

FISCAL YEAR 2020 (FY20) ENLISTED TO WARRANT OFFICER/(WO) REGULAR SELECTION BOARD

Date Signed: 1/11/2019

MARADMIN Number: 030/19

R 111659Z JAN 19

MARADMIN 030/19

MSGID/GENADMIN,USMTF,2018/CG MCRC QUANTICO VA//

SUBJ/FISCAL YEAR 2020 (FY20) ENLISTED TO WARRANT OFFICER/(WO) REGULAR SELECTION BOARD//

REF/A/MSGID:DOC/CMC MPP-35/YMD:20060207//

REF/B/MSGID:DOC/MCRC OE/YMD:20000503//

REF/C/MSGID:DOC/CMC C 466/YMD:20180510//

REF/D/MSGID:DOC/CMC MPP-20/YMD:20161021//

REF/E/MSGID:DOC/CMC MIFD/YMD:20000714//

REF/F/MSGID:RMG/CMC MPO/YMD:20180501//

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

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

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

REF/J/MSGID:DOC/CMC MMRP-30/YMD:20150213//

REF/K/MSGID:RMG/CMC MRA MM/YMD:20161014//

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 NAVMC 1200.1D, MILITARY OCCUPATIONAL SPECIALTY MANUAL. REF (D) IS MCO 7220.24P, SELECTIVE RETENTION BONUS (SRB) AND BROKEN SERVICE SELECTIVE RETENTION BONUS (BSSRB) PROGRAM, REF (E) IS MCO P1070.12K, W/CH 1 MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL (SHORT TITLE: IRAM). REF (F) IS MCO 1020.34H, MARINE CORPS UNIFORM REGULATIONS. REF (G) IS NAVMED P117, DEPARTMENT OF THE NAVY, MANUAL OF THE MEDICAL DEPARTMENT (MANMED), CHAPTER 15. REF (H) IS MCO 1040.31, ENLISTED RETENTION AND CAREER DEVELOPMENT PROGRAM. REF (I) IS MCO 1230.5C, CLASSIFICATION TESTING. REF (J) IS MCO 1610.7A, PERFORMANCE EVALUATION SYSTEM (SHORT TITLE: PES). REF (K) IS MARADMIN 548/16, OFFICIAL MILITARY PERSONNEL FILE (OMPF) PHOTOGRAPH GUIDANCE.//

POC/--/UNIT: MCRC ON-E/NAME: MR. B. REIDENBACH/TEL:703-784-9446//

GENTEXT/REMARKS/1. The purpose of this MARADMIN is to announce the FY20 Enlisted to WO Regular selection board. Marine Corps Recruiting Command (MCRC) will convene the FY20 WO Regular selection board at Headquarters, U.S. Marine Corps on or about 7 May 2019 for approximately 3 weeks. The deadline for submission of applications is 1 March 2019. Marines should complete and submit their application 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 (C), Marines must be technically and professionally qualified to serve in the MOS to which they are applying. Marines are encouraged to contact their respective primary MOS monitor and the military Occupational Field (OCCFLD) Sponsor as a notice of intent to submit for consideration to the WO program and to determine technical eligibility for an MOS. For a listing of OCCFLD Sponsors, please go to

www.manpower.usmc.mil/webcenter/portal/MPP30/RestrictedOfficerPromotionPlannerMPP35.

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, 7380

3. If qualified per reference (C), 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. Marines whose primary MOS choice closes out will automatically have their subsequent MOS choice considered as their primary.

4. Qualified Marines in the active component with a component code of 11 are encouraged to submit applications in accordance with the guidelines provided by references (A), (B), and this MARADMIN. Marines should follow the sample application for the appropriate program located at www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/ and endorsements should follow the format and content provided by reference (B).

5. All Marines are required to obtain a commanders endorsement at each level of command (up to the first General Officer (GO) in the Marines endorsing chain of command) and submit their complete application to the following email address (email): warrantofficerboard@marines.usmc.mil. Please password protect the file and send the password in a separate email. Hard copy applications will be accepted on a case-by-case basis only if you are unable to password protect the document and submit your application using the email address above. Commanders must ensure that their endorsement, denoting their level of confidence, is promptly returned to the Marine prior to the application deadline. Commands must ensure that all Marines receive originals of their letters of endorsement. Any command at risk of not returning its endorsement to the Marine with a sufficient cushion prior to the application deadline should immediately notify the MCRC ON-E POC.

6. Applications received without all endorsements 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. If the senior endorser deems the Marine "not recommended" for appointment, the Marine is ineligible for board consideration. COs are directed to pass this information to eligible Marines in their command, review applications for completeness, ensure that Marines requesting waivers receive comprehensive justification on all endorsements (including the senior endorser), and make definitive recommendations regarding all Marines who submit applications. COs must specifically address the technical proficiency of the Marine in each MOS(s) for

which they are applying. 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 (E) by MCTFS. Marines must ensure SRB pages that have been removed and replaced by MCTFS are updated, and made a part of their application. Due to operational necessity, all Marines are required to provide their full Social Security Number (SSN) and all 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 (E), Unit Punishment books (UPB) are only filed in the SRB if applicable. Therefore, only include a UPB as an additional enclosure if applicable. For those Marines who do not have a UPB, 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 (E), (I) and (J), each Marine is personally responsible for ensuring the accuracy and completeness of their Official Military Personnel File (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 OMPF and MBS in a timely manner. If deficiencies such as missing fitness reports, date gaps, or unreadable documents are present in the OMPF, Marines are personally responsible for correcting the problem officially with MMRP.

8. Reviewing photo submission. Marines are responsible for verifying receipt of photo by MMRP. The primary, most expeditious method to confirm receipt is through OMPF via MOL. Photos will be available for viewing in the OMPF online within 24 hours of photo receipt by MMRP. 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.

9. If a digital photo has been sent to MMRP, the following statement must be included in the application: "A digital photo has been sent to MMRP within the past 12 months." A photograph is also required as an enclosure to the application for MCRC screening purposes.

10. Pre-commissioning physical examination documents must be submitted per chapter 15 of reference (G). Reference (G) can be accessed via the following website: <http://www.med.navy.mil/directives/pages/navmed-manmed.aspx>. See paragraph 14 of this MARADMIN for additional information regarding submission of medical documents.

11. Proof of security clearance or open investigation. All Marines must have their security manager 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. Qualifications:

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

a. Reference (F) covers the Marine Corps tattoo policy. 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, submit a drawing and a written description detailing the criteria cited by this paragraph in lieu of a photograph. Private area is 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 OMPF. Applications must also include 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 and sign the entire form except the re-verification portion. Commands must ensure that color photos are included and forwarded with the application.

b. Per reference (A), no age restriction is established; however Marines must meet service eligibility requirements established by reference (A). When computing the amount of active naval service, use 1 Feb 2020 as the date of appointment. 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 1000 score or higher requirement. Marines meeting 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 meeting 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 resident within MCTFS will be accepted as official scores of record for all Marines.

13. 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 Marines basic letter, and a recommendation for waiver approval made in the GOs endorsement at the major subordinate command level. Requests for waiver of disciplinary action requirements will only be considered if appropriate justification is provided.

a. Minimum pay grade requirement of sergeant, citizenship, time in service or

the requirement to be serving on active duty in the regular Marine Corps will not be waived.

b. Marines must be of unquestionable moral integrity. A waiver of record of conviction by courts 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 negative SRB page 11 entries must be addressed in the application with a signed, detailed statement, addressing the 5 Ws explaining the circumstances. Statements must be included in the application.

d. A waiver of 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 (I) 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 his/her command at the battalion/squadron level via the Command Authorization Letter found within reference (I). 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 and test results for the application to be accepted.

(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 7 May 2019; therefore, testing must be completed by 1 March 2019.

14. A complete medical exam must be completed and submitted as part of the application. An application without medical documents will not be considered complete. 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 2020). 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 2019.

15. 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 must be class 1 or 2 within past 12 months.
- c. HIV results must be included and within 24 months to include date tested.

HIV test drawn or results pending is not acceptable.

d. 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. Selectees cannot have any vision correction surgery (Lasik or PRK) within 6 months of reporting to the Warrant Officer Basic Course (WOBC). Include supporting documentation for any past orthopedic or eye surgery (Pre- and Post-operative surgery reports).

e. Current audiogram. If any numbers are outside the normal range, per reference (G), section 38, submit an Ear, Nose, Throat (ENT) or Audiology consultation/evaluation and interpretation.

f. Female Marines 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 in detail in the notes section by both the member and the examiner.

16. WO medical documents 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 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:

17. To ensure proper filing of separate correspondence addressed to the president of the board for inclusion with an application, include the Marines name, EDIPI number, and MOS choice. Letters of recommendation from officers outside the normal COC who have knowledge of the Marines leadership qualities and 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.

18. Recurring application discrepancies noted on past selection boards include senior endorsers not making definitive recommendations regarding a Marines application; Marines applying for an MOS they are not qualified for; COC not vetting Marines for MOS qualification; 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; missing statements supporting NJPs and page 11 entries; missing page 11 entries reflecting fraternization statement; incomplete statements regarding initiation, completion, or type of security investigation/clearance; missing current physical fitness test score and missing proof or verification of citizenship; letters of recommendation not addressing the Marine's experience in the MOS for which applying. Please pay particular attention to these issues.

19. 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 2020, the Marine will need to coordinate with their respective career planner and CO for guidance. Per reference

(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 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 (D) 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.

20. Selection results are considered confidential and cannot be released under any circumstances until approved by the SECNAV. Results will be published via MARADMIN immediately upon SECNAV approval. Selection results will not be released telephonically or via email. Selectees are scheduled to be appointed on or about 1 Feb 2020. 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 2020.

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

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

23. This MARADMIN is cancelled 28 Feb 2020.

24. Release authorized by Major General James W. Bierman, Commanding General, Marine Corps Recruiting Command.//