
FISCAL YEAR 2021 ENLISTED TO WARRANT OFFICER RESERVE SELECTION BOARD

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FM CMC WASHINGTON DC

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SUBJ/FISCAL YEAR 2021 (FY21) ENLISTED TO WARRANT OFFICER(WO)
RESERVE SELECTION BOARD//

REF/A/MSGID:DOC/MCRC OE/YMD:20190716//

REF/B/MSGID:DOC/CMC C 466/YMD:20190329//

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

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

REF/E/MSGID:DOC/C46ITPS/YMD:20190313//

REF/F/MSGID:DOC/CMC MMEA-6/YMD:20190416//

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

REF/H/MSGID:DOC/BUMED/YMD:20190220//

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

REF/J/MSGID:RMG/CMC MRA MM/YMD:20190128//

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

REF/L/MSGID:DOC/CMC/RA/YMD: 20110502//

NARR/REF (A) IS MCO 1040.42B, WARRANT OFFICER (WO) AND LIMITED
DUTY OFFICER (LDO) ACCESSION PROGRAMS. REF (B) IS NAVMC
1200.1E, MILITARY OCCUPATIONAL SPECIALTIES MANUAL. REF (C) IS
MCO P1070.12K, W/CH 1, MARINE CORPS INDIVIDUAL RECORDS
ADMINISTRATION MANUAL (SHORT TITLE: IRAM). REF (D) IS MCO
1020.34H MARINE CORPS UNIFORM REGULATIONS. REF (E) IS MCO

6100.13A CH 1, MARINE CORPS PHYSICAL FITNESS AND COMBAT FITNESS TESTS (PFT/CFT). REF (F) IS MCO 6110.3A, W/CH1 AND ADMIN CH TO MARINE CORPS BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM. REF (G) IS MCO 1230.5C, CLASSIFICATION TESTING. REF (H) IS NAVMED P117, DEPARTMENT OF THE NAVY, MANUAL OF THE MEDICAL DEPARTMENT (MANMED), CHAPTER 15. REF (I) IS MCO 1610.7A, PERFORMANCE EVALUATION SYSTEM (SHORT TITLE: PES). REF (J) IS MARADMIN 052/19, OFFICIAL MILITARY PERSONNEL FILE PHOTOGRAPH GUIDANCE. REF (K) IS MCO 1040.31, ENLISTED RETENTION AND CAREER DEVELOPMENT PROGRAM. REF (L) IS MCO 1040R.35, RESERVE CAREER RETENTION AND DEVELOPMENT MANUAL//
POC/-/-/UNIT: MCRC ON-E/NAME: MR. B. REIDENBACH/TEL: 703-784-9442//

GENTEXT/REMARKS/1. Purpose. The purpose of this MARADMIN is to announce the FY21 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 reference (A) and this MARADMIN.

2. Dates

a. FY21 WO Reserve Selection Board. On or about 2 June 2020, the board will convene at Headquarters, U.S. Marine Corps for approximately 2 weeks.

b. Application Deadline. The deadline for submission of applications is 1 May 2020. Marines should complete their applications and submit them before the established deadline.

3. Electronic Applications. All WO applications will be submitted electronically in accordance with the instructions provided in the following paragraphs. All submitted documents shall be legible and all photos shall be hi-resolution color photos. 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 paragraph 15 of this message. Marines who may be eligible to apply can submit a PDF application after the release of this MARADMIN to warrantofficerboard@marines.usmc.mil. Please password protect the files and send the password in a separate email. Hard copy

applications will be accepted on a case-by-case basis.

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

b. Marines must send their complete applications to the electronic mail address listed above prior to the application deadline. COs/I-Is may be required to review additional items at their discretion for their endorsements, but they must ensure that their endorsements, denoting their level of confidence in the Marines, are promptly returned to the Marines so that the Marines may submit their applications prior to the deadline. Commands do not necessarily need to review all of the information contained in the applications in order to determine a level of endorsement. Leaders, in the chains of command, should only request review of items relevant to determining the level of confidence the CO/I-I has in a Marine. Commands must ensure that Marines receive original copies of all endorsements

4. WO Technical Qualification. Marines are encouraged to contact their respective Military Occupational Field Sponsors to determine technical eligibility for a Military Occupational Specialty (MOS). Per references (A) and (B), to apply for the FY21 Enlisted to WO Reserve Selection Board, Marines must be technically and professionally qualified to serve in the MOS to which they are applying. MOS, assignments, and billets held must be identified in the application.

5. Billet Vacancies (BV). The below-listed BV are available for the FY21 Enlisted to WO Reserve selection board. SMCR applications must identify preferred assignment locations.

a. AR Marines only: 0170 (4), 6004 (2) and 6502 (1). 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	14321	Grand Prairie	Hqtrs Btry 2/14 4th MarDiv
0170	01146	Great Lakes	MTACS-48 MACG-48 4th MAW

0170	00407	Great Lakes	Hqtrs MWCS-48 MACG-48 4th
MAW			
0170	01764	Miramar MCAS	VMM-764 MAG-41 4th MAW
0170	01234	Fort Worth NAS JRB	VMGR-234 MAG-41 4th MAW
0170	00985	Chicopee	MASS-6 MACG-48 4th MAW
0170	28353	Alameda	4th Forecon CO 4th MarDiv
0170	14331	Bristol	Hqtrs Btry 3/14 4th MarDiv
0205	14812	San Diego	Det 1 DS Co ISB FHG
MarForRes			
0210	14803	San Diego	CI/ Humint Co A ISB FHG
MarForRes			
0210	14807	San Antonio	Det 2 CI/ Humint Co A ISB
FHG			
			MarForRes
0210	14804	Anacostia	CI/ Humint Co B ISB FHG
MarForRes			
0210	14810	Brooklyn	Det 2 CI/ Humint Co B ISB
FHG			
			MarForRes
0210	14809	Oceana	Det 1 CI/ Humint Co B ISB
FHG			
			MarForRes
0430	14201	Ft Devens	Hqtrs Co 25th Mar Regt 4th
MarDiv			
0430	14301	Fort Worth	Hqtrs Btry 14th Mar Regt
4th			
			MarDiv
0430	29441	Marietta G1	Hqtrs Co CLR 45 4th MLG
0430	00512	McGuire AFB	MWSS-472 MAG-49 4th MAW
0430	14101	San Bruno	Hqtrs Co 23d Mar Regt 4th
MarDiv			
0620	00407	Great Lakes	Hqtrs MWCS-48 MACG-48 4th
MAW			
0620	04048	Greensboro	Comm Co CLR 45 4th MLG
0630	04048	Greensboro	Comm Co CLR 45 4th MLG
0630	00407	Great Lakes	Hqtrs MWCS-48 MACG-48 4th
MAW			
0670	00407	Great Lakes	Hqtrs MWCS-48 MACG-48 4th

MAW			
0670	21683	Floyd Bennett	DS Comm Co 6th Comm Bn FHG MarForRes
0803	14641	Seal Beach	Hqtrs Btry 5/14 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	21684	Brooklyn	Svc Co 6th Comm BN FHG
MarForRes			
1120	00510	Selfridge ANGB	MWSS-471 MAG-41 4th MAW
1120	00985	Chicopee	MASS-6 MACG-48 4th MAW
1120	04157	Fort Worth NAS JRB	Det B MWSS-473 MAG-41 4th
MAW			
1120	22324	Battle Creek	Engr Spt Co 6th ESB 4th MLG
1310	00512	McGuire AFB	MWSS-472 MAG-49 4th MAW
1310	00510	Selfridge ANGB	MWSS-471 MAG-41 4th MAW
1310	00510	Selfridge ANGB	MWSS-471 MAG-41 4th MAW
1310	04157	Fort Worth NAS JRB	Det B MWSS-473 MAG-41 4th
MAW			
1310	04041	So Bend	Engr Svcs Co CLB 25 CLR 45
4th			MLG
1310	14301	Fort Worth	Hqtrs Btry 14TH Mar Regt
4th			MarDiv
1310	75301	Peoria	Engr Co C 6th ESB 4th MLG
1390	00512	McGuire AFB	MWSS-472 MAG-49 4th MAW
1390	71701	Wilmington	Bulk Fuel Co B (-) 6th ESB
4th			MLG
1390	71701	Wilmington	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	14552	Ft Lewis	Det 1 Bulk Fuel Co A 6th
ESB 4th			MLG
1390	04091	MARCOPSPTFAC NOLA	Hqtrs 4th MAW
2110	21441	San Diego	H & S Co 4th Tank Bn 4th
MarDiv			
2110	21834	Little Creek	AAV Co A 4th AA Bn 4th
MarDiv			
2110	21836	Galveston	AAV Co C 4th AA 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 & S Co 4th LAR Bn 4th
MarDiv			
2120	14331	Bristol	Hqtrs Btry 3/14 4th MarDiv
2120	14321	Grand Prairie	Hqtrs Btry 2/14 4th MarDiv
2120	21442	Cp Pendleton	Tank Co A 4th Tank Bn 4th
MarDiv			
2120	04055	Waco	Maint Co CLB 453 CLR 4 4th
MLG			
2125	04050	Ayer	Det 5 Maint Co CLB 451 CLR
45 4th			MLG
2125	04055	Waco	Maint Co CLB 453 CLR 4th
MLG			
2305	00512	McGuire AFB	MWSS-472 MAG-49 4th MAW
2305	01149	Miramar MCAS	MWSS-473 MAG-41 4th MAW
2340	29084	MARCOPSPTFAC NOLA	MLG Hqtrs 4th MLG
2340	29084	MARCOPSPTFAC NOLA	MLG Hqtrs 4th MLG
2340	04063	Topeka	Det 1 Sup Co CLB 453 CLR 4
4th			MLG

2805	00407	Great Lakes	Hqtrs MWCS-48 MACG-48 4th
MAW			
2805	14031	Cp Pendelton	H & S Co 4th LAR Bn 4th
MarDiv			
2805	04053	Wichita	Det 2 Maint Co CLB 453 CLR
4 4th			
			MLG
3010	21681	Brooklyn	Hqtrs Co 6th Comm Bn FHG
			MarForRes
3010	04036	Charlotte	H & S Co CLB 451 CLR 45 4th
MLG			
3010	29461	Buckley AFB	H & S Co CLB 453 CLR 4 4th
MLG			
3010	04064	Albany	Det 2 Sup Co CLB 453 CLR 4
4th			
			MLG
3010	04064	Albany	Det 2 Sup Co CLB 453 CLR 4
4th			
			MLG
3010	04058	Raleigh	Sup Co CLB 451 CLR 45 4th
MLG			
3010	04058	Raleigh	Sup Co CLB 451 CLR 45 4th
MLG			
3010	04060	Anacostia	Det 2 Sup Co CLB 451 CLR 45
4th			
			MLG
3510	14331	Bristol	Hqtrs Btry 3/14 4th MarDiv
3510	04066	Las Vegas	Truck Co 23d Mar Regt 4th
MarDiv			
3510	22324	Battle Creek	Engr Spt Co 6th ESB 4th MLG
3510	14662	Erie	Truck Co 25th Mar Regt 4th
MarDiv			
5702	14161	Detroit	H & S Co 1/24 4th MarDiv
5702	14221	Brooklyn	H & S Co 2/25 4th MarDiv
5702	14331	Bristol	Hqtrs Btry 3/14 4th MarDiv
5702	14641	Seal Beach	Hqtrs Btry 5/14 4th MarDiv
5702	21441	San Diego	H & S Co 4th Tank Bn 4th
MarDiv			

5702	21831	Tampa		H & S Co 4th AA Bn 4th
MarDiv				
5702	14111	Ellington		H & S Co 1/23 4th MarDiv
5702	14321	Grand Prairie		Hqtrs Btry 2/14 4th MarDiv
5702	14211	Ft Devens		H & S Co 1/25 4th MarDiv
5702	14031	Cp Pendleton		H & S Co 4th LAR Bn 4th
MArDiv				
5804	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	04780	Camp Pendleton	MCAS	HMLA-775(-) MAG-41 4th MAW
6302	01773	McGuire AFB		HMLA-773 MAG-49 4th MAW
6604	01136	Fort Worth NAS	JRB	MALS-41 MAG-41 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	Selfridge ANGB		MWSS-471 MAG-41 4th MAW

6. Qualified Marines are encouraged to submit applications in accordance with the guidelines provided by reference (A) and this MARADMIN. Marines should follow the sample application and endorsements should follow the format and content located at www.mcrs.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/ with the exception of the following:

a. Marine Corps Total Force System (MCTFS) data. Per reference (D), submit appropriate MCTFS screens for Service Record Book (SRB) pages that have been replaced by MCTFS. Marines must ensure SRB pages that have been removed and replaced by MCTFS are updated and made a part of their applications. Due to operational necessity, Marines are required to provide 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 of 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 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 areas are defined as any portion of the body that is covered by the PT uniform. Males will submit drawings for tattoos located under the PT shorts; females will submit drawings for tattoos that are located under the PT shorts and shirt. Digital photos/drawings of body markings will not be filed in the Marine's Official Military Personnel Files (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' applications. In accordance with reference (D), the Marine Corps tattoo policy, Commanding General (CG) MCRC is the final adjudicating authority for any issues involving tattoos for WO applicants provided the applicants receive a favorable endorsement from a GO or equivalent in their chain of commands.

c. Disciplinary Action. Per reference (C), 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. Marines must submit a 200 - 400 word essay that must address why they want to become a WO in the Marine Corps.

e. Physical Fitness. Per reference (E), 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). Marines are required to maintain Marine Corps body composition and military appearance.

f. Test Scores. Per reference (A), Marines must possess a minimum Electronics Repair (EL) composite score of 110 derived from one of the following tests:

- 1) Armed Services Vocational Aptitude Battery (ASVAB),
- 2) Armed Forces Classification Test (AFCT)

They can also qualify with one of the following standardized tests:

- 1) Minimum combined English and Math score of 39 or a composite score of 22 on the American College Test (ACT)

- 2) Minimum combined Math and Verbal or Math and Critical Reading score of 1000 on the Scholastic Aptitude Test (SAT). Marines who meet the aptitude test score requirement with an ACT or a SAT test score must include a certified copy of the test report as an enclosure to the application. Marines who meet 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. Per reference (A):

- 1) Age. There is no age restriction.
- 2) Rank. Sergeant and above.

i. Qualifying service

- (1) SMCR Marines. In addition to the eligibility criteria, Marines who apply for a SMCR billet should have no less than 8 or more than 20 projected years of Qualifying Naval Service (QNS) as indicated on the Career Retirement Credit Report. Marines selected on the FY21 Enlisted to WO Reserve

Selection Board are tentatively scheduled for appointment on 1 Feb 2021. When computing the amount of total QNS, use the convening date of 2 June 2020. 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 convening date of the board (2 June 2020).

(2) AR Marines. AR Marines who apply for WO to fill an ARWO vacancy must have neither less than 8 nor more than 20 years of Active Naval Service (ANS) on the date the board convenes. 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 then 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 promotions, and future promotion potential within its population.

(3) AR Marines who apply for SMCR WO Billets. AR Marines are exempt from the 8 years ANS requirement but still must meet the 8 years qualifying service. AR Marines who accept an appointment for a SMCR billet must be released from the AR program. They will be identified by a separate correspondence but no later than 31 Dec 2020.

j. Waivers. Requests for waivers shall be submitted as part of the Marine's basic letter, and a recommendation for waiver approval must be made in the GO endorsements at the major subordinate command level.

k. 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 commands at the battalion/squadron level via the Command Authorization Letter found within reference (G). 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 reference (G), 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 AFCT retest with the nearest base or installation education center or authorized Marine Corps test site. Marines are not authorized to take an ASVAB/AFCT retest at a Military Entrance Processing Station or Military Entrance Test site. Marines may only take the AFCT twice in a twelve (12) 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 AFCT retesting policy will result in test score invalidation. Marines may submit their 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 the applications with a projected date for testing availability and test results.

(2) Testing must be completed no later than 30 days prior to the convening date of the selection board in order to ensure test scores can be recorded and reflected in MCTFS. Convening date of the board is on or about 2 June 2020; therefore, testing must be completed no later than 1 May 2020.

(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 forwarded to the board for consideration. Reference (G) 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.

l. OMPF and Master Brief Sheet (MBS). Per references (C), (I), and (J) each Marine is personally responsible for ensuring the accuracy and completeness of their OMPFs and MBSs. The most expeditious means of accessing and viewing the OMPF and MBS are through OMPF online via Marine Online (MOL). Marines are advised that the OMPFs and MBSs 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 OMPFs, Marines are personally responsible for correcting the deficiencies, officially, with Manpower Management Records and Performance Branch (MMRP).

m. 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 months 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.

n. 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 MOS choices or billet locations

close out will automatically have their subsequent MOS choices considered as their primary. 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 a 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 a SMCR MOS vacancy; however, an AR Marine who is selected for a 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 a 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 a senior endorser deems a Marine "not recommended" for appointment, do not submit the Marine's application as it will be determined ineligible. COs/I-Is are directed to pass this information to eligible Marines within their commands, review applications for completeness, ensure that Marines who are requesting a waiver receive comprehensive justification on all endorsements (including the senior endorser), and make definitive recommendations regarding all applicants who submit applications. Requests for waiver of disciplinary action requirements will be considered if appropriate justification is

provided in accordance with the following:

a. Marines 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-Applicants/under "General Forms."](http://www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/under%20General%20Forms.)

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

8. 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 2021). In accordance with reference (A) Reserve applicants must be determined physically qualified by the Bureau of Medicine and Surgery prior to consideration by the selection board. 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 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 results are outside the normal range, per reference (H), 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.

9. 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' names, Electronic Data Interchange Personal Identifier numbers and MOS choices. Letters of recommendation from officers outside the normal COC, who have knowledge of the Marines' leadership qualities and potential for an appointment, should be included in application.

10. 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 they are not qualified for
- 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 scores
- 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
- e. Missing documents from the OMPF:
 - 1. Fitness reports
 - 2. Award citation write-ups
 - 3. Photos
 - 4. Any information not documented in the OMPF

11. Changes to Status. COs/I-I must notify MCRC in writing of any changes which affect enlistment status or disciplinary action which occurs after submission of an application.

12. Basic Reenlistment Prerequisites. In addition to the requirements contained in reference (A), Marines must meet the basic reenlistment prerequisites per reference (L). 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 2021, the Marines will need to coordinate with their respective career planner and CO/I-I for guidance.

13. Post Selection

a. All WO selection results are considered confidential and cannot be released under any circumstances until approved by the CMC. Once CMC approves, results will be published by MARADMIN message.

b. Selectees are scheduled to be appointed on or about 1 Feb 2021 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 2021.

d. A Reserve WO lineal control number is determined based upon seniority of a WO in his/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 CMC terminate the appointment of a WO who fails the WOBC or any required MOS follow-on school. Marines whose appointment are terminated may, upon their requests 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 2020. Point of contact is GySgt Marks at (703)432-9077.

14. Cancellation. This MARADMIN is cancelled 28 Feb 2021.

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

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