, the Marine will need to coordinate with his or her respective career planner and CO for guidance. Per reference (C), 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 names are removed from the selection list. Application for the WO Program is not a bar to entitlement to bonuses 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 reference (C) are met. The suspension

will then be lifted and the bonus paid on a pro-rata basis if the Marine returns to the SRB eligible skill. SRB entitlement is terminated without provisions for reinstatement when SRB Marines are appointed as WOs. Appointees will not be required to forfeit any portion of a previously paid bonus.

18. Selection results are considered confidential and cannot be released under any circumstances until approved by the CMC. Results will be published via MARADMIN immediately upon CMC approval. Selectees are scheduled to be appointed on or about 1 Feb 2022. The selectees will attend the active duty WOBC. By separate orders, selectees will be ordered to report to the Commanding General (CG), Marine Corps Combat Development Command to attend the WOBC at TBS in Jan 2022.

19. COs should notify MCRC in writing of any changes affecting enlistment status or disciplinary action which occurs after submission of an application.

20. This MARADMIN is not applicable to the Marine Corps Reserve.

21. This MARADMIN is cancelled 28 Feb 2022.

22. The point of contact (POC) for the MARADMIN is Mr. Brent Reidenbach. Please refer to the POC information at the beginning of the MARADMIN for correspondence or email at brent.reidenbach@marines.usmc.mil

23. Release authorized by Major General Jason Q. Bohm, Commanding General, Marine Corps Recruiting Command.//