

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

Date Signed: 2/6/2019

MARADMINS Number: 070/19

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MARADMIN 070/19

MSGID/GENADMIN/CG MCRC QUANTICO VA//

SUBJ/FISCAL YEAR 2020 (FY20) ENLISTED TO WARRANT OFFICER/(WO) RESERVE 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:20170417//

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

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

REF/F/MSGID:DOC/C46ITPS/YMD:20180117//

REF/G/MSGID:DOC/CMC MMEA-6/YMD:20171012//

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

REF/I/MSGID:DOC/BUMED/YMD:2005081//

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

REF/K/MSGID:RMG/CMC MRA MM/YMD:20190119//

REF/L/MSGID:DOC/C46ITPS/YMD:20100908//

REF/M/MSGID:DOC/CMC/RA/YMD: 20110502 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 SPECIALTIES MANUAL (SHORT TITLE: MOS MANUAL ORDER). REF (D) IS MCO P1070.12K, W/CH 1 MARINE CORPS

INDIVIDUAL RECORDS ADMINISTRATION MANUAL (IRAM). REF (E) IS MCO 1020.34H MARINE CORPS UNIFORM REGULATIONS. REF (F) IS MCBUL 6100.13A, MARINE CORPS PHYSICAL FITNESS AND COMBAT FITNESS TESTS. REF (G) IS MCO 6110.3A, W/CH1, CHANGE 1 TO MARINE CORPS BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM. REF (H) IS MCO 1230.5C, CLASSIFICATION TESTING. REF (I) IS NAVMED P117, DEPARTMENT OF THE NAVY, MANUAL OF THE MEDICAL DEPARTMENT (MANMED), CHAPTER 15. REF (J) IS MCO 1610.7A, PERFORMANCE EVALUATION SYSTEM (SHORT TITLE: PES). REF (K) IS MARADMIN 052/19, OFFICIAL MILITARY PERSONNEL FILE (OMPF) PHOTOGRAPH GUIDANCE. REF (L) IS MCO 1040.31, ENLISTED RETENTION AND CAREER DEVELOPMENT PROGRAM. REF (M) IS MCO 1040R.35, RESERVE CAREER RETENTION AND DEVELOPMENT MANUAL//

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

GENTEXT/REMARKS/1. Purpose. The purpose of this MARADMIN is to announce the FY20 Enlisted to Warrant Officer (WO) Reserve selection board. Qualified Marines in the Selected Marine Corps Reserve (SMCR), Active Reserve (AR), Mobilized Reserve Marines, Individual Ready Reserve and Standby Reserve (Active list) are encouraged to submit applications in accordance with the guidelines provided by references (A), (B), and this MARADMIN.

2. Dates

a. FY20 WO Reserve Selection Board. On or about 4 June 2019, the board will convene at Headquarters, U.S. Marine Corps for approximately 2 weeks.

b. Application Deadline. The deadline for submission of application is 26 April 2019. Marines should complete their applications and submit them before the established deadline.

3. Electronic Applications. All WO nomination will be submitted electronically in accordance with the instructions provided in the following paragraphs. All

documents submitted shall be legible and all photos shall be hi-resolution color photos. Any Marines who have questions regarding the technical use of the electronic application may contact the Marine Corps Recruiting Command (MCRC) point of contact listed in this message. Marines who may be eligible to apply can submit an encrypted PDF application after the release of this MARADMIN to 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.

a. Applications require Commanding Officer (CO) or Inspector-Instructor (I-I) endorsements at each level of command up to the first General Officer (GO) in the Marines endorsing chain of command.

b. Marines must send their complete application to the application electronic mail address listed above prior to the application deadline. COs/I-Is may require items for their endorsement review at their discretion, but they must ensure that their endorsement, denoting their level of confidence in the Marine, is promptly returned to the Marine so that the Marine may submit his/her application prior to the deadline. Commands do not necessarily need to review all of the information contained in the application in order to determine a level of endorsement. Leaders in the chain of command should only request review of items relevant to determining the CO/I-I confidence in the Marine.

c. Commands must ensure that all Marines receive original letters of endorsement. Failure to provide a signed letter of endorsement to the Marine in advance of the application deadline will prevent the application from being processed prior to the convening date of the board. Any command at risk of not returning their endorsement to the applicant with a sufficient cushion prior to the application deadline should immediately contact MCRC Officer Naval/Enlisted to indicate as such.

4. WO Technical Qualification. Marines are encouraged to contact their respective Military Occupational Field Sponsor to determine technical eligibility

for a Military Occupational Specialty (MOS). To apply for the FY20 Enlisted to WO Reserve selection board, Marines must be technically and professionally qualified to serve in the MOS to which they are applying, per references (A) and (C). MOS, assignments, and billets held must be identified in the application.

5. Billet Vacancies (BV). The below-listed BV are available for the FY20 Enlisted to WO Reserve selection board. SMCR applications must identify preferred assignment locations.

a. AR Marines only: 0170 (5), 6004 (2) and 6502 (2). Assignment locations will be based on the needs of the AR program upon attendance at The Warrant Officer Basic Course (WOBC).

b. SMCR Marines only:

BMOS	RESRUC	City	Unit
0170	21441	San Diego	H and S Co 4th Tank Bn 4th MarDiv
0170	14301	Fort Worth	Hqtrs Btry 14th Mar Regt 4th MarDiv
0170	14321	Grand Prairie	Hqtrs Btry 2/14 4th MarDiv
0170	14331	Bristol	Hqtrs Btry 3/14 4th MarDiv
0170	14641	Seal Beach	Hqtrs Btry 5/14 4th MarDiv
0170	21681	Brooklyn	Hqtrs Co 6th Comm Bn FHG MarForRes
0170	00407	Great Lakes	Hqtrs MWCS-48 MACG-48 4th MAW
0170	00985	Chicopee	MASS-6 MACG-48 4th MAW
0170	04160	Pensacola NAS	MATSG-42 Trng Com NAS Pensacola FI
0170	01146	Great Lakes	MTACS-48 MACG-48 4th MAW
0170	01233	Newburgh	VMGR-452 MAG-49 4th MAW
0170	01233	Newburgh	VMGR-452 MAG-49 4th MAW
0170	01764	Miramar MCAS	VMM-764MAG-414THMAW
0205	14813	Quantico	Det 2 Prod and Analys Co ISB FHG MarForRes
0205	14816	Ft Sheridan	Det 5 Prod and Analys Co ISB FHG MarForRes
0205	14817	Kelly	Det 6 Prod and Analys Co ISB FHG MarForRes
0205	14818	Ft Dix	Det 7 Prod and Analys Co ISB FHG MarForRes

0210	14805	Phoenix	Det 1 CI/Humint Co A ISB FHG MarForRes
0210	14809	Oceana	Det 1 CI/Humint Co B ISB FHG MarForRes
0210	14809	Oceana	Det 1 CI/Humint Co B ISB FHG MarForRes
0210	14810	Brooklyn	Det 2 CI/Humint Co B ISB FHG MarForRes
0210	14810	Brooklyn	Det 2 CI/Humint Co B ISB FHG MarForRes
0210	14808	Great Lakes	Det 3 CI/Humint Co B ISB FHG MarForRes
0430	14301	Fort Worth	Hqtrs Btry 14th Mar Regt 4th MarDiv
0430	14101	San Bruno	Hqtrs Co 23d Mar Regt 4th MarDiv
0430	00048	Fort Worth NAS JRB	Hqtrs MAG-41 4th MAW
0430	00051	McGuire AFB	Hqtrs MAG-49 4th MAW
0430	00512	McGuire AFB	MWSS-472 MAG-49 4th MAW
0620	04048	Greensboro	Comm Co CLR 45 4th MLG
0620	21685	Brooklyn	GS Comm Co 6th Comm Bn FHG MarForRes
0620	00407	Great Lakes	Hqtrs MWCS-48 MACG-48 4th MAW
0630	14004	Cincinnati	Comm co 14th Mar Regt 4th MarDiv
0630	21683	Farmingdale G1	DS Comm co 6th Comm Bn FHG MarForRes
0630	21685	Brooklyn	GS Comm Co 6th Comm Bn FHG MarForRes
0630	00407	Great Lakes	Hqtrs MWCS-48 MACG-48 4th MAW
0670	04048	Greensboro	Comm Co CLR 45 4th MLG
0670	00407	Great Lakes	Hqtrs MWCS-48 MACG-48 4th MAW
0803	14301	Fort Worth	Hqtrs Btry 14th Mar Regt 4th MarDiv
0803	14301	Fort Worth	Hqtrs Btry 14th Mar Regt 4th MarDiv
0803	14321	Grand Prairie	Hqtrs Btry 2/14 4th MarDiv
0803	14641	Seal Beach	Hqtrs Btry 5/14 4th MarDiv
1120	00408	Great Lakes	Det A MWCS-48 (REAR) MACG-48 4th MAW
1120	00527	Selfridge ANGB	Det B MWSS-471 MAG-41 4th MAW
1120	00540	Chicopee	Det B MWSS-472 MAG-49 4th MAW
1120	04157	Fort Worth NAS JRB	Det B MWSS-473 MAG-41 4th MAW
1120	00985	Chicopee	MASS-6 MACG-48 4th MAW
1310	00527	Selfridge ANGB	Det B MWSS-471 MAG-41 4th MAW

1310	00527	Selfridge ANGB	Det B MWSS-471 MAG-41 4th MAW
1310	00540	Chicopee	Det B MWSS-472 MAG-49 4th MAW
1310	04157	Fort Worth NAS JRB	Det B MWSS-473 MAG-41 4th MAW
1310	75301	Peoria	Engr Co C 6th ESB 4th MLG
1310	04040	Springfield	Engr Svcs Co CLB 23 CLR 4 4th MLG
1310	04041	South Bend	Engr Svcs Co CLB 23 CLR 4 4th MLG
1310	14301	Fort Worth	Hqtrs Btry 14th Mar Regt 4th MarDiv
1390	29063	Tucson	Bulk Fuel Co A (-) 6th ESB 4th MLG
1390	71701	Wilmington	Bulk Fuel Co B (-) 6th ESB 4th MLG
1390	71701	Wilmington	Bulk Fuel Co B (-) 6th ESB 4th MLG
1390	22327	Luke AFB	Bulk Fuel Co C 6th ESB 4th MLG
1390	22327	Luke AFB	Bulk Fuel Co C 6th ESB 4th MLG
1390	22327	Luke AFB	Bulk Fuel Co C 6th ESB 4th MLG
1390	14552	Ft Lewis	Det 1 Bulk Fuel Co A 6th ESB 4th MLG
1390	71783	Green Bay	Det 1 Bulk Fuel Co B 6th ESB 4th MLG
1390	71783	Green Bay	Det Bulk Fuel Co B 6th ESB 4th MLG
1390	71783	Green Bay	Det Bulk Fuel Co B 6th ESB 4th MLG
1390	71783	Green Bay	Det Bulk Fuel Co B 6th ESB 4th MLG
1390	04091	MARCOPSPTFAC NOLA	Hqtrs 4th MAW
1390	00512	McGuire AFB	MWSS-472 MAG-49 4th MAW
1390	01149	Miramar MCAS	MWSS-473 MAG-41 4th MAW
2110	21834	Little Creek	AAV Co A 4th AAV Bn 4th MarDiv
2110	21833	Jacksonville	AAV Co B 4th AAV Bn 4th MarDiv
2110	21836	Galveston	AAV Co C 4th AAV Bn 4th MarDiv
2110	21831	Tampa	H and S Co 4th AAV Bn 4th MarDiv
2110	04046	Kansas City	Hqtrs Co CLR 4 4th MLG
2110	04042	Rock Island	Maint Co CLB 451 CLR 45 4th MLG
2110	04055	Waco	Maint Co CLB 453 CLR 4 4th MLG
2120	14031	Cp Pendleton	H and S Co 4th LAR Bn 4th MarDiv
2120	14321	Grand Prairie	Hqtrs Btry 2/14 4th MarDiv
2120	14331	Bristol	Hqtrs Btry 3/14 4th MarDiv

2120	04055	Waco	Maint Co CLB 453 CLR 4 4th MLG
2120	21442	Cp Pendleton	Tank Co A 4th Tank Bn 4th MarDiv
2125	04050	Ayer	Det 5 Maint co CLB 451 CLR 45 4th MLG
2125	04055	Waco	Maint Co CLB 453 CLR 4 4th MLG
2305	00512	McGuire AFB	MWSS-472 MAG-49 4th MAW
2305	01149	Miramar MCAS	MWSS-473 MAG-41 4th MAW
2340	04059	Greenville	Det 1 Sup Co CLB 451 CLR 45 4th MLG
2340	04063	Topeka	Det 1 Sup Co CLB 453 CLR 4 4th MLG
2340	29084	MARCOPSPTFAC NOLA	MLG Hqtrs 4th MLG
2340	29084	MARCOPSPTFAC NOLA	MLG Hqtrs 4th MLG
2805	04049	Greensboro	Det 4 Maint Co CLB 451 CLR 45 4th MLG
2805	14031	Cp Pendleton	H and S Co 4th LAR Bn 4th MarDiv
2805	21684	Brooklyn	Svc Co 6th Comm BN FHG MarForRes
3010	04060	Anacostia	Det 2 Sup Co CLB 451 CLR 45 4th MLG
3010	04064	Albany	Det 2 Sup Co CLB 453 CLR 4 4th MLG
3010	04036	Charlotte	H and S Co CLB 451 CLR 45 4th MLG
3010	04036	Charlotte	H and S Co CLB 451 CLR 45 4th MLG
3010	29461	Buckley AFB	H and S Co CLB 453 CLR 4 4th MLG
3010	29461	Buckley AFB	H and S Co CLB 453 CLR 4 4th MLG
3010	21681	Brooklyn	Hqtrs Co 6th Comm Bn FHG MarForRes
3010	04058	Raleigh	Sup Co CLB 451 CLR 45 4th MLG
3010	04058	Raleigh	Sup Co CLB 451 CLR 45 4th MLG
3102	04062	San Jose	Sup Co CLB 453 CLR 4 4th MLG
3408	04036	Charlotte	H and S Co CLB 451 CLR 45 4th MLG
3408	29461	Buckley AFB	H and S Co CLB 453 CLR 4 4th MLG
3510	00526	Wyoming	Det A MWSS-472 MAG-49 4th MAW
3510	14407	Baltimore	Engr Spt Co 4th CEB 4th MarDiv
3510	22324	Battle Creek	Engr Spt Co 6th ESB 4th MLG
3510	14641	Seal Beach	Hqtrs Btry 5/14 4th Mar Div
3510	04042	Rock Island	Maint Co CLB 451 CLR 45 4th MLG
3510	04066	Las Vegas	Truck Co 23d Mar Regt 4th MarDiv

3510	14662	Erie	Truck Co 25th Mar Regt 4th MarDiv
5702	14111	Ellington	H and S Co 1/23 4th MarDiv
5702	14211	Ft Devens	H and S Co 1/25 4th MarDiv
5702	14121	Pasadena	H and S Co 2/23 4th MarDiv
5702	14221	Brooklyn	H and S Co 2/25 4th MarDiv
5702	14131	Bridgeton	H and S Co 3/23 4th MarDiv
5702	14231	Brookpark	H and S Co 3/25 4th MarDiv
5702	14401	Baltimore	H and S Co 4th CEB 4th MarDiv
5702	14031	Cp Pendleton	H and S Co 4th LAR Bn 4th MarDiv
5702	21441	San Diego	H and S Co 4th Tank Bn 4th MarDiv
5702	14321	Grand Prairie	Hqtrs Btry 2/14 4th MarDiv
5702	14331	Bristol	Hqtrs Btry 3/14 4th MarDiv
5702	14641	Seal Beach	Hqtrs Btry 5/14 4th MarDiv
5702	14666	Smyrna	Pers Ret and Proc Co CLR 45 4th MLG
5805	14169	Brooklyn	Det 2 Hqtrs Co Law Enf Bn FHG MarForRes
5910	01284	Oceana	Det EW/C MACS-24 MACG-48 4th MAW
5950	01236	Fort Worth NAS JRB	Det A ATC MACS-24 MACG-48 4th MAW
5970	01308	Oceana	Det TAOC MACS-24 MACG-48 4th MAW
6004	01136	Fort Worth NAS JRB	MALS-41 MAG-41 4th MAW
6004	04169	Newburgh	MALS-49 MAG-49 4th MAW
6302	01773	McGuire AFB	HMLA-773 MAG-49 4th MAW
6302	04780	Cp Pendleton MCAS	HMLA-775(-) MAG-41 4th MAW
6604	01136	Fort Worth NAS JRB	MALS-41 MAG-41 4th MAW
6604	01136	Fort Worth NAS JRB	MALS-41 MAG-41 4th MAW
6604	01136	Fort Worth NAS JRB	MALS-41 MAG-41 4th MAW
6604	04169	Newburgh	MALS-49 MAG-49 4th MAW
6604	04169	Newburgh	MALS-49 MAG-49 4th MAW
6877	01236	Fort Worth NAS JRB	Det A ATC MACS-24 MACG-48 4th MAW
7002	00510	Minneapolis	MWSS-471 MAG-41 4th MAW
7002	00512	McGuire AFB	MWSS-472 MAG-49 4th MAW
7002	01149	Miramar MCAS	MWSS-473 MAG-41 4th MAW

7380 01233 Newburgh VMGR-452 MAG-49 4th MAW

7380 01233 Newburgh VMGR-452 MAG-49 4th MAW

6. Application procedures. Applications should follow standard naval correspondence format using the sample application format and content for appropriate program provided by enclosure (6) of reference (A), and endorsements should follow format and content provided by reference (B) (include the results of the last Combat Fitness Test in the CO/I-I first endorsement) with the exception of the following:

a. Marine Corps Total Force System (MCTFS) data. Submit appropriate MCTFS screens for Service Record Book (SRB) pages that have been replaced per reference (D) 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 social security numbers and all their Personally Identifiable Information (PII) on the data sheet only. PII is required to track, identify, and evaluate Marines throughout the application process.

b. Tattoos/Body Markings. 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 color photos in Physical Training (PT) gear (green shorts-green t-shirt) from the left, right, front and back. For any 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 Official Military Personnel File (OMPF). Applications must also include Tattoo Screening Form (TSF) and Statement of Understanding (SOU). A copy of the TSF and SOU may be found on the MCRC website at www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/. 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 Marines application.

Reference (E) is the Marine Corps tattoo policy. In accordance with reference (E), Commanding General (CG) 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 GO or equivalent in their chain of command.

c. Disciplinary Action. Per reference (D), Unit Punishment Books (UPB) are only filed in the SRB if applicable. Therefore, include a UPB as an additional enclosure to the basic application if applicable. For those Marines who do not have a UPB, include the following statement as an additional paragraph in the basic application: "No UPB provided due to no record of disciplinary action".

d. Physical Fitness. Per reference (F), Marines are required to have a current Marine Corps Physical Fitness Test (PFT) on file. The PFT induction standard for TBS is a first class PFT defined in reference (F). All Marines are required to maintain Marine Corps body composition and military appearance.

e. Test Scores. 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), Armed Forces Classification Test (AFCT) or the Armed Forces Qualification Test (AFQT), 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 or Math and Critical Reading score of 1000 on the Scholastic Aptitude Test (SAT). Marines meeting the aptitude test score requirement with an ACT or an SAT test score must include a certified copy of the test report as an enclosure to the application. Marines meeting the 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 Marines.

f. Age. There is no age restriction per reference (A).

g. Rank. Sergeant is the minimum pay grade.

h. Qualifying service

(1) SMCR Marines. In addition to eligibility criteria, Marines applying for an SMCR billet should have no less than 8 or more than 20 projected years of Qualifying Naval Service (QNS) as evidenced on the Career Retirement Credit Report. Marines selected on the FY20 Enlisted to WO Reserve selection board are tentatively scheduled for appointment on 1 Feb 2020. When computing the amount of total QNS, use 1 Feb 2020 as the date of appointment. When calculating SMCR QNS, add the total number of satisfactory years to the total number of months from the Marines anniversary date to the projected appointment date (1 Feb 2020).

(2) AR Marines. AR Marines applying for WO to fill an AR WO vacancy must have not less than 8 nor more than 16 years of Active Naval Service (ANS) on the date of appointment. For the purpose of this requirement, ANS is defined as active duty naval service which would qualify the Marine for an active duty retirement upon completion of 20 years of naval service. When calculating AR ANS, take the number of active duty points paid and divide by 365.25. Active duty in the U.S. Army or U.S. Air Force is not creditable as naval service. This prerequisite is required to ensure selectees meet targeted active duty naval service for future competitive promotion and also ensure future promotion potential within their population.

(3) AR Marines applying for SMCR WO Billets. AR Marines are exempt from the 8 year ANS requirement but still must meet the 8 years qualifying service. AR Marines accepting an appointment for a SMCR billet must be released from the AR program who will be identified by separate correspondence but no later than 31 Dec 2019.

i. Waivers. Sergeant is the minimum pay grade requirement, and it will not be waived. The QNS requirement cannot be waived. Waivers to test scores

will only be considered if the applicant has an AFQT/AFCT score of 70 or greater. Requests for waivers shall be submitted as part of the Marines basic letter, and a recommendation for waiver approval must be made in the GOs endorsement at the major subordinate command level.

j. Retest Procedures. Marines with test scores that do not satisfy minimum requirements must retest immediately to ensure scores are posted prior to submission of an application. Marines will not be allowed to retest without first obtaining written authorization from their command at the battalion/squadron level via the Command Authorization Letter found within ref (H). These requests may be signed "by direction" by the unit Career Retention Specialist or any staff officer with "by direction" authority from the CO. Marines are highly encouraged to follow the Command Authorization Letter template found within ref (H), enclosure (1), to avoid administrative processing delays due to incorrect letter format. The Command Authorization Letter template can also be downloaded from the Manpower Studies and Analysis (MPA) Test Control website at <https://www.manpower.usmc.mil/webcenter/portal/MPA/Testing>. Marines should then schedule an AFQT/AFCT retest with the nearest base or installation education center or authorized Marine Corps test site. Marines are not authorized to take an ASVAB/AFQT/AFCT retest at a Military Entrance Processing Station or Military Entrance Test site. Marines may only take the AFQT/AFCT twice in a twelve month period. In addition, Marines will not be retested earlier than six (6) months following the most recent retest. Exceptions to those requirements can only be authorized by the Commandant of the Marine Corps (MPA Test Control). Failure to follow AFQT/AFCT retesting policy will result in test score invalidation. Marines may submit applications pending AFQT/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 application with a projected date for testing availability and test results for application to be accepted.

(2) 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 the board is on or about 4 June 2019; therefore, testing must be completed by 1 May 2019.

(3) Marines are advised that if the qualifying score is not reflected in MCTFS by the convening date of the board, the application will be determined ineligible and not returned. Ref (H) 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 have been made to test Marines. Army testing facilities are located at Camp Arifjan and Camp Buehring. If not located within 50 miles of a Marine Corps or sister service testing facility or if any other extenuating circumstances exist regarding AFCT retest authorization, contact MPA Test Control DSN 278-9368/Comm: (703) 784-9368.

k. OMPF and Master Brief Sheet (MBS). Per references (D), (K), and (J) each Marine is personally responsible for ensuring the accuracy and completeness of their OMPF and MBS. Do not delay accomplishing this review. 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 in advance of the convening date. Therefore, it is imperative that the Marine review their OMPF and MBS in a timely manner. If deficiencies such as missing fitness reports and date gaps, or unreadable documents are present in the OMPF, Marines are personally responsible for correcting the deficiencies officially with Manpower Management Records and Performance Branch (MMRP).

l. Official Photos. Marines are responsible for verifying receipt of photo by MMRP. The primary, most expeditious method to confirm photo receipt is through OMPF via MOL. Photos will be available for viewing on 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. If a digital photo has been sent to MMRP, make the following statement in the application: "A digital photo has been sent to MMRP within the past 12 months." A paper printout of the photograph is still required for MCRC screening purposes.

m. Billet Choices. If qualified, Marines may indicate additional billet choices provided in paragraph 5 of this MARADMIN. Additional billet choices should be listed in order of preference. Due to fluctuations in structure and personnel requirements, some of the primary MOS(s) and BV(s) listed in this MARADMIN may close out prior to the convening date of the board. Marines whose primary choice closes out will automatically be considered for a subsequent choice(s) based on the needs of the Marine Corps. Marines must apply for specific billets at specific sites listed in this MARADMIN where they will subsequently be assigned. Marines must indicate billet and MOS choices in the sample application form located on the MCRC website at www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/. This requirement also applies to AR Marines desiring release from the AR Program in order to fill an SMCR billet. The Commandant of the Marine Corps has approved procedures to select Marines for appointment to WO where they can continue to actively participate in the SMCR. AR Marines may apply for an SMCR MOS vacancy; however, an AR Marine who is selected for an SMCR MOS vacancy and accepts appointment in that MOS will not be retained on active duty in the AR program. Further, an AR Marine applying for an SMCR MOS requirement must include the following statement in addition to the application: "I understand that if I am selected for and accept appointment in one of the SMCR MOS requirements for which I have applied, I will be released from active duty in the AR program no later than 30 days before the day in which I accept appointment to Warrant Officer. I further understand selection to the grade of Warrant Officer requires that I affiliate with the designated unit for a period of 3 years."

7. Application completeness. Applications received without all endorsements

will not be considered by the board. Ineligible Marines will not be considered by the board. COs/I-I 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, do not submit the application as it will be determined ineligible. COs/I-Is are directed to pass this information to eligible Marines within 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 applicants who submit applications. COs/I-I must specifically address the technical proficiency of the applicant in each MOS(s) for which he/she is applying. Endorsements and applications must be screened closely to ensure that only technically and professionally qualified applicants are submitted. Requests for waiver of disciplinary action requirements will be considered on a case-by-case basis by CG, MCRC. Requests for waiver of disciplinary action requirements will be considered if appropriate justification is provided in accordance with the following:

a. Marine must have 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 elapsed since the crime was committed.

b. Proof of security clearance or open investigation. All applicants 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-Aplicants/under General Forms](http://www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Aplicants/under%20General%20Forms).

c. Nonjudicial punishment and negative SRB page 11 entries must be addressed in the application with a detailed statement, addressing the 5 Ws explaining the circumstances. Statements must be included in the application.

8. Endorsements. Marines are required to obtain a COs/I-I endorsement at

each level of their endorsing chain of command (COC) up to the first GO or equivalent.

9. Medical Qualifications. A complete medical examination must be completed and submitted as part of the application. An application without a medical examination 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 an Annual Certification of physical condition or current Preventative Health Assessment, if applicable. A medical examination must have been completed within 24 months prior to anticipated date of appointment (1 Feb 2020). In accordance with reference (B) Reserve applicants must be determined physically qualified by the Bureau of Medicine and Surgery prior to consideration by the selection board. Since additional medical documentation or testing may be required, ensure that all medical documents are submitted in a timely manner. COs/I-I 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 type 1 or 2 within past 12 months.
- c. Urinalysis (medical not drug) and serology must contain complete results within past 12 months.
- d. Human Immunodeficiency Virus (HIV) results must be included and within 24 months to include date tested. HIV test drawn or results pending is not acceptable.
- e. A manifest refraction is required if eyesight is other than 20/20 uncorrected. If vision does not correct to 20/20, a current ophthalmology evaluation is required. Selectees cannot have any vision correction surgery (Lasik or Photorefractive Keratectomy within 6 months of reporting to WOBC.
- f. Current audiogram. If any numbers are outside the normal range, per reference (I), section 38, submit an ear, nose, throat or audiology consultation/evaluation and interpretation.

g. 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.

h. An electrocardiogram (EKG) test is required for Marines 35 and older. EKG must be read and verified by a medical officers signature and stamped within past 12 months.

i. Ensure all "yes" answers on the DD Form 2807-1 are explained in detail in the notes section by both the Marine and the examiner. Include supporting documentation for any past orthopedic or eye surgery (pre-and post-operative surgery reports).

10. Extensions. Due to the amount of time needed to process applications, requests for extensions will not be entertained. To ensure proper filing of separate correspondence addressed to the president of the board or for inclusion with an application, include the Marines name, Electronic Data Interchange Personal Identifier number and MOS choice. Letters of recommendation from officers outside the normal COC who have knowledge of the Marine leadership qualities and potential for an appointment should be included in application.

11. Discrepancies. Recurring application discrepancies noted on past selection boards include senior endorsers not making definitive recommendations regarding an Marines application, Marines not qualified for MOS for which applying; 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 Nonjudicial Punishments and page 11 entries; missing page 11 entries reflecting fraternization statement; incomplete statements regarding initiation, completion, or type of security investigation/clearance; missing current PFT score and missing proof or verification of citizenship. Please pay particular attention to these issues.

12. Changes to Status. COs/I-I must notify MCRC in writing of any changes

affecting enlistment status or disciplinary action which occurs after submission of an application.

13. Basic Reenlistment Prerequisites. In addition to the requirements contained in references (A) and (B), Marines must meet the basic reenlistment prerequisites per reference (M). 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/I-I for guidance.

14. Post Selection

a. All WO 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. Selection results will not be released telephonically or via electronic mail.

b. Selectees are scheduled to be appointed on or about 1 Feb 2020 and will attend the WOBC.

c. By separate orders, selectees will be ordered to report to the CG, Marine Corps Combat Development Command to attend the WOBC at TBS in Jan 2020.

d. A Reserve WO lineal control number is determined based upon their seniority in his or her permanent enlisted grade at the time of appointment to WO. Per Title 10, U.S. Code, Section 12241, Reserve appointments to permanent WO grades are for an indefinite term and are held during the pleasure of the Secretary concerned. Accordingly, the CO, TBS or any required MOS follow-on school may request that SECNAV terminate the appointment of a WO who fails the WOBC or any required MOS follow-on school. A Marine whose appointment is terminated may, upon their request and at the discretion of the SECNAV, be enlisted in a grade not lower than that held immediately prior to appointment.

e. SMCR selectees are eligible for the SMCR Warrant Officer Accession

Bonus in the amount of \$20,000. All requests must be submitted no later than 31 December 2019. Point of contact is GySgt Marks at (703)784-9136.

15. Cancellation. This MARADMIN is cancelled 28 Feb 2020.

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